



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, February 13, 2024, 5:00 PM (CST)**

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: January 11, 2024
- 6) GUEST SPEAKERS/PRESENTATIONS
- 7) CHAIRMAN'S REPORT/APPOINTMENTS
- 8) DEPARTMENT/COMMITTEE REPORTS:
 - a. *Financial Reports – January 2024
 - 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
 - i. Soil Boring and Septic Testing Reports
- 9) UNFINISHED BUSINESS:
 - a. **RESOLUTION NO. 2024-1 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI AUTHORIZING DESTRUCTION OF CERTAIN VILLAGE RECORDS IN ACCORDANCE WITH STATE LAW REQUIREMENTS**
- 10) NEW BUSINESS:
 - a. Request for Exemption for Special Community Event Noise:
 - i. Innsbrook Resort - IBK Anniversary Party; 05/25/2024; 2:00-5:00pm
 - ii. Innsbrook Resort - July 4th Celebration Fireworks; 07/06/2024; 9:15-10:00pm
 - iii. Innsbrook Resort - 2024 Summer Breeze Concert Series; 5/26, 6/01, 6/08, 6/15, 6/22, 6/29, 7/05, 7/13, 7/20, 7/27, 8/03, 8/10, 8/17, 8/24, 8/31; 7:30-10:00pm
 - iv. Innsbrook Resort - New Years Eve Fireworks; 12/31/2024; 8:00-8:15pm
 - b. Special Use Permit/Site Plan Amendment - Wags and Whiskers; 13620 State Highway M
 - i. Zoning Regulation Section 14.9.7.1; Major and Minor Change Determination
 - c. Cochran Proposal for Professional Services – Village Administration Building
 - d. Financing for Village Administration Building
 - e. Complaint – 15568 Walkers Way
- 11) PUBLIC COMMENTS
- 12) BOARD OF TRUSTEE ANNOUNCEMENTS
- 13) EXECUTIVE SESSION – LEGAL COUNSEL [Pursuant to Section 610.021(1), RSMo.]
- 14) EXECUTIVE SESSION - PERSONNEL [Pursuant to Section 610.021(3), RSMo.]
- 15) ADJOURNMENT

MINUTES

The regular meeting of the Village of Innsbrook Board of Trustees was held on Tuesday, February 13, 2024, at Village Hall, 1835 Highway F, Innsbrook, Missouri, in person, and via Zoom Video Conference. The meeting was 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, John Simon via Zoom and Donna West were present, establishing a quorum. Others in attendance included Village Administrator/Clerk - Carla Ayala, Village Planner – Todd Streiler, Nathan Bruns – Hesse Graville, Mike Caton – Wags and Whiskers, Tracy Dickherber – Innsbrook Corporation Activities Coordinator, Allen Huddleston, and various residents in person and via videoconference.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR*

Motioned by Trustee West, seconded by Trustee Lyles, to adopt the agenda and to approve the consent calendar. Chairman Reuter yielded the floor for debate, but no debate was held. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.

APPROVAL OF MINUTES

a. *The January 11, 2024 Board of Trustees regular meeting minutes were approved on the consent calendar.

GUEST SPEAKERS/PRESENTATIONS

None presented.

CHAIRMAN'S REPORT/APPOINTMENTS

Chairman Reuter reported that he spoke to the head of security at Innsbrook Corporation, and would like for him to attend a future meeting. Trustee Cook and Chairman Reuter met with Tracy Sator, Mike and Kathy Caton to discuss issues with Wags and Whiskers.

