



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, January 11, 2022, 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: November 9, 2021
- 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 - November 2021 & December 2021
 - i. Bills of The Month
 - b. Administrator's Report
 - i. Quarterly Building Permit Report
 - c. Planning & Zoning Commission
 - i. Resignation of Commissioner and Vacancy

Unfinished Business/ Hold Items

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

- 11) UNFINISHED BUSINESS:
 - a. **RESOLUTION NO. 2022-3 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE VILLAGE OF INNSBROOK COMMUNITY DEVELOPMENT CORPORATION TO ENTER INTO AN AGREEMENT FOR ARCHITECTURE SERVICES FOR THE CONSTRUCTION OF A VILLAGE ADMINISTRATION BUILDING.**
 - b. **RESOLUTION NO. 2022-4 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE VILLAGE OF INNSBROOK COMMUNITY DEVELOPMENT CORPORATION TO PURCHASE LAND FOR THE CONSTRUCTION OF A VILLAGE ADMINISTRATION BUILDING AND EXECUTE ALL NECESSARY DOCUMENTATION FOR THE SAME**
- 12) NEW BUSINESS:
 - a. Request for Exemption For Special Community Event Noise:
 - i. Rob Cima/Missouri Pyrotechnics Association - 13604 State Hwy M; 7:30-10:30pm (09/23/2022) and 11:00am-1:00pm & 7:30-10:30pm (09/24/2022)
 - b. **RESOLUTION NO. 2022-1 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI MODIFYING SPECIFIC DESIGNATED HOLIDAYS OBSERVED BY THE VILLAGE OF INNSBROOK.**
 - c. **RESOLUTION NO. 2022-2 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, CHANGING SPECIFIC BOARD OF TRUSTEES MEETING DATES IN THE YEAR 2022.**
- 13) ADJOURNMENT

MINUTES

The Tuesday, January 11, 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 5:07 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance.

Upon roll call, Trustees Ted Sator, Jeff Thomsen and Donna West were present in person and Trustee Dan Reuter was present ~~at a later time~~ via Zoom. Trustee Trish Dunn was absent. Others in attendance in person included Village Administrator/Clerk - Carla Ayala and Village Attorney - Nathan Bruns. Due to the COVID-19 Pandemic, all other visitors attended this meeting via videoconference. Those attendees included Rob Cima - MO

Pyrotechnics, Roy Mangan - Archimages, Steve Patton - Hastings & Chivetta, Sally Barnett - Cochran, Bud Oldani, Tracy Sator and Patty [?].

APPROVAL OF AGENDA

Motioned by Trustee Sator, seconded by Trustee West, to approve the agenda. All Trustees present voted "Yea". Motion passed and approved with a 3 "Yea", 0 "Nay", 0 Abstain vote.

APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee West to approve the November 09, 2021 regular session meeting minutes. All Trustees present voted "Yea", motion passed and approved with a 3 "Yea", 0 "Nay", 0 Abstain vote.

PUBLIC COMMENTS

None at this time.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

At this time, Trustee Dan Reuter entered the meeting via Zoom.

BOARD OF TRUSTEES COMMENTS

Trustee West commented on an email received from a resident regarding internet speeds and the post office. She has personal praise for the Wright City Post Office, and has not had a negative experience personally. Trustee Sator stated that he does not think this is a Board of Trustees issue at this time and suggested that the resident address each of these issues one-on-one with the providers, the post office and internet provider. Village Administrator Ayala stated that in the past the Village tried to get their own post office and was told no by the United States Postal Service. The resident serves on the Planning and Zoning Commission and wanted the Commission to handle these issues, but these are not Planning and Zoning related issues. Therefore, the resident's emails were forwarded to the Board of Trustees. She has spoken with the resident and addressed each of these issues in person. Chairman Thomsen stated that his complaints have been heard and feels like this falls outside of what the Village Board of Trustees can handle. However if the resident wants further comments or input from the Trustees, it can be asked through the Village Administrator.

Trustee Sator suggested that the agenda be displayed on the overhead screen each meeting. Village Administrator Ayala stated that with the lack of technology Village Hall currently has, it is not possible to simultaneously display the Zoom meeting and the meeting agenda at this time.

