



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, July 11, 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 COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 6) *APPROVAL OF MINUTES:
 - a. *Regular Meeting: June 13, 2023
- 7) CHAIRMAN'S REPORT/APPOINTMENTS
- 8) DEPARTMENT/COMMITTEE REPORTS:
 - a. *Financial Reports - June 2023
 - i. *Bills of The Month
 - b. Administrator's Report
 - c. Planning Advisory Services Report
 - d. University of Missouri Extension Council Report
 - e. Planning & Zoning Commission Report
- 9) UNFINISHED BUSINESS:
 - a. General Liability Insurance Discussion
 - b. Village Administration Building
 - i. Loan Proposal/Application [USDA Rural Development]
 - ii. Preliminary Architectural Report (PAR) Revision [Cochran]
- 10) NEW BUSINESS:
 - a. Highway F Road Improvement Discussion
 - b. **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**
 - c. **BILL NO. 337 - AN ORDINANCE APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A WATER TOWER LOCATED AT 2204 BARROW DRIVE WITH CONDITIONS TO BE COMPLIED WITH AND AUTHORIZING CERTIFICATION OF THE SITE PLAN**
 - d. **RESOLUTION NO. 2023-3 - 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 WORKERS COMPENSATION COVERAGE FOR THE VILLAGE OF INNSBROOK**
- 11) BOARD OF TRUSTEE ANNOUNCEMENTS
- 12) OPEN FORUM
- 13) ADJOURNMENT

Unfinished Business/Hold Items

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

MINUTES

The Tuesday, July 11, 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 5:01 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 in person. Trustee John Simon was present via Zoom video conference. Chairman Reuter announced a quorum was present. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Village Planning Advisor - Todd Streiler, Rodney Parrott - Overland Group, Joe Kueper - Innsbrook Corporation, and Megan Eldridge - City of Wildwood.

All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to, Nathan Bruns - Graville Law Firm, Mike Wally, Parker, Patty and Les Kauble.

APPROVAL OF CONSENT AGENDA*

Motioned by Trustee West, 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 COMMENTS/GUEST SPEAKERS/PRESENTATIONS

Megan Eldridge addressed the Board of Trustees regarding the recognition of Carla Ayala for obtaining her Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks (IIMC).

APPROVAL OF MINUTES

*Approved the June 13, 2023 Board of Trustees regular meeting minutes.

CHAIRMAN'S REPORT/APPOINTMENTS

Chairman Reuter stated that he has looked over Village Ordinance No. 5, relating to the qualifications, powers, duties and procedures of the Board of Trustees. Section Eleven states that a bill becomes an ordinance by a majority of the members "elected" to the Board of Trustees, not "appointed". That could be a concern regarding the vote to rezone the property for Overland Group and could be a potential flaw moving forward. Chairman Reuter has spoken to the Village Attorney about this already, and even though Missouri state statute doesn't word it this way, Chairman Reuter recommends that an amendment should be made to the Village Ordinance No. 5.

Chairman Reuter spoke with Jason Hartke with the USDA about the status of the loan for the new Village Hall. A financial statement of the most recent fiscal year is needed. Carla Ayala to send that to Jason Hartke.

Chairman Reuter has a conversation with Charlie Boyce and Chip Wobbe regarding placing a cap on short term rental properties. St. Charles is dealing with this issue and is being watch on how it is handled. This item should be kept on the agenda for future discussion.

Chairman Reuter would like to schedule an informal joint session with the Board of Trustees, the Planning and Zoning Commission and the Village Attorney. This session will last about two hours. Carla Ayala to coordinate a date to hold this session.

DEPARTMENT REPORTS

- a. *Approved the June 2023 financial report and bills of the month.
- b. Administrator's Report - Village Administrator/Clerk, presented the Administrator's report to the Trustees.
 - Village Hall will be closed from July 13 to July 21, 2023.
 - The Village audit will be held on July 31 and August 1, 2023.
 - Second Quarter Building Permit Report - 18 building permits were issued for the second quarter of 2023, broken down as follows: 6 new construction, 6 storage buildings, 4 additions and 2 docks/decks. This makes a total of 30 building permits issued for the 2023 year to date.
- c. Planning Advisory Services Report - Todd Streiler started working for the Village on July 1 and has looked over all current projects.
- d. University of Missouri Extension Council Update - Virgal Woolfolk was not in attendance to give a report.
- e. Planning and Zoning Commission - The Commission held a meeting on July 5, 2023. Brandon Pfeiffer was sworn in as Commissioner. Allen Huddleston reported that the Commission recommended approval of the site plan from Overland Group for Dollar General, and the site plan from Innsbrook Corporation for Water Tower #2.

