



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, August 08, 2023, 5:00 PM (CST)**

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
 - a. Pledge of Allegiance
- 3) ROLL CALL
- 4) APPROVAL OF CONSENT AGENDA
- 5) **PUBLIC HEARINGS**
 - a. Annexation and Rezone Applications - Innsbrook Corporation; 10.34 Acres
 - b. 2023 Property Tax Levy
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 7) *APPROVAL OF MINUTES:
 - a. *Regular Meeting: July 11, 2023
- 8) CHAIRMAN'S REPORT/APPOINTMENTS
- 9) DEPARTMENT/COMMITTEE REPORTS:
 - a. *Financial Reports - July 2023
 - i. *Bills of The Month
 - b. Administrator's Report
 - c. Planning Advisory Services Report
 - d. University of Missouri Extension Council Report
 - e. Planning & Zoning Commission Report
- 10) UNFINISHED BUSINESS:
 - a. Village Administration Building
 - i. Loan Proposal/Application [USDA Rural Development]
 - ii. Preliminary Architectural Report (PAR) Revision [Cochran]
- 11) NEW BUSINESS:
 - a. ARPA Funding Decision
 - b. **BILL NO. 338 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2023 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**
 - c. **BILL NO. 339 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS**
 - d. **BILL NO. 340 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AMENDING SECTION ELEVEN OF VILLAGE ORDINANCE NUMBER FIVE REGARDING THE ENACTMENT OF ORDINANCES**
- 12) BOARD OF TRUSTEE ANNOUNCEMENTS
- 13) OPEN FORUM
- 14) ADJOURNMENT

Unfinished Business/Hold Items

- BHS/Zykan Landfill Area
 - Dry Hydrants
 - Village Cemetery
 - Broadband Infrastructure
 - Short Term Rentals
- (Next quarterly report Sept 2023)

MINUTES

The Tuesday, August 08, 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 Reuter presiding. Chairman Reuter led the Pledge of Allegiance.

Upon roll call, Trustees Cynthia Cook, Mike Lyles, Dan Reuter, John Simon and Donna West were present. Chairman Reuter announced a quorum was present. Others in attendance in person included Village

Administrator/Clerk - Carla Ayala, Allen Huddleston [2 Oakwood], Les Kauble [26119 Rynelle Dr], Steve Gissy [2112 Meadow Creek], Katie Joyce – Joyce Law Firm, and Keith Thompson - Innsbrook Corporation. All other visitors attended this meeting via videoconference. Those attendees included, but were not limited to, Chris Graville - Graville Law Firm, Mike Wally, Parker, Mike, Linda, Patty, and Lynda Baker.

APPROVAL OF CONSENT AGENDA*

Motioned by Trustee Lyles, seconded by Trustee Simon, to approve the consent agenda, without the exception of agenda items. Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote.

PUBLIC HEARINGS

- a. Annexation and Rezone Applications; Innsbrook Corporation; 10.34 Acres – Chairman Reuter opened the public hearing to hear public comments regarding the Annexation and Rezone Application from Innsbrook Corporation of 10.34 acres from "AFM" Agriculture Forest Management District to "PRD" Planned Residential Development District. The Trustees have received all documentation and fees required to be in compliance with the annexation and rezoning applications 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 zero written public comments received by the Village. Chairman Reuter opened the floor to public comments. There were no public comments.
- b. 2023 Property Tax Levy - Chairman Reuter opened the public hearing to hear public comments regarding the 2023 Property Tax Levy. Public Notice has been published in the Warren County Record, at Village Hall and on the Village website. There were zero written public comments received by the Village. Chairman Reuter opened the floor to public comments. With no public comments, the public hearing was closed.

PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS

Steve Gissy [2112 Meadow Creek] stated that he was representing residents and neighbors regarding the Village's decision to use all of the Village's portion of the American Rescue Plan Act (ARPA) Funds for the construction of a Village Administrative Building instead of donating a portion of the funds to Wags & Whiskers Animal Shelter. Steve Gissy believes that a new building is not needed.

Les Kauble [26119 Rynelle Drive] submitted a letter to the Board of Trustees citing issues and concerns such as litter along Highway F, mold growth on the white vinyl fence owned by Innsbrook Corporation and the smell emitted from the sewage treatment plant owned and operated by Innsbrook Corporation. Les Kauble also voiced his concern regarding the lagoon at Wags and Whiskers, as he believes it decreases the property values of the surrounding properties and should not be allowed. Trustee Lyles questioned if the Missouri Department of Natural Resources has been contacted about the sewer treatment plant, to which Les Kauble stated he has contacted them.

Katie Joyce [Wags & Whiskers/Joyce Law Firm] stated that Wags and Whiskers filed an appeal with the Village regarding the allocation of the ARPA funds, and worked with the Village Attorney on the matter. The concern was not to harm the relationship between Wags and Whiskers and the Village, rather to make sure the funds were dispersed correctly. Wags and Whiskers appreciates the support from the Village and looks forward to growing with the Village.

APPROVAL OF MINUTES

*Approved the July 11, 2023 Board of Trustees regular meeting minutes.

CHAIRMAN'S REPORT/APPOINTMENTS

Chairman Reuter discussed with the Trustees how that they also serve as Directors of the Village of Innsbrook Community Development Corporation. Chris Graville was questioned about appointing the Directors. The appointment should be posted on the agenda at least twenty-four hours prior to the meeting.

