

**MINUTES OF THE BOARD OF ALDERMEN WORKING SESSION
CITY OF BEL-NOR
JANUARY 7, 2025**

The Board of Aldermen of the City of Bel-Nor met for a working session at 8416 Natural Bridge Road, Bel-Nor, MO 63121 at 6:00 p.m. on January 7, 2025. The Board members present at roll call were Alderman Evelyn Days, Alderman Terri Durand, Alderman Jan Nelson, Alderman Charlee McBride and Mayor Anna Vogel.

APPROVAL OF MINUTES:

Call to order: 6:05 pm

New Business for Review:

Review of Budget: Presented by Bill Hook. Actual expenses were pulled to determine budget for 2025. The most significant changes were:

Inspection fees going down due to fewer amount of permit applications, this is an expected downward trend since COVID. For 2025, other fees will be going down due to changes made by the Board in 2024. This includes occupancy permit changes for rentals, change in merchants license, and change in animal license. Court fines continue to go down. Liquor license: this will be trending up in the next few years as the restaurant continues to establish and once the golf course is fully open.

Court fees in 2024 only covered half of the court expenses. This has been on-going for years now and city revenue will continue to cover these costs.

Tax revenue has been budgeted to \$590,000 up from \$522,000 in 2024. This is incremental increases over 11 tax buckets (property, cigarette, use, etc).

For overall total budget in 2025, it is estimated at 977,026 in revenue and 696,948 in expenses. Surplus will be used to repay accounts & loans, put into savings for future capital projects, and rainy day funds for unexpected maintenance. The Board discussed adding additional city-sponsored events and updating the street signs throughout the city.

Aldersperson's Responsibilities: Aldersperson McBride and Aldersperson Nelson made the decision not to run in the April election. Part of this working session was to review aldersperson's responsibility to understand how responsibilities will need to be distributed in 2025.

Aldersperson McBride's responsibilities:

- Residential rental: managing rentals, including tracking rental dates, giving notice to landlords for annual inspections and fees. This is also reviewing landlord's contact information to make sure there is a local contact and getting occupancy permits completed.
- Vacant property: Tracking vacant properties and sending out notifications and invoices every 6 months and completing inspections every 24 months.

- Building permits and inspections: Reviewing all permits applications for approvals, managing the process and communication between inspector and owner/contractor.
- Business licenses: Sending notice and managing process to make sure all business licenses are renewed on Dec 31st.
- Tree Removal: manages emergency city tree removals
- Republic Services: Send notifications to residents for non-payment or lacking a Republic Trash account.
- Neighborhood Preservation: Serves as the city's contact for the Neighborhood Preservation officer
- Miscellaneous: Anything that relates to housing, generally falls to Alderperson McBride.

Alderperson Nelson's responsibilities:

- Police Commissioner: working with the police, for 2025, this meant managing the transition to St. John, selling off equipment, cars, transferring leases on equipment, etc, Also manages neighborhood watch.
- City Courts: filling in at court when needed, working with the courts and ticketing to manage this program and transfer to St. John
- Grants: applying and managing grants. This has been sidewalk repair, city signage, parks, etc. From application to ribbon-cutting, these projects are all managed through Alderperson Nelson.
- City Maintenance: As needed, get bids, manage process, and follow-up as needed. Examples of finished projects in 2024: repairing roof on entrance tower, repainting city hall, new carpet in city hall, repairing the balcony at city hall. This also includes landscaping and managing landscaping in the islands and city-owned property and working with Public Works.
- Cleaning Service: cleans city hall
- City Events: This is a group effort by all alderpersons, but Alderperson Nelson tends to manage most of this.
- Snow Removal: manages the contracts, buying salt, reviewing the forecast and plowing
- Miscellaneous: managing day-to-day issues with public works, maintaining supplies at city hall, etc.

Alderperson Durand's responsibilities:

- Garage Sale: manages the city-wide garage sale annually, including advertising and signing-up residents.
- Pride of the City: manages submission and communicates to the residents, puts out signs. Process happens every 2-3 weeks.

- City Events: Coordinates city events throughout the year.
- Civic Connect Group: working with community leaders, the county, and others to help maintain standards on Hanley Road
- TDD: Bel-Nor's representative for the TDD initiative on the ballot in April 2024.
- Insurance: reviews and bids all insurance for the city and verifies that city's tenants have proper insurance.
- Street lights: Reports street lights that need to be repaired to Ameren.

Aldersperson Days' responsibilities:

- Normandy School District liaison: keeps Bel-Nor up to date on what is happening in the school district.
- Block grants: taking over block grants for sidewalk repairs in Bel-Nor
- Street lights: Reports street lights that need to be repaired to Ameren.

Mayor Vogel thanked everyone for their time and feel that this is a good start to understanding what will need to be handed over.

The meeting adjourned at 7:57 pm

Minutes prepared by Anna Vogel, Mayor of Bel-Nor

Meeting Minutes Approved by Board of Alderman on 1.20.25.

TD [Signature] ED [Signature]
 JN [Signature] CM [Signature]

Meeting Minutes Approved by Mayor on 1.20.25.

[Signature]
 Mayor