



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, March 08, 2022, 5:00 PM

## AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
  - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) ADOPTION OF AGENDA
- 5) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 6) APPROVAL OF MINUTES:
  - a. Regular Meeting: February 08, 2022
- 7) CHAIRMAN'S REPORT/APPOINTMENTS
- 8) DEPARTMENT/COMMITTEE REPORTS:
  - a. Financial Reports - February 2022
    - i. Bills of The Month
  - b. Administrator's Report
  - c. Planning & Zoning Commission
- 9) UNFINISHED BUSINESS:
  - a. Hold Items →
  - b. Village Administration Building
    - i. Environmental Review
    - ii. USDA Loan Proposal
- 10) NEW BUSINESS:
- 11) BOARD OF TRUSTEE ANNOUNCEMENTS
- 12) OPEN FORUM
- 1) ADJOURNMENT

### **Unfinished Business/ Hold Items**

- BHS/Zykan Landfill Area
  - Animal Shelter
  - Dry Hydrants
  - Village Cemetery
  - Broadband Infrastructure
- (Next quarterly report Jun. 2022)

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## MINUTES

The Tuesday, March 08, 2022 regular meeting of the Village of Innsbrook Board of Trustees was held in person as well as Zoom Video Conference, and called to order at 5:03 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance.

Upon roll call, Trustees Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Trustee Trish Dunn was absent. Others in attendance in person included Village Administrator/Clerk - Carla Ayala and Chad Eggen - Executive Director of Boonslick Regional Planning Commission (BRPC). Due to the COVID-19 Pandemic, all other visitors attended this meeting via videoconference. Those attendees included Village Attorney - Nathan Bruns, Tracy Sator and Dan & Pat [?].

### APPROVAL OF AGENDA

Motioned by Trustee Reuter, seconded by Trustee Sator, to approve the agenda. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

### PUBLIC COMMENTS

A Public Comment was received by resident Cindy Bowers and read aloud. The comment shall be attached to the minutes for permanent record. Village Administrator Ayala stated that Village Hall returned to normal business

hours in May 2021. This was also stated in the May 11, 2021 meeting minutes under the Administrators report. Trustee Reuter stated that he would like to see meetings return to normal, however space is limited inside Village Hall. Possibly allow the public to attend after contacting the Village Administrator to request attendance. The Village Administrator can allow attendees as space allows. Trustee Sator would like for the Village Administrator to have a say, as she is at Village Hall regularly. Trustee West stated that Village Hall has very limited space to allow the public to attend and stay socially distanced. She is open to allowing a few to attend, but masks must be required. Chairman Thomsen likes the zoom meetings and believes that more people attend that normally would not. He would like to continue holding meetings via zoom at this time. The Village will have more space for public attendance at the new building. For now, if the public has a topic that they want to attend in person to speak to the Trustees about, they can contact the Village Administrator to see if space allows.

Chad Eggen spoke to the Trustees about broadband infrastructure in the area. There is a survey on the BRPC website which they would like for as many residents as possible to fill out prior to May 2022. This survey will show the need for broadband infrastructure in rural areas and will hopefully assist with grant funding in the future. Also, when the Village is ready, a representative of BRPC can attend a meeting for a presentation on MoRides.

#### APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee West to approve the February 8, 2022 regular session meeting minutes. All Trustees present voted "Yea", motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

#### CHAIRMAN'S REPORT/APPOINTMENTS

Chairman Thomsen wanted to discuss the Trustee issued tablets. Questioned if the Trustees use them anymore, and if not, should they be donated to a local school or library. After a discussion, it was decided that the Village would keep the tablets. If the Trustees do not use them they can be turned into the Village Administrator.

#### DEPARTMENT REPORTS

- a. Financial Report - The February 2022 financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Sator, seconded by Trustee West to approve the financial report and pay all the bills of the month. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay". 0 Abstain vote.
- b. Administrator's Report - Village Administrator/Clerk, presented a report to the Trustees. Village Hall will be closed on March 14-17, 2022 in order for the Village Administrator to attend training at the MoCCFOA Spring Institute. Public Hearings have been set to annex into the Village the two acre parcel recently purchased by the Village. April 6, 2022 at 5pm during the Planning and Zoning meeting and on April 12, 2022 at 5pm, during the Board of Trustees meeting.
- c. Planning and Zoning Commission - The Commission held their last meeting on February 02, 2022. A meeting was not held in March.

#### UNFINISHED BUSINESS:

- a. Hold Items - Nothing to report at this time.
- b. Village Administration Building
  - i. Environmental Study - Chad Eggen spoke with the Trustees explaining that with any USDA or grant funding an environmental review is needed. Boonslick Regional Planning Commission (BRPC) can complete this review for the Village in the amount of \$2,400. It will take 45-60 days for completion. Motioned by Trustee Reuter, seconded by Trustee Sator to recommend approval to the Community Development Corporation for BRPC to perform the environmental review in the amount of \$2,400. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, motion passed and approved.
  - ii. USDA Loan Proposal - Michael Hartman sent the Trustees a loan proposal with various amounts and interest rates. The Trustees held a short discussion on the proposal. Chairman Thomsen to contact Michael Hartman to discuss if some lower amounts can be figured.



NEW BUSINESS:

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Reuter questioned if the meeting with Innsbrook Corporation has been set yet. Chairman Thomsen is still waiting on a reply of available dates. Commented that the article on sales tax on short-term rentals in the Village Newsletter was well written. Nathan Bruns stated that he looked into the business tax mentioned in a legal magazine, and does not believe that this will affect Village business.

Trustee Sator questioned when the Trustees should look into filling Trustee Dunn's seat. The Trustees would appoint someone to fill the position until the term expires in April 2023. Chairman Thomsen will visit Trustee Dunn before the next meeting to check on her, and will report to the Trustees on her condition at the next meeting. Trustee Sator questioned if Juneteenth will be reevaluated as a paid holiday for the Village. As it has been recognized as a State Holiday, he would like to recognize the holiday. Trustee Reuter stated that some of the surrounding municipalities are not recognizing it as a holiday, and the Village Administrator is not a State employee. Chairman Thomsen would like to have a resolution added to the next meeting agenda in order to vote on it.

OPEN FORUM

None at this time.

VOTE TO ADJOURN

Motioned by Trustee Reuter, seconded by Trustee Sator, to adjourn the regular meeting. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Meeting adjourned at 6:16 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, March 8, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 4-12-22

Donna West  
Donna West,  
Village Board Clerk

Carla Ayala  
Attest: Carla Ayala,  
Village Administrator/Clerk

(seal)

