

City of Bel Nor, Missouri  
8416 Natural Bridge Road  
Bel Nor, Missouri 63121



[www.cityofbelnor.org](http://www.cityofbelnor.org)  
[cityclerk@cityofbelnor.org](mailto:cityclerk@cityofbelnor.org)

(314) 381 - 2834

### Board of Aldermen Work Session and Strategic Planning Session One

**Date:** August 4, 2026

**Time:** 5:00 p.m.

**Location:** Bel Nor City Hall

#### Call to Order

Mayor Anna Vogel called the work session to order at approximately 5:00 p.m.

#### Roll Call

##### Present:

- Mayor Anna Vogel
- Alderman Terri Durand
- Alderman Ryan Brockschmitt
- Alderman Evelyn Days
- City Administrator Rachel St. Pierre

##### Absent:

- Alderman Mike Capstick

---

#### Public Safety Cameras

The Board discussed preliminary information regarding public safety cameras, including possible camera types, locations, costs, maintenance requirements, monitoring capabilities, limitations, and the intended purpose of any future camera system.

Discussion included the differences between general surveillance cameras and license plate reader systems, whether cameras would be monitored continuously or reviewed only after an incident, and whether proposed locations would require permission or permits from another governmental entity.

The Board also discussed alternative or complementary public-safety measures, including residential camera assistance and additional contracted police presence.

The City Administrator explained that any future camera proposal would require a clearly defined purpose, preliminary feasibility review, consultation with the City Attorney and police-service provider, placement on a future agenda, and formal Board direction before any procurement process began.

No camera system, vendor, expenditure, or procurement process was authorized.

---

### **Strategic Planning Session One**

The City Administrator reviewed the relationship between the City's strategic and comprehensive planning process and development of the FY2027 budget.

The session built upon Strategic Planning Session Zero and the first public strategic-planning session. Discussion focused on translating community priorities into researched, financially feasible, and implementable City projects.

---

### **Local Government Roles and Responsibilities**

The Board reviewed the respective responsibilities of the Board of Aldermen, Mayor, City Administrator, City Clerk, City employees, contractors, utilities, police-service provider, and other governmental entities.

Discussion included:

- The distinction between governance and administration;
- The distinction between policy direction and day-to-day implementation;
- Public versus private-property responsibilities;
- Appropriate routing of resident concerns;
- Contractor-performance concerns;
- Employee supervision and corrective-action procedures; and
- The Board's role in establishing priorities, policy, and funding.

The City Administrator explained that the Board establishes City policy, priorities, and funding, while administration organizes and carries out the day-to-day work necessary to implement those decisions.

---

### **Report a Concern and Service Requests**

The City Administrator reviewed the City's Report a Concern process and internal service-request tracking procedures.

Residents will be encouraged to submit non-emergency concerns through the online reporting process or contact City Hall. Board members may forward operational concerns to City Hall so they can be documented, assigned, and tracked through completion.

The Board discussed appropriate contacts for police matters, utility issues, permits, inspections, property maintenance, streets, and other City services.

---

### **Utility Concerns**

The Board discussed the appropriate process for utility complaints and service issues.

Residents should generally contact the utility provider directly, particularly when an issue involves private property or an individual utility account. Residents should obtain a service-request number, complaint-confirmation number, or similar reference before requesting City follow-up.

City staff may review City permit records and contact utility providers when appropriate, particularly when work affects a public street, right-of-way, or an unfinished permitted project.

---

### **Bringing Ideas Before the Board**

The City Administrator reviewed the process for developing and presenting proposed City initiatives.

The process generally includes:

1. Identification of the idea or need;
2. Preliminary research and general cost information;
3. Request for placement on a public agenda;
4. Board discussion and direction;
5. Legal, operational, or financial review as necessary;
6. Formal procurement or solicitation, when applicable; and
7. Implementation following proper authorization.

The Board discussed the distinction between informal preliminary market research and a formal request for bids or proposals.

No project is considered authorized solely because preliminary information has been gathered or discussed.

