



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F

Tuesday, October 10, 2017, 5:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF MINUTES
 - a. Regular Meeting: August 8, 2017
 - b. Regular Meeting: August 9, 2016 (amend minutes to reflect tax rate)
- 6) PUBLIC COMMENTS
(Citizens who have concerns or remarks on Village matters may speak at this time.)
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 10) DEPARTMENT REPORTS:
 - a. Financial Report
 - i. Bills of The Month
 - ii. 2017 NIP Grant
 - b. Administrator's Report
 - i. Building Permit Report
 - c. Planning & Zoning Commission
 - i. Recognition of Bob Soderholm
 - ii. Vacancy on Commission
- 11) UNFINISHED BUSINESS:
 - a. 2016-2017 Audit Results
- 12) NEW BUSINESS:
 - a. **BILL NO. 249 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOTS 920, 925 AND 926 LOCATED IN INNSBROOK ESTATES PLAT TWENTY-ONE, TO BE KNOWN AS 925 WOODLAKE DRIVE.**
 - b. Flag Pole at Village Hall
- 13) VOTE TO ADJOURN

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Animal Shelter
- Dry Hydrants
- Internet Speeds

(Next quarterly report Dec. 2017)

MINUTES

The October 10, 2017 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:00 PM with Village Board Chairman Jeff Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Jerry Rust, Ted Sator, Tom Stevener and Jeff Thomsen were present. Trustee Trish Dunn 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 Ayala; Jim Teeple (106); Bob and MaryLynn Soderholm (2130); Ed Grobbs (1703 Hwy F); Resident (26119 Rynelle) and Jodi Schneider, City of Troy.

APPROVAL OF AGENDA

Motioned by Trustee Rust, seconded by Trustee Stevener, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

APPROVAL OF MINUTES

Chairman Thomsen asked for comments, corrections or suggestions to the August 8, 2017 minutes. Trustee Stevener stated a correction to the minutes. Under unfinished business, b. i, "Motioned by Trustee Stevener, seconded by Trustee Sator to sign [approve] the noise exemption with provisions..." Chairman Thomsen asked for a motion to approve the August 8, 2017 meeting minutes with correction made. Motioned by Trustee Stevener, seconded by Trustee Rust to approve minutes. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

Chairman Thomsen asked for approval of the August 9, 2016 minutes with the following corrections. Under Public Hearing add text to include "at 0.1272 (per 100)" to reflect the tax rate in the minutes. This changes was made per 2017 audit recommendation. Motioned by Trustee Stevener, seconded by Trustee Rust to approve minutes. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

PUBLIC COMMENTS

Jodi Schneider, City Clerk of the City of Troy presented Carla Ayala with a Certificate of Recognition from the Missouri City Clerk and Finance Officers Association (MoCCFOA) in appreciation for Carla Ayala's dedicated service to the Citizens of Innsbrook and commitment to obtain her Missouri Registered City Clerk (MRCC) Certification.

COMMUNICATIONS, PETITIONS, PRESENTATIONS

Chairman Thomsen presented Bob Soderholm with an American flag and certificate in appreciation of Bob Soderholm's dedicated service as a member of the Planning and Zoning Commission.

BOARD OF TRUSTEES COMMENTS

Trustee Sator announced that the second annual pickle ball event had over 125 people in attendance the previous weekend which raised over \$1,000 to donate to the Animal Shelter.

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 Stevener, seconded by Trustee Rust to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.
Leroy Mitchell applied for and was rewarded the 2017 Neighborhood Improvement Program (NIP) Grant earlier this year. The project was to spread rock on Highway F Drive and is now complete. Leroy Mitchell has provided the Village with a paid invoice in the amount of \$350.78 for the Village to provide reimbursement for. Motioned by Trustee Rust, seconded by Trustee Sator to approve reimbursement of \$350.78 to Leroy Mitchell. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.
- b. Administrator's Report - Carla Ayala presented her Administrator Report to the Board of Trustees.
 - i. Building Report - Thirteen permits were issued during the third quarter of 2017, a total of forty-two for the year, nine of those were new construction.
- c. Planning and Zoning Commission - A meeting was held on October 4, 2017. The Commission will meet on November 1, 2017 to discuss the Appendix A Amendment on Sewer Regulations. A discussion on the vacancy on the Commission was discussed. It was decided that all interested individuals submit a volunteer profile to the Village Administrator as well as attend the November 1, 2017 Planning and Zoning Meeting. The Commission shall recommend one individual to the Board of Trustees to be appointed to the Commission at the November 14 Board of Trustees meeting.

UNFINISHED BUSINESS:

- a. 2016-2017 Audit Results - The annual financial report (Audit Report) has been submitted to the Trustees. The following deficiencies in internal control were found: Fund Balance Policy needed; Capitalization Policy needed; Investment Policy needed; Bonding Village Clerk and Trustees signing on accounts; Amend August 9, 2016 minutes for tax levy; Issue receipts for cash received for payment. As for the financials of the Village, the Accountant was very pleased.

NEW BUSINESS:

- a. **BILL NO. 249 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOTS 920, 925 AND 926 LOCATED IN INNSBROOK ESTATES PLAT TWENTY-ONE, TO BE KNOWN AS 925 WOODLAKE DRIVE. (ORD 247)** The Planning & Zoning Commission has recommended approval, the replat of Lot 925, with a 6-0 vote. Motioned by Trustee Rust, seconded by Trustee Stevener to have the first and second reading of Bill No. 249 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote. Chairman Thomsen read Bill No. 249 twice by title only. Chairman Thomsen opened the floor for discussion, there being none, by roll call vote, Trustee Dunn - Absent, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill No. 249 is enacted as Ordinance No. 247 of the Village of Innsbrook, Missouri.
- b. **Flag Pole at Village Hall** - A discussion on options for the flag pole was held. At this time, the flag pole is located next to Hwy F surrounded by trees. When all the leaves are on the trees, the flag is barely visible. In the winter time the flag gets snagged on tree limbs. The Village Administrator suggested moving the flag pole closer to Village Hall. Trustee Rust suggested cutting down trees instead of moving the pole. Chairman Thomsen to contact Charlie Boyce before acting on the matter. Postpone discussion until the November meeting.

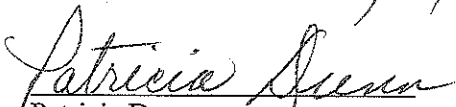
VOTE TO ADJOURN

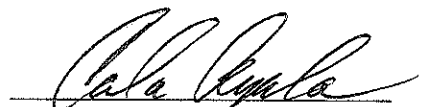
Motioned by Trustee Stevener, seconded by Trustee Rust, to adjourn the regular meeting. All Trustee's present voted "Aye". Motion passed with a 4-0 vote. Meeting adjourned at 5:45 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, October 10, 2017.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 11/14/2017


Patricia Dunn,
Village Board Clerk


Attest: Carla Ayala,
Village Administrator/Clerk

