

VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall

1835 Highway F

Tuesday, May 14, 2019, 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: April 09, 2019
- 6) PUBLIC COMMENT (Citizens who have concerns or remarks on Village matters may speak at this time.)
 - a. Erik Maninga, MoDOT Area Engineer
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS:
 - a. Recognition of Outgoing Trustee and Planning and Zoning Commissioner
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 10) DEPARTMENT REPORTS:
 - a. Financial Report
 - i. Bills of The Month
 - b. Administrator's Report
 - c. Planning & Zoning Commission:
 - i. Vacancy left on Planning and Zoning Commission
 - ii. Planning Commission Ordinance Revision
- 11) UNFINISHED BUSINESS:
- 12) NEW BUSINESS:
 - a. 2019-2020 Fiscal Year Budget - Draft
 - b. Set Public Hearing for 2019-2020 Fiscal Year Budget on June 11, 2019
 - c. Policy No. 2019-1 - Street Sign Policy
 - d. Policy No. 2019-2 - Trustee Training Policy
 - e. Review of Potential Policies
- 13) EXECUTIVE SESSION - REAL ESTATE
- 14) ADJOURNMENT

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
 - Animal Shelter
 - Dry Hydrants
 - Internet Speeds
 - Village Cemetery
 - Shooting Range
- (Next quarterly report June 2019)

MINUTES

The May 14, 2019 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:01 PM with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Ted Sator, Tom Stevener and Jeff Thomsen were present. Trustee Cynthia Bowers was absent. Trustee Trish Dunn arrived at 5:07pm during "Public Comments". 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; Donna West (1 Elysium); Jean Jarchow (2133 Meadow Valley); Bob Dowdle (548 Lorraine Creek); Carol Zuckner (15735 Walkers Way); Bob Vogler (501 Woodlake); Jerry Rust (1 Oakwood Estates); Janet Postlewait (470 Woodlake); and Erik Maninga, MoDOT Area Engineer.

APPROVAL OF AGENDA

Motioned by Trustee Stevener, seconded by Trustee Sator, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 3-0 vote.

APPROVAL OF MINUTES

Motioned by Trustee Stevener, seconded by Trustee Sator to approve the April 9, 2019, regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 3-0 vote.

PUBLIC COMMENTS

The Board of Trustees invited Erik Maninga, MoDOT Area Engineer to attend this meeting. Erik brought copies of the Citizen's Guide to Transportation Funding in Missouri to distribute to attendees and to keep at Village Hall. Bob Dowdle questioned the maintenance of the shoulders along Highway F. They are disappearing under grass and washing away in places. Erik stated that he would check with his maintenance department and get back with the Village Administrator. Chairman Thomsen asked what the possibility is to extend shoulders down Highway F. Erik stated that he does not see that happening in the near future, funds are not available for that at this time. Trustee Stevener stated that the Transportation Advisory Committee (TAC) has added safety measures to the list of potential projects for the I70 North and South service road intersections with Stracks Church Road. Erik informed the Trustees that the intersections at the Highway 70 service roads and Stracks Church Road will become four-way stops within the next few weeks. Informational signs are being installed to inform drivers of this upcoming change.

Carol Zuckner stated that trial date has been scheduled for June 18, 2019. She would like to know what the charges are, she hasn't received that from anyone yet. Carol doesn't want the charges to be for minute items that they can take their time abating.

Donna West stated that if the Village is looking to pursue sales tax collection, there are other companies in the St. Louis area that provide that service. Chairman Thomsen stated he has done some research as well.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

Bob Vogler, outgoing Commissioner, and Jerry Rust, outgoing Trustee, were both presented with an American Flag and a certificate from Congressman Blaine Luetkemeyer's office, thanking them for their service on the Planning and Zoning Commission and the Board of Trustees.

BOARD OF TRUSTEES COMMENTS

Trustee Dunn questioned if the logging along Stacks Church Road was inside the Village limits and if a permit is required for this type of work. The property in question is not inside the Village limits. It is unknown if Warren County issues permits for this.

