



**VILLAGE OF INNSBROOK**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Innsbrook Village Hall  
1835 Highway F  
Tuesday, February 11, 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: January 14, 2020
  - b. Special Meeting: January 31, 2020
- 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
  - c. Planning & Zoning Commission
- 11) UNFINISHED BUSINESS:
  - a. Walkers Way Property
  - b. Short Term Rentals
  - c. Medical Marijuana
- 12) NEW BUSINESS:
  - a. **POLICY NO. 2020-1 - CAPITAL ASSETS POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI**
- 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)

---

MINUTES

The February 11, 2020 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:00 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Trish Dunn, Ted Sator, Tom Stevener and Jeff Thomsen were present. Trustees Cynthia Bowers was absent. 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; Jean Jorchow (2133 Meadow Valley); Donna West (1 Elysium) and Carol Zuckner (15735 Walkers Way).

**APPROVAL OF AGENDA**

Motioned by Trustee Dunn, seconded by Trustee Sator, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

**APPROVAL OF MINUTES**

Motioned by Trustee Dunn, seconded by Trustee Sator to approve the January 14, 2020, regular session meeting minutes and the January 31, 2020 special meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote.

**PUBLIC COMMENTS**

None at this time.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

None at this time.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen reported that he attended the Warren County Municipal Leaders meeting. The topic of discussion was the homeless population in Warren County. The Village was asked to think about what we as a Municipality can do to help.

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 Dunn to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 3-0 vote. Trustee Stevener abstained from voting.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees. A Meet and Greet Candidate Event has been scheduled for March 24, 2020 at 5pm at Charrette Creek Commons. Registration is open for the MML 2020 Elected Officials Conference on June 4-5, 2020. The next Boonslick Regional General Membership meeting is scheduled for March 23, 2020. The Warren County Municipal Team has scheduled their next meeting for April 13, 2020.
- c. Planning and Zoning Commission - The last meeting was held on October 2, 2019. There was not a meeting held in February.

UNFINISHED BUSINESS:

- a. Walkers Way Property - A special meeting was held on January 31, 2020, where the Village Attorney had a discussion about how to proceed with the property in question. Chairman Thomsen stated that the Village has its hands tied financially and legally. The Village Attorney advised the Trustees, that anything further should be in the form of a Civil Lawsuit against the owner of the property by the Complainant.
- b. Short Term Rentals - A special meeting will be held between the Village of Innsbrook and Innsbrook Corporation to discuss the issues at hand and the enforcement of such going forward. Trustee Sator would like to see a form listing rules that the Renter of a property would sign as they enter through the main gate.
- c. Medical Marijuana - Nothing new to discuss until Zoning maps are amended.

NEW BUSINESS:

- a. **POLICY NO. 2020-1 - CAPITAL ASSETS POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI.** Motioned by Trustee Dunn, seconded by Trustee Sator to hold the first reading of Policy No. 2020-1 by title only. All Trustees present voted "Aye". Motion passed and approved with a 3-0 vote. Trustee Stevener abstained from the vote. Chairman Thomsen read Policy No. 2020-1 by title only. Discussion pertained to the reason the policy is needed. This policy has been requested by the Auditor of the Village. The second reading of Policy No. 2020-1 will be read during the next regular scheduled meeting. After which the Policy will be voted on.

VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Sator, seconded by Trustee Dunn, to adjourn the regular meeting and enter executive session. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - Abstain, Trustee Thomsen - "Aye". Motion passed and approved with a 3-0 vote. Meeting adjourned into executive session at 5:44 PM.

EXECUTIVE SESSION - REAL ESTATE

*Board of Trustees Meeting Minutes – February 11, 2020*

After returning to regular session at 5:59 PM, Motioned by Trustee Sator, seconded by Trustee Dunn, to approve the Village Administrator/Clerk to open a new Money Market account at First State Community Bank in the name of Village of Innsbrook, and to transfer \$100,000 from the General Fund to the newly opened account. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - Abstain, Trustee Thomsen - "Aye". Motion passed and approved with a 3-0 vote. Trustee Stevener abstained from the vote.

**VOTE TO ADJOURN**

Motioned by Sator, seconded by Trustee Dunn, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote. Meeting adjourned at 6:04 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, February 11, 2020.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 4/14/20

Patricia Dunn

Patricia Dunn,  
Village Board Clerk  
(seal)

Carla Ayala

Attest: Carla Ayala,  
Village Administrator/Clerk