DEPARTMENT REPORTS

- a. *Financial Report/Bills of the Month: The January 2024 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: Mr. Virgal Woolfolk was not present.
- d. Planning and Zoning Commission Report: Mr. Alen Huddleston reported that the Planning and Zoning Commission recommend to the Board of Trustees that the change to Wags and Whiskers site plan is a major change.
 - i. Village Planner Report: Todd Streiler explained to the Board of Trustees the difference between a minor and major change according to the Village regulations. Following this, Todd Streiler reported that the Planning and Zoning Commission held a work session on January 18, 2024 for the Comprehensive Plan Kick-off. The hope is to have a revised Comprehensive plan in ten to twelve months.
- e. Village Administration Building Committee Report – Trustee Cook mentioned that the Committee has not met; however, Trustee Lyles contacted the Missouri Department of Natural Resources (DNR) and Cochran regarding the existing well on the Village Property. Trustee Lyles stated that DNR was mistaken on who owns and operates the public water supply, the Village or Innsbrook Corporation. The resorts public water supply is not owned or operated by the Village, therefore the current well on the property can be used for the new Village Administration Building, if it is in working order.
 - i. Soil Boring and Septic Testing Reports – Cochran performed a soils test for the on-site septic system for the future building. The report shows that an underground drip system can be installed on the site, per the layout of the Site Plan.

UNFINISHED BUSINESS:

- a. **RESOLUTION NO. 2024-1 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI AUTHORIZING DESTRUCTION OF CERTAIN VILLAGE RECORDS IN ACCORDANCE WITH STATE LAW REQUIREMENTS:**

Trustee Cook expressed concern about retaining accounting records for at least seven years. Trustee Cook will redraft the resolution removing necessary items to present at next month's meeting.

NEW BUSINESS:

- a. Request for Exemption for Special Community Event Noise:
 - i. Innsbrook Resort - IBK Anniversary Party; 05/25/2024; 2:00-5:00pm: Motioned by Trustee Lyles, seconded by Trustee Cook, to approve the IBK Anniversary Party noise exemption with conditions. Chairman Reuter yielded the floor for debate, but no debate was held. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.
 - ii. Innsbrook Resort - July 4th Celebration Fireworks; 07/06/2024; 9:15-10:00pm: Motioned by Trustee Cook, seconded by Trustee Lyles, to approve the July 4th Celebration Fireworks noise exemption with conditions. Chairman Reuter yielded the floor for debate, but no debate was held. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.

- iii. Innsbrook Resort - 2024 Summer Breeze Concert Series; 5/26, 6/01, 6/08, 6/15, 6/22, 6/29, 7/05, 7/13, 7/20, 7/27, 8/03, 8/10, 8/17, 8/24, 8/31; 7:30-10:00pm: Motioned by Trustee Cook, seconded by Trustee Lyles, to approve the 2024 Summer Breeze Concert Series noise exemption with conditions. Chairman Reuter yielded the floor for debate, but no debate was held. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.
- iv. Innsbrook Resort - New Years Eve Fireworks; 12/31/2024; 8:00-8:15pm: Motioned by Trustee Lyles, seconded by Trustee Cook, to approve the New Years Eve Fireworks noise exemption with conditions. Chairman Reuter yielded the floor for debate, but no debate was held. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.
- b. Special Use Permit/Site Plan Amendment - Wags and Whiskers; 13620 State Highway M
 - i. Zoning Regulation Section 14.9.7.1: Major and Minor Change Determination:

Motioned by Trustee West, seconded by Trustee Cook, the proposed amendments to the Wags and Whiskers Special Use Permit Site Plan are viewed as a major change. Chairman Reuter yielded the floor for debate, but no debate was held.

By roll call vote:

 - Trustee Cook: "Aye"
 - Trustee Reuter: "Aye"
 - Trustee West: "Aye"
 - Trustee Lyles: "Aye"
 - Trustee Simon: "Aye"

The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.
- c. Cochran Proposal for Professional Services – Village Administration Building: Motioned by Trustee Lyles, seconded by Trustee Cook, to postpone action on the Cochran contract until next month. Chairman Reuter yielded the floor for debate. Trustee Lyles requested time to look over the contract. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.
- d. Financing for Village Administration Building:

Motioned by Trustee West, seconded by Trustee Lyles, to withdraw the loan application with the USDA. Chairman Reuter yielded the floor for debate, but no debate was held.

