



**VILLAGE OF INNSBROOK  
BOARD OF TRUSTEES MEETING  
TENTATIVE AGENDA  
Innsbrook Village Hall  
1835 Highway F, Innsbrook, MO 63390  
Tuesday, September 10, 2024, 5:00 PM (CST)**

Public notice is hereby given that the Board of Trustees will meet to discuss and act upon the matters on this agenda as follows:

**Consent Agenda:** All items listed with an asterisk (\*) are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of these items. If a Village Official desires discussion, the item will be removed from the consent agenda and considered separately.

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consent Agenda:
  - a. Approval of Minutes\*
    - i. August 13, 2024 Regular Meeting
    - ii. August 13, 2024 Executive Session
    - iii. August 27, 2024 Special Meeting
  - b. Approval of Expenditures and Financial Reports\*
5. Public Comment
6. Chairman's Report & Comments
  - a. Village Clerk Hiring
  - b. Administrative Staff Support
7. Trustee Comments & Reports
8. Committee & Department Reports
  - a. Administrator's Report
  - b. Planning & Zoning Commission Report
  - c. Village Planner Report
9. Unfinished/Old Business
10. New Business
11. Adjournment

The meeting is open to the public. In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations will be provided upon request. To request an accommodation, please contact Innsbrook Village Hall at (636) 745-8844 at least 48 hours in advance of the meeting.

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**Zoom Video Option:**

To join the Zoom meeting, please follow these instructions:

1. Join Zoom Meeting: <https://us02web.zoom.us/j/87469760564>
2. Meeting ID: 874 6976 0564      Passcode: 047208

If you prefer to join by phone, please dial the number corresponding to your location:

- +1 929 205 6099 US (New York)    +1 301 715 8592 US (Washington DC)    +1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)    +1 253 215 8782 US (Tacoma)            +1 346 248 7799 US (Houston)

Note: Upon entry, all participants will be muted by the Administrator to avoid disruption. This will not affect your ability to view and hear the Commissioners during the meeting. Additionally, please be aware that the public will not be able to participate in discussions.

**THE NEXT REGULAR MEETING OF THE VILLAGE OF INNSBROOK BOARD OF TRUSTEES  
IS SCHEDULED FOR TUESDAY, October 8, 2024 AT 5:00 PM (CST)**

Village of Innsbrook  
Board of Trustee Minutes  
August 13, 2024

Chairman Reuter called the meeting to order at 5:01PM and then asked for the body to stand and led the Pledge of Allegiance.

Chairman Reuter then asked for a roll call to establish the quorum. Present were Trustees West, Simon, Bowers, Cook, and Reuter. Also in attendance were Cynthia Freeman and Allen Huddleston.

Chairman Reuter then called the boards attention to the Consent Agenda for the approval of the minutes of the Regular and Executive Session of July 9, 2024, and the expenditures. He then asked if there was any discussion or questions, hearing none, he called for a motion. Upon a motion by Trustee Simons and a second by Trustee Bower, the Consent Agenda was approved.

Chairman Reuter then called for Public Comments and asked for the first speaker.

Les Kable spoke on former employees and committee appointments.

Cathy Caton inquired about her sunshine requests. Chris Graville, Village Attorney, replied to her inquiry stating that the village had no obligation under Sunshine Law to submit personal text messages from trustees' private phones.

Mike Caton spoke on appointments to the Planning and Zoning Commission inquiring about terms and expirations. He was requested to put his request for information in a written Sunshine request.

Having no further requests from the public to address the board, Chairman Reuter brought the board's attention to new business.

