



# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, April 12, 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 HEARING**
  - a. Annexation & Rezone Petition - 13604 State Highway M
- 6) PUBLIC COMMENTS/GUEST SPEAKERS/PRESENTATIONS
- 7) APPROVAL OF MINUTES:
  - a. Regular Meeting: March 08, 2022
- 8) CHAIRMAN'S REPORT/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
- 9) DEPARTMENT/COMMITTEE REPORTS:
  - a. Financial Reports - March 2022
    - i. Bills of The Month
  - b. Administrator's Report
    - i. First Quarter Building Permit Report
  - c. Planning & Zoning Commission
- 10) UNFINISHED BUSINESS:
  - a. RESOLUTION 2022-6 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI MODIFYING SPECIFIC DESIGNATED HOLIDAYS OBSERVED BY THE VILLAGE OF INNSBROOK.
  - b. Village Administration Building
    - i. Environmental Review [Boonslick Regional Planning Commission]
    - ii. Conceptual Design [Cochran]
    - iii. Loan Proposal/Application [USDA Rural Development]
- 11) NEW BUSINESS:
  - a. BILL NO. 309 - AN ORDINANCE EXTENDING THE BOUNDARIES OF THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI, BY VOLUNTARY ANNEXATION TO INCLUDE ONE PARCEL OF PROPERTY BELONGING TO VILLAGE OF INNSBROOK COMMUNITY DEVELOPMENT CORPORATION, GENERALLY LOCATED AT 13604 STATE HIGHWAY M. [First Reading Only]
  - b. BILL NO. 310 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 2.00 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "C-H" COMMERCIAL HIGHWAY BUSINESS DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI. [First Reading Only]
- 12) BOARD OF TRUSTEE ANNOUNCEMENTS
- 13) OPEN FORUM
- 1) ADJOURNMENT

### **Unfinished Business/ Hold Items**

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

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## MINUTES

The Tuesday, April 12, 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 5:01 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. Trustee Trish Dunn was absent. Others in attendance in person included Village Administrator/Clerk - Carla Ayala. Due to the COVID-19 Pandemic, all other visitors attended this meeting via videoconference. Those attendees included Village Attorney - Nathan Bruns, Tracy Sator, Pat Reuter and KC [?].

#### 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 HEARING

Chairman Thomsen opened the public hearing at 5:03pm to hear public input regarding the Annexation & Rezone Petition at 13604 State Highway M . With no public input, the public hearing was closed at 5:04pm.

#### PUBLIC COMMENTS

A Public Comment was received by resident Cindy Bowers and read aloud. The comment shall be attached to the minutes for permanent record. The following discussion was had on each topic:

Solar panels on new building - This has already been discussed with the Architect.

Passive solar building features - The Village is still in the beginning stages, but can consider.

Electric Charging Stations - The Village is still in the beginning stages, but can consider as the need arises.

Geo Thermal HVAC - The Village is still in the beginning stages, but can ask the Architect.

Sustainable Community - The meaning of the question was not clear. Sustainable financially or ecosystem? This will try to be addressed in the future.

#### APPROVAL OF MINUTES

Motioned by Trustee Sator, seconded by Trustee Reuter to approve the March 8, 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

- a. Certification of Election Results - The Village Administrator/Clerk reported that the Warren County Clerk, Denise Stotler, submitted the official certification of the April 5, 2022 General Municipal Election to the Village. All votes cast for all candidates are as follows: Donna West 100, Ted Sator 101. Thereby granting the two positions of Trustee to Donna West and Ted Sator. All votes cast for Proposition U are as follows: Yes 61 and No 67. Proposition U failed. Motioned by Trustee Reuter, seconded by Trustee Sator, to approve the official election results as stated. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay" vote.
- b. Oath of Office to Newly Elected Officials - The Village Administrator/Clerk performed the Oath of Office with Trustees Donna West and Ted Sator for their positions of Trustee for a two year term.
- c. Nomination and Election of Chairman and Village Board Clerk - Trustee Sator 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 West, to approve Trustee Thomsen as Chairman. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay" vote. Trustee Thomsen nominated Trustee West as Village Board Clerk of the Board of Trustees for one year. No other nominations were made. Motioned by Trustee Reuter, seconded by Trustee Sator, to approve Trustee West as Village Board Clerk. All Trustees present voted "Yea". Motion passed and approved with a 4 "Yea", 0 "Nay" vote.

