



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, November 10, 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: October 13, 2020
  - b. Work Session: November 04, 2020
- 6) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 10) DEPARTMENT REPORTS:
  - a. Financial Reports - October 2020
    - i. Bills of The Month
  - b. Administrator's Report
  - c. Planning & Zoning Commission
    - i. Innsbrook Estates Boundary Adjustment - Plat 93 - Lots 2539 & 2541
- 11) UNFINISHED BUSINESS:
  - a. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK. (Postponed Indefinitely)**
- 12) NEW BUSINESS:
  - a. Innsbrook Corporation Boundary Adjustment Petition - Innsbrook Estates Plat 93, Lots 2539 & 2541  
**BILL NO. 287- AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 2539 AND 2541 LOCATED IN INNSBROOK ESTATES PLAT NINETY-THREE, TO BE KNOWN AS 2539 AND 2541 ALPINE WOODS DRIVE. (ORD. 283)**
- 13) ADJOURNMENT

### Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Animal Shelter
- Dry Hydrants
- Village Cemetery
- Short Term Rental Properties  
(Next quarterly report January 2021)

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## MINUTES

The November 10, 2020 regular meeting of the Innsbrook Board of Trustees was held via Zoom Video Conference and called to order at 5:01 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Cynthia Bowers, Trish Dunn, Ted Sator, Jeff Thomsen and Donna West were present. Due to the COVID-19 Pandemic, all Trustees and visitors 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; Village Attorney, Chris Graville; and Keith Thompson; Innsbrook Corporation.

### 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 5-0 vote.

### APPROVAL OF MINUTES

Motioned by Trustee Dunn, seconded by Trustee West to approve the October 13, 2020 regular session meeting minutes and the November 04, 2020 work session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5-0 vote.

### PUBLIC COMMENTS

None at this time.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Bowers would like to propose that the language regarding "Tourist Homes" be removed from the Village Zoning Code. In order for a revision to be made to the Zoning Code, public hearings must be held with Planning and Zoning and the Board of Trustees. After which time, the Board of Trustees can vote on an ordinance stating such change. Trustee Bowers suggested sending a notice to residents reminding them of the COVID-19 numbers in our area and to take necessary precautions.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

DEPARTMENT REPORTS

- a. Financial Report - The October 2020 financial reports 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 5-0 vote.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees. Village Hall will be closed on November 11, in observation of Veteran's Day, November 13 & 20, in order for the Village Administrator/Clerk to attend MoCCFOA Regional Training via Zoom, and November 26 & 27 for the Thanksgiving Holiday. Three (3) Trustee positions are available for the April 6, 2021 Municipal election. Candidate filing will open on December 15, 2020 at 8:00 am, and close on January 19, 2021 at 5:00 pm.
- c. Planning and Zoning Commission - The Planning and Zoning Commission held a meeting on November 4, 2020.
  - i. Innsbrook Estates Boundary Adjustment, Lots 2539 & 2541 - Keith Thompson spoke to the Commissioners at their meeting. The motion from the Planning and Zoning Commission to recommend for approval, to the Board of Trustees, Innsbrook Estates Boundary Adjustment of Lots 2539 & 2541, was passed and approved with a 4 "Aye" - 0 "No" vote.

UNFINISHED BUSINESS:

- a. Hold Items; Animal Shelter - Trustee Sator reported that the recent Innsbrook Marathon raised over \$3,000 for the Animal Shelter.
- b. Hold Items; Dry Hydrants - Trustee Dunn would like to have more information on dry hydrants. Would like to invite the Fire Districts and Charlie or Chip from Innsbrook Corporation to a future meeting to discuss. Look for possible grant money to help with costs.
- c. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK. (Postponed Indefinitely)** Nothing at this time.

NEW BUSINESS:

- a. Innsbrook Corporation Boundary Adjustment Petition - Innsbrook Estates Plat 93, Lots 2539 & 2541  
**BILL NO. 287- AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 2539 AND 2541 LOCATED IN INNSBROOK ESTATES PLAT NINETY-THREE, TO BE KNOWN AS 2539 AND 2541 ALPINE WOODS DRIVE. (ORD. 283).** Motioned by Trustee Dunn, seconded by Trustee Sator to hold the first and second readings of Bill No. 287 by title only. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Chairman Thomsen read Bill No. 287 twice by title only. Chairman Thomsen opened the floor for discussion. Keith Thompson stated that that space on one of the lots became an issue after the property sold. In order for the house to fit on the property with a side entrance, a boundary adjustment was needed. The acreage of both properties is not affected. Owners of both properties are in agreement of the boundary adjustment. Motioned by Trustee Sator, seconded by Trustee Dunn, to vote to approve Bill No. 287. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 287 is enacted as Ordinance No. 283 of the Village of Innsbrook, Missouri.

VOTE TO ADJOURN

Motioned by West, seconded by Trustee Dunn, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Meeting adjourned at 5:34 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, November 10, 2020.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 12-8-20

*Patricia Dunn*

Patricia Dunn,  
Village Board Clerk  
(seal)

*Carla Ayala*

Attest: Carla Ayala,  
Village Administrator/Clerk

