

VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F
Tuesday, June 14, 2016, 7:30 PM

AGENDA

Public notice is hereby given that the Board of Trustees will meet at Innsbrook Village Hall, 1835 Hwy F, Innsbrook, Missouri, on Tuesday, June 14, 2016 at 7:30 PM for a meeting to discuss and act upon the matters on this agenda as follows:

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF MINUTES
 - a. Regular Meeting: May 10, 2016
- 6) PUBLIC HEARING FOR 2016-2017 BUDGET FOR THE VILLAGE OF INNSBROOK
- 7) PUBLIC COMMENTS - Citizens who have concerns or remarks who wish to speak on Village matters may do so at this time.
- 8) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 9) BOARD OF TRUSTEES COMMENTS
- 10) CHAIRMAN'S COMMENTS, REPORTS, APOINTMENTS
- 11) DEPARTMENT REPORTS:
 - a. Financial Report
 - i. Bills of The Month
 - b. Administrator's Report
 - c. Planning & Zoning Commission
 - i. Appendix A Update - Sewer Issues
- 12) UNFINISHED BUSINESS:
 - a. Quarterly Update of Hold Items
 - b. Internet Speeds
- 13) NEW BUSINESS:
 - a. **BILL NO. 226 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY.**
 - b. **BILL NO. 227 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA HEGGEMANN FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2016 AND ENDING ON JUNE 30, 2017.**
 - c. **BILL NO. 228 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2015-2016 FISCAL YEAR.**
 - d. **BILL NO. 229 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING ON JUNE 30, 2017.**
- 14) VOTE TO ADJOURN

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Complaint Properties
- Animal Shelter
- Septic Issues
- Dry Hydrants
- Internet Speeds

(Next quarterly report Sept 2016)

MINUTES

The June 14, 2016 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 7:30 PM with Village Board Chairman Jeff Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Ted Sator, Tom Stevener, Trish Dunn and Jeff Thomsen were

present. Trustee Jerry Rust was absent. After roll call Chairman Thomsen announced that a quorum was present for the transaction of business.

Also in attendance were Village Administrator/Clerk, Carla Heggemann; Bob Soderholm (L2130) and Bud Oldani (L860).

APPROVAL OF AGENDA

Chairman Thomsen asked for a motion to approve the June 14, 2016 agenda. Motioned by Trustee Stevener, seconded by Trustee Dunn, to approve the agenda. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved.

APPROVAL OF MINUTES

Chairman Thomsen asked for a motion to approve the May 10, 2016 Minutes. Motioned by Trustee Dunn, seconded by Trustee Stevener to approve minutes from the Regular Meeting on May 10, 2016. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved.

PUBLIC HEARING

Chairman Thomsen opened the Public Hearing. No comments from the public pertaining to the Village of Innsbrook 2016-2017 budget. No comments from the Board of Trustees as well. Chairman Thomsen closed the Public Hearing.

PUBLIC COMMENT

Bud Oldani (L860) representing the homeowners of Lake Charrette. Wanted to know if any progress has been made concerning the petition that was given to the Board of Trustees last month. Chairman Thomsen has contacted the City Attorney, Chris Graville, and has received an opinion from him. Chairman Thomsen took that opinion, which was this issue would fall under Innsbrook Corporation, to Charlie Boyce. Charlie Boyce states that the Corporation's Attorney says the opposite. Both the City Attorney and Innsbrook Corporation Attorney are now in contact trying to work something out between both parties. The issue that exists is that if these property owners bought these properties with the approval to rent the properties for less than 30 days, the Village cannot take that away from them. An Ordinance can possibly be passed that restricts future purchasers to rent their properties.

COMMUNICATIONS, PETITIONS, PRESENTATIONS

Chairman Thomsen recognized Carla Heggemann on her certification as a Missouri Registered City Clerk (MRCC) from the Missouri City Clerks and Finance Officers Association. Carla will be recognized on September 13, 2016 during the MML Conference general luncheon in St. Louis, and will be presented with her certificate on March 14, 2017 during the MoCCFOA Spring Institute banquet in Columbia.

BOARD OF TRUSTEES COMMENTS

Trustee Sator questioned whom is responsible to fix the washout along Highway F. To which it was stated that this would be MoDOT's responsibility. Carla Heggemann will contact MoDOT to make them aware of the issue.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

DEPARTMENT REPORTS

- a. Financial Report - The financial report and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Dunn, seconded by Trustee Sator to approve financial report and pay all bills of the month. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved.
- b. Administrator's Report -
 - i. Village Newsletter - The Spring Newsletter was distributed to the Trustee's to review. With no corrections, the newsletter was approved by the Board of Trustee's to mail.