Chairman Reuter then read Res 24-002-Noise Exemption-Innsbrook Inc for Nash Bash Event and called upon Amber Bade, General Manager of Hospitality, Innsbrook Corporation to speak to the application for the exemption. She explained that the event was now only on Saturday, October 5, 2024 from 12:00PM to 10:30PM. Trustee Bowers then asked if the surrounding neighbors had been contacted to which Ms Bade replied that they had by mail. Trustee Bowers then requested that a courtesy phone call be made closer to the event. Chairman Reuter ask Ms Bade if she had a copy of the additional conditions to the permit to which she replied that they were. Hearing no further discussion, Chairman Reuter called for a motion. Upon a motion by Trustee Simon and a second by Trustee Cook, the resolution for the noise exemption permit was unanimously passed.

Chairman Reuter then read Res 24-003-Appointment of John Schaefer and Ken Hanne to the Planning and Zoning Board and called upon Allen Huddleston, Chairmen of the Planning and Zoning Board to speak to their qualifications. Hearing no further discussion, Chairman Reuter then called for a motion. Upon a motion by Trustee Simon and a second by Trustee Bowers, the appointments to the Planning and Zoning Board(Commission) were unanimously approved. Chairman Reuter clarified that the term for both appointments was for 2 years. (Per ordinance 261, these terms will expire on April 6, 2026.)

Chairman Reuter then read Res 24-004-Memorandum of Understanding between the Village of Innsbrook and the Warren County Sheriff's Department. He explained the memorandum was to provide security at the monthly Village Board ,meetings and Planning and Zoning meeting if needed, and asked if there was further discussion and hearing none, he called for a motion. Upon a motion by Trustee Bowers and a second by Trustee West, the motion passed unanimously.

Chairman Reuter then gave the Chairman's Report. He stated that he has had discussions with Charlie Boyd and Chip Wobbe about a joint town hall meeting as had been requested by citizens. He also stated that he met with Chip Wobbe earlier that day and all concerned were looking at a September date. He then stated that all the bids were in on the construction of the village hall and that they had been evaluated by Cochran and distributed to the Trustee for review but no decision had been made. He then provided a brief update on the F Highway turn lane and since it is a state highway, MODOT has said it is not a priority for the area. He then stated that the village hall internet will be changing from Brightspeed to Spectrum for better internet access and connectivity with a higher band width and speed.

Chairman Reuter then asked for trustee reports and called upon Trustee West.

Trustee West reported on a July 24<sup>th</sup> meeting with representatives of Boonslick Regional Council and MODOT Regional Engineer Jeff Neimeyer; MODOT's current focus is on the I-70 exits; Highways F & M to be repaved; the weekend traffic study indicated that there were 104 extra vehicles on the highway over a normal weekend. She also stated that from a personal standpoint, being temporarily disabled, that the current village hall was not ADA compliant.

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Trustees Cook and Simon had no reports. Cynthia Bowers had no report but indicated she wanted the history on the village hall's current location and asked if Cochran representatives could attend the next meeting to discuss the village hall issue.

Chairman Reuter then asked Allen Huddleston, Chairman of the Planning and Zoning Commission if he had a report. Huddleston stated that upon advice of the village attorney and the administrative consultant, no meeting was held on August 7, 2024 due to safety concerns and since there was no pressing business to act on.

Chairman Reuter then asked if there was any unfinished or old business. Hearing none, he stated that there were matters to discuss in executive session and call for a motion to go into executive session under Section 620.021.1, RSMo -Legal Counsel and Section 10.021.3 RSMo.-Personnel.

Upon a motion by Trustee Simon and a second by Trustee Cook, a roll call vote was taken.

West	yes
Simon	yes
Bowers	yes
Cook	yes
Reuter	yes

Chairman Reuter closed the meeting at 6:20PM

Chairman Reuter opened the meeting at 7:05PM and asked if there was any further business. Hearing none, he called for a motion to adjourn. Upon a motion by Trustee Simons and a second by Trustee Bowers, the motion was approved, and the meeting was adjourned at 7:10PM.

Village of Innsbrook  
Board of Trustee Minutes  
Executive Session  
August 13, 2024

Chairman Reuter called the executive session to order at 6:30PM, with a roll call for quorum. All trustees were present with Chris Graville, Cynthia Freeman, and Allen Huddleston present.

