



**VILLAGE OF INNSBROOK**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Innsbrook Village Hall  
1835 Highway F  
Tuesday, January 14, 2020, 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: December 10, 2019
- 6) PUBLIC COMMENT (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
  - b. Administrator's Report
    - i. Building Permit Report
  - c. Planning & Zoning Commission
- 11) UNFINISHED BUSINESS:
  - a. Hold Items ==>
  - b. Walkers Way Property
  - c. Short Term Rentals
  - d. Medical Marijuana
- 12) NEW BUSINESS:
- 13) EXECUTIVE SESSION - REAL ESTATE
- 14) ADJOURNMENT

**Unfinished Business/ Hold Items**

- BHS/Zykan Landfill Area
  - Animal Shelter
  - Dry Hydrants
  - Internet Speeds
  - Village Cemetery
- (Next quarterly report April 2020)

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MINUTES

The January 14, 2020 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:02 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Cynthia Bowers, Trish Dunn, Ted Sator, Tom Stevener and Jeff Thomsen were present. Trustee Stevener attended this meeting via videoconference. 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) and Carol Zuckner (15735 Walkers Way).

**APPROVAL OF AGENDA**

Motioned by Trustee Bowers, 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 Sator, seconded by Trustee Dunn to approve the December 10, 2019, regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5-0 vote.

**PUBLIC COMMENTS**

None at this time.

## COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

## BOARD OF TRUSTEES COMMENTS

Trustee Dunn stated that there was concern about dumping in the area between Harmony Church and metal gate. Wants to know if the Village will take action to get this area cleaned up. Innsbrook Corporation should be notified for their trash clean up day beginning in March.

## CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen reported with the departure of Trustee Stevener from the Warren County Transportation Advisory Commission (TAC), someone will need to be appointed to fill this vacancy.

## 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 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 5-0 vote.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees. Village Hall will be closed on January 20, 2020 for Martin Luther King, Jr. Day. Two (2) Trustee positions are available for the April 7, 2020 Municipal Election. Candidate filing opened on December 17, 2019 at 8:00am and will close on January 21, 2020 at 5:00pm. Registration is open for the MML 2020 Legislative Conference on February 11-12, 2020. The next TAC committee meeting is scheduled for February 22, 2020 and the next Boonslick Regional General Membership meeting is scheduled for March 23, 2020. The Warren County Municipal Team has scheduled their next meeting for February 10, 2020.
  - i. Building Permit Report - There were 14 permits issued in the fourth quarter of 2019; 7 new construction, 1 storage building, 2 remodel, 3 additions and 1 dock/deck. Resulting in a total number of 59 permits issued for the year of 2019. This is only slightly up from the total number of 58 permits in 2018.
- c. Planning and Zoning Commission - The last meeting was held on October 2, 2019. There was not a meeting held in January.

## UNFINISHED BUSINESS:

- a. Hold Items -
  - i. BHS/Zykan Landfill Area - Nothing new to report.
  - ii. Animal Shelter - Trustee Sator reported that they are still in the formative stages.
  - iii. Dry Hydrants- Nothing at this time.
  - iv. Internet Speeds - Nothing at this time.
  - v. Village Cemetery - Chairman Thomsen is trying to set up a meeting with Fred Mueller.
- b. Walkers Way Property - Chairman Thomsen stated that he has reached out to the Missouri Municipal League (MML) for a statute pertaining to persons living in unsuitable living conditions and will sift through what he has received to compile an Ordinance.
- c. Short Term Rentals - After a short discussion, Village Administrator/Clerk will work on setting up a meeting with Village Attorney to discuss this issue further.
- d. Medical Marijuana - Will discuss this issue further at meeting with Village Attorney, and compile an Ordinance.

## NEW BUSINESS:

None at this time.

## VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Dunn, seconded by Trustee Bowers, to adjourn the regular meeting and enter executive session. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - Abstain, Trustee Thomsen - "Aye". Motion passed and approved with a 4-0 vote. Meeting adjourned into executive session at 5:46 PM.

EXECUTIVE SESSION - REAL ESTATE

After returning to regular session at 5:55pm, Motioned by Trustee Dunn, seconded by Trustee Sator, to approve an expense not to exceed \$500 for appraisal work. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - Abstain, Trustee Thomsen - "Aye". Motion passed and approved with a 4-0 vote.

VOTE TO ADJOURN

Motioned by Dunn, seconded by Trustee Sator, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Meeting adjourned at 5:56 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, January 14, 2020.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 2/11/2020

Patricia Dunn  
Patricia Dunn,  
Village Board Clerk  
(seal)

Carla Ayala  
Attest: Carla Ayala,  
Village Administrator/Clerk

