



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F  
Tuesday, June 12, 2018, 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: May 15, 2018
  - b. Executive Session: May 15, 2018
- 6) **PUBLIC HEARING**
  - a. Proposed 2018-2019 Fiscal Year Budget
- 7) PUBLIC COMMENTS  
(Citizens who have concerns or remarks on Village matters may speak at this time.)
- 8) COMMUNICATIONS/PETITIONS/PRESENTATIONS:
- 9) BOARD OF TRUSTEES COMMENTS
- 10) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 11) DEPARTMENT REPORTS:
  - a. Financial Report
    - i. Bills of The Month
  - b. Administrator's Report
  - c. Planning & Zoning Commission
- 12) UNFINISHED BUSINESS:
  - a. Quarterly Update of Hold Items
- 13) NEW BUSINESS:
  - a. **BILL NO. 252 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY. (ORD 249)**
  - b. **BILL NO. 253 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA AYALA FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2018 AND ENDING ON JUNE 30, 2019. (ORD 250)**
  - c. **BILL NO. 254 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2017-2018 FISCAL YEAR. (ORD 251)**
  - d. **BILL NO. 255 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING ON JUNE 30, 2019. (ORD 252)**
  - e. **BILL NO. 256 - AN ORDINANCE ESTABLISHING GENERAL PENALTIES FOR VIOLATIONS OF THE MUNICIPAL ORDINANCES OF THE VILLAGE OF INNSBROOK, MISSOURI (ORD 253)**
- 14) EXECUTIVE SESSION - REAL ESTATE
- 15) ADJOURNMENT

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

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

(Next quarterly report Sept. 2018)

## MINUTES

The June 12, 2018 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:00 PM with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Trish Dunn, Jerry Rust, Ted Sator, Tom Stevener and Jeff Thomsen were present. 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; Village Attorney, Jay Godsy; Nancy Pound (L473) and Jean Jarchow (L2133).

#### 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 5-0 vote.

#### APPROVAL OF MINUTES

Motioned by Trustee Rust, seconded by Trustee Stevener to approve the May 15, 2018, regular meeting minutes and executive session minutes. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.

#### PUBLIC HEARING

Chairman Thomsen opened the public hearing for the Proposed 2018-2019 Fiscal Year Budget at 5:04pm. With no public comment, the public hearing was closed at 5:05pm.


#### PUBLIC COMMENTS

None at this time.

#### COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

#### BOARD OF TRUSTEES COMMENTS

Trustee Stevener attended a recent Transportation Advisory Committee (TAC) meeting with Bernie Cosby. They spoke about the Highway F shoulder project, and asked for additional shoulders to continue down Highway F to ~~Strack Church Road~~. *where state maintenance ends.* 

#### 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 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 5-0 vote.
- b. Administrator's Report - Carla Ayala presented her report to the Trustees. Registration is now open for the MML Annual Conference will be held in Branson, MO, September 16-19, 2018. Motioned by Trustee Thomsen, seconded by Trustee Dunn to approve Carla Ayala to attend the MML Annual Conference. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. After looking at the Village purchasing policy, we are not required to advertise for bids for a project as small as painting the welcome sign. Three businesses will be contacted for bids to be discussed at a future meeting. The "Meet The Candidates Night" event date was discussed, Carla Ayala to contact Innsbrook Corporation for rental availability.
- c. Planning and Zoning Commission - A meeting was not held on June 6, 2018. The next meeting will be held on June 27, 2018 due to the regular meeting night falling on the Fourth of July Holiday.

#### UNFINISHED BUSINESS:

- a. Quarterly Update on Hold Items - Trustee Sator stated that significant progress has been made in securing a permanent location for the Animal Shelter. On August 25, 2018 the Woolstock fundraiser event will be held. Trustee Thomsen stated that there seems to be interest in opening a section of the Harmony Church Cemetery, located within Innsbrook, to the public. More details to follow.

NEW BUSINESS:

- a. **BILL NO. 252 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY. (ORD 249)** Chairman Thomsen stated that we pay a retainer fee of \$500 per month to Chris Graville for legal services, and recommended that the Board of Trustee's approve agreement. Motioned by Trustee Rust, seconded by Trustee Dunn to have the first and second reading of Bill No. 252 by title only. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 252 twice by title only. With no discussion, motioned by Trustee Rust, seconded by Trustee Stevener to enact Bill No. 252 as Ordinance No. 249. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 252 is enacted as Ordinance No. 249 of the Village of Innsbrook, Missouri.
- b. **BILL NO. 253 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA AYALA FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2018 AND ENDING ON JUNE 30, 2019. (ORD 250)** Motioned by Trustee Stevener, seconded by Trustee Rust to have the first and second reading of Bill No. 253 by title only. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 253 twice by title only. With no discussion, motioned by Trustee Stevener, seconded by Trustee Sator to enact Bill No. 253 as Ordinance No. 250. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 253 is enacted as Ordinance No. 250 of the Village of Innsbrook, Missouri.
- c. **BILL NO. 254 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2017-2018 FISCAL YEAR. (ORD 251)** Motioned by Trustee Rust, seconded by Trustee Dunn to have the first and second reading of Bill No. 254 by title only. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 254 twice by title only. With no discussion, motioned by Trustee Stevener, seconded by Trustee Rust to enact Bill No. 254 as Ordinance No. 251. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 254 is enacted as Ordinance No. 251 of the Village of Innsbrook, Missouri.
- d. **BILL NO. 255 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING ON JUNE 30, 2019. (ORD 252)** Motioned by Trustee Dunn, seconded by Trustee Rust to have the first and second reading of Bill No. 255 by title only. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 255 twice by title only. With no discussion, motioned by Trustee Stevener, seconded by Trustee Rust to enact Bill No. 255 as Ordinance No. 252. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 255 is enacted as Ordinance No. 252 of the Village of Innsbrook, Missouri.
- e. **BILL NO. 256 - AN ORDINANCE ESTABLISHING GENERAL PENALTIES FOR VIOLATIONS OF THE MUNICIPAL ORDINANCES OF THE VILLAGE OF INNSBROOK, MISSOURI (ORD 253)** Motioned by Trustee Stevener, seconded by Trustee Rust to have the first and second reading of Bill No. 256 by title only. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 256 twice by title only. Discussion was held. After the Village Attorney reviewed the Village Codes, general penalties for Ordinance violations were not clear. This Ordinance puts general penalties in place. Motioned by Trustee Rust, seconded by Trustee Sator to enact Bill No. 256 as Ordinance No. 253. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 256 is enacted as Ordinance No. 253 of the Village of Innsbrook, Missouri.

VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Rust, seconded by Trustee Stevener, to adjourn the regular meeting and enter executive session. By roll call vote, Trustee Dunn "Aye", Trustee Rust "Aye", Trustee Sator "Aye", Trustee Stevener "Aye" and Chairman Thomsen "Aye". All Trustee's present voted "Aye". Motion passed with a 5-0 vote. Meeting adjourned into executive session at 6:05 PM.

EXECUTIVE SESSION - REAL ESTATE

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 5-0 vote. Meeting adjourned at 6:23 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 12, 2018.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: July 10, 2018

  
\_\_\_\_\_  
Patricia Dunn,  
Village Board Clerk

  
\_\_\_\_\_  
Attest: Carla Ayala,  
Village Administrator/Clerk

(seal)

