



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, April 13, 2021, 5:00 PM

## AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF MINUTES:
  - a. Regular Meeting: March 10, 2021
- 6) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
  - a. Certification of Election Results
  - b. Oath of Office to Newly Elected Trustee's
  - c. Nomination and Election of Chairman and Village Board Clerk
- 10) DEPARTMENT REPORTS:
  - a. Financial Reports - March 2021
    - i. Bills of The Month
    - ii. 2021 Elected Officials Training Reimbursement
  - b. Administrator's Report
    - i. First Quarter Building Permit Report
  - c. Planning & Zoning Commission
    - i. Appointment to Commission
- 11) UNFINISHED BUSINESS:
  - a. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK.**
  - b. Request for Exemption For Special Community Event Noise:
    - i. Innsbrook Corporation - Annual Anniversary Party; 2:00-5:00pm (05/29/2021)
    - ii. Innsbrook Corporation - Summer Breeze Concert Series; 7:30-10:00pm (5/30 - 9/4/2021)
    - iii. Innsbrook Corporation - Annual Fireworks Celebration; 9:15-10:15pm (7/3/2021)
- 12) NEW BUSINESS:
  - a. **BILL NO. 293 - AN ORDINANCE APPROVING HANNE TRAILS REPLAT OF LOT 1 & 2 SECTION 33, TOWNSHIP 47 NORTH, RANGE 1 WEST**
  - b. **BILL NO. 294 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 104 FOR THE DEVELOPMENT OF FORTY-FOUR (44) SINGLE FAMILY RESIDENTIAL SITES**
  - c. **BILL NO. 295 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, ESTABLISHING A BUSINESS PERMIT AND REGULATIONS FOR THOSE WISHING TO DO BUSINESS WITHIN THE VILLAGE**
  - d. **RESOLUTION 2021-01 - A RESOLUTION OF THE VILLAGE OF INNSBROOK ADOPTING THE WARREN COUNTY ALL-HAZARD MITIGATION PLAN (UPDATED 2021)**
- 13) EXECUTIVE SESSION - REAL ESTATE [Pursuant to Section 610.021(2), RSMo.]
- 14) EXECUTIVE SESSION - LEGAL COUNSEL [Pursuant to Section 610.021(1), RSMo.]
- 15) ADJOURNMENT

### Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Animal Shelter
- Dry Hydrants
- Village Cemetery
- Short Term Rental Properties  
(Next quarterly report June 2021)

## MINUTES

The April 13, 2021 regular meeting of the Village of Innsbrook Board of Trustees was held via Zoom Video Conference and called to order at 5:00 PM (CST) with Chairman Thomsen presiding. Trustees Trish Dunn, Ted Sator, Jeff Thomsen and Donna West were present. Trustee Cindy Bowers was absent. Due to the COVID-19 Pandemic, all Trustees and visitors attended this meeting via videoconference. Also in attendance were Village Administrator/Clerk - Carla Ayala, Village Attorney - Nathan Bruns, Dan Reuter, Virgal Woolfolk, Richard McFall, Keith Thomsen - Innsbrook Corp., Tracy Dickherber - Innsbrook Corp., and others.



#### APPROVAL OF AGENDA

Motioned by Trustee Sator, seconded by Trustee West, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

#### APPROVAL OF MINUTES

Motioned by Trustee Dunn, seconded by Trustee West to approve the March 10, 2021 regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 4-0 vote.

#### PUBLIC COMMENTS

The following email was received from Richard McFall and read aloud. "Can you advise residents what is the Village of Innsbrook doing to monitor any public safety risks that may exist related to the condition of the Lake Konstanz dam, including communication with the dam's owner as well as state agencies responsible for assessing dam safety? As example, does the Village have a copy of the Emergency Action Plan that may be required for this dam, or have you been involved with the preparation or review of such materials?" Chairman Thomsen responded to this email by stating that he would like for the Village Attorney to find out whether the Village has any liability for a privately owned dam located within Innsbrook Estates and report his findings back to the Board of Trustees.

#### COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

#### BOARD OF TRUSTEES COMMENTS

Trustee Dunn attended the recent Boonslick Regional Planning Commission (BRPC) General Membership Meeting. Gateway Fiber was the guest speaker and might approach the Village regarding high speed internet service in the future.

#### CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen attended the Warren County Leadership meeting where a countywide warning siren system was discussed. This project possibly could be funded by using the American Rescue Plan Act (ARP).

- a. Certification of Election Results - The Village Administrator/Clerk reported that the Warren County Clerk, Denise Stotler, submitted the official certification of the April 6, 2021 General Municipal Election to the Village. All votes cast for all candidates are as follows: Jeff Thomsen 42; Trish Dunn 45 and Dan Reuter 42. Thereby granting the three positions of Trustee to Jeff Thomsen, Trish Dunn and Dan Reuter. All votes cast for Proposition 1 are as follows: Yes 38 and No 9. Thereby approving that an election will not be held for the next six years, only if the same number of candidates running are for the same number of open Trustee seats. Motioned by Trustee Sator, seconded by Trustee West, to approve the official election results as stated. All Trustees present voted "Aye". Motion passed and approved with a 4 "Aye", 0 "No" vote.
- b. Oath of Office to Newly Elected Officials - The Village Administrator/Clerk performed the Oath of Office with Trustees Jeff Thomsen, Trish Dunn and Dan Reuter for their positions of Trustee for a two year term. Trustee Reuter then took on the seat of Trustee Bowers for the remainder of the meeting.
- c. Nomination and Election of Chairman and Village Board Clerk - Trustee Reuter nominated Trustee Thomsen as Chairman of the Board of Trustees for one year. No other nominations were made. Motioned by Trustee Reuter, seconded by Trustee Sator, to approve Trustee Thomsen as Chairman. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Trustee Thomsen nominated Trustee Dunn as Village Board Clerk of the Board of Trustees for one year. No other nominations were made. Motioned by Trustee Thomsen, seconded by Trustee Sator, to approve Trustee Dunn as Village Board Clerk. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.