UNFINISHED BUSINESS:

- a. General Liability Insurance Discussion - The Board held a discussion regarding the additional coverage Scott Agency found which would offer \$10,000 of defense coverage for Planning and Zoning issues. Currently the Village has a \$1,000 deductible and this new policy has a \$0 deductible. Trustee Cook stated that she does not see the need for it.

- b. Village Administration Building
 - i. Loan Proposal/Application [USDA Rural Development] - Nothing new to report.
 - ii. Preliminary Architectural Report (PAR) Revision [Cochran] - Nothing new to report.

NEW BUSINESS:

- a. Highway F Road Improvement Discussion - Village Administrator Carla Ayala, reported that Commissioner Cosby spoke to Keith Thompson about the turn lane on Stracks Church road. It was funded by Innsbrook Corporation with the labor done by Warren County. MoDOT will have to be contacted for Highway F if a turn lane is needed. Innsbrook Corp. could partner with MoDOT to fund the project. Todd Streiler stated that some planning can be done and collecting data. Chairman Reuter stated that he did speak to Charlie Boyce about it. Speed signs can be installed if allowed by MoDOT. The resort is trying to get resort traffic to go through other gates during peak traffic times. Trustee Simon stated that something the resort could consider is having a manned gate at the Stracks Church entrance during peak traffic hours.
- b. 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 - Motioned by Trustee Cook, seconded by Trustee Lyles to hold the second 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 by title only. Chairman Reuter offered discussion on Bill No. 336. Todd Streiler discussed with Rodney Parrott about the next step with the Construction Permit. There were no public comments received by the Village and no other discussion was held. Motioned by Trustee Cook, seconded by Trustee Lyles to vote to enact Bill No. 336 as an Ordinance of the Village of Innsbrook. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "No", Trustee West - "Yea". With a 4 "Yea", 1 "Nay", 0 Abstain vote, Bill No. 336 is enacted as Ordinance No. 332 of the Village of Innsbrook, Missouri.
- c. BILL NO. 337 - AN ORDINANCE APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A WATER TOWER LOCATED AT 2204 BARROW DRIVE WITH CONDITIONS TO BE COMPLIED WITH AND AUTHORIZING CERTIFICATION OF THE SITE PLAN - Motioned by Trustee Lyles, seconded by Trustee Cook to hold the first and second reading of Bill No. 337 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. 337 twice by title only. Chairman Reuter offered discussion on Bill No. 337. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Lyles, seconded by Trustee West to vote to enact Bill No. 337 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. 337 is enacted as Ordinance No. 333 of the Village of Innsbrook, Missouri.
- d. RESOLUTION NO. 2023-3 - 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 WORKERS COMPENSATION COVERAGE FOR THE VILLAGE OF INNSBROOK - Chairman Reuter offered discussion. There were no public comments received by the Village and no discussion was held. Motioned by Trustee West, seconded by Trustee Cook the authorization for the Chairman to enter into an 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. 2023-3 is enacted as a resolution of the Village of Innsbrook, Missouri.

BOARD OF TRUSTEES ANNOUNCEMENTS

Trustee Lyles would like to update the Non-Residential Districts to include the maintenance of commercial properties. Trustee Lyles questioned the permit fee for short-term rental properties and if that could be increased. Trustee West wanted to make sure the Village does not overlook amending the Ordinance on the Neighborhood Improvement Program (NIP) to include \$1,000 for each road each year, and to revise Ordinance No. 5 as well.

OPEN FORUM

None at this time.

VOTE TO ADJOURN

Motioned by Trustee Cook, seconded by Trustee Lyles, to adjourn the regular meeting. Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Meeting adjourned at 6:07 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, July 11, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 08/08/2023

Donna West
Donna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

