



VILLAGE OF INNSBROOK
BOARD OF TRUSTEES MEETING AGENDA

Tuesday, May 12, 2015 * 7:30 p.m.

Village Hall * 1835 Highway F

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Minutes:
 - A) Regular and Closed Meeting - April 14, 2015
 - B) Special Meeting - April 22, 2015
- 6) Public Comments
- 7) Communications, Petitions, Presentations
- 8) Chairman/Trustee Announcements/Business and Reports
 - A) Trustee Reports/Requests
 - a) Out of State Vehicle Sales Tax "Titling Tax" Discussion
 - B) Planning & Zoning Commission - No May Meeting
 - C) Administrator's Report
 - a) Village Administrator Position
 - b) Village Limits and Zoning Map Updates
 - c) Boonslick Recycling Trailer
 - D) Financial Report
 - a) April 2015 Financial Reports
 - b) 2015-2016 Budget Draft
 - c) Set public hearing on June 9, 2014 for 2015-2016 budget
- 9) Legislation
 - A) Resolution 2015-1 authorizing certain Village officials the authority to sign for financial transactions for the Village of Innsbrook.
 - B) Bill No. 215 Ord. authorizing an agreement with Carla Heggemann to serve as Administrator/City Clerk for the Village of Innsbrook. (Ord. No. 213)
- 10) Final Public Comments
- 11) Adjournment

Unfinished Business/ Hold

- BHS/Landfill Area
 - Complaint Properties
 - Animal Shelter
 - Septic Issues
 - Dry Hydrants
 - Reifsnider Noise/Mtg Issue
- (Next quarterly report June, 2015)

Chris McCormick, Village Administrator

**THE NEXT MEETING OF THE VILLAGE OF INNSBROOK BOARD OF TRUSTEES
WILL BE TUESDAY, JUNE 9, 2015 at 7:30 p.m.**

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1) Call to Order

Chairman Jeff Thomsen called the meeting of the Board of Trustees of the Village of Innsbrook to order at 7:30 p.m. on Tuesday, May 12, 2015.

2) **Pledge of Allegiance**

Chairman Thomsen led the Pledge of Allegiance.

3) **Roll Call**

On roll call the following were present: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen. Chairman Thomsen announced that a quorum was present for the transaction of business. Also present was Jean Jarchow, Cindy Bowers and Village Administrator Chris McCormick.

4) **Approval of Agenda**

Trustee Stevener made a motion to approve the May 12, 2015 agenda, seconded by Trustee Dowdle. On the motion to approve the agenda a unanimous vote of approval was heard. Motion carried 5 to 0.

5) **Approval of Minutes**

Trustee Dowdle made a motion to approve the Regular and Closed Meeting Minutes of April 14, 2015, seconded by Trustee Rust. On roll call the Trustees voted: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen. – Ayes. Nays – none. Motion carried 5 to 0.

Trustee Dunn made a motion to approve the Special Meeting Minutes of April 22, 2015, seconded by Trustee Rust. On roll call the following votes were heard: Trustees Rust, Dunn and Thomsen - Ayes. Nays - none. Trustees Dowdle and Stevener abstained since they were not in attendance at the April 22nd meeting. Motion carried 3 to 0 with 2 abstentions.

6) **Public Comments** - Trustee Dowdle requested that Dave Buck, Superintendent of Wright City RII Schools, be added to the June Trustees agenda since Mr. Buck wished to introduce himself to the Trustees.

Trustee Dunn said that she was requested by Linda Ferguson to pass onto the residents that the Innsbrook Institute is in need of housing for nine boys for the upcoming Institute in June.

7) **Communications, Petitions, Presentations** - None.

8) **Chairman/Trustee Announcements/Business and Reports**

A) **Trustee Reports/Requests**

- a) **Out of State Vehicle Sales Tax "Titling Tax" Discussion** - Chairman Thomsen stated that this item was postponed from the April Trustee meeting awaiting an answer from the Village Attorney. Basically the Legislature passed a use tax but each municipality had to have their voters approve the use tax. At the time the Missouri Municipal League advised cities to hold off on passing the use tax because the Legislature thought there was a problem with the way the use tax was enacted and it might be invalid. The Missouri Supreme Court did say that the use tax was unconstitutional so the Legislature passed a "titling tax". MML now advises that the municipalities have been getting the use tax but must submit to the voters the question of if they want to discontinue getting that money or not. Thus, the Board will have to adopt an ordinance no later than January, 2016 since the ballot for the April, 2016 election has to be certified by January 26, 2016. Chairman Thomsen requested that the passage of the ordinance be placed on the September, 2015 Trustee agenda.

B) Planning and Zoning Commission - No May Meeting.