By roll call vote:

 - Trustee Cook: "Aye"
 - Trustee Reuter: "Aye"
 - Trustee West: "Aye"
 - Trustee Lyles: "Aye"
 - Trustee Simon: "Aye"

The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.

Motioned by Trustee Cook, seconded by Trustee Lyles, to approve the terms of First State Community Bank for financing. Chairman Reuter yielded the floor for debate. Trustee Cook recommends that the Trustees approve the terms as outlined:

Option 1: 05/20 yr. term, 3 yr. non-call period, 20 yr. total, 5.75% fixed rate

Option 2: 10/20 yr. term, 5 yr. non-call period, 20 yr. total, 6.05% fixed rate

This would be to approve the terms only, not to approve a proposal with First State Community Bank. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.
- e. Complaint – 15568 Walkers Way: Chairman Reuter spoke with the Village Attorney about the history of this property. There is still an issue on who owns the property. The Village Attorney offered to meet with the neighboring property owners to explain civil action. The Trustees did not want to incur the cost for the Village Attorney to do this. Chairman Reuter suggested that the property owners get state representatives involved.

PUBLIC COMMENTS

Chairman Reuter recognized the following speakers:

- Tracy Sator [154 Geneva Cove Drive]:

Subject: Wags and Whiskers support and confirmation of public hearing.
- Tracy Muse [13633 State Highway M]:

Subject: Wags and Whiskers concerns with lagoon.
- Les Kauble [26119 Rynelle Drive]:

Subject: Wags and Whiskers concerns with lagoon and setting a precedence, traffic on Hwy F.
- Fred Muller [Muenz Road]:

Subject: Wags and Whiskers concerns with lagoon
- Mrs. Weigel [1765 Hwy F]

Subject: Traffic concerns on Hwy F and entrance to Innsbrook Estates/Resort.

BOARD OF TRUSTEES ANNOUNCEMENTS

During the announcements, the following updates were provided by Trustees:

- Trustee West: Would like for Chuck with Boonslick Regional Planning Commission (BRPC) to set up traffic counters.

ADJOURNMENT INTO EXECUTIVE SESSION

Motioned by Trustee Cook, seconded by Trustee West, to adjourn the regular meeting and enter executive session. Chairman Reuter yielded the floor for debate, but no debate was held.

By roll call vote:

- Trustee Cook: "Aye" • Trustee Reuter: "Aye" • Trustee West: "Aye"
- Trustee Lyles: "Aye" • Trustee Simon: "Aye"

The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote. Meeting adjourned into executive session at 6:25 PM (CST).

EXECUTIVE SESSION – LEGAL COUNSEL

EXECUTIVE SESSION - PERSONNEL

Pursuant to Section 610.021(1)(3) RSMo, the Board of Trustees of the Village of Innsbrook, Missouri, subject to a motion duly made and adopted, may close the public meeting and hold a closed meeting for the purpose of dealing with matters (1) Legal actions, causes of action or litigation involving the Village and any confidential or privileged communications between the Village or its representatives and its legal counsel; (3) Hiring, firing, disciplining or promoting of particular employees.

The Board of Trustees returned into regular session at 8:13 PM (CST).

NEW BUSINESS:

Cochran Proposal for Professional Services – Village Administration Building: Motioned by Trustee Lyles, seconded by Trustee Cook, to rescind previous motion and motion to move forward with Cochran. Chairman Reuter yielded the floor for debate, but no debate was held.

By roll call vote:

- Trustee Cook: "Aye" • Trustee Reuter: "Aye" • Trustee West: "Aye"
- Trustee Lyles: "Aye" • Trustee Simon: "No"

The motion passed and was approved with a 4 "Aye", 1 "No", 0 Abstain vote.

ADJOURNMENT

Motioned by Trustee Simon, seconded by Trustee Cook, to adjourn the regular meeting. Chairman Reuter yielded the floor for debate, but no debate was held. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote. The meeting adjourned at 8:17 PM (CST).

*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, February 13, 2024.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: _____

Donna West,
Village Board Clerk

Attest: Carla Ayala,
Village Administrator/Clerk

(seal)