



**VILLAGE OF INNSBROOK
BOARD OF TRUSTEES MEETING
REGULAR MEETING MINUTES
Village of Innsbrook Hall
13600 State Highway M, Innsbrook, MO 63390
Thursday, December 18, 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 Planning & Zoning Commission, Brad Pryor, Village Attorney, Karen Denson, Village Clerk, Tom & Mary DeBenedetti, Cynthia Cook and William Carroll.

Chairman Bowers called for the adoption and approval of the agenda. Chairman Bowers asked that Public Comments be added to the agenda. Upon a motion by Trustee Caton and a second by Trustee Jensen, the motion passed 5-0.

Chairman Bowers called for the adoption and approval of the meeting minutes. Upon a motion by Trustee Buschman and a second by Trustee Jensen, the motion passed 5-0. Chairman Bowers asked the Board if they had any changes to the work session or regular meeting minutes and there were none. Upon a motion by Trustee Caton and a second by Trustee Jensen, the motion passed 5-0.

Chairman Bowers called for the adoption and approval of the financial reports. Upon a motion by Trustee Buschman and a second by Trustee Jensen, the motion passed 5-0. Chairman Bowers thanked Trustee Buschman and the Deputy Clerk for all their hard work. Trustee Caton asked for clarification on YTD Actual Budget. Chairman Bowers stated the Village was on track with its budget and would schedule a special meeting in late February/early March to review where adjustments might be required. Chairman Bowers explained that this was due to required change for the home business ordinance which needs planning and zoning review. The board discussed the midyear budget review and its timing. Upon a motion by Trustee West and a second by Trustee Jensen, the motion passed 5-0 to review and discuss the budget accordingly.

Chairman Bowers called for the adoption and approval of the expenditures for December. Upon a motion by Trustee West and a second by Trustee Jensen, the motion passed 5-0. Chairman Bowers called for discussion. Trustee Jensen asked why there was an invoice from Streiler Planning. Chairman Bowers stated that he was asked to attend the Planning & Zoning meeting regarding revisions for the ordinance regarding home based business (home occupation) which currently prohibits home owners from rentals within their home when they are present. Trustee Caton stated that he was under the impression Todd Streiler was being paid for one hour of time which is \$120.00 plus mileage. Chairman Bowers stated she asked for the present ordinance to be reviewed by Mr. Streiler and to be present at the meeting. The Village received an invoice for four hours and after discussion with Mr. Streiler he decreased his invoice only to reflect the ordinance review and attendance at the meeting. Chairman Huddleston also confirmed the invoice had been revised once. Upon a motion by Trustee West to approve all the expenditures except Streiler planning and table the Streiler Planning invoice and a second by Trustee Jensen, the motion passed 5-0.

Chairman Bowers called for Public Comments. The Village Clerk stated that she received one public comment form.

Tom DeBenedetti spoke in regards to a public thank you. He wanted to thank Chairman Bowers for calling him the next day following the November Trustee meeting to talk about Ordinances, Code Enforcement, and Services. Mr. DeBenedetti questioned how the Village could improve its compliance without having a means to enforce its ordinances. He thanked the Board for their service.

Chairman Bowers spoke on the Chairman's Report.

Chairman Bowers reminded everyone that the Village Hall would be closed Christmas Day and New Year's Day. Chairman Bowers gave an update on the Board's accomplishments. The Board has passed twenty Ordinances. Trustee Buschman and Trustee Jensen have been working on an Employee Handbook. Trustee Caton and Chairman Bowers have been working on a redesign of the Village website. Chairman Bowers mentioned having town hall meetings in 2026.

Chairman Bowers presented that its current consultant, Cynthia Freeman, notified the Village that she will no longer be under contract with the Village effective February 28, 2026. In the future, if the Village wants to use Cynthia Freeman's services, the Village will be billed Ms. Freeman's current hourly rate at that time.

Chairman Bowers asked for an update on the dissolution of the Innsbrook Community Development Corporation. Brad Pryor, Village Attorney, stated he has filed the dissolution paperwork with the Attorney General and the Secretary of State and these documents are in process. The Annual Report was filed in August.

