



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Zoom Video Conference
Tuesday, July 14, 2020, 5:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF MINUTES:
 - a. Regular Meeting: June 09, 2020
- 5) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 6) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 7) BOARD OF TRUSTEES COMMENTS
- 8) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 9) DEPARTMENT REPORTS:
 - a. Financial Reports - June 2020
 - i. Bills of The Month
 - b. Administrator's Report
 - i. Quarterly Building Permit Report
 - c. Planning & Zoning Commission
 - i. Future Land Use Mapping Project
 - ii. Reappointment of Commissioners
- 10) UNFINISHED BUSINESS:
 - a. Hold Items ==>
 - b. Short Term Rental Discussion
- 11) NEW BUSINESS:
 - a. Workers Compensation Renewal
- 12) EXECUTIVE SESSION - REAL ESTATE [Pursuant to Section 610.021(2), RSMo.]
- 13) ADJOURNMENT

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
 - Animal Shelter
 - Dry Hydrants
 - Village Cemetery
 - Short Term Rental Properties
- (Next quarterly report October 2020)

MINUTES

The July 14, 2020 regular meeting of the Innsbrook Board of Trustees was held via Zoom Video Conference and called to order at 5:05 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Cynthia Bowers, Trish Dunn, Ted Sator, Jeff Thomsen and Donna West were present. Due to the COVID-19 Pandemic, all Trustees and visitors attended this meeting via videoconference. 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; and Lynda Baker.

APPROVAL OF AGENDA

With the addition of "9).c.ii. Reappointment of Commissioners", motioned by Trustee Sator, seconded by Trustee Dunn, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.

APPROVAL OF MINUTES

Motioned by Trustee Dunn, seconded by Trustee West to approve the June 9, 2020 regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5-0 vote.

PUBLIC COMMENTS

None at this time.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Bowers is concerned about the fireworks event in September with COVID-19 numbers on the rise. Trustee Sator would like to err on the side of caution with COVID-19 numbers on the rise in Warren County and continue to hold all meetings via Zoom with no public allowed to attend in person, only via Zoom video conferencing.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen spoke to Emilee Murphy, who resides at the Hwy M and Hwy F intersection. Emilee has concerns about the fireworks event being held so close to her back yard. Someone with MO Pyrotechnics has tried calling Emilee, and Chairman Thomsen suggested to her that she speak to Rob Cima with MO Pyrotechnics. Per Charlie Boyce, letters are being prepared to be sent out to the neighboring properties. Trustee West stated that everyone in a certain radius from the event should have been notified prior to the passage and approval of a noise variance, and perhaps that practice should be followed for future events.

DEPARTMENT REPORTS

- a. Financial Report - The June financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Dunn, seconded by Trustee Sator to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.
- b. Administrator's Report - Village Administrator, Carla Ayala, presented her report to the Trustees. Village Hall will be open to the public weekly on Monday, Wednesday and Friday from 9am to 2pm. Face coverings are required inside Village Hall. Notary Services will be available during these adjusted times.
 - i. Quarterly Building Permit Report - There were 11 permits issued in the second quarter of 2020; 4 new construction, 4 storage buildings, 1 addition and 2 dock/decks. Resulting in a total number of 25 permits issued through June of 2020.
- c. Planning and Zoning Commission - The Planning and Zoning Commission held a meeting on July 8, 2020. The Future Land Use Map was discussed and finalized. Three Commissioners terms have expired and must be reappointed. Commissioners Bud Oldani, Allen Huddleston and Mike Gambill all have agreed to another term on the Planning and Zoning Commission. Janet Postlewait has decided to step down from her position leaving a vacancy to be filled on the Commission. Motioned by Trustee Sator, seconded by Trustee Dunn to approve the reappointment of Bud Oldani, Allen Huddleston and Mike Gambill to the Planning and Zoning Commission for a four year term. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No" vote, motion passed and approved.

UNFINISHED BUSINESS:

- a. Animal Shelter - Trustee Sator reported that a site has been selected and now waiting on Architect.
- b. Short Term Rental Properties - A discussion was held regarding issues with short term rental properties within Innsbrook Estates. Chairman Thomsen cited a current Ordinance the City of Frontenac has in place that reads as follows: "Short Term Rental - The letting or offering for let of a dwelling unit, or a portion thereof, to one or more guests for a period of thirty (30) consecutive calendar days or less. Examples include bed-and-breakfast facilities and rentals arranged through Internet marketing or facilitation services. Short-term rental of dwelling units is prohibited." Chairman Thomsen has concerns about the enforcement aspect if enacting such an Ordinance. Trustee Bowers requested a Bill to be placed on the August 11, 2020 meeting to review, discuss and to conduct the first reading of. Trustee Sator referred the Trustees to a St. Louis Post Dispatch article from February 2020 requiring an annual permit process on short term rental properties. The Village Administrator has been advised to work on a Bill to be reviewed at the August meeting.

NEW BUSINESS:

- a. Workers Compensation Renewal - Motioned by Trustee Dunn, seconded by Trustee Sator, to approve the renewal of the Village Workers Compensation with Missouri Employers Mutual covering 8/1/2020 to 8/1/2021 in the amount of \$923.00 By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". Motion passed and approved with a 5 "Aye", 0 "No", 0 Abstain vote.

VOTE TO ADJOURN INTO EXECUTIVE

Motioned by Trustee Dunn, seconded by Trustee West, to adjourn the regular meeting and enter executive session. By roll call vote, Trustee Bowers - "Aye", Trustee Dunn - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". Motion passed and approved with a 5 "Aye", 0 "No", 0 Abstain vote. Meeting adjourned into executive session at 6:30 PM.

EXECUTIVE SESSION - REAL ESTATE

VOTE TO ADJOURN

Motioned by Sator, seconded by Trustee Dunn, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Meeting adjourned at 6:46 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, July 14, 2020.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: _____

Patricia Dunn,
Village Board Clerk
(seal)

Attest: Carla Ayala,
Village Administrator/Clerk