Trustee Reuter stated that sent an email to the Trustees prior to the meeting stating that he believes that the meeting agenda is overwhelming and should be divided up between multiple special meetings. He also has concerns with the lack of No Tax Due Certificates submitted with business permit applications. Would like to have more of a discussion on this topic to get a handle on it. Pertaining to the real estate contract, during Chairman Thomsen's absence an issue came up regarding the cancellation of the contract if we did not have financing in place by the end of 2021. Charlie Boyce was in agreement to delete that wording out of the contract. Trustee Reuter would like to discuss this at more length during an executive session. Also, has comments about the Juneteenth Holiday on the Resolution. Wanted to know when it was drafted, because he was caught of guard. This is not a current State Holiday and for that reason he has opposition of passing the Resolution and would like more discussion on the matter. He believes this agenda could take two to three hours to get through. Chairman Thomsen followed up by stating that an email was sent to all Trustees regarding the real estate contract. An agreement with Charlie Boyce was made stating that the Village can extend the contract if needed without an issue. To appease anyone skeptical of that agreement, Charlie Boyce has sent Chairman Thomsen an email stating that the Village has an indefinite extension on the contract. Trustee Reuter asked if it was in writing, real estate contracts have to be in writing to be enforceable. Chairman Thomsen stated that it is in writing in an email. Trustee Reuter suggested that it needs to be signed.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen informed the Trustees that he has spoken with Charlie Boyce and the goal is to close on the real estate contract before the end of January 2022.

Village Administrator Ayala commented that with Trustee Dunn's absence, an interim Village Board Clerk will need to be approved. Chairman Thomsen nominated Trustee West as interim Village Board Clerk of the Board of Trustees for the remainder of this year. No other nominations were made. Motioned by Trustee Thomsen, seconded by Trustee Sator, to approve Trustee West as interim Village Board Clerk. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

DEPARTMENT REPORTS

- a. Financial Report - The November 2021 and December 2021 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 January 17, 2022 for the Martin Luther King, Jr. Holiday. 102 Village business permits have been approved to date, 12 additional applications are pending approval upon receipt of a Certificate of No Tax Due. Two Trustee positions are available for the April 5, 2022 Municipal Election. Candidate filing closed on December 28, 2021 at 5:00pm. Trustees terms whom expire in April 2022 are Donna West and Ted Sator. Both incumbents have filed for re-election. No others filed for the position.
 - i. Building Permit Report - 11 building permits were issued for the fourth quarter 2021, broken down as follows: 2 new construction, 3 storage buildings, 2 additions and 4 docks/decks. This makes a total of 86 permits for the year 2021. 26 of those were new construction. This is an increase from the 72 total permits issued in 2020.
- c. Planning and Zoning Commission - The Commission held their last meeting on November 03, 2021. On November 26, 2021 Mike Gambill resigned from the Planning and Zoning Commission. Two individuals have shown interest in the vacancy. The Commission will meet in February to prepare a recommendation to the Board of Trustees to fill the vacancy.

UNFINISHED BUSINESS:

- a. **RESOLUTION NO. 2022-3 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE VILLAGE OF INNSBROOK COMMUNITY DEVELOPMENT CORPORATION TO ENTER INTO AN AGREEMENT FOR ARCHITECTURE SERVICES FOR THE CONSTRUCTION OF A VILLAGE ADMINISTRATION BUILDING.** Chairman Thomsen thanked all of the Architecture firms that submitted a request for qualifications to the Village for this project. The top three are 1) Cochran, 2) Hastings & Chivetta, 3) Archimages. Motioned by Trustee Sator, seconded by Trustee West to hold the reading of Resolution No. 2022-3 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Resolution No. 2022-3 by title only. Chairman Thomsen offered discussion on Resolution No. 2022-3. Trustee Reuter questioned a written agreement for approval by the Trustees. Attorney Nathan Bruns clarified that with this Resolution the Trustees would not need to come back to approve anything further. This is authorizing the Community Development Corporation to finalize the agreement. Trustee Reuter questioned what the Board needs to nail down, and what exact authorization the Board is giving to the Chairman. Chairman Thomsen explained that this Resolution lists Cochran as the Architect the Board of Trustees has chosen. Trustee Reuter wants to move forward with selecting the Architecture, but is fuzzy on the details. With no further discussion, motioned by Trustee Sator, seconded by Trustee West to vote to enact Resolution 2022-3. 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, Resolution No. 2022-3 is enacted as a Resolution of the Village of Innsbrook, Missouri.
- b. **RESOLUTION NO. 2022-4 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE VILLAGE OF INNSBROOK COMMUNITY DEVELOPMENT CORPORATION TO PURCHASE LAND FOR THE CONSTRUCTION OF A**

