City of Bel Nor, Missouri

8416 Natural Bridge Road

Bel Nor, Missouri 63121

www.cityofbelnor.org

cityclerk@cityofbelnor.org

(314) 381 - 2834

Meeting Type: Informal Discussion – No Board Quorum

Meeting Date: October 6th, 2026

Location: 8416 Natural Bridge Road

Starting Time: Approximately 6:00 PM

Attendees:

- Mayor Anna Vogel
- Alderperson Ryan Brockschmitt
- Alderperson Evelyn Days
- Rachel St. Pierre, City Administrator
- Stephanie Karr, City Attorney (present for initial discussions)

Absent: Alderpersons Terri Durand and Mike Capstick

Status: Administrative Discussion Summary - Not Formal Board Minutes

1. Attendance and Meeting Status

At the beginning of the scheduled work session, attendees acknowledged that a quorum of the Board of Aldermen was not present.

The participants discussed proceeding with an informal review of scheduled topics. Because a quorum was not present, no formal motions, votes, ordinance actions, or official Board decisions were conducted.

A closed session had originally been contemplated, but no motion to enter closed session was made or approved. The discussion proceeded informally.

2. Property Enforcement and Pending Litigation - Arlmont Property

City Attorney Stephanie Karr provided an overview of the longstanding enforcement and litigation involving the vacant property at 3072 Arlmont, including previous administrative proceedings, court orders, property transfers, and the pending quiet title action.

The City Attorney explained that the current proceedings are intended to resolve outstanding ownership and title issues, which would allow the property to be transferred to a responsible party for rehabilitation or demolition.

Participants discussed the City's continued involvement in the matter, the anticipated timeline for resolution, and potential opportunities to expedite the process.

Some participants questioned the continued expenditure of City resources on the matter and whether maintaining certain financial claims or property restrictions could complicate the transfer to a qualified purchaser. Discussion emphasized the importance of achieving a practical resolution while avoiding further unnecessary legal expenses and delays.

The City Attorney indicated that she would continue monitoring the proceedings and communicating with the parties involved as appropriate.

No formal action was taken, and no decisions were made regarding the City's existing claims or involvement in the litigation.

3. Additional Vacant and Deteriorated Properties

Participants discussed other vacant properties, including a deteriorated property on Clearview.

The City Attorney explained that nuisance and dangerous-building administrative proceedings are separate from the City's municipal court service arrangements.

Potential next steps discussed included identifying exterior code violations, conducting an interior inspection where legally authorized, providing required notice to the property owner, and holding an administrative hearing to determine appropriate corrective action.

The possible use of Community Development Block Grant funds for demolition, where eligible, was also discussed.

No specific enforcement action or funding commitment was authorized during the discussion.

4. Municipal Court Service Transition

The City Attorney and City Administrator discussed efforts to establish an alternative arrangement for municipal court administration.

A. St. Louis County Municipal Court

The City Attorney reported continued communication with the St. Louis County Municipal Court Administrator regarding potential consolidation.

County representatives had expressed interest in accepting additional municipal court operations but indicated that staffing limitations prevented immediate implementation.

The County's potential arrangement was described as retaining a portion of fine revenue rather than charging substantial fixed operating fees.

Additional staffing approvals remained unresolved, and the County had suggested revisiting the possibility after the beginning of 2027.

Participants acknowledged that the County arrangement was not immediately available.

B. Normandy Municipal Court

The City Administrator reported preliminary discussions with the City of Normandy regarding a possible intergovernmental agreement for municipal court services.

A preliminary agreement template had been provided for review.

Topics discussed included:

- Administrative service fees and the distinction between court costs and contracted service charges.
- Possible monthly charges and prosecution expenses.
- Whether Normandy would provide court administration, the judge, prosecutor, and bailiff.
- Court scheduling and daytime hearing availability.
- Collection and remittance of fines and costs.
- Responsibility for dismissed cases and cases without collected revenue.
- Transfer and administration of the City's existing court records and historical cases.

The City Attorney noted that the preliminary agreement contained blank pricing provisions and that further clarification would be necessary before determining the complete financial arrangement.

The City Administrator reported that Normandy had expressed willingness to assist with transferring and organizing existing court records, including historical filings.

Participants expressed interest in further evaluating Normandy as a more immediately available option rather than delaying the transition while awaiting additional St. Louis County staffing.

No final provider selection, contract terms, or authorization to enter an agreement was approved.

C. Follow-Up

Participants discussed a follow-up work session for Monday, October 12, 2026, at approximately 5:30 p.m., to continue reviewing municipal court alternatives and potential agreement terms.

The City Attorney indicated that she would review the proposed Normandy agreement and seek clarification regarding administrative fees, prosecution, and related service costs.

Any agreement requiring Board approval would be presented at a subsequent properly convened meeting.

5. Strategic Plan and FY2027 Budget Development

The City Administrator presented and explained the draft 2027-2031 Strategic Plan package.

The documents were intended to consolidate the input gathered during the City's earlier Board and public strategic planning sessions.

The package included the following components:

State of Bel-Nor Report

An overview of current municipal conditions, finances, operations, infrastructure, and planning considerations.

