



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Zoom Video Conference  
Tuesday, June 9, 2020, 5:00 PM

## AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF MINUTES:
  - a. Regular Meeting: May 12, 2020
- 5) **PUBLIC HEARING**
  - a. 2020-2021 Fiscal Year Budget
- 6) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS
  - a. Certification of Election Results
  - b. Oath of Office to Newly Elected Trustee's
  - c. Nomination and Election of Chairman and Village Board Clerk
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 10) DEPARTMENT REPORTS:
  - a. Financial Reports - May 2020
    - i. Bills of The Month
  - b. Administrator's Report
  - c. Planning & Zoning Commission
- 11) UNFINISHED BUSINESS:
- 12) NEW BUSINESS:
  - a. Award Neighborhood Improvement Program (NIP) Grant
  - b. **BILL NO. 278** - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2019-2020 FISCAL YEAR. (ORD 275)
  - c. **BILL NO. 279** - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING ON JUNE 30, 2021. (ORD 276)
  - d. **BILL NO. 280** - 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 277)
  - e. **BILL NO. 281** - 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, 2020 AND ENDING ON JUNE 30, 2021. (ORD 278)
  - f. **BILL NO. 282** - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 1205 AND 1206 LOCATED IN INNSBROOK ESTATES PLAT THIRTY, TO BE KNOWN AS 1205 AND 1206 WHITETAIL POINT DRIVE. (ORD 279)
  - g. **RESOLUTION NO. 2020-1** - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO ENTER INTO AN AGREEMENT FOR PROPERTY AND LIABILITY INSURANCE COVERAGE FOR THE VILLAGE OF INNSBROOK.
- 13) ADJOURNMENT

### Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
  - Animal Shelter
  - Dry Hydrants
  - Village Cemetery
  - Nuisance Properties
- (Next quarterly report July 2020)

## MINUTES

The June 9, 2020 regular meeting of the Innsbrook Board of Trustees was held via Zoom Video Conference and called to order at 5:00 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. Due to the COVID-19 Pandemic, all Trustees and visitors attended this meeting via videoconference. After roll call, Chairman Thomsen announced that a quorum was present for the transaction of business.

## *Board of Trustees Meeting Minutes – June 9, 2020*

Also in attendance were Village Administrator/Clerk, Carla Ayala; Village Attorney, Michael Lindgren; Lynda Baker; Donna West; Russ Isaak; Chip Wobbe, Innsbrook Corporation; and Matt Zahradka, Innsbrook Security.

### 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 Dunn, seconded by Trustee Sator to approve the May 12, 2020 regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5-0 vote.

### PUBLIC HEARING

Chairman Thomsen opened the public hearing at 5:03pm to hear public input regarding the 2020-2021 Fiscal Year Budget. Russ Isaak questioned the purpose of the line item "Real Estate Payment" and also questioned "Village Hall Electricity". The Village Administrator stated that the line item real estate payment is to be used if the Village would purchase land for the purpose of constructing a future Village Hall. Village Hall electricity would be used if said construction would begin this fiscal year. With no further public input, the public hearing was closed at 5:08pm.

### PUBLIC COMMENTS

Matt Zahradka, Innsbrook Security, introduced himself to the Trustees. Trustee Dunn questioned Emergency Services navigating through Innsbrook Estates. Trustee Sator questioned UTV use on roadways. A fine procedure was discussed, however as a security company contracted with Innsbrook Corporation, they would not be able to cite anyone.

### COMMUNICATIONS/PETITIONS/PRESENTATIONS

- a. The Village Administrator reported that the Warren County Clerk, Denise Stotler, sent official certification of the June 2, 2020 General Municipal Election results. All votes cast for all candidates are as follows: Jerry Rust 57; Donna West 93; Ted Sator 132; and John Simon 17. Thereby granting the three positions of Trustee to Donna West and Ted Sator. Motioned by Trustee Stevener, seconded by Trustee Dunn, to approve the official election results as stated. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.
- b. The Village Administrator performed the Oath of Office with Trustees Donna West and Ted Sator for their positions of Trustee for a two year term. Trustee West then took on the seat of Trustee Stevener for the remainder of the meeting.
- c. Nominations were held for the Board of Trustee Chairman and Village Board Clerk. Trustee Sator nominated Trustee Thomsen as Chairman of the Board of Trustees for one year. Motioned by Trustee Sator, seconded by Trustee Dunn, to appoint Trustee Thomsen as Chairman. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Trustee Thomsen nominated Trustee Dunn as Village Board Clerk of the Board of Trustees for one year. Motioned by Trustee Thomsen, seconded by Trustee Sator, to appoint Trustee Dunn as Village Board Clerk. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.

### BOARD OF TRUSTEES COMMENTS

Trustee Bowers would like to bring back the discussion of short term rentals. The Village Administrator and Village Attorney to draft an Ordinance by the next meeting for discussion. Trustee Bowers stated that ticket sales for the Missouri Pyrotechnics fireworks event go on sale June 15, however property owners neighboring the event location have not been contacted yet. This was part of the stipulations when the Board of Trustees approved the noise variance for this event. Trustee Bowers questioned the timetable set to contact neighboring properties.

Trustee Dunn expressed gratitude to Tom Stevener for his years of service to the Village of Innsbrook. Trustee Sator expressed thanks to John Simon and Jerry Rust on their candidacy for Trustee.

### CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

### DEPARTMENT REPORTS

- a. Financial Report - The May financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Bowers, 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 remain closed to the public. Services will be provided on an appointment only basis. Face coverings are required inside Village Hall. Registration is open for the Annual MML Conference in Kansas City on September 13-16, 2020. An anonymous letter was received by an individual who owns property within the Village regarding the fireworks event in September. The letter was not signed and no return address on envelope.
- c. Planning and Zoning Commission - The Planning and Zoning Commission held a meeting on June 3, 2020. The Commissioners unanimously voted to recommend for approval of the Boundary Adjustment of Lots 1205 & 1206 Innsbrook Estates. Future Land Use maps were discussed with Boonslick Regional Planning Commission. An update to the Village Comprehensive Plan is needed and will be the next project of the Planning and Zoning Commission.

UNFINISHED BUSINESS:

- a. Animal Shelter - Trustee Sator reported that they are waiting on Architectural Specs and would like to invite the Trustees to the site with Innsbrook Corporation.

NEW BUSINESS:

- a. Award Neighborhood Improvement Program (NIP) Grant - Two NIP applications were received. 1) Oakwood Estates Association for rock to resurface road in the requested amount of \$1,000. 2) Hwy F Drive & Elysium for road maintenance without a specific requested amount. Trustee Sator traveled both roads and recommends approval of Oakwood Drive. Trustee Bowers questioned if the Village could fund both projects this year. Chairman Thomsen recommends only funding one project with the unknown effect the pandemic will have on this year's income. Motioned by Trustee Sator, seconded by Trustee Dunn to approve grant funding in the amount of \$1,000 to the Oakwood Estates Association. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - Abstain, Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No", 1 Abstain vote.
- b. **BILL NO. 278 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2019-2020 FISCAL YEAR. (ORD 275)** Motioned by Trustee Sator, seconded by Trustee Bowers to hold the first and second reading of Bill No. 278 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 278 twice by title only. Chairman offered discussion on Bill No. 278. There being none, motioned by Trustee Sator, seconded by Trustee Dunn to vote to approve Bill No. 278. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 278 is enacted as Ordinance No. 275 of the Village of Innsbrook, Missouri.
- c. **BILL NO. 279 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING ON JUNE 30, 2021. (ORD 276)** Motioned by Trustee Bowers, seconded by Trustee West to hold the first and second reading of Bill No. 279 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 279 twice by title only. Chairman offered discussion on Bill No. 279. There being none, motioned by Trustee Dunn, seconded by Trustee Bowers to vote to approve Bill No. 279. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 279 is enacted as Ordinance No. 276 of the Village of Innsbrook, Missouri.
- d. **BILL NO. 280 - 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 277)** Motioned by Trustee Sator, seconded by Trustee Dunn to hold the first and second reading of Bill No. 280 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 280 twice by title only. Chairman offered discussion on Bill No. 280. There being none, motioned by Trustee Bowers, seconded by Trustee West to vote to approve Bill No. 280. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 280 is enacted as Ordinance No. 277 of the Village of Innsbrook, Missouri.
- e. **BILL NO. 281 - 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, 2020 AND ENDING ON JUNE 30, 2021. (ORD 278)** Motioned by Trustee Sator, seconded by Trustee Bowers to hold the first and second reading of Bill No. 281 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 281 twice by title only. Chairman offered discussion on Bill No. 281. There being none, motioned by Trustee Bowers, seconded by Trustee Sator to vote to approve Bill No. 281. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 281 is enacted as Ordinance No. 278 of the Village of Innsbrook, Missouri.

- f. **BILL NO. 282 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 1205 AND 1206 LOCATED IN INNSBROOK ESTATES PLAT THIRTY, TO BE KNOWN AS 1205 AND 1206 WHITETAIL POINT DRIVE. (ORD 279)** Motioned by Trustee Sator, seconded by Trustee Dunn to hold the first and second reading of Bill No. 282 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 282 twice by title only. Chairman offered discussion on Bill No. 282. Chip Wobbe stated that this is a simple boundary adjustment on Whitetail Lake. Both property owners are in agreement with the adjustment. With no further discussion, motioned by Trustee Sator, seconded by Trustee West to vote to approve Bill No. 282. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 282 is enacted as Ordinance No. 279 of the Village of Innsbrook, Missouri.
- g. **RESOLUTION NO. 2020-1 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO ENTER INTO AN AGREEMENT FOR PROPERTY AND LIABILITY INSURANCE COVERAGE FOR THE VILLAGE OF INNSBROOK.** Motioned by Trustee Bowers, seconded by Trustee West to hold the first and second reading of Resolution No. 2020-1 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Resolution No. 2020-1 twice by title only. Chairman offered discussion on Resolution No. 2020-1. There being none, motioned by Trustee Dunn, seconded by Trustee Sator to vote to approve Resolution No. 2020-1. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee West - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Resolution No. 2020-1 is enacted as a Resolution of the Village of Innsbrook, Missouri.

**VOTE TO ADJOURN**

Motioned by Bowers, seconded by Trustee Dunn, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5-0 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, June 9, 2020.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: July 24, 2020



Patricia Dunn,  
Village Board Clerk  
(seal)

  
Attest: Carla Ayala,  
Village Administrator/Clerk