



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, June 08, 2021, 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: May 11, 2021
- 6) **PUBLIC HEARING**
 - a. 2021-2022 Fiscal Year Budget
- 7) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 8) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 9) BOARD OF TRUSTEES COMMENTS
- 10) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 11) DEPARTMENT REPORTS:
 - a. Financial Reports - May 2021
 - i. Bills of The Month
 - ii. 2021 Elected Officials Training Reimbursement
 - iii. Missouri LAGERS Cost Study
 - b. Administrator's Report
 - c. Planning & Zoning Commission
- 12) UNFINISHED BUSINESS:
 - a. Hold Items =>
 - b. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK.**
 - c. Request for Exemption For Special Community Event Noise:
 - i. Edwin Libby/Brilliant Skies LLC - 13604 State Hwy M; 8:30-10:30pm (07/24/2021)
- 13) 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 (09/24/2021) and 12:00-1:00pm & 7:30-10:30pm (09/25/2021)
 - b. Neighborhood Improvement Program (NIP) Grant
 - c. **BILL NO. 298 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2020-2021 FISCAL YEAR. (ORD 294)**
 - d. **BILL NO. 299 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING ON JUNE 30, 2022. (ORD 295)**
 - e. **BILL NO. 300 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY. (ORD 296)**
 - f. **BILL NO. 301 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA AYALA FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2021 AND ENDING ON JUNE 30, 2022. (ORD 297)**
 - g. **BILL NO. 302 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 2818 AND 2821 LOCATED IN INNSBROOK ESTATES PLAT ONE HUNDRED FOUR, TO BE KNOWN AS 2818 TYROL MEADOW DRIVE AND 2821 MORGAN LAKE DRIVE. (ORD 298)**
 - h. **RESOLUTION NO. 2021-2 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO**

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Animal Shelter
- Dry Hydrants
- Village Cemetery
- Short Term Rental Properties
(Next quarterly report Sept. 2021)

ENTER INTO AN AGREEMENT FOR PROPERTY AND LIABILITY INSURANCE COVERAGE FOR THE VILLAGE OF INNSBROOK.

- 14) EXECUTIVE SESSION - REAL ESTATE [Pursuant to Section 610.021(2), RSMo.]
- 15) EXECUTIVE SESSION - LEGAL COUNSEL [Pursuant to Section 610.021(1), RSMo.]
- 16) ADJOURNMENT

MINUTES

The June 8, 2021 regular meeting of the Village of Innsbrook Board of Trustees was held in person and via Zoom Video Conference, and called to order at 5:00 PM (CST) with Chairman Thomsen presiding. Trustees Trish Dunn, Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Those invited to attend due to discussion items on the agenda, included Village Administrator/Clerk - Carla Ayala, Charlie Boyce - Innsbrook Corp., Keith Thompson - Innsbrook Corp. and Rob Cima. Due to the COVID-19 Pandemic, other visitors attended this meeting via videoconference. Those attendees included Village Attorney - Nathan Bruns, Edwin Libby, Richard McFall, Tracy Sator, Gary B. and Pat Reuter.

APPROVAL OF AGENDA

Motioned by Trustee Sator, seconded by Trustee West, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.

APPROVAL OF MINUTES

Motioned by Trustee Dunn, seconded by Trustee Sator to approve the May 11, 2021 regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5 "Aye", 0 "No" vote.

PUBLIC HEARING

Chairman Thomsen opened the public hearing at 5:03pm to hear public input regarding the 2021-2022 Fiscal Year Budget. With no public input, motioned by Trustee Reuter, seconded by Trustee Dunn, to close the public hearing. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. The public hearing was closed at 5:04pm.

