



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, December 12, 2023, 5:00 PM**

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR
- 5) *APPROVAL OF MINUTES:
 - a. *Regular Meeting: November 14, 2023
- 6) CHAIRMAN'S REPORT/APPOINTMENTS
 - a. Citizen Input from Coffee with the Chairman Event
- 7) DEPARTMENT/COMMITTEE REPORTS:
 - a. *Financial Reports - November 2023
 - i. *Bills of The Month
 - b. Administrator's Report
 - c. University of Missouri Extension Council Report
 - d. Planning & Zoning Commission Report
 - i. Village Planner Report
 - e. Village Administration Building Committee Report
- 8) UNFINISHED BUSINESS:
 - a. Update on Hold Items
 - b. Neighborhood Improvement Program (NIP)
 - c. Village Hall Technology Issues
- 9) NEW BUSINESS:
 - a. **RESOLUTION 2023-4 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, CHANGING SPECIFIC BOARD OF TRUSTEES MEETING DATES IN THE YEAR 2024**
 - b. Business Permit Fee Discussion
- 10) BOARD OF TRUSTEE ANNOUNCEMENTS
- 11) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 12) ADJOURNMENT

Unfinished Business/Hold Items

- BHS/Zykan Landfill Area
- Dry Hydrants
- Village Cemetery
- Broadband Infrastructure
- Short Term Rentals
(Next quarterly report Mar 2024)

MINUTES

The Tuesday, December 12, 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, and Donna West were present. Trustee John Simon was absent. Chairman Reuter announced a quorum was present. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Tracy Sator [154 Geneva], Jay Lutz [1092 Eagle Bend], Mike & Kathy Caton [42 S. Lionshead], Virgal Woolfolk [903 Silverfox], Les Kauble [26119 Rynelle], Richard Pisarek [2262 Hwy F], Chuck Ainsworth [528 Amber Glen], Tom DeBenedetti [2747 Tyrolean Way], Lynda Baker [1188 Turnberry] and Brandon Pfeiffer [544 Lorraine Way]. All other visitors attended this meeting via videoconference. Those attendees included, Nathan Bruns – Hesse Graville, and approximately six others.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR*

Motioned by Trustee West, seconded by Trustee Cook, to adopt the agenda and approve the consent calendar. Motion passed and approved with a 4 "Aye", 0 "No", 0 Abstain vote.

APPROVAL OF MINUTES

*The November 14, 2023 Board of Trustees regular meeting minutes were approved on the consent calendar.

CHAIRMAN'S REPORT/APPOINTMENTS

- a. Citizen Input from Coffee with the Chairman Event - Chairman Reuter reported that the event was attended by less people than past events. Most discussion was regarding short-term rentals. Charlie Boyce [Innsbrook Corporation] has proposed some regulations regarding noise monitors. Chairman Reuter and Trustee Lyles will attend a meeting with Charlie Boyce on Thursday. Chairman Reuter proposed the idea that a resident formed committee could monitor the Innsbrook Estates Home Owners Association (HOA) regulations, field complaints, and report them to the HOA for enforcement.

DEPARTMENT REPORTS

- a. *Financial Report/Bills of the Month - The November 2023 financial report and bills of the month were approved on the consent calendar.
- b. Administrator's Report –The report of the Administrator was received and placed on file.
- c. University of Missouri Extension Council Report – Chairman Reuter recognized Mr. Virgal Woolfolk to give a report. A meeting was attended in Jefferson City proposing a uniform reporting system for all municipalities to use for consistency, and addressing issues with grant money/funding for the area.
- d. Planning and Zoning Commission Report – The Planning and Zoning Commission held their last meeting on October 4, 2023. Meetings were not held in November and December; however, a meeting is scheduled for January 3, 2024.
- e. Village Administration Building Committee Report – Trustee Cook reported that the Committee met in person and have agreed to reduce the size of the building. Trustee Lyles reported that he would like to reduce the building to 2,000 square feet at a cost of approximately \$600,000. If this size building cannot be built for this price, then have the architect provide that information. Would like for Cochran to revise the plans and meet with the Trustees prior to the January 9, 2024 meeting. All Trustees agreed to move forward with this plan.