Chairman Reuter called the boards attention to the bids submitted for the construction of the new village hall stating that no decision would be made, asked if there were any questions. Discussions of bids for construction and financing of village hall were had and a discussion of the existing property was had. There were no decisions made.

Chairman Reuter then called the boards attention to a discussion of hourly rate and stipend for the clerk's position and an increase for the current clerk. No specific starting salary was agreed to, but an understanding that a base starting salary and benefit package will likely be offered. Discussion of increasing the current clerk's hourly rate was discussed and all in agreement that it was appropriate. No specific amount was decided upon.

Chairman Reuter than asked if there was any further items for the meeting, hearing none, he called for a motion to adjourn. With a motion from Trustee West and a second by Trustee Simon, the motion was unanimously passed. The meeting was adjourned at 7:05PM

Village of Innsbrook  
Board of Trustees Minutes  
August 27, 2024

Chairman Reuter called the special meeting to order at 3:30PM and then asked for the body to stand and led the Pledge of Allegiance.

Chairman Reuter then asked for a roll call to establish the quorum. Present were Trustees West, Simon, Bowers, Cook, and Reuter. Also in attendance were Cynthia Freeman, Joe McGowan and Allen Huddleston.

Chairman Reuter called the body's attention to the first item of business and read Resolution #24-005, Hourly wage of Village Clerk and called for discussion. The current clerk had shown a willingness to help the village during the search for a replacement and has grown in the position. Hearing no further discussion, the Chairman called for a motion. Upon a motion by Trustee Simon and a second by Trustee Cook, the motion to increase the current clerk's hourly rate was passed, effective with the current pay period.

Chairman Reuter then read Bill #352- Adoption of the 2024 Tax Levy and asked that the bill be read twice by title only. Upon motion by Trustee Cook and a second by Trustee Bowers the motion to read the bill twice by title only was approved. Chairman Reuter then asked if there was any discussion. Cynthia Freeman clarified aspects of the tax and its impact on the Village's revenue. Hearing no further discussion, Chairman Reuter then called for a motion to approve the bill. Upon a motion by Trustee Cook and a second by Trustee Simon, the motion for the 2024 tax levy passed unanimously. (Noted as Ordinance 348.)

Chairman Reuter then brought the body's attention to Bill #353-Acceptance and Execution of Contract for the Construction of New Village Hall and asked that the bill be read twice by title only. Upon motion by Trustee Bowers and a second by Trustee Simon the motion to read the bill twice by title only was approved. Chairman Reuter then read the bill by title only and called for a motion to approve the bill. Upon a motion by Trustee Simon and a second by Trustee Cook, the first reading of the bill was unanimously approved. (Noted as Ordinance 349.)

Chairman Reuter then called upon Joe McGowan of Cochran Engineering and Architecture to speak to the bids and the bid results. Mr. McGowan spoke to the number of bids received, the results of the bid and the reputation of the company and his firm's experience with the companies. He also spoke to the analysis done on the existing property currently being used as a village hall, the cost to purchase and renovate and to separate the sewerage system from the adjacent structures, and the cost to resurvey the property. The existing property purchase and renovation costs would exceed the cost of the proposed new hall. The contract alternates of the cupola and the board dais was then discussed with the consensus of inclusion with the final vote. Trustee Bowers inquired about potential risks of cost overruns. Mr. McGowan explained that the firm did everything possible to prevent any change orders from absences in drawings, but unforeseen things like unstable dirt could exist, but soil samples were taken to lessen that from happening.

Chairman Reuter asked if there was further discussion, hearing none, he then read the bill by title only and called for a motion to approve the second reading of the bill. Upon a motion by Trustee Simon and a second by Trustee West, the bill was approved with the inclusion of the alternates to the bid.

Chairman Reuter asked if there were any other business before the board, hearing none, he called for a motion to adjourn. Upon the motion by Trustee Cook and a second by Trustee Simon, the meeting was adjourned at 3:54PM.

