



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, April 11, 2023, 5:00 PM**

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) ADOPTION OF AGENDA
- 5) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 6) APPROVAL OF MINUTES:
 - a. Regular Meeting: March 29, 2023
- 7) CHAIRMAN'S REPORT/APPOINTMENTS
 - a. Certification of Election Results
 - b. Oath of Office to Newly Elected Trustee's
 - c. Recognition of Outgoing Trustee's
 - d. Nomination and Election of Chairman
 - e. Nomination and Election of Village Board Clerk
- 8) DEPARTMENT/COMMITTEE REPORTS:
 - a. Financial Reports - March 2023
 - i. Bills of The Month
 - b. Administrator's Report
 - i. First Quarter Building Permit Report
 - c. University of Missouri Extension Council
 - d. Planning & Zoning Commission
- 9) UNFINISHED BUSINESS:
 - a. Village Administration Building
 - i. Loan Application/Approval [USDA Rural Development]
 - ii. Preliminary Architectural Report (PAR) [Cochran]
- 10) NEW BUSINESS
 - a. **RESOLUTION NO. 2023-1 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, DESIGNATING AND AUTHORIZING CERTAIN VILLAGE OFFICIALS TO SIGN FOR FINANCIAL TRANSACTIONS FOR THE VILLAGE OF INNSBROOK**
- 11) BOARD OF TRUSTEE ANNOUNCEMENTS
- 12) OPEN FORUM
- 13) ADJOURNMENT

Unfinished Business/Hold Items

- BHS/Zykan Landfill Area
- Dry Hydrants
- Village Cemetery
- Broadband Infrastructure
- ARPA Fund Request's
(Next quarterly report June 2023)

MINUTES

The Tuesday, April 11, 2023 regular meeting of the Village of Innsbrook Board of Trustees was held at Village Hall, 1835 Highway F, Innsbrook, Missouri, 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 Cynthia Cook, Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Others in attendance in person included Village Administrator/Clerk - Carla Ayala, Allen Huddleston [2 Oakwood], Sharon Thomsen [2143 Meadow Valley] and Cheri Joyce [1099 Eagle Bend]. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to, Chris Graville - Graville Law Firm, Charlie Boyce - Innsbrook Corp., and approximately 4 others.

ADOPTION OF AGENDA

Motioned by Trustee Sator, seconded by Trustee Reuter, to adopt the agenda as presented. All Trustees present voted "Yea", motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote.

PUBLIC COMMENTS

There were not public comments made at this time.

APPROVAL OF MINUTES

Motioned by Trustee West, seconded by Trustee Sator to approve the March 29, 2023 regular session meeting minutes. All Trustees present voted "Yea", motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote.

CHAIRMAN'S REPORT/APPOINTMENTS

- a. Certification of Election Results - The Village Administrator/Clerk read aloud the election results retained from the Warren County Clerk for the April 4, 2023 General Municipal Election . Votes cast for Trustee: Cynthia S. Cook 71, Dan Reuter 70, Michael K. Wally 67. Each of the three candidates have been elected as Trustee of the Village of Innsbrook. Votes cast for Proposition U: Yes 28 and No 77. Proposition U has failed. Motioned by Trustee Reuter, seconded by Trustee Sator, to approve the official election results as submitted. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay" vote.
- b. Oath of Office to Newly Elected Trustee's - The Village Administrator/Clerk conducted the Oath of Office with Trustees Cynthia S. Cook and Dan Reuter for their positions of Trustee for a two year term. Michael K. Wally tendered his resignation effective immediately and will not take the Oath of Office.
- c. Recognition of Outgoing Trustee's - The Village Administrator/Clerk recognized Trustee Jeff Thomsen for his 14 years of service to the Village of Innsbrook, gifting him a flag flown over the United States capital as well as a plaque with a gavel recognizing his years serving as Chairman of the Board of Trustees.
- d. Nomination and Election of Chairman - Trustee Reuter nominated Trustee West as Chairman of the Board of Trustees for one year. Trustee West nominated Trustee Reuter as Chairman of the Board of Trustees for one year. Trustee West declined her nomination. Motioned by Trustee Cook, seconded by Trustee West, to approve Trustee Reuter as Chairman. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 1 Abstain vote. Chairman Reuter presided over the remainder of the meeting.
- e. Nomination and Election of Village Board Clerk - Trustee Cook nominated Trustee West as Village Board Clerk of the Board of Trustees for one year. No other nominations were made. Motioned by Trustee Sator, seconded by Trustee Cook, to approve Trustee West as Village Board Clerk. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 1 Abstain vote.