DEPARTMENT REPORTS

- a. *Approved the July 2023 financial report and bills of the month.

- b. Administrator's Report - Village Administrator/Clerk, presented the Administrator's report to the Trustees.
 - Village Hall will be closed on September 4 in observation of Labor Day, and from September 11-13 for the attendance at the annual Missouri Municipal League (MML) conference in Kansas City.
 - The next Board of Trustees meeting will be held one week later on Tuesday, September 19, 2023.
 - The Village audit was concluded on August 1, 2023 with no negative remarks cited.
 - A joint training session of the Trustees and Planning and Zoning Commissioners is scheduled for Friday, September 15, 2023 beginning at 11am. Lunch will be provided.
- c. Planning Advisory Services Report - Todd Streiler was not in attendance to give a report.
- d. University of Missouri Extension Council Update - Virgal Woolfolk was not in attendance to give a report.
- e. Planning and Zoning Commission - The Commission held a meeting on August 2, 2023. Allen Huddleston reported that the Commission postponed a vote on the Annexation and Rezone of Innsbrook Estates 10.34 acres due to some confusion on the survey. A letter from the Missouri Department of Natural Resources (DNR) was received from Wags and Whiskers on the day of the meeting. There are several errors in the letter and a pump and haul option was brought up. The Commissioners have been working closely with Todd Streiler, which has been a great asset to the Village. The update to the Non-Residential District of the Village regulations is moving forward.

UNFINISHED BUSINESS:

- a. Village Administration Building
 - i. Loan Proposal/Application [USDA Rural Development] – Jason Hartke and Bridgette Sanssegraw with the USDA have been in contact with the Village. The proposed loan is being worked on and the Village should have an answer soon.
 - ii. Preliminary Architectural Report (PAR) Revision [Cochran] - Nothing new to report.

NEW BUSINESS:

- a. ARPA Funding Decision – Chairman Reuter stated that he met with Steve Gissy about two weeks ago. Steve Gissy felt like his questions were being ignored, which is why Chairman Reuter suggested adding this agenda item. Chairman Reuter stated that he believes the issues have been addressed in Steve Gissy's public comments.
- b. BILL NO. 338 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2023 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 West, seconded by Trustee Cook to hold the first and second reading of Bill No. 338 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 338 by title only. Motioned by Trustee Simon, seconded by Trustee Lyles to vote to enact Bill No. 338 as an Ordinance of the Village of Innsbrook. Chairman Reuter offered discussion on Bill No. 338. There were no public comments received by the Village, and no other discussion was held. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 338 is enacted as Ordinance No. 334 of the Village of Innsbrook, Missouri. The Tax rate for 2023 has been set at 0.1238 per \$100 assessed valuation for Real Estate property and 0.0000 per \$100 assessed valuation for Personal property.
- c. BILL NO. 339 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS - Motioned by Trustee Simon, seconded by Trustee Lyles to hold the first and second reading of Bill No. 339 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 339 by title only. Motioned by Trustee Lyles, seconded by Trustee Simon to vote to enact Bill No. 339 as an Ordinance of the Village of Innsbrook. Chairman Reuter offered discussion on Bill No. 339. There were no public comments received by the Village, and no other discussion was held. By roll call vote, Trustee Cook - "Yea",

- Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 339 is enacted as Ordinance No. 335 of the Village of Innsbrook, Missouri.
- d. BILL NO. 340 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AMENDING SECTION ELEVEN OF VILLAGE ORDINANCE NUMBER FIVE REGARDING THE ENACTMENT OF ORDINANCES - Motioned by Trustee Simon, seconded by Trustee Lyles to hold the first and second reading of Bill No. 340 by title only. All Trustees present voted "Yea". Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Chairman Reuter read Bill No. 340 by title only. Motioned by Trustee Cook, seconded by Trustee Lyles to vote to enact Bill No. 340 as an Ordinance of the Village of Innsbrook. Chairman Reuter offered discussion on Bill No. 340. There were no public comments received by the Village, and no other discussion was held. By roll call vote, Trustee Cook - "Yea", Trustee Lyles - "Yea", Trustee Reuter - "Yea", Trustee Simon - "Yea", Trustee West - "Yea". With a 5 "Yea", 0 "Nay", 0 Abstain vote, Bill No. 340 is enacted as Ordinance No. 336 of the Village of Innsbrook, Missouri.

BOARD OF TRUSTEES ANNOUNCEMENTS

The Trustees made no announcements at this time.

OPEN FORUM

Steve Gissy questioned who sets the tax rate in Bill No. 338. The Missouri State Auditor sets the rate, this rate must be set annually by the Village to allow Warren County to collect property taxes.

VOTE TO ADJOURN

Motioned by Trustee Simon, seconded by Trustee Cook, to adjourn the regular meeting. Motion passed and approved with a 5 "Yea", 0 "Nay", 0 Abstain vote. Meeting adjourned at 6:03 PM.

*Approved on Consent Agenda

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, August 08, 2023.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 08/19/2023

Donna West
Donna West,
Village Board Clerk

Carla Ayala
Attest: Carla Ayala,
Village Administrator/Clerk

(seal)

