

AGENDA
Work Session
STE. GENEVIEVE BOARD OF ALDERMEN
Thursday – January 22, 2026
City Hall, 165 S. 4th St.
Immediately Following 6:00 p.m. Regular Board Meeting

CALL TO ORDER

APPROVAL OF AGENDA

BUSINESS ITEMS

1. Sewer Study Update – Pointe Basse
2. Code Enforcement duties
3. Loss Prevention Policy

OTHER BUSINESS

ADJOURNMENT

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.

Watch Live at <https://www.youtube.com/@Stegentv> or on Spectrum Channel 991.

Posted 01/18/2026

David Bova

City of
STE GENEVIÈVE
MISSOURI

Memo:

Date: January 22, 2026

To: Board of Aldermen

From: D. Bova, City Administrator

RE: Code Enforcement Duties

Issue: In prior meetings, the Board has discussed considering shifting code enforcement duties to the Police Department. Myself and Chief have completed some additional research and have the following recommendation.

Recommendation: I recommend to the Board of Aldermen that, after further examining the results achieved in other communities, the City pursue a collaborative approach to code enforcement involving both the Community Development (CD) Department and the Police Department (PD). Chief and I have discussed how to accomplish this without any additional staff or being overly punitive. Under this approach, the two departments will work in conjunction to enforce city codes and evaluate the effectiveness of this partnership during a transition period. CD staff will communicate standard practices and notification procedures to PD and work with PD regarding what nuisance and other ordinance violations CD staff typically address; PD will handle notification and follow up including Notices of Violation and citations. CD will continue to enforce building code violations. Based on the outcomes of this effort, and as recommended by the Chief of Police and myself, the City may consider a future transition of primary code enforcement responsibilities to the Police Department, which would allow the CD Department additional time and capacity to focus on economic development and related growth initiatives.

MEMO

To: Board of Alderman

From: Daniel Halek, Chief of Police

Date: January 14, 2026

Subject: Code Enforcement

At the December Board Meeting, there was a discussion regarding the future of the Code Enforcement position and how best to structure this function moving forward. After considering the various ideas presented, I am formally recommending that the Police Department assume responsibility for code enforcement activities.

In many small communities, enforcement of city ordinances is already handled by the police department as part of standard operations. Transitioning this responsibility would provide several operational and service benefits to the city.

First, officers are actively patrolling city streets twenty-four hours a day, seven days a week. This allows for consistent contact with citizens at any time, rather than being limited to traditional weekday business hours. Officers can observe issues as they occur, respond promptly to complaints, and engage directly with residents in real time.

Second, the Police Department maintains detailed records of all contacts and enforcement activity in the Omnigo reporting system. This allows officers to quickly review prior warnings or violations at a specific address and take appropriate, consistent action. All documentation would be stored in a single system, ensuring accuracy, organization, and continuity.

Third, the Community Development employee lacks the authority to issue citations and must rely on an officer for enforcement. By assigning code enforcement directly to sworn personnel, corrective actions can be taken on scene without delay, improving efficiency and compliance.

Finally, shifting this responsibility would allow the Community Development employee to focus fully on other city initiatives and administrative priorities, improving overall productivity and service delivery.

This recommendation does not include a request for additional staffing or a part-time officer. Code enforcement duties would be incorporated into existing daily operations, primarily under the supervision of supervisory staff. All officers of the Ste. Genevieve Police Department are held to a high standard of professionalism and community service. While call volume or special events may limit proactive enforcement, violations can still be addressed promptly when complaints are received.

I believe this transition would improve responsiveness, accountability, and overall service to our community while enhancing operational efficiency across departments. I welcome the opportunity to discuss this recommendation further.

Respectfully,

Daniel Halek

Chief of Police

Ste. Genevieve Police Department



Memo:

Date: January 22, 2026
To: Board of Aldermen
From: D. Bova, City Administrator
RE: Loss Prevention Policy Adoption

Issue: Our MIRMA representative has recommended adoption of a Loss Prevention policy in order to better reflect our policies regarding the loss exposures the city and city employees face. I have worked with MIRMA to adapt their standard Loss Prevention Policy to fit within our current municipal environment and staff structure. Some of these policies further clarify current policies in the personnel manual and some are new but reflect practices we are currently conducting.

Recommendation: Adopt the Loss Prevention Policy.