



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, June 13, 2023, 5:00 PM (CST)**

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) APPROVAL OF CONSENT AGENDA
- 5) **PUBLIC HEARINGS**
 - a. 2023-2024 Fiscal Year Budget
 - b. Special Use Permit Application - 1837 State Highway F; Verizon Wireless Telecommunications Tower
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 7) *APPROVAL OF MINUTES:
 - a. *Regular Meeting: May 09, 2023
 - b. *Special Meeting: May 24, 2023
- 8) CHAIRMAN'S REPORT/APPOINTMENTS
 - a. Recognition of Former Trustee Ted Sator
- 9) DEPARTMENT/COMMITTEE REPORTS:
 - a. *Financial Reports - May 2023
 - i. *Bills of The Month
 - b. Administrator's Report
 - c. University of Missouri Extension Council
 - d. Planning & Zoning Commission
 - i. Planning and Zoning Commission Vacancy
- 10) UNFINISHED BUSINESS:
 - a. Hold Items Update
 - b. Village Administration Building
 - i. Loan Proposal/Application [USDA Rural Development]
 - ii. Preliminary Architectural Report (PAR) Revision [Cochran]
- 11) NEW BUSINESS:
 - a. Allocate American Rescue Plan Act (ARPA) Funds
 - b. **BILL NO. 330 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO AMEND THE BUDGET FOR THE 2022-2023 FISCAL YEAR**
 - c. **BILL NO. 331 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK, MISSOURI, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING ON JUNE 30, 2024**
 - d. **BILL NO. 332 - 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, 2023 AND ENDING ON JUNE 30, 2024**
 - e. **BILL NO. 333 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH TODD STREILER OF STREILER PLANNING, LLC FOR SERVICES AS VILLAGE PLANNER**
 - f. **BILL NO. 334 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT FOR AUDITING SERVICES**
 - g. **BILL NO. 335 - AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO VERIZON WIRELESS TO CONSTRUCT AND OPERATE A TELECOMMUNICATIONS TOWER ON 140 SQUARE FOOT OF LAND OWNED BY INNSBROOK CORPORATION AND LOCATED AT 1837 STATE HIGHWAY F, INNSBROOK, MISSOURI**
 - h. **BILL NO. 336 - AN ORDINANCE APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A DOLLAR GENERAL RETAIL STORE LOCATED AT 13425 STATE HIGHWAY M WITH CONDITIONS TO BE COMPLIED WITH AND AUTHORIZING CERTIFICATION OF THE SITE PLAN**

Unfinished Business/Hold Items

- BHS/Zykan Landfill Area
- Dry Hydrants
- Village Cemetery
- Broadband Infrastructure
- ARPA Fund Request
(Next quarterly report Sept 2023)

- i. **RESOLUTION NO. 2023-2 - A 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**
- 12) BOARD OF TRUSTEE ANNOUNCEMENTS
- 13) OPEN FORUM
- 14) ADJOURNMENT

MINUTES

The Tuesday, June 13, 2023 regular meeting of the Village of Innsbrook Board of Trustees was held at Village Hall, 1835 Highway F, Innsbrook, Missouri, in person as well as Zoom Video Conference, and called to order at 5:00 PM (CST) with Chairman Reuter presiding. Chairman Reuter led the Pledge of Allegiance.

Upon roll call, Trustees Cynthia Cook, Mike Lyles, Dan Reuter, John Simon, and Donna West were present in person. Chairman Reuter announced a quorum was present. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Allen Huddleston [2 Oakwood], Ted Sator [154 Geneva Cove], Marc Lindauer [394 W. Scheffborg], Paul Sileo - Fortune Wireless, Rodney Parrott - Overland Group, Joe Kueper - Innsbrook Corporation. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to Nathan Bruns - Graville Law Firm, Matt Speight - Scott Agency, Claudia Cutter, Tracy Sator, Mike Wally, Denise Wilson, Karen Schindler, Carolyn Olson, Leonard Zeid, Amy Steele, and Karla Olson.

APPROVAL OF CONSENT AGENDA*

Motioned by Trustee Simon, seconded by Trustee Cook, to approve the consent agenda, without the exception of Items. Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote.

PUBLIC HEARINGS

- a. 2023-2024 Fiscal Year Budget - Chairman Reuter opened the public hearing at 5:00 pm. With no public comments written or verbal, public hearing closed.
- b. Special Use Permit Application; 1837 State Highway F; Verizon Wireless Telecommunications Tower - Chairman Reuter opened the public hearing to hear public comments regarding the Special Use Permit Application from Verizon Wireless to construct a Telecommunications tower located at 1837 State Highway F. The Trustees have received the application, landowner authorization, plans for the structure to be constructed, and all fees required to be in compliance with the special use permit application from Verizon Wireless. Public Notice has been published in the Warren County Record, at Village Hall, on the Village website and posted on the property. All neighboring property owners have been notified of this public hearing by Certified Mail. There were zero written public comments received by the Village. Chairman Reuter opened the floor to public comments. Paul Sileo with Fortune Wireless spoke to the Trustees about the location and plans of the tower. This height is necessary to eliminate the need for additional towers throughout the Village. 5G will be brought to the tower for voice and data services from Verizon. The Spectrum wireless network will be included on the Verizon network. With no further comments, the public hearing was closed.

PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS

The Board spoke with Matt Speight with Scott Agency about the General Liability insurance renewal. Chairman Reuter would like coverage added for Planning and Zoning issues. The MOPERM policy does not cover this. Matt Speight has reached out to other companies, and found one other company offers \$10,000 coverage for judgments. He would like to do a little more research and get back with the Trustees in the next few weeks.

Recognition of Former Trustee Ted Sator - The Village Administrator/Clerk recognized Ted Sator for his 7 years of service as a Trustee of the Village of Innsbrook, gifting him a flag flown over the United States capital.

APPROVAL OF MINUTES

*Approved the May 09, 2023 Board of Trustees regular meeting and May 24, 2023 special meeting minutes.

CHAIRMAN'S REPORT/APPOINTMENTS

Chairman Reuter stated that he had nothing to report.

DEPARTMENT REPORTS

- a. *Approved the May 2023 financial report and bills of the month.
- b. Administrator's Report - Village Administrator/Clerk, presented the Administrator's report to the Trustees.
 - The next Boonslick Regional Planning Commission meeting will be held on June 26. Trustee West stated that she cannot attend.
 - Registration is open for the Missouri Municipal League annual conference in September.
 - Village business permits renew on July 1, 2023.
- c. University of Missouri Extension Council Update - Virgal Woolfolk was not in attendance to give a report.
- d. Planning and Zoning Commission - The Commission held a meeting on June 7, 2023. Allen Huddleston reported that a work session was held prior to the Commissions last meeting to review the site plan from Overland Group and the telecommunications tower from Verizon Wireless. A public hearing was held for the Telecommunications tower, and all attendees were in support. There has not been any further movement on the Animal Shelter, still waiting on Missouri DNR. The Commission recommended approval of the special use permit of the Verizon telecommunications tower and the site plan of the Dollar General.
 - i. Planning and Zoning Commission Vacancy - One resident has expressed interest in the vacancy. Brandon Pfeiffer has submitted a Volunteer Profile and resume. Motioned by Trustee Simon, seconded by Trustee West, to appoint Brandon Pfeiffer to the Planning and Zoning Commission. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", and Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, motion passed and approved.

UNFINISHED BUSINESS:

- a. Hold Items Update - Allen Huddleston stated that he has been approached by a few residents about the need for a cemetery. Trustee West continues to monitor the broadband internet issues and questioned the timeline for construction of the Telecommunications tower. Paul Sileo stated that nothing will begin until November or later of this year.
- b. Village Administration Building
 - i. Loan Proposal/Application [USDA Rural Development] - A short review of the process was relayed to the new Trustees, nothing new to report.
 - ii. Preliminary Architectural Report (PAR) Revision [Cochran] - Nothing new to report.

NEW BUSINESS:

- a. Allocate American Rescue Plan Act (ARPA) Funds - Motioned by Trustee West, seconded by Trustee Simon, to allocate all funds in the ARPA funds bank account toward the construction of the Village Administration Building. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", and Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, motion passed and approved.
- b. BILL NO. 330 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO AMEND THE BUDGET FOR THE 2022-2023 FISCAL YEAR - Motioned by Trustee Simon, seconded by Trustee West to hold the first and second readings of Bill No. 330 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 330 twice by title only. Chairman Reuter offered discussion on Bill No. 330. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Simon, seconded by Trustee Cook to vote to enact Bill No. 330 as an Ordinance of the Village of Innsbrook. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 330 is enacted as Ordinance No. 326 of the Village of Innsbrook, Missouri.
- c. BILL NO. 331 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK, MISSOURI, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING ON JUNE 30, 2024 - Trustee West questioned the Neighborhood Improvement Program (NIP) funds, and would like to look into amending the Ordinance to allow \$1,000 for each of the three roads outside the resort to be budgeted each year. Motioned by Trustee West, seconded by Trustee Cook to hold the first and second readings of Bill No. 331 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 331 twice by title only. Chairman Reuter offered discussion on Bill No. 331. There were no

