



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, September 14, 2021, 5:00 PM

## AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF MINUTES:
  - a. Regular Meeting: August 10, 2021
- 6) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 10) DEPARTMENT REPORTS:
  - a. Financial Reports - August 2021
    - i. Bills of The Month
  - b. Administrator's Report
  - c. Planning & Zoning Commission
- 11) UNFINISHED BUSINESS:
  - a. Hold Items ==>
  - b. Village of Innsbrook Welcome Sign
  - c. Broadband Infrastructure Program
  - d. **POLICY NO. 2021-1 - TRUSTEE TRAINING POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI**
- 12) NEW BUSINESS:
  - a. **BILL NO. 305 - AN ORDINANCE ESTABLISHING A VILLAGE ORDINANCE RELATING TO DECLARATION OF CANDIDACY FOR MUNICIPAL OFFICE AND FILING PROCEDURES (ORD. 301)**
  - b. **BILL NO. 306 - AN ORDINANCE AMENDING THE JURISDICTION OF THE MUNICIPAL COURT OF THE VILLAGE OF INNSBROOK (ORD. 302)**
- 13) ADJOURNMENT

### **Unfinished Business/ Hold Items**

- BHS/Zykan Landfill Area
  - Animal Shelter
  - Dry Hydrants
  - Village Cemetery
- (Next quarterly report Dec. 2021)

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## MINUTES

The September 14, 2021 regular meeting of the Village of Innsbrook Board of Trustees was held in person and via Zoom Video Conference, and called to order at 5:04 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance.

Upon roll call, Trustees Trish Dunn, Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Others in attendance in person included Village Administrator/Clerk - Carla Ayala. Due to the COVID-19 Pandemic, all other visitors attended this meeting via videoconference. Those attendees included Village Attorney - Nathan Bruns, Tracy Sator, and Lynda (unknown last name).

### APPROVAL OF AGENDA

Motioned by Trustee Sator, seconded by Trustee West, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.

### APPROVAL OF MINUTES

Motioned by Trustee Reuter, seconded by Trustee Sator to approve the August 10, 2021 regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5 "Aye", 0 "No" vote.

### PUBLIC COMMENTS

None at this time.

#### COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

#### BOARD OF TRUSTEES COMMENTS

Trustee Dunn questioned if Gateway Fiber has approached the Village directly. The Trustees and Village Administrator have not been contacted.

Trustee Reuter state that he has been approached by residents who want to know when meetings will be open to the public again to attend in person. The Trustees agreed that COVID-19 infection rates are still too high and mutually agreed that the Village will continue to hold meetings via Zoom for the public to attend. Recordings of the meetings are posted within 72 hours on the Village You Tube page for public viewing.

#### CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

#### DEPARTMENT REPORTS

- a. Financial Report - The August 2021 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 the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.
- b. Administrator's Report - Village Administrator/Clerk, presented a report to the Trustees. Village Hall will be closed on September 27-29, 2021 in order for the Village Administrator to attend the annual MML Conference. Forty business permits have been approved to date. The Village has received the first American Rescue Plan Act (ARPA) tranche payment of \$50,604.08. Motioned by Trustee Dunn, seconded by Trustee Reuter to allow the Village Administrator/Clerk to open a bank account to deposit the ARPA Funds into. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- c. Planning and Zoning Commission - The Commission held their last meeting on June 02, 2021. A meeting was not held in September.

#### UNFINISHED BUSINESS:

- a. Hold Items:
  - i. Animal Shelter - Trustee Sator reported that Woofstock was a successful event. The upcoming StarWars event will be donating proceeds to the shelter. Building materials are in short supply at this time, due to this construction on the shelter may wait until next year.
  - ii. New Village Building - Chairman Thomsen has received the survey on the land to be purchased. A contract has been drawn up between the Village and the land owner C&C Boat Storage LLC. The Trustees agreed that the concrete foundation needs to be removed prior to purchase and the property should be annexed into the Village and rezoned prior to purchase.
- b. Village of Innsbrook Welcome Sign - Discussion was held about the material the Trustees would like for the new sign. The Trustees mutually agreed that an engraved stone or rock should be used and placed on the same site where the old sign was located.
- c. Broadband Infrastructure Program - The Trustees would like to have a discussion with Gateway Fiber directly. Possibly at a future meeting. ARPA funds can be used on Broadband infrastructure.
- d. **POLICY NO. 2021-1 - TRUSTEE TRAINING POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI.** Trustee Reuter suggested changing "all training costs *will* be paid in full" to "all training costs *may* be paid in full". Motioned by Trustee Reuter, seconded by Trustee Dunn to adopt Policy No. 2021-1 with the proposed change made. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Policy No. 2021-1 is adopted as a policy of the Village of Innsbrook, Missouri.

NEW BUSINESS:

- a. **BILL NO. 305 - AN ORDINANCE ESTABLISHING A VILLAGE ORDINANCE RELATING TO DECLARATION OF CANDIDACY FOR MUNICIPAL OFFICE AND FILING PROCEDURES.** The Trustees would like for the wording regarding being a resident of the Village reworked and will look over again at the next meeting. Bill No. 305 postponed until the October 12, 2021 meeting.
- b. **BILL NO. 306 - AN ORDINANCE AMENDING THE JURISDICTION OF THE MUNICIPAL COURT OF THE VILLAGE OF INNSBROOK.** Nathan Bruns clarified Bill No. 306 for the Trustees. Motioned by Trustee Dunn, seconded by Trustee Reuter to hold the first and second reading of Bill No. 306 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 306 twice by title only. Chairman offered discussion on Bill No. 306. There being none, motioned by Trustee Sator, seconded by Trustee West to vote to approve Bill No. 306. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 306 is enacted as Ordinance No. 301 of the Village of Innsbrook, Missouri.


VOTE TO ADJOURN

Motioned by Trustee Reuter, seconded by Trustee West, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Meeting adjourned at 6:02 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, September 14, 2021.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 10/12/21

  
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Patricia Dunn,  
Village Board Clerk  
(seal)

  
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Attest: Carla Ayala,  
Village Administrator/Clerk