#### DEPARTMENT REPORTS

- a. Financial Report - The March 2022 financial reports and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee West, seconded by Trustee Sator 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 April 15, 2022 in observance of Good Friday. 118 Village Business Permits have been issued to date.
  - i. Building Permit Report - 34 building permits were issued for the first quarter of 2022, broken down as follows: 14 new construction, 6 storage buildings, 4 additions and 10 docks/decks.
- c. Planning and Zoning Commission - The Commission held their last meeting on April 06, 2022. A public hearing was held for the annexation and rezone petition. No public comments were made. The Commissioners recommend approval to the Trustees with a 6 "Yea", 0 "Nay", 0 Abstain roll call vote.

UNFINISHED BUSINESS:

- a. RESOLUTION 2022-6 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI MODIFYING SPECIFIC DESIGNATED HOLIDAYS OBSERVED BY THE VILLAGE OF INNSBROOK. Chairman Thomsen read Resolution No. 2022-6 by title only. Chairman Thomsen offered discussion on Resolution No. 2022-6. Trustee Reuter has looked at surrounding municipalities and would like to wait until the new fiscal year before passing this resolution. Trustee West agrees with Trustee Reuter. Discussion was held regarding a date this can go into effect. Motioned by Trustee Reuter, seconded by Trustee West to vote to adopt Resolution 2022-6 to go into effect after July 1, 2022. By roll call vote, Trustee Dunn - Absent, Trustee Reuter - "Yea", Trustee Sator - "No", Trustee Thomsen - "Yea", Trustee West - "Yea". With a 3 "Yea", 1 "Nay", 0 Abstain vote, Resolution No. 2022-6 is enacted as a Resolution of the Village of Innsbrook, Missouri.
- b. Village Administration Building
  - i. Environmental Review [Boonslick Regional Planning Commission] - Waiting on conceptual design to be sent to Boonslick before work can begin.
  - ii. Conceptual Design [Cochran] - Chairman Thomsen and Carla Ayala met with Cochran to discuss design options. The conceptual design will be available for the next meeting.
  - iii. Loan Proposal/Application [USDA Rural Development] - Waiting on Environmental and Architect Report to submit.

NEW BUSINESS:

- a. BILL NO. 309 - AN ORDINANCE EXTENDING THE BOUNDARIES OF THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI, BY VOLUNTARY ANNEXATION TO INCLUDE ONE PARCEL OF PROPERTY BELONGING TO VILLAGE OF INNSBROOK COMMUNITY DEVELOPMENT CORPORATION, GENERALLY LOCATED AT 13604 STATE HIGHWAY M. Motioned by Trustee West, seconded by Trustee Sator to hold the first reading of Bill No. 309 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 309 once by title only. No discussion was held.
- b. BILL NO. 310 - AN ORDINANCE PROVIDING FOR A CHANGE IN ZONING CLASSIFICATION OF 2.00 ACRES OF LAND FROM "AFM" AGRICULTURAL FOREST MANAGEMENT DISTRICT TO "C-H" COMMERCIAL HIGHWAY BUSINESS DISTRICT AND AUTHORIZING A CHANGE IN THE ZONING MAP FOR THE VILLAGE OF INNSBROOK, MISSOURI. Motioned by Trustee Sator, seconded by Trustee Reuter to hold the first reading of Bill No. 310 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4 "Yea", 0 "Nay", 0 Abstain vote. Chairman Thomsen read Bill No. 310 once by title only. No discussion was held.

BOARD OF TRUSTEES COMMENTS

Trustee Reuter stated that an informal meeting will be held on April 26, 2022 at 10am with Innsbrook Corporation. He urged the Trustees to compile a list of topics to discuss. Chairman Thomsen will go visit Trustee Dunn before the next meeting.

OPEN FORUM

None at this time.

VOTE TO ADJOURN

Motioned by Trustee Reuter, seconded by Trustee Sator, 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 6:02 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, April 12, 2022.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 5/17/22

Donna West

Donna West,  
Village Board Clerk

Carla Ayala

Attest: Carla Ayala,  
Village Administrator/Clerk

(seal)