VILLAGE ADMINISTRATION BUILDING AND EXECUTE ALL NECESSARY

DOCUMENTATION FOR THE SAME. Motioned by Trustee Sator, seconded by Trustee West to hold the reading of Resolution No. 2022-4 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Resolution No. 2022-4 by title only. Chairman Thomsen offered discussion on Resolution No. 2022-4. No discussion was held. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Resolution 2022-4. 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, Resolution No. 2022-4 is enacted as a Resolution of the Village of Innsbrook, Missouri.

NEW BUSINESS:

- a. Request for Exemption For Special Community Event Noise:
 - i. Rob Cima/Missouri Pyrotechnics Association - 13604 State Hwy M; 7:30-10:30pm (09/23/2022) and 11:00am-1:00pm & 7:30-10:30pm (09/24/2022). Chairman Thomsen opened the floor for discussion. Rob Cima addressed the Trustees about the event. There is an estimated attendance of 10,000 people, letters have been sent to the neighboring property owners, local fire districts will be on standby for the event. Chairman Thomsen requested that copies of letters and any responses be forwarded to the Village Administrator. Trustee West questioned if there was any way to lessen the percussion from the explosives, as it rattles her home. Rob Cima stated that there is nothing that can keep that from happening. Chairman Thomsen read over the additional conditions for granting the exemption. Motioned by Trustee Sator, seconded by Trustee West, to approve the request for exemption with additional conditions. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.
- b. **RESOLUTION NO. 2022-1 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI MODIFYING SPECIFIC DESIGNATED HOLIDAYS OBSERVED BY THE VILLAGE OF INNSBROOK.** Trustee Reuter believes that Juneteenth should not be allowed as it is inappropriate as it sends a divisive message. The State of Missouri has not recognized this as a state holiday. Attorney Nathan Bruns has no legal objection to adding this holiday to the list of holidays observed by the Village employees. Motioned by Trustee Sator, seconded by Trustee West to hold the reading of Resolution No. 2022-1 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Resolution No. 2022-1 by title only. Chairman offered discussion on Resolution No. 2022-1. Trustee West understands Trustee Reuter's philosophy, but the Village observes other dates not recognized by the State. Attorney Nathan Bruns stated that it can be revisited if it becomes a State holiday. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Resolution No. 2022-1 as a Resolution of the Village. By roll call vote, Trustee Dunn - Absent, Trustee Reuter "Nay" - , Trustee Sator - "Nay", Trustee Thomsen - "Yea", Trustee West - "Nay". With an 1 "Yea", 3 "Nay", 0 Abstain vote. Resolution No. 2022-1 failed.
- c. **RESOLUTION NO. 2022-2 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, CHANGING SPECIFIC BOARD OF TRUSTEES MEETING DATES IN THE YEAR 2022.** Motioned by Trustee Sator, seconded by Trustee West to hold the reading of Resolution No. 2022-2 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Resolution No. 2022-2 by title only. Chairman offered discussion on Resolution No. 2022-2. There being no discussion, motioned by Trustee Sator, seconded by Trustee West to vote to enact Resolution No. 2022-2 as a Resolution of the Village. 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, Resolution No. 2022-2 is enacted as a Resolution of the Village of Innsbrook, Missouri.

VOTE TO ADJOURN

Motioned by Trustee Sator, seconded by Trustee West, 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 6:14 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, January 11, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 02/08/2022

Denna West
Denna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

