



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F
Tuesday, April 09, 2019, 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: March 19, 2019
- 6) PUBLIC COMMENTS
(Citizens who have concerns or remarks on Village matters may speak at this time.)
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS:
 - a. Certification of Election Results
 - b. Oath of Office to Newly Elected Trustee's
 - c. Nomination and Election of Chairman and Village Board Clerk
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 10) DEPARTMENT REPORTS:
 - a. Financial Report
 - i. Bills of The Month
 - b. Administrator's Report
 - i. First Quarter Building Permit Report
 - c. Planning & Zoning Commission
 - i. Reappointment of Bob Grah and Jerry Rust to the Planning and Zoning Commission
 - ii. Vacancy left on Planning and Zoning Commission
- 11) UNFINISHED BUSINESS:
 - a. Request for Exemption For Special Community Event Noise
 - i. Charrette Creek Commons - Memorial Day Boom (05/25 @ 2pm); Fourth of July Fireworks Show (07/06 @ 9:15pm); New Years Eve Fireworks (12/31 @ 12am)
 - ii. Charrette Creek Commons - Summer Breeze Concert Series 7:30-10pm (06/01, 06/15, 06/22, 06/29, 07/13, 07/20, 07/27, 08/03, 08/10, 08/17 and 08/24)
 - iii. Charrette Creek Commons - Summer Breeze Concert Series on Holiday Weekends (05/25, 2-5pm; 05/26, 7:30-10pm; 07/5, 7:30-10pm; and 08/31, 7:30-10pm)
- 12) NEW BUSINESS:
 - a. **BILL NO. 263 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOTS 886 AND 887 LOCATED IN INNSBROOK ESTATES PLAT TWENTY-SIX, TO BE KNOWN AS 887 SILVER FOX RIDGE DRIVE. (ORD. NO. 260)**
- 13) EXECUTIVE SESSION - REAL ESTATE
- 14) ADJOURNMENT

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
 - Animal Shelter
 - Dry Hydrants
 - Internet Speeds
 - Village Cemetery
 - Shooting Range
- (Next quarterly report June 2019)

MINUTES

The April 9, 2019 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:01 PM with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Trish Dunn, Ted Sator, Tom Stevener and Jeff Thomsen were present. Trustee Jerry Rust was absent. 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; Donna West (1 Elysium); Jean Jarchow (2133 Meadow Valley); Bob Dowdle (548 Lorraine Creek) Carol Zuckner (15735 Walkers Way); Mackenzie Justice, Charrette Creek Commons; and Jon Wezner, Azavar Government Solutions.

APPROVAL OF AGENDA

Motioned by Trustee Stevener, seconded by Trustee Sator, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

APPROVAL OF MINUTES

Trustee Stevener suggested a correction to the minutes of March 19, 2019. Under "Public Comments", when Richard McFall commented about the dangerous intersection at Stracks Church Road, remove "State Highway M" and replace with "N. & S. Outer Road". Motioned by Trustee Dunn, seconded by Trustee Stevener to approve the March 19, 2019, regular session meeting minutes with corrections made. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote.

PUBLIC COMMENTS

Carol Zuckner stated that the Public Defender appeared in court during the last hearing. Next hearing scheduled for April 30, 2019.

Jon Wezner with Azavar Government Solutions spoke to the Board of Trustees regarding the collection of Sales Tax from the shared housing community, for example Air B&B or VRBO. Azavar would do a complete audit of the sales tax information from the State of Missouri to find out if the Village is collecting all the tax revenue from shared housing in the Village. Azavar works on a contingency basis. Any revenue found, that we are currently not receiving, would be at a cost of 45% for 36 months. Azavar has approximately ten clients in Missouri including Ferguson and Maryland Heights.

Donna West requested an "Intersection" sign for Hwy F Drive, to serve as a warning to approaching drivers.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

- a. Carla Ayala reported that the Warren County Clerk, Denise Stotler, sent official certification of the April 2, 2019 Election results. All votes cast for all candidates are as follows: Jeff Thomsen 142; Jerry Rust 80; Trish Dunn 123; Cynthia Bowers 139; and Donna West 50. Thereby granting the three positions of Trustee to Jeff Thomsen, Trish Dunn and Cynthia Bowers. Motioned by Trustee Stevener, seconded by Trustee Sator, to approve the official election results as stated. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - Absent, Trustee Sator - "Aye", Trustee Stevener - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote.
- b. Carla Ayala performed the Oath of Office with Trustees Jeff Thomsen and Trish Dunn for their positions of Trustee. Cynthia Bowers had previously scheduled a trip out of town and could not attend. Carla Ayala is to perform the Oath of Office with Trustee Cynthia Bowers following her return, on April 22, 2019.
- c. Nominations were held for the Board of Trustee Chairman and Village Board Clerk. Trustee Dunn nominated Trustee Thomsen as Chairman of the Board of Trustees for one year. Motioned by Trustee Stevener, seconded by Trustee Sator, to appoint Trustee Thomsen as Chairman. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote. Trustee Thomsen nominated Trustee Dunn as Village Board Clerk of the Board of Trustees for one year. Motioned by Trustee Stevener, seconded by Trustee Sator, to appoint Trustee Dunn as Village Board Clerk. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote.

BOARD OF TRUSTEES COMMENTS

Trustee Sator stated that the Animal Shelter is coming along. Within the next sixty days or so, Five Acres Animal Shelter will have a meeting with Warrenton officials to try and secure a location for the shelter.