Chairman Bowers asked for the Clerk's report. Karen Denson, Village Clerk, provided the monthly Clerk's report with summary in the packet, a copy of which is attached to these minutes. Additional to the Staff report, the Village Clerk handed out the proposal from NOC Technology regarding the migration of the Village email to a .gov domain. The Village Clerk stated that she has received two estimates for cleaning of the Village Hall and she will work on a comparison. Ms. Denson also provided an update to the Trustees regarding her work to find a cleaning service. She discussed having a cleaning service come to the Village Hall once per month. The Clerks will continue to perform general housekeeping in addition to the once-a-month cleaning.

Chairman Bowers asked for a Planning & Zoning Report from Chairman Huddleston. Chairman Huddleston stated that the Planning & Zoning Commission met on December 3. Chairman Huddleston stated the Commission discussed Codification and revisions to Home Business Ordinance 70. The Village Attorney will be drafting a new Home Business Ordinance with a tentative February/March timeframe. In regards to Streiler Planning, Chairman Huddleston commented that the use of a planner will be required in the future and should be considered a cost of doing business. Chairman Bowers and Chairman Huddleston talked to Todd Streiler regarding his invoice for meeting with the water district covering the Village of Innsbrook. Chairman Huddleston stated through this discussion, Mr. Streiler submitted a new invoice for the Planning & Zoning meeting based on the original request to review Ordinance 70 and to attend the Planning & Zoning meeting. Chairman Huddleston repeated that the Village contract with Todd Streiler is based on an hourly per project basis. In closing with his report, Chairman Huddleston stated that he will be stepping down from the Planning & Zoning Commission as of February.

Chairman Bowers asked for a motion to move to reopen and approve the expenditure for Streiler Planning. Upon a motion by Trustee Jensen and a second by Trustee Buschman, the motion passed 5-0. Trustee Bowers asked for discussion. Trustee Buschman clarified that the bill is for 3 hours, \$418.80. Trustee Caton stated that in the future Mr. Streiler needs to adhere to the terms of his contract. Chairman Bowers stated that the current invoice was in alignment with the Streiler contract which is based on an hourly basis and the request for service per the contract can be made by the Chairman of the Board. Chairman Bowers called for a motion to approve the Streiler Planning expenditure. Upon a motion by Trustee Buschman and a second by Trustee Jensen, the motion passed 5-0.

Chairman Bowers stated that the Board will be moving forward with Pezz Lawn Care & Landscaping for snow and mowing. Landscaping is being tabled until Spring. The Village Clerk will contact Pezz Lawn Care & Landscaping for updated contracts. Brad Pryor, Village Attorney will look over the contracts from Pezz Lawn Care & Landscaping.

Chairman Bowers called for a motion to read for the first time by title only Bill #387, Business Permitting. Upon a motion by Trustee Caton and a second by Trustee Jensen, the motion passed 5-0. Chairman Bowers called for discussion. Trustee Caton gave the Board revisions to Bill #387. Upon a motion by Trustee Caton to approve Bill #387 with amendments and a second by Trustee West, the motion passed 5-0.

Trustee Buschman – yes
Trustee Caton - yes
Trustee Jensen - yes
Trustee West – yes

Chairman Bowers – yes

Chairman Bowers called for a motion to read for the second time by title only Bill #387, Business Permitting. Upon a motion by Trustee Caton and a second by Trustee Jensen the motion passed 5-0. Chairman Bowers called for a motion to approve amended Bill #387, Business Permitting. Upon a motion by Trustee Caton and a second by Trustee Jensen, the motion passed 5-0.

Trustee Buschman – yes

Trustee Caton - yes

Trustee Jensen - yes

Trustee West – yes

Chairman Bowers – yes

Chairman Bowers asked for Board of Trustee Announcements. Trustee Buschman stated that the payroll is in the process of migrating to Paycor (Tessen). January 2 will be the first payroll with Paycor. She stated that we need to add to our yearly calendar that we need to file a year end report to the State Auditor. Also, Trustee Buschman and Deputy Clerk Kemp will be working on 1099s.

Chairman Bowers called for a motion for adjournment. Upon a motion by Trustee Caton and a second by Trustee Jensen, the motion passed 5-0 and the meeting was adjourned at 6:22 pm.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on December 18, 2025.

Karen Denson, Village Clerk

Date Minutes Approved: 1-15-26


Cynthia Bowers, Chairman
Village of Innsbrook Board of Trustees


Attest: Karen Denson
Village Clerk