---

### **Sunshine Law and Board Communications**

The Board reviewed Missouri Sunshine Law requirements relating to public meetings, public records, email communications, quorum discussions, agenda preparation, and collective deliberation.

The City Administrator provided examples distinguishing factual or informational communications from discussions involving policy preferences, vendor selection, pricing, consensus, or anticipated votes.

The Board discussed using publicly noticed work sessions for detailed discussion and development of proposed projects before formal action at a regular or special meeting.

---

### **Purchasing and Procurement**

The City Administrator provided an overview of a purchasing and procurement policy currently under development.

Discussion included:

- Routine purchases;
- Preliminary market research;

- Competitive quotations;
- Requests for Qualifications;
- Requests for Proposals;
- Formal bidding;
- Emergency purchases;
- Professional services;
- Board authorization; and
- Administrative purchasing authority.

The City Administrator stated that the final purchasing and procurement policy will be presented to the Board for review and formal consideration.

---

### **Midyear Financial Review**

The City Administrator presented a preliminary FY2026 midyear financial snapshot and supporting draft report.

At the time of the preliminary review, approximately 58.4 percent of the fiscal year had elapsed. Revenues were approximately 61.2 percent of the adopted budget, and expenditures were approximately 51.5 percent of the adopted budget.

The Board discussed:

- The distinction between cash balances, budget authority, and unrestricted available resources;
- Restricted and designated funds;
- Interfund reimbursements and historical due-to/due-from balances;
- Debt Service Fund balances;
- Significant expenditure variances;
- Emergency tree removal and street-related expenses;
- Possible midyear budget amendments; and
- Improvements to monthly financial reporting.

The detailed midyear report remained subject to review with the City Treasurer and auditor.

---

### **FY2027 Budget Development**

The Board discussed beginning detailed FY2027 budget development during the September strategic-planning work session.

Future budget discussions are expected to include:

- Public safety;

- Streets and sidewalks;
- Capital improvements;
- Trees and storm response;
- Technology;
- Grants;
- Staffing and contracted services;
- Investment of municipal funds;
- Fund restrictions;
- Chart of Accounts restructuring; and
- Long-term project planning.

Board members were encouraged to document potential priorities and questions for future review.

---

#### **Investment and Banking Services**

The Board discussed preliminary plans to evaluate options for investing eligible municipal funds and improving banking services.

The City Administrator stated that any investment process would be developed in consultation with the City Attorney and consistent with legal restrictions applicable to municipal funds.

Discussion also included possible future evaluation of banking institutions with greater governmental banking capabilities.

No investment or banking change was authorized.

---

#### **City Operations and Public Access**

The Board discussed City Hall hours, staff availability, online services, remote-work operations, telephone access, permit processing, and public messaging.

The City Administrator explained that staff remains available by telephone and email during the workweek even when City Hall is not physically open to walk-in traffic.

The Board discussed clarifying public communications to distinguish physical walk-in hours from overall staff availability and online access.

---

#### **Attorney Billing and Invoice Review**

The Board discussed the City Attorney's billing structure, invoice frequency, legal-service expenditures, and procedures for reviewing invoices and authorizing payment.

The City Administrator will review available agreements and invoices and continue developing formal invoice and vendor-control procedures.

City Hall Hours: Tuesday, Thursday and Friday | 8:30 AM – 4:30 PM

---

### Future Sessions

The Board discussed holding the next strategic-planning and budget work session on September 1, 2026.

Future sessions are expected to include a more detailed review of the City's Chart of Accounts, individual funds, budget priorities, and strategic-plan implementation needs.

---

### No Formal Action

No formal action was taken during the work session.

---

### Adjournment

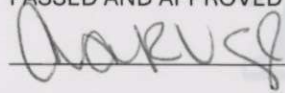
A motion was made and seconded to adjourn the work session.

The motion passed unanimously.

The work session adjourned at approximately 6:30 p.m.

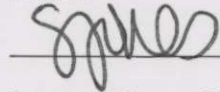
---

PASSED AND APPROVED THIS 18<sup>th</sup> DAY OF August, 2026.



Anna Vogel, Mayor

ATTEST:



Savannah Jones, City Clerk