#### DEPARTMENT REPORTS

- a. Financial Report - The March 2021 financial report and the bills of the month were distributed and viewed by all Trustees in attendance. A paid invoice was submitted by Trustee Reuter for reimbursement one half of the cost of the 2021 MML Elected Officials Training. Motioned by Trustee Dunn, seconded by Trustee Reuter to



- approve the financial report and pay all the bills of the month including reimbursement to Trustee Reuter. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.
- b. Administrator's Report - Village Administrator/Clerk, presented a report to the Trustees. Missouri LAGERS has been contacted to perform a cost study on providing a benefit retirement plan for the employees of the Village. The cost of this study is \$520, which is the only initial cost of joining the LAGERS system. The Trustees are to research LAGERS prior to the next meeting for a discussion at that time.
- i. First Quarter Building Permit Report - 24 building permits were issued for the first quarter of 2021 as follows: 9 New Construction, 5 Storage Buildings, 8 Additions, 2 Docks/Decks.
- c. Planning and Zoning Commission - The Commission held their last meeting on April 07, 2021.
- i. Chairman Thomsen asked for a motion to appoint Virgal Woolfolk to the Planning and Zoning Commission. Motioned by Trustee Sator, seconded by Trustee West, to vote to appoint Virgal Woolfolk to the Planning and Zoning Commission. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.

UNFINISHED BUSINESS:

- a. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK.** No discussion was held. Motioned by Trustee Dunn, seconded by Trustee Sator to postpone Bill No. 284 and keep as unfinished business on the May meeting agenda. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- b. Request for Exemption For Special Community Event Noise:
- i. Innsbrook Corporation; Annual Anniversary Party; 2:00-5:00pm (05/29/2021) - Tracy Dickherber stated that the band playing at this event is for background music for the party and will not be as loud as the concert series. Motioned by Trustee Dunn, seconded by Trustee Sator, to approve the noise permit for the Annual Anniversary Party. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- ii. Innsbrook Corporation; Summer Breeze Concert Series; 7:30-10:00pm (5/30 - 9/4/2021) - Trustee West suggested looking into an earlier start time for the concert series next year. An attachment to this permit was reviewed and discussed. Motioned by Trustee Dunn, seconded by Trustee Sator, to approve the noise permit for the Summer Breeze Concert Series with attachment. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- iii. Innsbrook Corporation; Annual Fireworks Celebration; 9:15-10:15pm (7/3/2021) - Motioned by Trustee Sator, seconded by Trustee Reuter, to approve the noise permit for the Annual Fireworks Celebration. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.

NEW BUSINESS:

- a. **BILL NO. 293 - AN ORDINANCE APPROVING HANNE TRAILS REPLAT OF LOT 1 & 2 SECTION 33, TOWNSHIP 47 NORTH, RANGE 1 WEST** Motioned by Trustee Reuter, seconded by Trustee Dunn to hold the first and second reading of Bill No. 293 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 293 twice by title only. Chairman offered discussion on Bill No. 293. There being none, motioned by Trustee Reuter, seconded by Trustee Dunn to vote to approve Bill No. 293. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 293 is enacted as Ordinance No. 289 of the Village of Innsbrook, Missouri.
- b. **BILL NO. 294 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 104 FOR THE DEVELOPMENT OF FORTY-FOUR (44) SINGLE FAMILY RESIDENTIAL SITES** Motioned by Trustee Reuter, seconded by Trustee Dunn to hold the first and second reading of Bill No. 294 by title only. All



Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 294 twice by title only. Chairman offered discussion on Bill No. 294. The main access road to this plat is South Stracks Church Road. Trustee Reuter questioned emergency services access and safety. Keith Thomsen stated that there is only one access point to the Plat a this time, however in the future it is planned to loop around and hook into the currently developed area below Alpine Lake. Motioned by Trustee Sator, seconded by Trustee Dunn to vote to approve Bill No. 294. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 294 is enacted as Ordinance No. 290 of the Village of Innsbrook, Missouri.

- c. **BILL NO. 295 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, ESTABLISHING A BUSINESS PERMIT AND REGULATIONS FOR THOSE WISHING TO DO BUSINESS WITHIN THE VILLAGE** Motioned by Trustee Reuter, seconded by Trustee Sator to hold the first and second reading of Bill No. 295 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 295 twice by title only. Chairman offered discussion on Bill No. 295. The Business Permit will have a start date of July 1, 2021 and can be amended in the future as the Trustees see fit. Motioned by Trustee Sator, seconded by Trustee Dunn to vote to approve Bill No. 295. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 295 is enacted as Ordinance No. 291 of the Village of Innsbrook, Missouri.
- d. **RESOLUTION 2021-01 - A RESOLUTION OF THE VILLAGE OF INNSBROOK ADOPTING THE WARREN COUNTY ALL-HAZARD MITIGATION PLAN** Motioned by Trustee Sator, seconded by Trustee Reuter to vote to approve Resolution No. 2021-01. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Resolution No. 2021-01 is enacted as a Resolution of the Village of Innsbrook, Missouri.

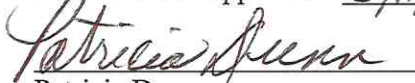
VOTE TO ADJOURN

Motioned by Reuter, seconded by Trustee Dunn, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Meeting adjourned at 6:27 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, April 13, 2021.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 5/11/21

  
Patricia Dunn,  
Village Board Clerk  
(seal)

  
Attest: Carla Ayala,  
Village Administrator/Clerk