Discussion included the City's repayment of an outstanding line of credit, ongoing mapping of City streets and public green spaces, and the need to establish an appropriate General Fund operating reserve.

The City Administrator explained that the Board would need to determine the desired reserve level as part of the financial planning process.

Draft Strategic Plan

A proposed organization of the City's long-term priorities, including neighborhood preservation, trees and green space, infrastructure, municipal services, governance, and financial sustainability.

Participants were encouraged to review the proposed goals and identify omissions, inaccuracies, or changes in priority.

Board Governance Commitments

Proposed shared expectations for how Board members would communicate, conduct public business, and maintain accountability and transparency.

Implementation Matrix

A proposed schedule identifying actions and milestones over the five-year planning period.

The City Administrator explained that implementation timelines could be revised based on available resources, emerging priorities, and unforeseen events.

Budget Alignment

Proposed connections between the strategic plan's goals and the City's existing budget structure, to guide future funding recommendations.

Annual Scorecard and Board Self-Assessment

Proposed tools for evaluating progress toward the strategic plan's objectives and periodically reviewing adherence to Board governance commitments.

During review of the draft materials, a discrepancy concerning the identification of aldermanic wards was identified for correction.

Participants were encouraged to review the complete package, provide written revisions, and return comments to the City Administrator.

The draft materials would also be shared during upcoming public engagement opportunities.

No strategic plan, governance policy, reserve level, or implementation schedule was adopted.

6. Board Meeting Procedures and Public Participation

The City Administrator presented a draft guide for Board meeting procedures intended to improve consistency, public accessibility, orderly discussion, and administrative recordkeeping.

The discussion included potential changes to the meeting agenda and public comment process.

A. Public Comment Structure

Participants discussed introducing two designated public comment opportunities:

1. An initial public comment period limited to items appearing on the meeting agenda.
2. A later general public comment period for other municipal matters.

The purpose of the proposed arrangement was to allow residents to provide input on pending agenda matters before Board deliberation while preserving an opportunity for broader public comment.

Other possible procedures included maintaining speaker sign-up records, recognizing speakers individually, encouraging participants to identify themselves, limiting interruptions, and establishing reasonable speaking time limits.

Participants discussed whether these changes should be introduced gradually rather than adopting the complete proposed procedure guide at once.

B. Agenda Presentation and Meeting Management

The City Administrator explained that meeting guides had already been prepared to assist the herself and the Mayor with agenda transitions, ordinance introductions, discussion periods, and motions.

Participants discussed the benefits of consistent meeting terminology and written guidance while preserving the ability of elected officials to speak and deliberate independently.

The possible adoption of formal parliamentary procedures was also discussed.

Participants generally favored continuing improvements to meeting structure and reviewing the proposed procedures before taking formal action.

No procedural rules or public comment policy were adopted.

7. City Website and Public Information

The City Administrator provided an update on the transition to an updated municipal website.

The previous website had experienced technical issues, accelerating the planned replacement.

The initial version of the replacement website was expected to provide essential public information and services, including meeting announcements, agendas, ordinances, permit resources, and resident service requests.

Participants emphasized the importance of restoring access to meeting minutes and budget documents as early priorities.

The City Administrator explained that additional historical meeting records and other materials would be uploaded as staff resources allowed.

Participants also discussed communicating the website transition to residents and continuing to improve accessibility to municipal information.

8. Staffing and Administrative Operations

The City Administrator provided updates regarding current staffing needs and recruitment.

Discussion included vacancies and anticipated staffing transitions involving the City Clerk, public works laborers, code enforcement, inspections, and plan review.

The City Administrator outlined a potential staffing model that would include a public works and inspections position with responsibility for technical inspections, code enforcement, planning, and supervision of part-time maintenance staff.

The part-time laborer position would focus primarily on routine maintenance, mowing, groundskeeping, cleaning, and other physical public works tasks.

The City Administrator also discussed temporary inspection coverage and maintaining continuity of services during the transition.

Participants emphasized the importance of consistent staffing, clearly assigned responsibilities, and appropriate professional qualifications.

No staffing appointments or employment actions were approved.

9. Public Works and Intergovernmental Cooperation

The City Administrator reported preliminary discussions with the City of Berkeley regarding possible shared public works services.

Potential arrangements included:

- Contracted street sweeping.
- Seasonal leaf vacuum services.
- Assistance with asphalt patching and minor repairs.
- Limited supplemental maintenance assistance when staffing and equipment were available.

Berkeley was preparing preliminary pricing for certain services.

The City Administrator explained that a formal intergovernmental agreement would be considered if the City pursued the arrangement.

Accurate street mileage and infrastructure measurements were being developed to support future cost estimates and bidding.

Participants also briefly discussed City Hall parking lot maintenance, including potential sealing and restriping.

No contracts, purchases, or expenditures were authorized.

10. Conclusion

The scheduled work session proceeded as an informal discussion because a Board quorum was not present.

No formal Board business was conducted. No motions, votes, ordinance approvals, contracts, or binding policy decisions were made.

Note: This document summarizes the topics discussed and does not constitute adopted Board minutes or evidence of formal Board action.

PASSED AND APPROVED THIS 19 DAY OF October, 2026.

Anna Vogel, Mayor

ATTEST:

Rachel St.Pierre, City Administrator