UNFINISHED BUSINESS:

- a. Update on Hold Items – No updates were made on the hold items. The Trustees agreed to remove the "Unfinished Business/Hold Item" box from the meeting agendas. If an item is needed for discussion, it can be added to the agenda.
- b. Neighborhood Improvement Program (NIP) – The Village Attorney researched if these roads are actually owned by the Village. It does not appear that they do. The three roads (Walkers Way, Hwy F Drive and Oakwood Lane) are private roads and should be maintained by the property owners along those roads. If the Municipality adopts those roads in the future, then they can be maintained by the Village.
- c. Village Hall Technology Issues – Chairman Reuter stated that the upgrade from Verizon should be available this winter. The Village can wait until that time to make updates to the Village Hall technology.

NEW BUSINESS:

- a. **RESOLUTION 2023-4 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, CHANGING SPECIFIC BOARD OF TRUSTEES MEETING DATES IN THE YEAR 2024** – Chairman Reuter read Resolution No. 2023-4 by title only. Motioned by Trustee Cook, seconded by Trustee Lyles to vote to enact Resolution No. 2023-4 as a Resolution of the Village of Innsbrook. Chairman Reuter yielded the floor for debate on Resolution No. 2023-4. The only change for the year of 2024 is the old date of March 12, 2024 changed to the new date of March 19, 2024. By roll call vote, Trustee Cook - "Aye", Trustee Lyles - "Aye", Trustee Reuter - "Aye", Trustee Simon - Absent, Trustee West - "Aye". With a 4 "Aye", 0 "No", 0 Abstain vote, Resolution No. 2023-4 is enacted as a Resolution of the Village of Innsbrook, Missouri.

- b. Business Permit Fee Discussion – Chairman Reuter stated that the Village Attorney has drafted an Ordinance posing a question for the Innsbrook residents to vote on during the April 2024 municipal election. If approved, this would increase the business permit fee from \$30 to a larger amount determined by the Board of Trustees prior to submitting the question to the election authority. Chairman Reuter would like for the Trustees to review this drafted Ordinance for further discussion during the January 2024 Trustees meeting. Trustee West stated that she believes that there should be an answer as to why is this increase needed and what will the revenue be used for. Would this increase provide inspection services?

BOARD OF TRUSTEES ANNOUNCEMENTS

Trustee Cook stated that she has mentioned in past meetings she will answer any financial questions that residents would like to ask, yet she has not received any communication from the public regarding the Village finances. Trustee Cook created an audit comparison for the Trustees to review, which reflects a net position increase of \$118,028 compared to the year ending June 30, 2020.

Trustee Lyles visited the former nuisance property on Walkers Way and stated that he was shocked something cannot be done. This is in very close proximity to the Innsbrook Estates boundary. Trustee West informed Trustee Lyles of the process the Village has previously completed, which included incarcerations of the gentlemen living on the property. However, they went back to the property after they were released from the County jail. The Village has previously informed the neighboring property owner that they will have to file a civil suit against them through Warren County.

Trustee West attended the Boonslick Regional Planning Commission holiday party where they had a discussion about the Highway 70 expansion. Phase one will be from Kingdom City to Columbia, Phase two will be Wentzville to Warrenton. Employee Chuck Eichmeyer informed those in attendance that Boonslick has traffic counter signs available that can be temporarily installed in needed areas.

PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS

Chairman Reuter recognized the following speakers: Steve Gissy, whose subjects were Dry Hydrants, Village Financials and the Village Hall building; Jay Lutz, whose subject was proper meeting minutes; and Les Kauble, whose subjects were Highway F safety, MoDOT maintenance, Fire District needs, Wags and Whiskers lagoon, and Innsbrook Estates sewer treatment plant, facility maintenance and future expansion.

VOTE TO ADJOURN

Motioned by Trustee Cook, seconded by Trustee West, to adjourn the regular meeting. Motion passed and approved with a 4 "Aye", 0 "No", 0 Abstain vote. Meeting adjourned at 6:22 PM.

*Approved on Consent Calendar

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, December 12, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 01/11/2024

Donna West
Donna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala,
Village Administrator/Clerk

