



Work Session Meeting Minutes

May 11, 2026

Call to Order:

The work session was called to order at approximately 5:00 PM.

Present:

Mayor Anna Vogel, Alderpersons Evelyn Days, Ryan Brockschmitt, and Terri Durand, City Administrator Rachel St. Pierre, and City Attorney Stephanie.

Municipal Court Operations

Discussion was held regarding options for future municipal court operations.

Options discussed included:

- Transfer to Associate Circuit Court
 - The City Attorney explained that the City may transfer municipal court operations to the Associate Circuit Court in Clayton. The court would remain Bel-Nor Municipal Court, but cases would be assigned to a division and heard by an associate circuit judge.
 - It was noted that this option may take up to six months to implement.
- St. Louis County Municipal Court
 - The City Attorney reported that St. Louis County Municipal Court may be a possible option but had not committed to accepting Bel-Nor. It was noted that St. Louis County recently declined consolidation requests from other municipalities and accepted only a portion of St. John's pending cases.
 - The potential cost structure discussed was 50% of fine revenue collected plus court costs.
- St. Ann Municipal Court
 - The City Attorney reported that St. Ann does not currently have capacity to accept additional consolidated courts.
- Jennings Municipal Court
 - The Board discussed the previously drafted Jennings option. Discussion included possible costs, court clerk time, security costs, location, convenience, and concerns regarding overall suitability.

The proposed amount discussed was approximately \$4,000 per month, with a possible increase to \$4,500 depending on actual costs.

Other Municipal Options

The Board discussed whether additional municipalities should be contacted, including Normandy, Maryland Heights, University City, Olivette, and Florissant.

The City Attorney stated she would follow up on additional options and provide more information.

Discussion also included:

- Pending cases
- Warrants
- Code enforcement summonses
- Administrative search warrants
- Current court staffing limitations
- The difficulty of hiring qualified court clerks
- The financial loss associated with operating municipal court independently

Management Response Letter and Audit

The Board reviewed the draft management response letter related to the audit.

Discussion included:

- Auditor observations
- Accounting practices
- Reconciliation procedures
- Chart of accounts cleanup
- Online banking and account connections
- Need for more current financial information
- The expectation that future audits may move more quickly due to improved records

Staff reported that the City is working with the auditor and accountant to improve accounting procedures and prepare for future audit years.

Staffing and Administrative Operations

Discussion was held regarding staffing needs and office coverage.

Topics included:

- The City Clerk position
- Day-to-day accounting duties
- Office coverage during staff absences
- Board assistance with limited office tasks when needed
- Job postings for administrative and code-related support

It was noted that the City is actively working to fill staffing needs.

Code Enforcement and Inspection Services

Discussion was held regarding code enforcement and inspection services.

It was noted that the current inspector remains under contract, but additional help is being sought due to workload and response-time concerns.

Discussion included:

- Inspection support
- Contractor workload
- Turnaround times

- Need for backup coverage
- Pending inspection and code enforcement matters

Contractor Complaint and Investigation

The Board discussed a pending contractor-related complaint.

The City Attorney advised that the matter involves personnel and contractor issues and is under investigation. It was stated that public comments should be limited to acknowledging that the complaint is being investigated and that the City will not discuss personnel or contractor matters publicly.

Discussion included:

- The need to investigate complaints involving allegations of discrimination
- Contractor invoicing practices
- Separate invoices for separate contractors
- Verification of work completed
- Accurate documentation
- Potential liability concerns
- Insurance coverage

Board Communications and Conduct

Discussion was held regarding communication practices, documentation, and board conduct.

Topics included:

- Keeping communications professional
- Avoiding public discussion of personnel matters
- Documenting interactions
- Using written follow-up when needed
- Responding appropriately to disruptive or inappropriate communications
- The possibility of censure if conduct becomes sufficiently problematic

Adjournment

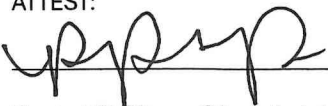
The meeting concluded following discussion and consensus items. A motion to adjourn was made by Terri Durand and seconded by Ryan Brockschmidt. The meeting concluded at 6:37 PM.

PASSED AND APPROVED THIS 15th DAY OF May, 2026.



Anna Vogel, Mayor

ATTEST:



Rachel St. Pierre, City Administrator