C) Administrator's Report

- a) **Village Administrator Position** - Carla Heggemann has accepted the Village's offer of employment and will begin on May 26, 2015. Chris McCormick stated that Carla will be reducing her hours in Marthasville as city clerk to two days a week and requested if the Board would consider her hours at the Village Hall to be Monday, Tuesday and Wednesday to which the Board had no objection. The Board did not see a conflict of interest with Carla being city clerk in the Village of Innsbrook and the City of Marthasville and will be making a motion to state such with the adoption of her contract later in the meeting.
- b) **Village Limits and Zoning Map Updates** - In speaking with Krishna of Boonslick there is no parcel data for the Tyrol Valley of Innsbrook Resort since the area has not been recorded with Warren County which is where Boonslick receives their parcel data from. Thus, some details of the map will need updating at a later date. Hopefully the maps will be ready very soon.
- c) **Recycling Trailer** - The Village of Innsbrook no longer will have a recycling trailer since another entity, who has a greater need, is now using the recycling trailer. Chuck Eichmeyer from Boonslick said he is hopeful that another recycling trailer can be obtained. Since Chuck did say that Boonslick would be open to servicing it the Trustees requested that the Administrator look into the cost of a used recycling trailer and make sure that Boonslick would not charge the Village to service it.

Miscellaneous -

- The Board was provided with a draft of the Spring Newsletter to be sent to all residents. Trustee Stevener stated that to retain transparency that the article on the new administrator indicate that Carla Heggemann will continue her duties as city clerk in the City of Marthasville as well as working for the Village of Innsbrook. Trustee Stevener also requested that the Village hours on page 2 of the newsletter be changed to indicate that the Village Hall will be open on Monday, Tuesday and Wednesday effective in June, 2015.
- Press Release provided from Deana Dothage, Mobility Coordinator for Boonslick, on MORIDES.

D) Financial Report

- a) **April 2015 Financial Reports** - The April financial reports were provided to the Board without comment.
- b) **Draft 2015-2016 Budget** - A draft proposed 2015-2016 budget was provided to the Board for review.
- c) **Set Public Hearing for June 9, 2015 for 2015-2016 Budget** - The Board was agreeable to holding a public hearing on June 9, 2016 for the upcoming 2015-2016 budget for the Village. A notice will be placed in the Warren County Record and posted on the website and bulletin board.

9) Legislation:

Trustee Stevener made a motion that the Board of Trustees acknowledge that Carla Heggemann, who has been hired to replace Chris McCormick as Administrator/City Clerk, is presently the City Clerk for the City of Marthasville and will continue her duties with Marthasville two days a week and will work for the Village of Innsbrook three days a week and does not feel that this will create a conflict of interest, seconded by Trustee Rust. On said motion the Board voted: Rust, Dowdle, Stevener, Dunn and Thomsen - Ayes. Nays - none. Motion carried 5 to 0.

A) Resolution 2015-1 Authorizing certain Village officials the authority to sign for financial transactions for the Village of Innsbrook. Trustee Dunn made a motion to read and adopt Resolution No. 2015-1, a Resolution designating and authorizing certain Village officials the authority to sign for certain financial transactions for the Village of Innsbrook, seconded by Trustee Rust. After reading Resolution No. 2015-1 by title only Chairman Thomsen requested a roll call vote: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen - Ayes. Nays - none. Motion carried.

B) Bill No. 215 Ord. authorizing an agreement with Carla Heggemann to serve as Administrator/City Clerk for the Village of Innsbrook. Trustee Dowdle made a motion to read Bill No. 215, An Ordinance of the Village of Innsbrook, MO authorizing the Chairman of the Board of Trustees to execute an agreement with Carla Heggemann for services as Village Administrator/City Clerk beginning on May 26, 2015 and ending on June 30, 2015, be read two times by title only, seconded by Trustee Rust. Motion carried and Bill No. 215 was read for the 1st and 2nd time by Chairman Thomsen and placed before the Board for adoption. Chairman Thomsen noted that this job was advertised in the Warren County Record and received six applications. The Board reviewed said applications and selected three applicants who had municipal administrative experience to interview. One of those candidates dropped out because of employment elsewhere and two applicants were interviewed. To questioning on the employment dates of May 26, 2015 to June 30, 2015 it was clarified that the agreement is for this fiscal year and another Bill will be placed on the June agenda for the 2015-2016 fiscal year. Chairman Dowdle made a motion to adopt Bill No. 215, seconded by Trustee Rust. With no questions or comments the following votes were heard: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen – Ayes. Nays – none. Motion carried 5 to 0. Bill No. 215 became Ordinance No. 213.

10) Final Public Comments - None.

11) Adjourn – Trustee Dowdle moved to adjourn the meeting, seconded by Trustee Rust. A unanimous voice vote of those present was heard. Motion carried.

The meeting adjourned at 8:05 p.m.

Minutes Approved: 6-9-2015

Trish Dunn, Clerk

Trish Dunn, Village Clerk

Chris McCormick, Village Administrator

Chris McCormick

Attest: Chris McCormick,
Village Administrator /Clerk