



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall

1835 Highway F

Tuesday, June 11, 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: May 14, 2019
  - b. Special Meeting: May 28, 2019
- 6) **PUBLIC HEARING**
  - a. 2019-2020 Fiscal Year Budget
- 7) PUBLIC COMMENT (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. **BILL NO. 264** - AN ORDINANCE AMENDING THE VILLAGE OF INNSBROOK, MISSOURI'S ORDINANCE ESTABLISHING THE PLANNING AND ZONING COMMISSION FOR THE VILLAGE OF INNSBROOK, ITS POWERS AND DUTIES, AND THE NUMBER, QUALIFICATIONS AND APPOINTMENTS OF ITS MEMBERS. (ORD 261)
  - b. **POLICY NO. 2019-3** - INVESTMENT POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - c. **POLICY NO. 2019-4** - FUND BALANCE POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - d. **POLICY NO. 2019-5** - FRAUD POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - e. **POLICY NO. 2019-6** - CASH RECEIPTS AND DISBURSEMENT POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - f. **POLICY NO. 2019-7** - CREDIT CARD POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - g. **POLICY NO. 2019-8** - ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - h. **POLICY NO. 2019-9** - BALANCED BUDGET POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
  - i. **RESOLUTION NO. 2019-2** - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PURCHASING POLICY FOR THE VILLAGE OF INNSBROOK
  - j. **POLICY NO. 2019-10** - PURCHASING POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI
- 13) NEW BUSINESS:
  - a. **BILL NO. 265** - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2018-2019 FISCAL YEAR. (ORD 262)
  - b. **BILL NO. 266** - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING ON JUNE 30, 2020. (ORD 263)
  - c. **BILL NO. 267** - 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 264)
  - d. **BILL NO. 268** - 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, 2019 AND ENDING ON JUNE 30, 2020. (ORD 265)
  - e. **RESOLUTION NO. 2019-3** - 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.
- 14) EXECUTIVE SESSION - REAL ESTATE
- 15) ADJOURNMENT

### Unfinished Business/ Hold Items

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

MINUTES

The June 11, 2019 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 Cynthia Bowers, Trish Dunn, 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; Donna West (1 Elysium) and Carol Zuckner (15735 Walkers Way).

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 Stevener, seconded by Trustee Sator to approve the May 14, 2019, regular session and May 28, 2019, special 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 2019-2020 Fiscal Year Budget. Donna West questioned funding for the Neighborhood Improvement Program (NIP). The grant cycle for NIP applications runs annually from July 1 to June 30. Applications received prior to May 20 would have been budgeted for this fiscal year. There were zero applications submitted prior to May 20, 2019. With no further public input, the public hearing was closed at 5:06pm.

PUBLIC COMMENTS

Carol Zuckner stated that she would like the Village Administrator to email her a timeline of dates from the first complaint filed to current day, on the Walkers Way property. A court date is scheduled for June 18, 2019 at 1:30pm. Donna West stated that she has looked into the sales tax collection on rental properties. The Village should audit the State of Missouri to see if all revenue is being forwarded to the Village.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Bowers would like a cost analysis of the delivery of paper meeting packets vs. cost of purchasing tablets. Village Administrator will gather that information for a later meeting. Trustee Bowers would like to implement electric car charging stations within the Village. This discussion tabled for a later date.

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 Sator, 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 5-0 vote.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees. Village Hall will be closed for the July 4th Holiday. Registration is now open for the Annual MML Conference to be held in St. Charles, MO on September 8-11, 2019.
- c. Planning and Zoning Commission - The last meeting was held on April 3, 2019.

UNFINISHED BUSINESS:

- a. Animal Shelter - Trustee Sator reported that the Animal Shelter is moving forward.



