

VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Thursday, January 11, 2024, 1:30 PM (CST)
[Postponed from Tues., Jan. 09, 2024 due to weather]

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: December 12, 2023
 - b. *Meeting: December 27, 2023
- 6) GUEST SPEAKERS/PRESENTATIONS
 - a. Cochran – Village Administration Building
- 7) CHAIRMAN'S REPORT/APPOINTMENTS
- 8) DEPARTMENT/COMMITTEE REPORTS:
 - a. *Financial Reports – December 2023
 - i. *Bills of The Month
 - b. Administrator's Report
 - i. Quarterly Building Permit Report
 - c. University of Missouri Extension Council Report
 - d. Planning & Zoning Commission Report
 - i. Village Planner Report
 - e. Village Administration Building Committee Report
- 9) UNFINISHED BUSINESS:
 - a. **BILL NO. 345 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI CALLING FOR AN ELECTION ON THE QUESTION OF AN INCREASED BUSINESS PERMIT FEE FOR THE ELECTION TO BE HELD APRIL 2, 2024**
- 10) NEW 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**
- 11) BOARD OF TRUSTEE ANNOUNCEMENTS
- 12) PUBLIC COMMENTS
- 13) ADJOURNMENT

MINUTES

The regular meeting of the Village of Innsbrook Board of Trustees scheduled for Tuesday, January 09, 2024, was postponed due to winter weather. The meeting was held on Thursday, January 11, 2024, at Village Hall, 1835 Highway F, Innsbrook, Missouri, in person, and via Zoom Video Conference. The meeting was called to order at 1:30 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 and Donna West were present, establishing a quorum. Others in attendance included Village Administrator/Clerk - Carla Ayala, Nathan Bruns – Hesse Graville, Joe McGowan and Nathan Buehrle – Cochran, 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 Simon, 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 December 12, 2023 Board of Trustees regular meeting minutes were approved on the consent calendar.
- b. *The December 27, 2023 Board of Trustees work session minutes were approved on the consent calendar.

GUEST SPEAKERS/PRESENTATIONS

- a. Cochran; Village Administration Building – Joe McGowan and Nathan Buehrle, representing Cochran, presented two distinct plans for the potential future Village administration building: one featuring a 2,000 square foot structure and another with a 2,500 square foot building. Comprehensive site plans and opinions of probable cost for each option were also presented.

Opinion of Probable Cost for 2,000 SF Building:

The estimated cost for the 2,000 square foot building is \$664,640, covering expenses for the site and building. The projected total for the entire project is \$928,704, encompassing testing and inspection costs, geotechnical reports, architecture/engineering fees, fixtures, furnishings, equipment, a 10% contingency, and an allowance for a new well if deemed necessary.

Opinion of Probable Cost for 2,500 SF Building:

For the 2,500 square foot building, the estimated cost is \$774,985 for the site and building. The overall projected cost for the entire project is \$1,050,083, which includes testing and inspection costs, geotechnical reports, architecture/engineering fees, fixtures, furnishings, equipment, a 10% contingency, and an allowance for a new well if deemed necessary.

During the discussion concerning the existing well on the site, it was highlighted that the current well is designated for residential use. Cochran acknowledges the potential need for a new well dedicated to public/commercial use, and further investigation will be conducted at a later date. Public discussion points included Mr. Steve Gissy's inquiry about the building materials to be utilized, and Mr. Jay Lutz raised questions regarding the size of the conference room.

Motioned by Trustee Cook, seconded by Trustee Lyles, to vote on approving the construction of a 2,000 square foot building. Chairman Reuter yielded the floor for debate, but no debate was held.

By roll call vote:

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

The motion passed and was approved with a 3 "Aye", 2 "No", 0 Abstain vote.

Motioned by Trustee Cook, seconded by Trustee Simon, authorizing the Chairman to enter into a contract with Cochran for Field and Laboratory Testing/Geotechnical and Septic Soil Testing. 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.

CHAIRMAN'S REPORT/APPOINTMENTS

Chairman Reuter had nothing to report.