PUBLIC COMMENTS

Charlie Boyce spoke to the Trustees. Discussing plats of land on Hwy M west of the Hwy F intersection, which will include the animal shelter Wags & Whiskers and Village Hall on two separate parcels. Chairman Thomsen stated that a legal description will be needed to proceed with the Village Hall property. Charlie Boyce gave an update on the Innsbrook Resort permits for short term rentals, 98 have been signed still waiting on some, with 103 permits received to date. Innsbrook is tracking data calls on rental properties. The permitting process has been well received and there has not been a single parking complaint. There is a process in place where the rules and regulations are emailed to each renter, they are still working on getting a confirmation system that notifies when it has been read.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Dunn was contacted by Mrs. Zuckner of Walkers Way. Three men are now living on the neighboring property in a RV/Camper. The place is deteriorating and Mrs. Zuckner wanted the Trustees to know. Trustee West questioned if the "Tourist Homes" mentioned in the Village Zoning Code will be corrected. The Planning and Zoning Commission will correct this when the Village Zoning Code is updated at a later date.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

DEPARTMENT REPORTS

- a. Financial Report - The May 2021 financial report and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Sator, seconded by Trustee Reuter to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.
 - i. 2021 Elected Officials Training Reimbursement - A paid invoice was submitted by Trustee West for reimbursement one half of the cost of the 2021 MML Elected Officials Training. Motioned by Trustee Dunn, seconded by Trustee Reuter to approve the reimbursement to Trustee West. All Trustees present voted "Aye". Motion passed and approved with a 4 "Aye", 0 "No", 1 Abstain vote.
 - ii. Missouri LAGERS Case Study - Motioned by Trustee Dunn, seconded by Trustee Sator to move this agenda item to the closed session agenda as it pertains to Personnel. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.
- b. Administrator's Report - Village Administrator/Clerk, presented a report to the Trustees. Village Hall will be closed July 5, 2021 in observation of the Independence Day holiday. The next Boonslick Regional Planning Commission Meeting will be June 28, 2021.
- c. Planning and Zoning Commission - The Commission held their last meeting on June 02, 2021. The Boundary Adjustment of L2818 & 2821 was recommended for approval to the Board of Trustees by a vote of 5 "Aye", 0 "No".

UNFINISHED BUSINESS:

- a. Hold Item - Animal Shelter - Trustee Sator reported that the shelter now has an official name, "Wags & Whiskers". The plans are moving along nicely.
- b. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK.** No discussion was held. Motioned by Trustee Reuter, seconded by Trustee Dunn to postpone Bill No. 284 and keep as unfinished business on the July meeting agenda. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- c. Request for Exemption For Special Community Event Noise:
 - i. Edwin Libby/Brilliant Skies LLC - 13604 State Hwy M; 8:30-10:30pm (07/24/2021) - Chairman Thomsen spoke with Edwin Libby over the phone multiple times since the last meeting and has compiled additional conditions for a fireworks event such as this to use going forward. These conditions include proper insurance coverage, obtain all necessary licenses and permits required by State, County and Local agencies, local Fire Department notified and on site during event, off duty police officer on site for security and traffic control, and to adhere to all Federal, State, County and Local government laws and guidelines for such event. These conditions will be attached to this exemption if approved. Motioned by Trustee Dunn, seconded by Trustee West to approve request for exemption with additional conditions. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.

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 (09/24/2021) and 12:00-1:00pm & 7:30-10:30pm (09/25/2021) - Trustee Sator asked Rob Cima about last years experience. The experience was very good, and had a good traffic flow after the event. Attendees came from 26 different states. Motioned by Trustee Sator, seconded by Trustee Dunn to approve request for exemption with additional conditions. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- b. Neighborhood Improvement Program (NIP) Grant - One application was received by the deadline of May 20, 2021. The application requests rock for Hwy F Drive/Elysium in the amount not to exceed \$988. All Trustees

