



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, June 14, 2022, 5:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) ADOPTION OF AGENDA
- 5) PUBLIC HEARING
 - a. 2022-2023 Fiscal Year Budget
 - b. Annexation & Rezone Petition - 13620 State Highway M; Wags & Whiskers
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 7) APPROVAL OF MINUTES:
 - a. Regular Meeting: May 17, 2022
 - b. Work Session: June 8, 2022
- 8) CHAIRMAN'S REPORT/APPOINTMENTS
- 9) DEPARTMENT/COMMITTEE REPORTS:
 - a. Financial Reports - May 2022
 - i. Bills of The Month
 - b. Administrator's Report
 - c. Planning & Zoning Commission
- 10) UNFINISHED BUSINESS:
 - a. Hold Items Update
 - b. Village Administration Building
 - i. Environmental Review [Boonslick Regional Planning Commission]
 - ii. Conceptual Design/Architect Report [Cochran]
 - iii. Loan Proposal/Application [USDA Rural Development]
- 11) NEW BUSINESS:
 - a. Neighborhood Improvement Program (NIP) Grant
 - b. BILL NO. 311 - AN ORDINANCE ANNEXING CERTAIN ADJACENT TERRITORY INTO THE VILLAGE OF INNSBROOK, MISSOURI [First Reading]
 - c. BILL NO. 312 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 2.00 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "C-H" COMMERCIAL HIGHWAY BUSINESS DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI [First Reading]
 - d. BILL NO. 313 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 59 AND 60 LOCATED IN INNSBROOK ESTATES PLAT TWO, KNOWN AS 59 LUCERN POINT DRIVE AND 60 WEST BRENNER DRIVE
 - e. BILL NO. 314 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 175 AND 176 LOCATED IN INNSBROOK ESTATES PLAT FIVE, KNOWN AS 175 WILDGRAT PASS DRIVE AND 176 WILDGRAT PASS DRIVE
 - f. BILL NO. 315 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO AMEND THE BUDGET FOR THE 2021-2022 FISCAL YEAR
 - g. BILL NO. 316 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK, MISSOURI, FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING ON JUNE 30, 2023
 - h. BILL NO. 317 - 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, 2022 AND ENDING ON JUNE 30, 2023

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
 - Dry Hydrants
 - Village Cemetery
 - Broadband Infrastructure
- (Next quarterly report Sept. 2022)

- i. RESOLUTION NO. 2022-7 - 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

12) BOARD OF TRUSTEE ANNOUNCEMENTS

13) OPEN FORUM

13) ADJOURNMENT

MINUTES

The Tuesday, June 14, 2022 regular meeting of the Village of Innsbrook Board of Trustees was held in person as well as Zoom Video Conference, and called to order at 5:01 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance.

Upon roll call, Trustees Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Trustee Trish Dunn was absent. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Mike Bohm and Kathy Caton - Wags & Whiskers, Dan Dieckmann and Andrea Lieberman - Innsbrook Corporation, and Mike Hauskins. Due to the COVID-19 Pandemic, all other visitors attended this meeting via videoconference. Those attendees included Village Attorney - Nathan Bruns, Chad Eggen - Boonslick Regional Planning Commission, Jan [?], Tracy Sator, Mikala Walton and Mike Caton.

APPROVAL OF AGENDA

Motioned by Trustee Reuter, seconded by Trustee West, to approve the agenda. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

PUBLIC HEARING

- a. 2022-2023 Fiscal Year Budget - Chairman Thomsen opened the public hearing at 5:04 pm. With no public comments written or verbal, Chairman Thomsen closed the public hearing at 5:04 pm.
- b. Annexation & Rezone Petition; 13620 State Highway M, Wags & Whiskers - Chairman Thomsen opened the public hearing at 5:05 pm. Kathy Caton and Mike Bohm introduced themselves to the Trustees and expressed the need for an animal shelter in the area. The legal entity Wags & Whiskers has a contract to purchase the two acre parcel contingent upon approval from the Village for annexation and rezoning to move forward with the animal shelter. Preliminary drawings of the project were distributed to the Trustees for review. There were no public comments written or verbal. Chairman Thomsen closed the public hearing at 5:41 pm.

PUBLIC COMMENTS

No public comments were received prior to meeting, and no one in attendance spoke at this time.

APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee Reuter to approve the May 17, 2022 regular session meeting minutes. All Trustees present voted "Yea", motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Motioned by Trustee Reuter, seconded by Trustee Sator to approve the June 8, 2022 work session meeting minutes. All Trustees present voted "Yea", motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote.

CHAIRMAN'S REPORT/APPOINTMENTS

Nothing discussed at this time.

DEPARTMENT REPORTS

- a. Financial Report - The May 2022 financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Reuter, seconded by Trustee West to approve the financial report and pay all the bills of the month. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay". 0 Abstain vote.

- b. Administrator's Report - Village Administrator/Clerk, presented a report to the Trustees. Village Hall will be closed on July 4, 2022 in observance of Independence Day. The next Boonslick Regional Meeting is scheduled for June 23, 2022. 123 Village business permits have been approved and issued for the 2021-22 fiscal year.
- c. Planning and Zoning Commission - The Commission held meetings on June 01, 2022 and June 06, 2022. The Planning and Zoning Commission recommend approval to the Board of Trustees; Bill 311 with a 5 Yea, 0 Nay, 2 Abstain vote; Bill 312 with a 5 Yea, 0 Nay, 2 Abstain vote; Bill 313 with a 7 Yea, 0 Nay, 0 Abstain vote; and Bill 314 with a 4 Yea, 0 Nay, 0 Abstain vote.

