



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, September 20, 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 HEARINGS**
  - a. Rezone Application - Innsbrook Corporation; 18.6 Acres
  - b. Amendment of Zoning Regulations; Chapter 12 - Signs
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 7) APPROVAL OF MINUTES:
  - a. Regular Meeting: August 09, 2022
- 8) CHAIRMAN'S REPORT/APPOINTMENTS
- 9) DEPARTMENT/COMMITTEE REPORTS:
  - a. Financial Reports - August 2022
    - i. Bills of The Month
  - b. Administrator's Report
  - c. University of Missouri Extension Council
  - d. Planning & Zoning Commission
    - i. Boundary Adjustment - Ainsworth/Hennemann & Powell; Innsbrook Estates Lots 528 & 529
    - ii. Rezone Application - Innsbrook Corporation; 18.6 Acres
    - iii. Amendment of Zoning Regulations; Chapter 12 - Signs
- 10) UNFINISHED BUSINESS:
  - a. Update on Hold Items
  - b. **BILL NO. 322 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 189.9 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "PRD" PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI [Second Reading]**
  - c. **BILL NO. 323 - AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO WAGS & WHISKERS TO OPERATE AN ANIMAL SHELTER ON 2.00 ACRES LOCATED AT 13620 STATE HIGHWAY M, INNSBROOK, MISSOURI. [Second Reading]**
  - d. Village Administration Building
    - i. Conceptual Design/Architect Report [Cochran]
    - ii. Loan Proposal/Application [USDA Rural Development]
- 11) NEW BUSINESS:
  - a. **BILL NO. 324 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 528 AND 529 INNSBROOK ESTATES PLAT FIFTEEN, KNOWN AS 528 AMBER GLEN DRIVE AND 529 AMBER GLEN DRIVE**
  - b. **BILL NO. 325 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 18.6 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "PRD" PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI [First Reading]**
  - c. Trustee Vacancy
- 12) BOARD OF TRUSTEE ANNOUNCEMENTS
- 13) OPEN FORUM
- 14) ADJOURNMENT

### Unfinished Business/ Hold Items

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

MINUTES

The Tuesday, September 20, 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 5:00 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. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Village Attorney - Nathan Bruns, Randy Lewis, Mike Bohm, Katy Caton, Mike Wally, Cindy Bowers, Barb Powell, and Keith Thompson - Innsbrook Corporation. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to, Cindy Cook, Tracy Sator, Mark [last name unknown], and Larry [last name unknown].

APPROVAL OF AGENDA

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

PUBLIC HEARINGS

- a. Rezone Application; Innsbrook Corporation; 18.06 Acres - Chairman Thomsen opened the public hearing at 5:02pm to hear public comments regarding the Rezone Application from Innsbrook Corporation of 18.06 acres from "AFM" Agriculture Forest Management to "PRD" Planned Residential Development. The Trustees have received the official plat, a site plan, and all fees required to be in compliance with the rezoning application from Innsbrook Corporation. Public Notice has been published in the Warren County Record, at Village Hall and on the Village website. All neighboring property owners have been notified of this public hearing by Certified Mail. There were no written public comments received by the Village. Randy Lewis questioned the easement to the 18.06 acres, if it is in the floodplain. Keith Thompson stated that it is not an easement, rather it is a corridor. This parcel will contain six tree-house concept home sites. The public hearing was closed at 5:04pm.
- b. Amendment of Zoning Regulations; Chapter 12 - "Signs" - Chairman Thomsen opened the public hearing at 5:04pm to hear public comments regarding the Amendment of Zoning Regulations; Chapter 12 - "Signs". Public Notice has been published in the Warren County Record, at Village Hall and on the Village website. There were no written or oral public comments received by the Village. Nathan Bruns explained to the Trustees that the Planning and Zoning Commission have requested more time to look over this amendment some more and a few corrections need to be made. The public hearing was closed at 5:05pm.

PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee West to approve the August 09, 2022 regular 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

None at this time.

DEPARTMENT REPORTS

- a. Financial Report - The August 2022 financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Trustee West stated that the sales tax revenue is looking good. Motioned by Trustee Sator, 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.
  - The next Boonslick General Membership meeting will be held on Monday, September 26th at noon.
  - The Village received the 2nd tranche of ARPA Funds on August 18th.
  - Thirty Village business permits have been issued to date.
  - A Rezone Application for the North East corner of the Highway F & M intersection was received by the Village for a proposed Dollar General Store. The Public Hearings for this rezone have been scheduled during the November 2, 2022 Planning & Zoning meeting and the November 15, 2022 Board of Trustees meeting.
- c. University of Missouri Extension Council Update - None at this time.

- d. Planning and Zoning Commission - The Commission held a meeting on September 07, 2022. The Planning and Zoning Commission recognized Bud Oldani for his years of service on the Commission.
  - i. Boundary Adjustment - Ainsworth/Hennemann & Powell; Innsbrook Estates Lots 528 & 529 - The Planning and Zoning Commission recommend approval to the Board of Trustees of the boundary adjustment of Innsbrook Estates Lots 528 and 529 [Bill No. 324] with a 6 "Yea", 0 "Nay", 0 Abstain vote.
  - ii. Rezone Application - Innsbrook Corporation; 18.6 Acres - The Planning and Zoning Commission recommend approval to the Board of Trustees of the rezone of the 18.6 Acres from Innsbrook Estates [Bill No. 325] with a 6 "Yea", 0 "Nay", 0 Abstain vote.
  - iii. Amendment of Zoning Regulations; Chapter 12 - "Signs" - The public hearing was held with no objections. The Commission is still working on the amendment and has postponed action on this until the October 5 meeting.