- public comments received by the Village and no discussion was held. Motioned by Trustee Lyles, seconded by Trustee Simon to approve the budget. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 331 is enacted as Ordinance No. 327 of the Village of Innsbrook, Missouri.
- d. BILL NO. 332 - 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, 2023 AND ENDING ON JUNE 30, 2024 - Motioned by Trustee Simon, seconded by Trustee Lyles to hold the first and second readings of Bill No. 332 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 332 twice by title only. Chairman Reuter offered discussion on Bill No. 332. Chairman Reuter stated that the 30 day notice upon termination of employment wasn't a sufficient amount of time and would like to extend that to 90 days. After a discussion, the Trustees decided that the 30 day notice upon termination is appropriate. There were no public comments received by the Village. Motioned by Trustee Simon, seconded by Trustee Lyles to vote to enact Bill No. 332 as an Ordinance of the Village of Innsbrook. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 332 is enacted as Ordinance No. 328 of the Village of Innsbrook, Missouri.
- e. BILL NO. 333 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH TODD STREILER OF STREILER PLANNING, LLC FOR SERVICES AS VILLAGE PLANNER - Motioned by Trustee Cook, seconded by Trustee West to hold the first and second readings of Bill No. 333 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 333 twice by title only. Chairman Reuter offered discussion on Bill No. 333. Trustee Lyles questioned if the insurance carried by Streiler would take the liability off of the Village if the Village would follow the advice of Streiler Planning on Zoning issues. There were no public comments received by the Village. Motioned by Trustee Lyles, seconded by Trustee Cook to approve Bill No. 333 authorizing the Chairman to enter into an agreement with Streiler Planning. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 333 is enacted as Ordinance No. 329 of the Village of Innsbrook, Missouri.
- f. BILL NO. 334 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT FOR AUDITING SERVICES - Motioned by Trustee Cook, seconded by Trustee West to hold the first and second readings of Bill No. 334 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 334 twice by title only. Chairman Reuter offered discussion on Bill No. 334. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Simon, seconded by Trustee Lyles to vote to approve Bill No. 334 authorizing the Chairman to enter into an agreement with Spinner and Company. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 334 is enacted as Ordinance No. 330 of the Village of Innsbrook, Missouri.
- g. BILL NO. 335 - AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO VERIZON WIRELESS TO CONSTRUCT AND OPERATE A TELECOMMUNICATIONS TOWER ON 140 SQUARE FOOT OF LAND OWNED BY INNSBROOK CORPORATION AND LOCATED AT 1837 STATE HIGHWAY F, INNSBROOK, MISSOURI - Motioned by Trustee Cook, seconded by Trustee Simon to hold the first and second readings of Bill No. 335 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 335 twice by title only. Chairman Reuter offered discussion on Bill No. 335. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Simon, seconded by Trustee West to vote to enact Bill No. 335 as an Ordinance of the Village of Innsbrook. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 335 is enacted as Ordinance No. 331 of the Village of Innsbrook, Missouri.
- h. BILL NO. 336 - AN ORDINANCE APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A DOLLAR GENERAL RETAIL STORE LOCATED AT 13425 STATE HIGHWAY M WITH CONDITIONS TO BE COMPLIED WITH AND AUTHORIZING CERTIFICATION OF THE SITE PLAN - Trustee Simon would like to hold the first reading only of Bill No. 336. The long term maintenance of the property is a concern. Rodney Parrott

sated that the maintenance of the property is the responsibility of the store manager. However, if it becomes an issue corporate can be contacted and it will be taken care of. Trustee Simon suggested that the Village adopt a commercial property maintenance code. Motioned by Trustee Cook, seconded by Trustee West to hold the first reading of Bill No. 336 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 336 once by title only. Chairman Reuter offered further discussion on Bill No. 336. There were no public comments received by the Village and no further discussion was held. Motioned by Trustee Simon, seconded by Trustee West to postpone second reading of Bill No. 336 until the next regular meeting. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. The second reading and vote will be held during the July 11, 2023 Trustees meeting. Rodney Parrott asked if he could attend via Zoom, to which the Trustees agreed.

- i. RESOLUTION NO. 2023-2 - A 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 Simon, seconded by Trustee West to hold the reading of Resolution No. 2023-2 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Resolution No. 2023-2 by title only. Chairman Reuter offered discussion. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Cook, seconded by Trustee Lyles the authorization for the Chairman to enter into an insurance agreement. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Resolution No. 2023-2 is enacted as a resolution of the Village of Innsbrook, Missouri.

BOARD OF TRUSTEES ANNOUNCEMENTS

Trustee Simon is concerned with the upcoming holiday traffic turning into the resort on Highway F. On Friday evenings it tends to back up around the corner posing a safety issue. Someone will speak to Bernie Cosby, who is on the Transportation Advisory Committee of Warren County, about adding a turn lane on Highway F. Chairman Reuter will speak with Charlie Boyce about Warren County Sheriff's Office patrolling outside the gates. Boonslick has speed carts and traffic counters if the Village needs them for future use.

OPEN FORUM

None at this time.

VOTE TO ADJOURN

Motioned by Trustee Cook, seconded by Trustee Simon, to adjourn the regular meeting. Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Meeting adjourned at 6:48 PM.

*Approved on Consent Agenda

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 13, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 07/11/2023

Donna West
Donna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

