



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, August 09, 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; 189.9 Acres
 - b. Special Use Permit Application - Wags & Whiskers Animal Shelter; 13620 State Hwy M
 - c. 2022 Property Tax Levy
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
 - a. Complaints Received
- 7) APPROVAL OF MINUTES:
 - a. Regular Meeting: July 12, 2022
- 8) CHAIRMAN'S REPORT/APPOINTMENTS
 - a. Outgoing Trustee Recognition
- 9) DEPARTMENT/COMMITTEE REPORTS:
 - a. Financial Reports - July 2022
 - i. Bills of The Month
 - b. Administrator's Report
 - c. University of Missouri Extension Council Update
 - d. Planning & Zoning Commission
 - i. Innsbrook Corporation 189.9 Acre Rezone
 - ii. Wags & Whiskers Special Use Permit
- 10) UNFINISHED BUSINESS:
 - a. **BILL NO. 318 - AN ORDINANCE ANNEXING CERTAIN ADJACENT TERRITORY INTO THE VILLAGE OF INNSBROOK, MISSOURI**
 - b. **BILL NO. 319 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 34.03 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**
 - c. 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. **BILL NO. 320 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2022 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI**
 - b. **BILL NO. 321 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 110 FOR THE DEVELOPMENT OF TWENTY-FIVE (25) SINGLE FAMILY RESIDENTIAL SITES.**
 - c. **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 [First Reading]**
 - d. **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. [First Reading]**
- 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 Sept. 2022)

MINUTES

The Tuesday, August 09, 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, Mike Wally, Kathy Caton, Mike Bohm, Cindy Bowers, Virgal Woolfolk, and Keith Thompson and Jeff Yegge - Innsbrook Corporation. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to, Village Attorney - Nathan Bruns, Jacob Addington, Tracy Sator, Linda Hennemann, Richard McFall, Pat Reuter and Lynda Baker.

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; 189.9 Acres - Chairman Thomsen opened the public hearing at 5:02pm to hear public comments regarding the Rezone Application from Innsbrook Corporation of 189.09 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 public comments oral or written received by the Village. The public hearing was closed at 5:06pm.
- b. Special Use Permit Application; Wags & Whiskers Animal Shelter; 13620 State Hwy M - Chairman Thomsen opened the public hearing at 5:08pm to hear public comments regarding the Special Use Permit Application from Wags & Whiskers to operate an animal shelter to be known as Wags & Whiskers located at 13620 State Highway M, Innsbrook, MO 63390. The Trustees have received the official plat, a site plan, plans for the structure to be constructed, and all fees required to be in compliance with the special use permit from Wags & Whiskers. 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. In addition notice has been posted on the property of the proposed location clearly visible to the traveling public. There were three written public comments received prior to the meeting and read out loud. All comments were in support of the Animal Shelter. There were no oral public comments received by the Village. The public hearing was closed at 5:12pm.
- c. 2022 Property Tax Levy - Chairman Thomsen opened the public hearing at 5:13pm to hear public comments regarding the 2022 Property Tax Levy. Public Notice has been published in the Warren County Record, at Village Hall and on the Village website. There were no public comments oral or written received by the Village. The public hearing was closed at 5:14pm.

PUBLIC COMMENTS

Three complaints were received from the public. Chairman Thomsen stated that two complaints were about the noise level emitted from the Summer Breeze Concerts and one complaint was about the garbage accumulating at Stracks Church Road site. All comments are entered into the record and to be attached to the official minutes.

