

**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES MEETING
REGULAR MEETING MINUTES
Village of Innsbrook Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, June 17, 2025, 5:00 PM (CST)**

Chairman Bowers called the meeting to order at 5:00 pm and asked the body to stand for the Pledge of Allegiance. She then called for the Village Clerk, Karen Denson, to do a roll call to establish a quorum. Members present were:

Trustee Buschman – present
Trustee Caton - present
Trustee Jensen - present
Trustee West – present
Chairman Bowers - present

Also, present were Allen Huddleston, Chairman of P & Z, Cynthia Freeman, Consultant, Jack Underwood, Kathy Caton, Dan Reuter, Tom DeBenedetti, Mary DeBenedetti, Ted Sator, and Tracy Sator.

Chairman Bowers called for a motion to approve the consent agenda consisting of the agenda, prior meeting minutes, and financial reports. Upon a motion by Trustee West and a second by Trustee Jensen, the motion was approved and the following were unanimously approved. The motion passed 5-0.

Agenda
Regular Meeting Minutes -May 13, 2025 & May 22, 2025
Financial Reports – May
Expenditures For the Month

Chairman Bowers asked for a motion to open the Public Hearing for the 2025-2026 Budget. Upon a motion by Trustee Caton, and a second by Trustee West, the motion was approved. The motion passed 5-0. She stated that the budget was updated through the end of May and the loan on the Village Hall added.

No public comments.

Chairman Bowers asked for a motion to close the Public Hearing for the 2025-2026 Budget. Upon a motion by Trustee Caton, and a second by Trustee Jensen, the motion was approved. The motion passed 5-0.

Chairman Bowers called for Public Comments.

Dan Reuter spoke regarding the hiring of the Village Attorney.

Ted Sator spoke regarding the final cost of the Village Hall.

Chairman Bowers moved to the Chairman's Report. Chairman Bowers provided an update on the new Village Hall. She stated that the walk through for the punch list was conducted on June, 16, 2025. The punch list should be completed in approximately 2 weeks. The substantial completion date will be June 19, 2025. The final completion date will be in July.

Chairman Bowers asked for the Clerk's report. Karen Denson, Village Clerk, spoke that the Village had 6 Business Licenses issued in May. The Village received 4 Construction Permits in May. The Village deposited 10 checks in May for the Construction and Business Permits, but also, received a refund on the overpayment of the election costs. The Village Clerk stated that she will be working on Business Permits other than short term rentals. The Village Clerk stated that she and the Deputy Clerk were continuing to learn QuickBooks. The Village Clerk talked about attending the Elected Officials Training.

Chairman Bowers asked for the Planning and Zoning Report. Chairman Huddleston stated that the Commissioners met in May and approved the Comprehensive Plan, which the Board of Trustees have a Resolution for consideration. Chairman Huddleston stated that the Commissioners approved the Wags and Whiskers original plans, which the Board of Trustees have a resolution for consideration.

Village Planner Report – None

Chairman Bowers called for a motion to approve the 2025-2026 Budget. Upon a motion by Trustee Buschman and a second by Trustee Caton, the motion was approved. The motion passed 5-0. Chairman Bowers stated that the Board will be looking at the Ordinance regarding the budget. Most Villages do not hold Public Hearings, but the process and information will still be made available with no public hearings.

Chairman Bowers called for a motion to approve Resolution R25-92, Approving the Special Use Permit (SUP) Site Plan for Wags and Whiskers. Upon a motion by Trustee Jensen and a second by Trustee Buschman, the motion was approved. The motion passed 5-0.

Chairman Bowers called for a motion to approve Resolution R25-91, Supporting the Adoption of the 2025 Village of Innsbrook Comprehensive Plan by the Village of Innsbrook Planning and Zoning Commission. Upon a motion by Trustee Caton and a second by Trustee Jensen, the motion was approved. The motion passed 5-0.

Chairman Bowers asked the Board if anyone had questions regarding the Survey Results from the Comprehensive Plan. Trustee Buschman asked if the Survey Results are a part of the Comprehensive Plan. Yes, they are. Trustee Jensen asked when they will be posted to the website. Chairman Bowers stated that the Comprehensive Plan is approved, so it will be added to the Village of Innsbrook website.

Chairman Bowers called for a motion to approve Policy No. 2025-1, Purchasing Policy. The Board of Trustees made changes at the last meeting. The changes were that all bids, either sealed or by phone, must be presented to the Village in written form. Upon a motion by Trustee Buschman and a second by Trustee Jensen, the motion was approved. The motion passed 5-0.

Chairman Bowers asked if the Board had any new business. Trustee Jensen asked that the Board look at the Village's insurance policies, regarding sovereign immunity.

Chairman Bowers asked for Board of Trustee Announcements. Trustee Buschman thanked Chairman Huddleston on all his hard work on the Comprehensive Plan and the new Village Hall. Trustee Buschman thanked Dan Reuter on his hard work on the new Village Hall. Trustee West announced the Boonslick Regional Planning Commission meeting is on Monday, June 23.

Chairman Bowers asked for a motion to go in to Closed Session on Personnel 610.021.3 RSMo. Upon a motion by Trustee West and a second by Trustee Jensen, the motion was approved. The motion passed 5-0.


Chairman Bowers called for a motion for adjournment. Upon a motion by Trustee Buschman and a second by Trustee Caton, the motion passed 5-0 and the meeting was adjourned at 5:35 pm.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on June 17, 2025.

Karen Denson, Village Clerk

Date Minutes Approved: 7-8-25


Cynthia Bowers, Chairman
Village of Innsbrook Board of Trustees


Attest: Karen Denson
Village Clerk