UNFINISHED BUSINESS:

- a. Hold Items Update - Chairman Thomsen stated that the Village continues to watch the BHS/Zykan Landfill Area. Dry Hydrants require funding which is not available at this time and the Village will readdress at a later time. Fred Mueller was looking into expanding the Harmony Church Cemetery, unsure if that is continuing. The Village is watching Gateway Fiber to see if there is movement within the Resort.
- b. Village Administration Building
 - i. Environmental Review [Boonslick Regional Planning Commission] - Chad Eggen updated the Trustees on the progress of the Environmental Report. The review just finished and BRPC will send this onto the USDA. The State & Historic Preservation has no issues with the location.
 - ii. Conceptual Design [Cochran] - Nothing was discussed.
 - iii. Loan Proposal/Application [USDA Rural Development] - Nothing was discussed.

NEW BUSINESS:

- a. Neighborhood Improvement Program (NIP) Grant - One application was received for the 2022-23 grant cycle. On May 9, 2022 the Oakwood Estates Association submitted an application requesting \$1,000 for rock to resurface the road. Motioned by Trustee Reuter, seconded by Trustee Sator to approve the NIP Grant for the amount of \$1,000. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, motion passed and approved.
- b. BILL NO. 311 - AN ORDINANCE ANNEXING CERTAIN ADJACENT TERRITORY INTO THE VILLAGE OF INNSBROOK, MISSOURI. - Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first reading of Bill No. 311 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 311 once by title only. The second reading and vote to approve/deny will be held during the July 12, 2022 regular scheduled Board of Trustees meeting.
- c. BILL NO. 312 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 2.00 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "C-H" COMMERCIAL HIGHWAY BUSINESS DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI. - Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first reading of Bill No. 312 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 312 once by title only. The second reading and vote to approve/deny will be held during the July 12, 2022 regular scheduled Board of Trustees meeting.
- d. BILL NO. 313 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 59 AND 60 LOCATED IN INNSBROOK ESTATES PLAT TWO, KNOWN AS 59 LUCERN POINT DRIVE AND 60 WEST BRENNER DRIVE. Mike Hauskins [60 W. Brenner] presented to the Board of Trustees the need for the boundary adjustment. Both property owners have come to a mutual agreement. Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second readings of Bill No. 313 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 313 twice by title only. Chairman Thomsen offered discussion on Bill No. 313. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 313 as an Ordinance. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee

- Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 313 is enacted as Ordinance No. 307 of the Village of Innsbrook, Missouri.
- e. BILL NO. 314 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 175 AND 176 LOCATED IN INNSBROOK ESTATES PLAT FIVE, KNOWN AS 175 WILDGRAT PASS DRIVE AND 176 WILDGRAT PASS DRIVE. Motioned by Trustee Sator, seconded by Trustee West to hold the first and second readings of Bill No. 314 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 314 twice by title only. Chairman Thomsen offered discussion on Bill No. 314. Andrea Lieberman [Innsbrook Corp.] presented to the Board of Trustees the need for the adjustment. Both property owners are in agreement. There were no public comments received by the Village. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 314 as an Ordinance. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 314 is enacted as Ordinance No. 308 of the Village of Innsbrook, Missouri.
- f. BILL NO. 315 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO AMEND THE BUDGET FOR THE 2021-2022 FISCAL YEAR. Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second readings of Bill No. 315 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 315 twice by title only. Chairman Thomsen offered discussion on Bill No. 315. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 315 as an Ordinance. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 315 is enacted as Ordinance No. 309 of the Village of Innsbrook, Missouri.
- g. BILL NO. 316 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK, MISSOURI, FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING ON JUNE 30, 2023. Motioned by Trustee Sator, seconded by Trustee West to hold the first and second readings of Bill No. 316 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 316 twice by title only. Chairman Thomsen offered discussion on Bill No. 316. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Bill No. 316 as an Ordinance. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 316 is enacted as Ordinance No. 310 of the Village of Innsbrook, Missouri.
- h. BILL NO. 317 - 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, 2022 AND ENDING ON JUNE 30, 2023. Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second readings of Bill No. 317 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 317 twice by title only. Chairman Thomsen offered discussion on Bill No. 317. There were no public comments received by the Village. Trustee Reuter would like to revise the contract to reflect a 90 day notice upon employment termination instead of 30 days in order for the Village Administrator/Clerk to train a replacement. The Village Attorney will need to be contacted for an opinion prior to the change. Bill No. 317 is tabled until a meeting can be scheduled after speaking to the Village Attorney.
- i. RESOLUTION NO. 2022-7 - 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. Motioned by Trustee Reuter, seconded by Trustee Sator to hold the reading of Resolution No. 2022-7 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Resolution No. 2022-7 by title only. Chairman Thomsen offered discussion on Resolution No. 2022-7. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact

Resolution No. 2022-7. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Resolution No. 2022-7 is enacted as a Resolution of the Village of Innsbrook, Missouri.

BOARD OF TRUSTEES COMMENTS

Trustee West questioned why the sales tax revenue is down this year and would like for the Village Administrator/Clerk to look into this.

OPEN FORUM

There was nothing discussed.

VOTE TO ADJOURN

Motioned by Trustee West, seconded by Trustee Reuter, to adjourn the regular meeting. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain 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, June 14, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 07/12/2022

Donna West
Donna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