- reviewed the application prior to the meeting. Motioned by Trustee Reuter, seconded by Trustee Sator to approve the NIP Grant for Hwy F Drive/Elysium. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - Abstain. With a 4 "Aye", 0 "No", 1 Abstain vote, motion passed and approved.
- c. **BILL NO. 298 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2020-2021 FISCAL YEAR** - Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second reading of Bill No. 298 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 298 twice by title only. Chairman offered discussion on Bill No. 298. There being none, motioned by Trustee Sator, seconded by Trustee Dunn to vote to approve Bill No. 298. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 298 is enacted as Ordinance No. 294 of the Village of Innsbrook, Missouri.
- d. **BILL NO. 299 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING ON JUNE 30, 2022.** Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second reading of Bill No. 299 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 299 twice by title only. Chairman offered discussion on Bill No. 299. There being none, motioned by Trustee Dunn, seconded by Trustee Reuter to vote to approve Bill No. 299. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 299 is enacted as Ordinance No. 295 of the Village of Innsbrook, Missouri.
- e. **BILL NO. 300 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY.** Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second reading of Bill No. 300 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 300 twice by title only. Chairman offered discussion on Bill No. 300. There being none, motioned by Trustee Dunn, seconded by Trustee Sator to vote to approve Bill No. 300. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 300 is enacted as Ordinance No. 296 of the Village of Innsbrook, Missouri.
- f. **BILL NO. 301 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA AYALA FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2021 AND ENDING ON JUNE 30, 2022.** Motioned by Trustee Sator, seconded by Trustee West to hold the first and second reading of Bill No. 301 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 301 twice by title only. Chairman offered discussion on Bill No. 301. There being none, motioned by Trustee Reuter, seconded by Trustee Sator to vote to approve Bill No. 301. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 301 is enacted as Ordinance No. 297 of the Village of Innsbrook, Missouri.
- g. **BILL NO. 302 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 2818 AND 2821 LOCATED IN INNSBROOK ESTATES PLAT ONE HUNDRED FOUR, TO BE KNOWN AS 2818 TYROL MEADOW DRIVE AND 2821 MORGAN LAKE DRIVE.** Motioned by Trustee Sator, seconded by Trustee West to hold the first and second reading of Bill No. 302 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 302 twice by title only. Chairman offered discussion on Bill No. 302. Keith Thomsen discussed the adjustment with the Trustees. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to approve Bill No. 302. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 302 is enacted as Ordinance No. 298 of the Village of Innsbrook, Missouri.

- h. **RESOLUTION NO. 2021-2 - 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 PROPERTY AND LIABILITY INSURANCE COVERAGE FOR THE VILLAGE OF INNSBROOK.** Chairman Thomsen read Resolution No. 2021-2 by title only. Chairman offered discussion on Resolution No. 2021-2. There being none, motioned by Trustee West, seconded by Trustee Sator to vote to approve Resolution No. 2021-2. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Resolution No. 2021-2 is enacted as a Resolution of the Village of Innsbrook, Missouri.

VOTE TO ADJOURN INTO EXECUTIVE SESSION

Motioned by Trustee Dunn, seconded by Trustee Reuter, to adjourn the regular meeting and enter executive session. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Meeting adjourned into executive session at 6:09 PM.

EXECUTIVE SESSION - LEGAL COUNSEL, REAL ESTATE & PERSONNEL

Pursuant to Section 610.021(1),(2),(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) relating to legal actions, causes of action, litigation and privileged communications between the Village's representatives and its legal counsel; (2) relating to leasing, purchasing or sale of real estate; (3) relating to the hiring, firing, discipline and promotion of an employee of the Village.

The Board of Trustees returned into regular session at 6:40 PM.

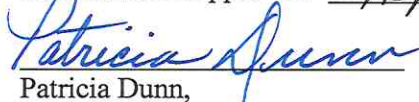
VOTE TO ADJOURN

Motioned by Trustee Dunn, seconded by Trustee West, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Meeting adjourned at 6:41 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 8, 2021.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 7/13/21



Patricia Dunn,
Village Board Clerk
(seal)



Attest: Carla Ayala,
Village Administrator/Clerk