UNFINISHED BUSINESS:

- a. Hold Items - Nothing at this time.
- b. **BILL NO. 322 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 189.9 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "PRD" PLANNED RESIDENTIAL DEVELOPMENT 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 second reading of Bill No. 322 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. 322 a second time by title only. Chairman Thomsen offered discussion on Bill No. 322. Chairman Reuter questioned Keith Thompson about the trash overflow, and asked about plans for additional trash receptacles in the Tyrol Area. Keith Thompson stated that there is a plan in the works for the trash receptacle to be located near the Tyrol gate. There were no public comments received by the Village. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 322 as an Ordinance of the Village. By roll call vote, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 322 is enacted as Ordinance No. 318 of the Village of Innsbrook, Missouri.
- c. **BILL NO. 323 - AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO WAGS & WHISKERS TO OPERATE AN ANIMAL SHELTER ON 2.00 ACRES LOCATED AT 13620 STATE HIGHWAY M, INNSBROOK, MISSOURI.** - Motioned by Trustee Reuter, seconded by Trustee West to hold the second reading of Bill No. 323 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. 323 a second time by title only. Chairman Thomsen offered discussion on Bill No. 323. Chairman Reuter stated that the owner of Wright City Hardware will be doing some heavy insulation inside the building. Chairman Reuter would also like to add a limit on dogs and cats onto the additional conditions. Kathy Caton stated that the Missouri Department of Agriculture regulates how many animals can be held in a certain space, depending on the size of the animal. Numbers can fluctuate, especially if an animal has babies. Mike Wally stated that the Planning and Zoning Commission had a discussion with Wags & Whiskers when reviewing the permit about the number of animals. Chairman Reuter questioned what would stop the shelter from changing the cat area into a dog area to bring in more dogs in the future. Mike Bohm stated that changing that space would take a lot of work, including additional plumbing and drains. It would take additional steps to make that change, and that would most likely have to be reviewed by the Village prior to any change. There were no public comments received by the Village. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Bill No. 323 as an Ordinance of the Village. By roll call vote, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 323 is enacted as Ordinance No. 319 of the Village of Innsbrook, Missouri.
- d. Village Administration Building
  - i. Conceptual Design/Architect Report [Cochran] - Changes have been made to the Preliminary Architectural Report and sent to USDA for review and approval. Michael Hartman with the USDA has informed the Village that he has been notified that the Architectural Report has been reviewed and accepted by the USDA Rural Development.
  - ii. Loan Proposal/Application [USDA Rural Development] - The Village is now ready to move forward with the application process. The Village CDC will need three denial letters from commercial lenders as soon as possible to send to the USDA. Boonslick Regional Planning Commission has stated that they can assist the Village with this.

NEW BUSINESS:

- a. **BILL NO. 324 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING A BOUNDARY ADJUSTMENT OF LOTS 528 AND 529 INNSBROOK ESTATES PLAT FIFTEEN, KNOWN AS 528 AMBER GLEN DRIVE AND 529 AMBER GLEN DRIVE** - Motioned by Trustee Reuter, seconded by Trustee West to hold the first and second reading of Bill No. 324 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. 324 twice by title only. Chairman Thomsen offered discussion on Bill No. 324. Barb Powell discussed the situation and need for the boundary adjustment. A recent survey showed that some of the Powell's property was being maintained and used by the neighboring property. Both properties are in agreement to this adjustment. There were no public comments received by the Village. Motioned by Trustee Reuter, seconded by Trustee Sator to vote to enact Bill No. 324 as an Ordinance of the Village. By roll call vote, Trustee Reuter - "Yea", Trustee Sator - "Yea", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 324 is enacted as Ordinance No. 320 of the Village of Innsbrook, Missouri.

- b. BILL NO. 325 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 18.6 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "PRD" PLANNED RESIDENTIAL DEVELOPMENT DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI - Motioned by Trustee Sator, seconded by Trustee West to hold the first reading of Bill No. 325 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. 325 the first time by title only. The second reading and vote to approve/deny will be held during the October 11, 2022 regular scheduled Board of Trustees meeting.
- c. Trustee Vacancy - Six candidates filled out volunteer profiles for the vacant Trustee seat. Chairman Thomsen would like to hold interviews with all six candidates prior to making a decision. Trustee Reuter would like to choose a Trustee prior to the next meeting. Following a discussion, the Trustees decided that they will conduct interviews after the October 11 meeting, and will hold a Special Meeting to appoint a candidate to the Trustee vacancy prior to the November 15 meeting. This will allow the newly appointed Trustee to attend and be sworn in during the November 15 meeting.

BOARD OF TRUSTEES COMMENTS

Trustee West stated that the sound from the concert following the previous meeting was very loud at her home, and wants the sound level reduced for next year's concerts. Would like for the sound technician to attend a future meeting to discuss the issue. Mike Wally shared an outside venue sound document with the Trustees prior to this meeting which discussed how sound travels, and encouraged the Trustees to look over the document.

OPEN FORUM

Randy Lewis has twelve acres inside the Village and sits outside during the concerts to enjoy the music. During one concert this year, he noticed people lighting sky lanterns at the venue and urged the Village to prevent that from happening in the future. With the dry landscape in the area, this is a tremendous cause for concern. Following that concert Randy found a sky lantern in the gutter on his roof, and luckily it did not ignite anything.

VOTE TO ADJOURN

Motioned by Trustee Reuter, seconded by Trustee West, 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 6:14 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, September 20, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 11-15-22

  
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Donna West,  
Village Board Clerk

  
\_\_\_\_\_  
Attest: Carla Ayala,  
Village Administrator/Clerk

(seal)

