

VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F
Tuesday, August 13, 2019, 5:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
- 3) PUBLIC HEARING
 - a. Regarding a Petition from Dan Miesner to rezone Plat 45A, 7.71 acres, from "AFM" Agricultural Forest Management District to "PRD" Planned Residential Development District.
 - b. 2019 Tax Levy
- 4) ROLL CALL
- 5) APPROVAL OF AGENDA
- 6) APPROVAL OF MINUTES:
 - a. Regular Meeting: July 9, 2019
- 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. Dan Miesner Plat Application - Innsbrook Estates Plat 45A. Second Reading.
BILL NO. 269 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOT 2144 LOCATED IN INNSBROOK ESTATES PLAT FORTY-FIVE A, TO BE KNOWN AS 2144 QUAIL WOODS DRIVE. (ORD. 266)
 - b. Paperless Meeting Packets
- 13) NEW BUSINESS:
 - a. Dan Miesner Rezone Petition - 7.71 Acres; Parcel No. 110070000005001000. First Reading Only.
BILL NO. 270 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 7.71 ACRES OF LAND FROM AFM-AGRICULTURAL FOREST MANAGEMENT DISTRICT TO PRD-PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI (ORD. 267)
 - b. 2019 Tax Levy. First and Second Reading.
BILL NO. 271 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2019 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI. (ORD. 268)
 - c. Innsbrook Corporation Plat Application - Innsbrook Estates Plat 102. First Reading Only.
BILL NO. 272 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 102 FOR THE DEVELOPMENT OF EIGHT (8) SINGLE FAMILY RESIDENTIAL SITES. (ORD. 269)
 - d. Innsbrook Corporation Plat Application - Innsbrook Estates Plat 103. First Reading Only.
BILL NO. 273 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 103 FOR THE DEVELOPMENT OF FIVE (5) SINGLE FAMILY RESIDENTIAL SITES. (ORD. 270)
 - e. Conflict of Interest Policy. First and Second Reading.
BILL NO. 274 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. (ORD. 271)
 - f. **RESOLUTION NO. 2019-4 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, DESIGNATING AND AUTHORIZING CERTAIN VILLAGE OFFICIALS THE AUTHORITY TO SIGN FOR FINANCIAL TRANSACTIONS FOR THE VILLAGE OF INNSBROOK.**
 - g. 2020 Census Committee
- 14) ADJOURNMENT

Unfinished Business/ Hold Items

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

MINUTES

The August 13, 2019 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:01 PM with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Cynthia Bowers, Trish Dunn (arrived at 5:16pm), 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; Jean Jarchow (L2133); Dan Miesner (1094 Eagle Bend); Donna West (1 Elysium); Carol Zuckner (15735 Walkers Way) and Keith Thompson, Innsbrook Corporation.

PUBLIC HEARING

- a. **Rezone Plat 45A - Chairman Thomsen opened the Public Hearing at 5:03pm, and opened the floor to questions. An email was received by property owner at 2140 Quail Woods Drive, in support of the Rezone. No other public comments were made.**
- b. **2019 Tax Levy - Chairman Thomsen opened the floor to questions. There being none, the Public Hearing was closed at 5:05pm.**

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motioned by Trustee Stevener, seconded by Trustee Sator to approve the July 09, 2019, regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote.

PUBLIC COMMENTS

Carol Zuckner gave an update about the court hearings regarding Walkers Way. The Judge sentenced the two defendants to a 90 day jail stay. Chairman Thomsen added that the Village must pay for their stay, at or around \$100 per day, per person. The Attorneys involved are trying to work something out to release the defendants, but suspend them from the property until the end of the 90 days.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Stevener updated the Trustees on the Transportation Advisory Committee (TAC). The interchange at Stracks Church Road and Hwy 70 is still a high priority.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen gave an update on the Warren County Municipal Team. During their latest meeting, the need for tornado/warning sirens throughout Warren County were discussed. Grants are available through the USDA.

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 Stevener, 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.**
- c. **Planning and Zoning Commission - The last meeting was held on August 7, 2019. Commissioners reviewed the Rezone of L2144 Quail Woods Drive, Plat 102 and Plat 103. The commissioners recommended approval to the Board of Trustees by a vote of 6 "Aye", 0 "No", and 1 absent, on all three issues.**

UNFINISHED BUSINESS:

- a. **BILL NO. 269 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOT 2144 LOCATED IN INNSBROOK ESTATES PLAT FORTY-FIVE A, TO BE KNOWN AS 2144 QUAIL WOODS DRIVE. (ORD. 266)** - Motioned by Trustee Bowers, seconded by Trustee Sator to hold the second reading of Bill No. 269 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 269 by title only. There was a small discussion regarding the buffer zone and easements around said property. Trustee Stevener suggested the language on the Plat to read "one residence" instead of "residences" to prevent any confusion in the future. Motioned by Trustee Sator, seconded by Trustee Bowers to vote to approve Bill No. 269 with suggested changes made. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - Abstain, Trustee Sator - Abstain, Trustee Stevener - Abstain, Trustee Thomsen - "Aye". With a 2 "Aye", 0 "No", 3 Abstain vote, motion lacked a quorum and failed.
- b. Paperless Meeting Packets - Carla Ayala provided a cost comparison to the Trustees. Paper packets cost approximately \$887.85 per year to print. The purchase of six tablets would cost approximately \$539.88. Motioned by Trustee Bowers, seconded by Trustee Stevener to vote to approve the purchase of six Packard Bell tablets in the amount of \$539.88 and adopt a paperless packet delivery system. 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.

