



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, October 12, 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: September 14, 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 - September 2021
 - i. Bills of The Month
 - b. Administrator's Report
 - i. Building Permit Report
 - c. Planning & Zoning Commission
- 11) UNFINISHED BUSINESS:
 - a. **BILL NO. 305 - AN ORDINANCE ESTABLISHING A VILLAGE ORDINANCE RELATING TO DECLARATION OF CANDIDACY FOR MUNICIPAL OFFICE AND FILING PROCEDURES (ORD. 302)**
- 12) NEW BUSINESS:
 - a. **BILL NO. 307 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE VILLAGE FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE VILLAGE ON, APRIL 5TH, 2022 (ORD. 303) *first reading***
 - b. RFQ Professional Architect/Engineering Services
- 13) ADJOURNMENT

Unfinished Business/ Hold Items

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

MINUTES

The October 12, 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 5:05 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 Pat [last name unknown].

APPROVAL OF AGENDA

Motioned by Trustee Reuter, seconded by Trustee Sator, 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 Sator, seconded by Trustee West to approve the September 14, 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 Reuter was approached by a resident questioning what the Village's General Revenue funds were used for. Trustee Sator spoke to Planning and Zoning Commissioner Oldani. Questioned when the next P&Z Meeting would be held. Village Administrator/Clerk stated that Planning and Zoning meetings are held only when there is business to conduct. Until something is submitted to the Village, meetings will not be held.

Trustee Dunn stated that she would like to conduct a special meeting with the Planning and Zoning Commission.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen reported that contact has been made with Charlie Boyce, Innsbrook Corporation, regarding the land contract. A few things need to be adjusted in the contract before finalizing. The concrete pad currently on the property in question will be removed and property will be annexed into the Village prior to the purchase of the land by the Village. Chairman Thomsen stated that he has spoken to Charlie Boyce about Lake Konstanz as well.

DEPARTMENT REPORTS

- a. Financial Report - The September 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 October 21 & 22, 2021. Forty business permits have been approved to date and letters have been mailed to known businesses who have not yet applied. Trustee Dunn attended the Boonslick Regional Planning Commission meeting on September 27, 2021 and made a report to the Trustees.
 - i. Third Quarter Building Permit Report - 20 building permits were issued for the third quarter of 2021, broken down as follows: 10 new construction, 5 storage buildings, 2 additions and 3 docks/decks.
- c. Planning and Zoning Commission - The Commission held their last meeting on June 02, 2021. A meeting was not held in October.

UNFINISHED BUSINESS:

- a. **BILL NO. 305 - AN ORDINANCE ESTABLISHING A VILLAGE ORDINANCE RELATING TO DECLARATION OF CANDIDACY FOR MUNICIPAL OFFICE AND FILING PROCEDURES.** Motioned by Trustee Reuter, seconded by Trustee Dunn to hold the first and second reading of Bill No. 305 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 305 twice by title only. Chairman offered discussion on Bill No. 305. There being none, motioned by Trustee Sator, seconded by Trustee West to vote to enact Bill No. 305 as an Ordinance of the Village. 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. 305 is enacted as Ordinance No. 302 of the Village of Innsbrook, Missouri.

NEW BUSINESS:

- a. **BILL NO. 307 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE VILLAGE FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE VILLAGE ON, APRIL 5TH, 2022.** Motioned by Trustee Dunn, seconded by Trustee Reuter to hold the first reading of Bill No. 307 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 307 once by title only. The second reading of Bill No. 307 and discussion will be held on November 9, 2021.

- b. RFQ Professional Architect/Engineering Services - Request for Qualifications for Professional Architect/Engineering Service for the future Village Administration Building has been advertised in the local paper, on the ACEC Missouri website, and on the Village website. RFQ's received will be opened during a work session of the Board of Trustees on November 1, 2021 at 2:00pm.

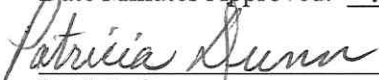
VOTE TO ADJOURN

Motioned by Trustee Reuter, seconded by Trustee Sator, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Meeting adjourned at 6:08 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, October 12, 2021.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 11/9/21



Patricia Dunn,
Village Board Clerk
(seal)



Attest: Carla Ayala,
Village Administrator/Clerk