Cindy Bowers and Virgal Woolfolk spoke about the garbage issue. Garbage is accumulating on top of and around the dumpsters and rodents have been seen in the area. Keith Thompson questioned if either has spoken to someone with Innsbrook Corporation and stated that Jeff Yegge is the contact to speak to about this issue. Jeff Yegge stated that he had not spoken to Cindy or Virgal, however trash is normally picked up twice a week. There have been some issues with driver shortages at the garbage company that picks up the trash. Virgal Woolfolk would like there to be a more clear chain of command within the Resort, and also requested the capacity of receptacles be increased. Trustee Sator asked Jeff Yegge if it was possible to request more receptacles or increase pick-up. Jeff Yegge stated that more receptacles are on the way and they are working on the compactor to fix the button. Trustee Reuter questioned about trash receptacles in the Tyrol area. Keith Thompson stated that there will be a location available within the next twelve months in the Tyrol area. Trustee West does not have to directly deal with the trash issue, but would like the issue taken

care of due to wildlife issues. Chairman Thomsen addressed the public about the proper process to file a nuisance complaint ordinance violation with the Village of Innsbrook.

Two complaints were received from Cindy Bowers and Richard McFall regarding the noise levels from the Summer Breeze Concert Series. Trustee West stated that she has requested the concerts begin at an earlier time for a few years now, but that has not been done. Trustee West also recommends decreasing the dBA level to 80 if possible. Village Attorney Nathan Bruns stated that the Village cannot lower sound levels this year since we agreed to 85 dBA for this season. Chairman Thomsen read the sound levels recorded by Innsbrook Corporation during the concert in question. They are as follows: At 7:30pm the front of field was 82 and the back of field was 80; at 8:30pm the front of field was 84 and the back of field was 83; at 9:30pm the front of field was 85 and the back of the field was 84. The sound levels did not exceed the agreed upon level of 85 dBA. Trustee Sator stated that there is a person on sight that measures the sound at each concert and nothing has been in violation to date. Virgal Woolfolk mentioned that when clouds are low reflection of sound can occur and that weekend may have been overcast and that is possibly why the sound traveled so far. Kathy Caton stated that she lives in the condos and attended the concert but left early. When she arrived back home she did not hear the concert at all.

APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee West to approve the July 12, 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

Chairman Thomsen recognized Trish Dunn for her years of service on the Board of Trustees, and presented her with the American Flag which has been flown over the Capitol Building and over Village Hall. This flag will be taken to Trish Dunn in the near future.

DEPARTMENT REPORTS

- a. Financial Report - The July 2022 financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. 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. Village Hall will be closed on September 5, 2022 in observation of Labor Day, and also from September 12-14, 2022 to allow the Village Administrator/Clerk to attend the annual MML Conference. July 1, 2022 was the renewal date for annual business permits and reminder letters have been sent out, 16 permits have been issued to date. Six applications have been received for the Trustee Vacancy, the application deadline is September 9, 2022. As a reminder, the next Board of Trustees meeting will be held one week later than normal, on Tuesday, September 20, 2022 at 5pm. This is due to the Village Hall closure on the second Tuesday.
- c. University of Missouri Extension Council Update - None at this time.
- d. Planning and Zoning Commission - The Commission held a meeting on August 03, 2022. The Planning and Zoning Commission recommend approval to the Board of Trustees of Bill 321 with a 7 "Yea", 0 "Nay", 0 Abstain vote.
 - i. Innsbrook Corporation 189.9 Acre Rezone - The Planning and Zoning Commission recommend approval to the Board of Trustees of Bill 322 with a 7 "Yea", 0 "Nay", 0 Abstain vote. Commissioner Mike Wally commented that Keith Thompson was very prepared at their meeting.
 - ii. Wags & Whiskers Special Use Permit - The Planning and Zoning Commission recommend approval to the Board of Trustees of Bill 323 with a 6 "Yea", 0 "Nay", 1 Abstain vote. Commissioner Mike Wally addressed the Trustees and mentioned that he had attended the Warren County Meeting regarding the No Time To Spare dog kennel. During the Village Planning and Zoning meeting the Commission recommended approval of the Special Use Permit for Wags & Whiskers with special conditions. Trustee West thanked the Planning and Zoning Commission for their thoroughness. Trustee Reuter questioned how often the waste will be removed, to which Kathy Caton stated once a week the closed dumpster will be emptied. Trustee West requested that a lock be put on the dumpsters. Trustee Reuter questioned the lot size for the septic system, to which Mike Bohm answered that they have made sure that the lot size is adequate.