Trustee Stevener asked that Erik Maninga, with MoDOT, attend our next meeting. Carla Ayala has already invited Erik to attend the May 14, 2019 meeting and he has responded that he will attend.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen stated that he attended a meeting with Commissioner Joe Gildehaus and other leaders of Warren County. They will meet again soon to address common issues within the County.

DEPARTMENT REPORTS

- a. Financial Report - The financial report and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Dunn, seconded by Trustee Stevener to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees.
 - i. Building Permit Report - There were 13 building permits issued in the first quarter of 2019; 3 new construction, 4 storage buildings, 5 additions and 1 dock/deck.
- c. Planning and Zoning Commission - The last meeting was held on April 3, 2019.
 - i. Reappointment of Bob Grah and Jerry Rust - Motioned by Trustee Sator, seconded by Trustee Stevener, to reappoint Bob Grah to the Planning and Zoning Commission for a four year term, to expire in 2023. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote. Motioned by Trustee Sator, seconded by Trustee Stevener, to reappoint Jerry Rust to the Planning and Zoning Commission for a four year term, to expire in 2023. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "No", Trustee Sator - "Aye", Trustee Stevener - "Aye" and Trustee Thomsen - "Aye". Motion passed and approved with a 3 "Aye", 1 "No" vote.
 - ii. Vacancy on Planning and Zoning Commission - Commissioner Bob Vogler is stepping down from his position on the Commission. A vacancy now needs to be filled for a four year term, to expire in 2023. Carla Ayala was instructed to run an advertisement in the Warren County Record.

UNFINISHED BUSINESS:

- a. Request for Exemption For Special Community Event Noise - Restrictions were discussed and are as follows: "Request for Exemption approved on the following conditions. The noise level at the sound board/speakers and concert field shall not exceed 85 dba. The Owners Association, and its Trustees, and Innsbrook Corporation are responsible for monitoring and maintaining these noise limitations. The Owners Association is to retain one independent company to provide the sound system and operator of the system for all concerts. Any violation of these limitations deemed by the Board of Trustees of the Village of Innsbrook, being in violation for an unreasonable period of time, shall result in the Owners' Association terminating the relationship with the company operating the sound system and/or the entertainers. Said operator and/or entertainer shall be banned from contracting with Innsbrook Corporation and its Associates for any future events within the Village of Innsbrook."
 - i. Charrette Creek Commons - Memorial Day Boom (05/25 @ 2pm); Fourth of July Fireworks Show (07/06 @ 9:15pm); New Years Eve Fireworks (12/31 @ 12am) - Motioned by Trustee Stevener, seconded by Trustee Sator to approve the Request for Exemption with no restrictions added. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.
 - ii. Charrette Creek Commons - Summer Breeze Concert Series 7:30-10pm (06/01, 06/15, 06/22, 06/29, 07/13, 07/20, 07/27, 08/03, 08/10, 08/17 and 08/24) - Motioned by Trustee Stevener, seconded by Trustee Sator to approve the Request for Exemption with restrictions attached to exemption. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.
 - iii. Charrette Creek Commons - Summer Breeze Concert Series on Holiday Weekends (05/25, 2-5pm; 05/26, 7:30-10pm; 07/5, 7:30-10pm; and 08/31, 7:30-10pm) - Motioned by Trustee Dunn, seconded by Trustee Stevener to approve the Request for Exemption with restrictions attached to exemption. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

NEW BUSINESS:

- a. **BILL NO. 263 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOTS 886 AND 887 LOCATED IN INNSBROOK ESTATES PLAT TWENTY-SIX, TO BE KNOWN AS 887 SILVER FOX RIDGE DRIVE. (ORD. NO. 260)** During the April Planning and Zoning meeting, after review and discussion with property owners, Linda & Stephen Lundergan, the Commission recommended approval of the Replat of Lots 886 and 887 Innsbrook Estates (887 Silver Fox Ridge) by a vote of 5-0. Lot 887 has an existing home and L886 is empty, and shall remain an empty lot. Motioned by Trustee Stevener, seconded by Trustee Dunn to hold the first and second reading of Bill No. 263 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote. Chairman

Thomsen read Bill No. 263 twice by title only. Motioned by Trustee Dunn, seconded by Trustee Stevener to enact Bill No. 263 as Ordinance No. 260. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4 "Aye", 0 "No" vote, Bill No. 263 is enacted as Ordinance No. 260 of the Village of Innsbrook, Missouri.

VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Dunn, seconded by Trustee Stevener, to adjourn the regular meeting and enter executive session as permissible pursuant to Section 610.021(2) RSMo; relating to leasing, purchasing or sale of real estate. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote. Meeting adjourned into executive session at 6:22 PM.

EXECUTIVE SESSION - REAL ESTATE

After entering back into regular session, Trustee Dunn questioned allocating funds for attorney fighting shooting range. Chairman Thomsen stated that the Village Attorney suggested that the Village should not donate funds toward Attorney fees to fight the County's Conditional Use Permit.

VOTE TO ADJOURN

Motioned by Trustee Dunn, seconded by Trustee Stevener, to adjourn the regular meeting. By roll call vote, Trustee Bowers - Absent, Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote. Meeting adjourned at 6:51 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, April 9, 2019.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 5/14/2019

Patricia Dunn

Patricia Dunn,
Village Board Clerk
(seal)

Carla Ayala

Attest: Carla Ayala,
Village Administrator/Clerk