DEPARTMENT REPORTS

- a. Financial Report - The March 2023 financial report and the bills of the month were distributed and viewed by all Trustees in attendance. Trustee Cook questioned the \$5,272.50 bill from Graville Law Firm. Carla Ayala clarified that this is a bill for attorney services at the hourly rate exceeding the monthly retainer. Any services beyond 2.5 hours per month are billed at \$185 per hour. Motioned by Trustee West, seconded by Trustee Cook to approve the financial report and pay all the bills of the month. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote.
- b. Administrator's Report - Village Administrator/Clerk, presented the Administrator's report to the Trustees.
 - i. First Quarter Building Permit Report - 12 building permits were issued for the first quarter of 2023, broken down as follows: 8 new construction, 2 storage buildings and 2 additions.
- c. University of Missouri Extension Council Update - Virgal Woolfolk was not in attendance.
- d. Planning and Zoning Commission - The Commission held a meeting on April 5, 2023. Allen Huddleston reported to the Trustees. A site plan for the Dollar General store will be submitted to the Village soon. The Commissioners will work diligently to make sure this is a very nice store for the Village of Innsbrook. Mike Wally has resigned from the Planning and Zoning Commission, leaving a vacancy to fill. Wags and Whiskers met with the Commissioners during the April meeting. They have not heard from DNR yet and still waiting for approval. The issues are being handled by the Attorneys.

UNFINISHED BUSINESS:

- a. Village Administration Building
 - i. Loan Application [USDA Rural Development] - Nothing to report at this time.
 - ii. Preliminary Architectural Report (PAR) [Cochran] - Carla Ayala has contacted Cochran to work on scaling back the PAR. They are working on getting the total construction amount down to \$1.1-1.2 Million. Trustee Sator made a statement asking the Trustees to be practical when building the new Village Hall, and does not think it is feasible to construct a building that costs \$1.2 Million.

NEW BUSINESS:

- a. **RESOLUTION NO. 2023-1 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, DESIGNATING AND AUTHORIZING CERTAIN VILLAGE OFFICIALS TO SIGN FOR FINANCIAL TRANSACTIONS FOR THE VILLAGE OF INNSBROOK.** Motioned by Trustee Sator, seconded by Trustee West to vote to read Resolution No. 2023-1 by title only. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Resolution No. 2023-1 by title only. There being no discussion, motioned by Trustee Sator, seconded by Trustee Cook to vote to adopt Resolution 2023-1. By roll call vote, Trustee Cook - "Yea", Trustee Reuter - "Yea", Trustee Sator - "Yea", and Trustee West - "Yea". With a 4 "Yea", 0 "Nay", 0 Abstain vote, Resolution No. 2023-1 is enacted as a Resolution of the Village of Innsbrook, Missouri.

BOARD OF TRUSTEES COMMENTS

Trustee Sator provided a statement to the Trustees. Regarding the vote on the Dollar General, he believes that public consideration was not taken into account and was disappointed that it was approved. Chairman Reuter commented that he heard public feedback stating the same and was also disappointed in the outcome. He feels that the legal threats played a role in the vote. Trustee Cook wanted to go on record stating that she did not feel bullied by either of the Attorney's.

Trustee West is curious how to fill the vacancy on the Board. Chairman Reuter stated that the Trustees will appoint someone like what was done with the seat filled by Trustee Cook. The vacancy will be added to the website and interested parties can come to next month's meeting for further discussion.

OPEN FORUM

None at this time.

VOTE TO ADJOURN

Motioned by Trustee Sator, 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 5:46 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, April 11, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: _____

Donna West,
Village Board Clerk

Attest: Carla Ayala,
Village Administrator/Clerk

(seal)