Trustee Stevener had a constituent ask about the riding arena along Highway F. It looks like work has stopped currently. Jerry Rust stated that an article was in the paper regarding the property.

Trustee Sator questioned why Attorney Graville was not in court during the past hearing. Trustee Dunn stated that he got held up and had already spoken to the opposing attorney. A trial date was scheduled. Trustee Sator would like an explanation and would like better communication in the future.

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 Stevener 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.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees. The Annual MML Conference will be held in St. Charles, MO on September 8-11, 2019. Registration is now open. Motioned by Trustee Stevener, seconded by Trustee Dunn to approve Carla Ayala's attendance at the MML Conference. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote. The newly elected Trustee Cynthia Bowers was sworn into office on April 22, 2019 by Carla Ayala.
- c. Planning and Zoning Commission - The last meeting was held on April 3, 2019.
 - i. Vacancy - An advertisement was run in the Warren County Record requesting a volunteer to fill the vacancy on the Planning and Zoning Commission. The only interested party was Bernie Cosby. Motioned by Trustee Sator, seconded by Trustee Stevener to authorize the Chairman of the Board to appoint Bernie Cosby to the Planning and Zoning Commission for a four year term to expire in 2023. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote.
 - ii. Ordinance Revision - The Board of Trustees were provided with an Ordinance Revision of Ordinance Number 8 passed in 1998. The revision included updates to the number of members and qualifications, terms of office, duties of commission, and plat submission and use. The Trustees will look over the revisions and inform the Village Administrator of changes prior to the next regular meeting.

UNFINISHED BUSINESS:

None at this time.

NEW BUSINESS:

- a. **2019-2020 Fiscal Year Budget Draft** - A special meeting was scheduled for Tuesday, May 28, 2019 at 3:00pm to discuss and finalize the budget for the 2019-2020 Fiscal year.
- b. **Set Public Hearing for 2019-2020 Fiscal Year Budget** - Motioned by Trustee Stevener, seconded by Trustee Sator to set a public hearing for June 11, 2019 at 5:00pm for the 2019-2020 Fiscal year budget. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote. The public hearing will be advertised in the Warren County Record, posted on the outside message board and on the Village website.
- c. **Policy No. 2019-1 - Street Sign Policy** - Motioned by Trustee Stevener, seconded by Trustee Dunn to hold the first and second readings of Policy No. 2019-1 by title only. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4 "Aye", 0 "No" vote, motion passed and approved. Chairman Thomsen read Policy No. 2019-1 twice by title only. There was no discussion on the Policy. Motioned by Trustee Sator, seconded by Trustee Stevener to approve Policy No. 2019-1. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-1 is enacted as a Policy of the Village of Innsbrook, Missouri.
- d. **Policy No. 2019-2 - Trustee Training Policy** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Policy No. 2019-2 by title only. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4 "Aye", 0 "No" vote, motion passed and approved. Chairman Thomsen read Policy No. 2019-2 twice by title only. There was no discussion on the Policy. Motioned by Trustee Stevener, seconded by Trustee Sator to approve Policy No. 2019-2. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-2 is enacted as a Policy of the Village of Innsbrook, Missouri.
- e. **Review of Potential Policies** - Several Policies were submitted to the Board of Trustees for review before next regular meeting.

VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Stevener, seconded by Trustee Dunn, to adjourn the regular meeting and enter executive session as permissible pursuant to Section 610.021(2) RSMo; relating to leasing, purchasing or sale of real estate. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote. Meeting adjourned into executive session at 6:18 PM.

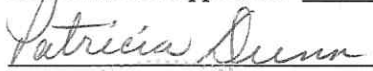
EXECUTIVE SESSION - REAL ESTATE

VOTE TO ADJOURN

Motioned by Trustee Stevener, seconded by Trustee Sator, to adjourn the regular meeting. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote. Meeting adjourned at 6:49 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, May 14, 2019.

Date Minutes Approved: 06/11/2019


Patricia Dunn,
Village Board Clerk
(seal)

Carla Ayala, Village Administrator/Clerk


Attest: Carla Ayala,
Village Administrator/Clerk