UNFINISHED BUSINESS:

- a. BILL NO. 318 - AN ORDINANCE ANNEXING CERTAIN ADJACENT TERRITORY INTO THE VILLAGE OF INNSBROOK, MISSOURI. - Motioned by Trustee Reuter, seconded by Trustee West to hold the second reading of Bill No. 318 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. 318 a second time by title only. Chairman Thomsen offered discussion on Bill No. 318. 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. 318 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. 318 is enacted as Ordinance No. 314 of the Village of Innsbrook, Missouri.
- b. BILL NO. 319 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 34.03 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. 319 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. 319 a second time by title only. Chairman Thomsen offered discussion on Bill No. 319. There were no public comments received by the Village. Discussion was held, Trustee Reuter was concerned about one ingress/egress to this area for safety reasons. Keith Thompson stated that Innsbrook Corporation is working on a plan to have guests come in through other gates rather than just the main gate to ease congestion as development occurs. There have been conversations about tying roads together within the development. However, area Emergency Management is not concerned with having only one entrance to this area. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Bill No. 319 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. 319 is enacted as Ordinance No. 315 of the Village of Innsbrook, Missouri.
- c. Village Administration Building
 - i. Environmental Review [Boonslick Regional Planning Commission] - Boonslick Regional has submitted the environmental report to the USDA and the report has been approved.
 - ii. Conceptual Design [Cochran] - Changes are being made to the conceptual design and Preliminary Architectural Report and will then be sent to USDA for review and approval. The Village had to add a line item into the budget for the construction of a new well, however if a new well will not need to be constructed the funds can be taken off to lower the loan amount or they can be used as contingent funds.
 - iii. Loan Proposal/Application [USDA Rural Development] - Per Michael Hartman, loan approval is being reviewed by the USDA and he is hopeful for funding approval by October 1st.

NEW BUSINESS:

- a. BILL NO. 320 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2022 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI. - Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second reading of Bill No. 320 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. 320 twice by title only. Chairman Thomsen offered discussion on Bill No. 320. There were no public comments received by the Village and no discussion was held. Motioned by Trustee Sator, seconded by Trustee Reuter to vote to enact Bill No. 320 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. 320 is enacted as Ordinance No. 316 of the Village of Innsbrook, Missouri. The Tax rate for 2022 has been set at 0.1272 per \$100 assessed valuation for Real Estate property and 0.0000 per \$100 assessed valuation for Personal property.
- b. BILL NO. 321 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 110 FOR THE DEVELOPMENT OF TWENTY-FIVE (25) SINGLE FAMILY RESIDENTIAL SITES. - Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second reading of Bill No. 321 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. 321 twice by title only. Chairman Thomsen offered discussion on Bill No. 321. There were no public comments received by the Village. Discussion was held, Trustee Reuter wanted clarification on the location, lot size and lot numbers. Keith Thompson stated that this is in the Tyrol Valley area, the lot sizes will vary between one to

two acres, and the lot numbers are from 2846 to 2870. Motioned by Trustee Sator, seconded by Trustee West to vote to enact Bill No. 321 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. 321 is enacted as Ordinance No. 317 of the Village of Innsbrook, Missouri.

- c. 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 West to hold the first 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 the first time by title only. The second reading and vote to approve/deny will be held during the September 20, 2022 regular scheduled Board of Trustees meeting.
- d. 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 first 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 the first time by title only. The second reading and vote to approve/deny will be held during the September 20, 2022 regular scheduled Board of Trustees meeting.

BOARD OF TRUSTEES COMMENTS

Trustee West questioned if the Village property would be used during the September fireworks event, as there could be a liability issue if it is being used. Keith Thompson stated that parking will not be allowed on the property, it will be used for ingress/egress to access the Innsbrook Corporation property to the west. Chairman Thomsen will contact Charlie Boyce about the liability issue. Trustee West wants to have a broadband internet discussion during a future meeting.

OPEN FORUM

There was nothing discussed.

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 6:49 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, August 09, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 09/20/2022

Donna West
Donna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala
Village Administrator/Clerk

(seal)