NEW BUSINESS:

- a. **BILL NO. 270 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 7.71 ACRES OF LAND FROM AFM-AGRICULTURAL FOREST MANAGEMENT DISTRICT TO PRD-PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI (ORD. 267)** Motioned by Trustee Stevener, seconded by Trustee Bowers to hold the first reading of Bill No. 270 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 270 once by title only. There was no discussion on the Bill. The second reading of Bill No. 270 will be held at the September 17, 2019 meeting.
- b. **BILL NO. 271 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2019 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI. (ORD. 268)** Motioned by Trustee Dunn, seconded by Trustee Stevener to hold the first and second readings of Bill No. 271 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 271 twice by title only. There was no discussion on the Bill. Motioned by Trustee Dunn, seconded by Trustee Bowers, to vote to approve Bill No. 271. 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. 271 is enacted as Ordinance No. 268 of the Village of Innsbrook, Missouri. The Tax rate for 2019 has been set at 0.1272 on \$100 assessed valuation for Real Estate property and 0.0000 on \$100 assessed valuation for Personal property.
- c. **BILL NO. 272 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 102 FOR THE DEVELOPMENT OF EIGHT (8) SINGLE FAMILY RESIDENTIAL SITES. (ORD. 269)** Motioned by Trustee Dunn, seconded by Trustee Stevener to hold the first reading of Bill No. 272 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 272 once by title only. A short discussion was held. This plat will include eight, single family, cottage style residences. The second reading of Bill No. 272 will be held at the September 17, 2019 meeting.
- d. **BILL NO. 273 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 103 FOR THE DEVELOPMENT OF FIVE (5) SINGLE FAMILY RESIDENTIAL SITES. (ORD. 270)** Motioned by Trustee Sator, seconded by Trustee Dunn to hold the first reading of Bill No. 273 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 273 once by title only. A short discussion was held. This plat will include five, single family, chalets. The easement off Schuetzenground Road was questioned. The second reading of Bill No. 273 will be held at the September 17, 2019 meeting.

- e. **BILL NO. 274 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. (ORD. 271)** Motioned by Trustee Stevener, seconded by Trustee Sator to hold the first and second readings of Bill No. 274 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 274 twice by title only. There was no discussion on the Bill. Motioned by Trustee Stevener, seconded by Trustee Sator, to vote to approve Bill No. 274. 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. 274 is enacted as Ordinance No. 271 of the Village of Innsbrook, Missouri.
- f. **RESOLUTION NO. 2019-4 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, DESIGNATING AND AUTHORIZING CERTAIN VILLAGE OFFICIALS THE AUTHORITY TO SIGN FOR FINANCIAL TRANSACTIONS FOR THE VILLAGE OF INNSBROOK.** Motioned by Trustee Stevener, seconded by Trustee Dunn to hold the reading of Resolution No. 2019-4 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Resolution No. 2019-4 by title only. Motioned by Trustee Stevener, seconded by Trustee Sator, to vote to approve Resolution 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. Resolution No. 2019-4 is enacted as a Resolution of the Village of Innsbrook, Missouri.
- g. 2020 Census Committee - The Village has been asked by the US Census Bureau, for a letter, signed by the Chairman of the Board, stating that the Village is willing to partner with the US Census Bureau to ensure the most complete count possible. This letter is to include that the Village is willing to form the Complete Count Committee (CCC) for our Village. After a short discussion, the Trustees requested that a letter be sent to the Census Bureau stating that the Village will post job positions on the Village website and in the newsletter, but the Village is not sufficiently staffed to form a the CCC.

Prior to adjourning the meeting, Trustee Stevener requested that the Trustees revisit Bill No. 269 [AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOT 2144 LOCATED IN INNSBROOK ESTATES PLAT FORTY-FIVE A, TO BE KNOWN AS 2144 QUAIL WOODS DRIVE. (ORD. 266)]. Following a brief discussion, motioned by Trustee Sator, seconded by Trustee Stevener to vote to approve Bill No. 269, with language changes made to plat. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - Abstain, Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4 "Aye", 0 "No", 1 Abstain vote, motion passed and approved. Bill No. 269 is enacted as Ordinance No. 266 of the Village of Innsbrook, Missouri.

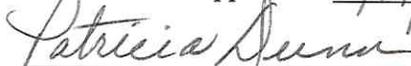
VOTE TO ADJOURN

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 7:36 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, August 13, 2019.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 9/17/2019



Patricia Dunn,
Village Board Clerk
(seal)



Attest: Carla Ayala,
Village Administrator/Clerk