- b. Village Cemetery - Chairman Thomsen stated that communication has transpired between Charlie Boyce (Innsbrook Corporation) and Fred Mueller (Harmony Cemetery). A section open to the public, to some extent, could be opened if the Cemetery Committee agrees to do so.
- c. **BILL NO. 264** - Motioned by Trustee Sator, seconded by Trustee Stevener to hold the first and second readings of Bill No. 264 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 264 twice by title only. There was no discussion on the Bill. Requested by Chairman Thomsen to approve Bill No. 264. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 264 is enacted as Ordinance No. 261 of the Village of Innsbrook, Missouri.
- d. **Policy No. 2019-3 - Investment Policy** - Motioned by Trustee Stevener, seconded by Trustee Dunn to hold the first and second readings of Policy No. 2019-3 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-3 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-3. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-3 is enacted as a Policy of the Village of Innsbrook, Missouri.
- e. **Policy No. 2019-4 - Fund Balance Policy** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Policy No. 2019-4 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-4 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-4. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-4 is enacted as a Policy of the Village of Innsbrook, Missouri.
- f. **Policy No. 2019-5 - Fraud Policy** - Motioned by Trustee Sator, seconded by Trustee Dunn to hold the first and second readings of Policy No. 2019-5 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-5 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-5. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-5 is enacted as a Policy of the Village of Innsbrook, Missouri.
- g. **Policy No. 2019-6 - Cash Receipts and Disbursement Policy** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Policy No. 2019-6 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-6 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-6. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-6 is enacted as a Policy of the Village of Innsbrook, Missouri.
- h. **Policy No. 2019-7 - Credit Card Policy** - Motioned by Trustee Dunn, seconded by Trustee Sator to hold the first and second readings of Policy No. 2019-7 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-7 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-7. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-7 is enacted as a Policy of the Village of Innsbrook, Missouri.
- i. **Policy No. 2019-8 - Accounting, Auditing and Financial Reporting Policy** - Motioned by Trustee Dunn, seconded by Trustee Stevener to hold the first and second readings of Policy No. 2019-8 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-8 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-8. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-8 is enacted as a Policy of the Village of Innsbrook, Missouri.
- j. **Policy No. 2019-9 - Balanced Budget Policy** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Policy No. 2019-9 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-9 twice by title only. There was no discussion on the Policy. Requested by Chairman Thomsen to approve Policy No. 2019-9. By roll call vote, Trustee Bowers -



"Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-9 is enacted as a Policy of the Village of Innsbrook, Missouri.

- k. **RESOLUTION NO. 2019-2** - Motioned by Trustee Sator, seconded by Trustee Stevener to hold the first and second readings of Resolution No. 2019-2 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Resolution No. 2019-2 twice by title only. A change was made to subparagraph (A.) as follows: "A. All purchases under five hundred dollars (\$500.00) require only appropriate ~~departmental~~ approval. ~~Department heads are~~ [(insert) Village Administrator/Clerk is] required to make sure that these purchases comply with budget." Requested by Chairman Thomsen to approve Resolution No. 2019-2, with corrections made. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Resolution No. 2019-2 is enacted as a Resolution of the Village of Innsbrook, Missouri.
- l. **Policy No. 2019-10 - Purchasing Policy** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Policy No. 2019-10 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Policy No. 2019-10 twice by title only. A change was made to subparagraph (A.) as follows: "A. All purchases under five hundred dollars (\$500.00) require only appropriate ~~departmental~~ approval. ~~Department heads are~~ [(insert) Village Administrator/Clerk is] required to make sure that these purchases comply with budget." Requested by Chairman Thomsen to approve Policy No. 2019-10. with corrections made. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Policy No. 2019-10 is enacted as a Policy of the Village of Innsbrook, Missouri.

NEW BUSINESS:

- a. **BILL NO. 265** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Bill No. 265 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 265 twice by title only. There was no discussion on the Bill. Requested by Chairman Thomsen to approve Bill No. 265. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 265 is enacted as Ordinance No. 262 of the Village of Innsbrook, Missouri.
- b. **BILL NO. 266** - Motioned by Trustee Sator, seconded by Trustee Stevener to hold the first and second readings of Bill No. 266 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 266 twice by title only. There was no discussion on the Bill. Requested by Chairman Thomsen to approve Bill No. 266. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 266 is enacted as Ordinance No. 263 of the Village of Innsbrook, Missouri.
- c. **BILL NO. 267** - Motioned by Trustee Sator, seconded by Trustee Stevener to hold the first and second readings of Bill No. 267 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 267 twice by title only. There was no discussion on the Bill. Requested by Chairman Thomsen to approve Bill No. 267. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 267 is enacted as Ordinance No. 264 of the Village of Innsbrook, Missouri.
- d. **BILL NO. 268** - Motioned by Trustee Sator, seconded by Trustee Stevener to hold the first and second readings of Bill No. 268 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 268 twice by title only. There was no discussion on the Bill. Requested by Chairman Thomsen to approve Bill No. 268. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Bill No. 268 is enacted as Ordinance No. 265 of the Village of Innsbrook, Missouri.
- e. **RESOLUTION NO. 2019-3** - Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Resolution No. 2019-3 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Resolution No. 2019-3 twice by title only. There was no discussion on the Resolution. Requested by Chairman Thomsen to approve Resolution No. 2019-3. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved. Resolution No. 2019-3 is enacted as a Resolution of the Village of Innsbrook, Missouri.

VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Dunn, seconded by Trustee Stevener, 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 - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Meeting adjourned into executive session at 6:19 PM.

EXECUTIVE SESSION - REAL ESTATE

VOTE TO ADJOURN

Motioned by Trustee Stevener, 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 6:43 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 11, 2019.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 7/9/2019

Patricia Dunn  
Patricia Dunn,  
Village Board Clerk  
(seal)

Carla Ayala  
Attest: Carla Ayala,  
Village Administrator/Clerk