DEPARTMENT REPORTS

- a. *Financial Report/Bills of the Month: The December 2023 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.
 - i. Quarterly Building Permit Report: The Village Administrator reported that 8 building permits were issued for the fourth quarter of 2023, as follows: 5 new construction, 1 storage building, 1 addition and 1 miscellaneous. For the entire year of 2023, 55 total permits were issued, 27 of those were new construction. This is a decrease from the 104 total permits issued in 2022.

- c. University of Missouri Extension Council Report: Mr. Virgal Woolfolk was not present.
- d. Planning and Zoning Commission Report: The Planning and Zoning Commission convened their most recent meeting on October 4, 2023. Subsequently, a meeting had been slated for January 3, 2024. However, on the eve of the scheduled meeting, Wags and Whiskers opted to withdraw their revised site plan application, resulting in the absence of any business on the agenda. Consequently, the meeting was canceled at that juncture. Trustee Cook made a statement for the record, indicating that in the month of December 2023, the Village incurred professional costs amounting to \$1,325 in connection with Wags and Whiskers. Following this, Trustee Lyles raised inquiries about Todd Streilers' invoices and sought clarification on who in the Village provides direction to him. Trustee West shared her professional perspective, noting that, based on contractual arrangements, there typically wouldn't be an individual within the Village responsible for providing direction in such matters.
 - i. Village Planner Report: Allen Huddleston reported that the Planning and Zoning Commission will hold a work session on January 18, 2024 for the Comprehensive Plan Kick-off. Dollar General is now open for business.
- e. Village Administration Building Committee Report – The Committee had nothing to report.

UNFINISHED BUSINESS:

- a. **BILL NO. 345 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI CALLING FOR AN ELECTION ON THE QUESTION OF AN INCREASED BUSINESS PERMIT FEE FOR THE ELECTION TO BE HELD APRIL 2, 2024:**

Motioned by Trustee Lyles, seconded by Trustee Simon, to read Bill No. 345 twice by title only. 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. Chairman Reuter proceeded to read Bill No. 345 twice by title only.

Motioned by Trustee Simon, seconded by Trustee Lyles, to approve Bill No. 345 with an increased annual business permit fee to one hundred dollars (\$100) per application. Chairman Reuter yielded the floor for debate. Trustee West noted that at least three businesses within the Village are not short-term rentals. She sought clarification on whether the Village would need to inform the public about the purpose of the additional revenue. Attorney Bruns clarified that the additional revenue from the fees would contribute to general revenue income, and it is not necessary to specify a particular use for the funds.

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. Bill No. 345 is enacted as Ordinance No. 341 of the Village of Innsbrook, Missouri.

NEW 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:**

Motioned by Trustee Cook, seconded by Trustee Simon, to postpone taking up Resolution No. 2024-1 to the February 2024 meeting. Chairman Reuter yielded the floor for debate. Trustee Cook expressed concern about retaining accounting records for at least seven years. Chairman Reuter suggested that the Trustees review the list of records and decide before the next meeting which records to retain for a longer period of time. By voice vote, all Trustees present voted "Aye". The motion passed and was approved with a 5 "Aye", 0 "No", 0 Abstain vote.

BOARD OF TRUSTEES ANNOUNCEMENTS

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

Trustee Cook:

- Noted for the record that the Village received two loan proposals from First State Community Bank, which will be attached to the official minutes.

Trustee Lyles:

- Attended a gathering of "Residents of Innsbrook", discussing issues such as the Innsbrook Corporation's proposal to install noise monitors. Trustee Lyles expressed intentions to invite the Fire Chief to the next meeting for a discussion on occupancy limits.

Trustee West:

- Informed that she was contacted by a resident regarding concerns about trash around Innsbrook Resort and discarded tires on their property. Trustee West conducted a site visit, confirming the presence of debris visible from the road.

PUBLIC COMMENTS

Chairman Reuter recognized the following speakers:

- Jay Lutz [1092 Eagle Bend]:
Subject: Proper meeting minutes.
- Steve Gissy [2112 Meadow Creek]:
Subjects: Trash and occupancy of rentals.

VOTE TO ADJOURN


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 3:03 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 Thursday, January 11, 2024.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 02/13/2024



Donna West,
Village Board Clerk



Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