- ii. Certificate of Deposit - A CD matured on 06/11/16. This CD will need to be called in order to pay the 2016 MTFC Loan payment on the Hwy F Shoulder project. A money market account could be opened to put the un-needed funds into to collect a better interest rate rather than opening another CD for those funds. The Trustee's agreed and Chairman Thomsen gave permission to Carla Heggemann to cash in the CD and open a Money Market Account.
- iii. Meet the Candidates Night - Carla Heggemann is working on finalizing the "Meet the Candidate's Night" for mid to late July.
- iv. Carla Heggemann's Employment - Chairman Thomsen informed the Board of Trustee's that Carla Heggemann's employment with the City of Marthasville has been terminated due to political friction. She had been working there on Thursday's and Friday's. It has been informally discussed in the past that if something would happen in Marthasville, Innsbrook would possibly be able to employ Carla five days a week. During the summer months, Carla would like to work every other week to accommodate her children's schedule. Chairman Thomsen suggested employing Carla five days a week, every other week, until summer is over beginning July 1, 2016. Then in August revisit the terms to make it a more permanent basis. All Trustee's present agreed. Chairman Thomsen asked for a motion to approve employing Carla Heggemann full time, every other week, starting July 1, 2016 and revisit the terms in August. Motioned by Trustee Stevener, seconded by Trustee Dunn, to approve Carla Heggemann's new employment terms. By roll call vote, Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Chairman Thomsen - "Aye". Motion passed with a 4-0 vote. Motion was approved.
- c. Planning and Zoning Commission - No meeting was held on June 1, 2016.
 - i. Appendix A Update - Sewer Issues Bob Soderholm is still trying to set up a meeting with Missouri Department of Health and Senior Services in Jefferson City to sit and work out details on how to use them in our application, design and inspection process.

UNFINISHED BUSINESS:

- a. Animal Shelter - Trustee Sator stated that the group is currently seeking a site for a structure.
- ~~b. Internet Speeds - Charlie Boyce is under the impression that CenturyLink will be laying fiber optics within the Village of Innsbrook. CH 7-12-16~~

NEW BUSINESS:

- a. **BILL NO. 226 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY.** Chairman Thomsen stated that we pay a retainer fee of \$500 per month to Chris Graville and recommended that the Board of Trustee's approve agreement. Motioned by Trustee Dunn, seconded by Trustee Sator to have the first and second reading of Bill 226 by title only. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved. Chairman Thomsen read Bill No. 226 twice by title only. No discussion was had. Motioned by Trustee Dunn, seconded by Trustee Stevener to pass Bill No. 226 to Ordinance No. 224. By roll call vote, Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill 226 is enacted as Ordinance 224 of the Village of Innsbrook.
- b. **BILL NO. 227 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA HEGGEMANN FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2016 AND ENDING ON JUNE 30, 2017.** Motioned by Trustee Stevener, seconded by Trustee Sator to have the first and second reading of Bill 227 by title only. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved. Chairman Thomsen read Bill No. 227 twice by title only. Chairman Thomsen stated that the attachment to this Bill needs to be amended to include what was discussed earlier in the meeting pertaining to Carla Heggemann's employment. Motioned by Trustee Sator, seconded by Trustee Stevener to pass Bill No. 227 to Ordinance No. 225. By roll call vote, Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill 227 is enacted as Ordinance 225 of the Village of Innsbrook.
- c. **BILL NO. 228 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2015-2016 FISCAL YEAR.** Motioned by Trustee Dunn, seconded by Trustee Stevener to have the first and second reading of Bill 228 by title only. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved. Chairman Thomsen read Bill No. 228 twice by title only. No discussion was had. Motioned by Trustee Stevener, seconded by Trustee Sator to pass Bill No. 228 to Ordinance No. 226. By roll call vote, Trustee Sator - "Aye", Trustee Stevener -

"Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill 228 is enacted as Ordinance 226 of the Village of Innsbrook.

- d. **BILL NO. 229 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING ON JUNE 30, 2017.** Motioned by Trustee Stevener, seconded by Trustee Dunn to have the first and second reading of Bill 229 by title only. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved. Chairman Thomsen read Bill No. 229 twice by title only. No discussion was had. Motioned by Trustee Dunn, seconded by Trustee Stevener to pass Bill No. 229 to Ordinance No. 227. By roll call vote, Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill 229 is enacted as Ordinance 227 of the Village of Innsbrook.

VOTE TO ADJOURN

Motioned by Trustee Stevener, seconded by Trustee Sator, to adjourn the regular meeting. All Trustee's present voted "Aye". Motion passed with a 4-0 vote. Meeting adjourned at 8:33 PM.


I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 14, 2016.

Carla Heggemann, Village Administrator/Clerk

Date Minutes Approved: 7-12-16


Jeff Rust, Village Board Clerk

(seal)


Attest: Carla Heggemann,
Village Administrator/Clerk