

Handbook for Appointed Boards, Committees and Commissions



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CITY OF LAKE SAINT LOUIS HANDBOOK FOR APPOINTED BOARDS, COMMITTEES AND COMMISSIONS

In order to assist in setting direction for the City, the Board of Aldermen considers the advice of citizens who serve on its various boards, commissions and committees as an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience of the elected decision makers.

ARTICLE I

Purpose:

The Purpose of this Handbook for Appointed Boards, Commissions and Committees is to explain the role of the boards, commissions and committees in advising the Board of Aldermen and to set forth guidelines to assist in carrying out their work.

City Structure:

In order to be more effective in fulfilling their purpose, board, committee and commission members should understand the organizational structure of the City.

The City of Lake Saint Louis is a fourth class municipality operating pursuant to the RSMo Chapter 79 and the Lake Saint Louis Code of Ordinances.

The citizens have chosen a Board/Administrator form of government. Under this form, the citizens elect six (6) council members, two (2) from each of the three wards, and one mayor at large. The entire board elects the mayor pro tem. The Board of Aldermen sets the goals and policies for city government, and annually adopts a budget in support of city activities.

City staff, under the direction of the city administrator is responsible for carrying out the direction of the Board of Aldermen in implementing programs and services. The city administrator, city clerk, and city attorney report directly to the Board of Aldermen. Department directors and their staffs are under the direction of the city administrator.

As the City's chief executive officer, the city administrator, oversees responsibilities for the day-to-day administrative affairs of the city, including assigning staff to assist boards, commissions, and committees in carrying out their responsibilities. The city administrator is responsible for conveying and implementing board policy.

ARTICLE II. BOARD MEMBER EXPECTATIONS

Missouri Sunshine Law

Missouri's commitment to openness in government is clearly stated in Section 610.011 of the Sunshine Law: "It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.200 shall be liberally construed and their exceptions strictly construed to promote this public policy."

The law sets out the specific instances when a meeting, record or vote may be closed, while stressing these exceptions are to be strictly interpreted to promote the public policy of openness.

Public meetings, including meetings conducted by telephone, Internet or other electronic means, are to be held at reasonably convenient times and must be accessible to the public. Meetings should be held in facilities that are large enough to accommodate anticipated attendance by the public and accessible to persons with disabilities.

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings.

If a person who has been duly appointed to serve on a board, committee, or commission is found to be absent without due cause or has not been excused by the chairman for more than three (3) consecutive meetings, the Board of Aldermen, by motion duly made and passed by the majority, may find the person has forfeited, vacated or abandoned his/her appointment. The mayor, with the consent of the majority of the Board of Aldermen, shall fill the vacancy for the remainder of the term.

Conflicts of Interest

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City.

All officials should be familiar with Chapter 119, Conflict of Interest, of the Lake Saint Louis City Code.

The objective of the Board of Aldermen is for appointed persons to avoid any conflict of interest. A member should also consciously avoid even the appearance of impropriety. The following guidelines should be considered.

If a board member has acquired confidential information in the course of official duties, that information cannot be used to substantially further the member's personal financial interests.

Occasionally, gifts are offered to board members. All officials need to be familiar with the Lake Saint Louis gift policy in the City Code Section 117.210.

Solicitation of gifts from persons doing or seeking to do business with the City by employees and officials of the City of Lake Saint Louis is prohibited. Modest and customary business hospitality and entertainment may be accepted.

If it appears under the circumstances that a gift has been offered to the member for the purpose of rewarding the member for official action, the board member should refuse the gift.

If a gift is of substantial value and would tend to improperly influence a reasonable person, the gift must be refused. A gift of substantial value includes an economic benefit such as loans at a rate substantially lower than the current commercial rate for similar loans. Such an economic benefit would also include compensation received for personal services that substantially exceeds the fair market value of the services.

All elected and appointed officials, as well as employees of a political subdivision, must comply with Section 105.454, RSMo. on conflicts of interest as well as any other State law governing official conduct.

State law provides that a board member shall not hold an interest in a business or undertaking that possibly may be directly and substantially economically affected by any official action of the member's board.

A board member shall not perform an official act causing an economic detriment to the member's business or personal competitors.

A board member shall not engage in a substantial financial transaction for private business purposes with a person under the direction of that member's board.

If a member has a personal or private interest in any matter before the board, the member must disclose the interest to the board, must not vote on the matter, and must refrain from attempting to influence the other board members in voting on the matter. The member should consider not only his or her financial interest and investments, but also those of spouse and children.

If you are unsure of your legal responsibilities on any matter coming before your advisory body, you should seek the advice of the city administrator's office as soon as possible before the meeting.

Training for New Board Members

Recognizing that a newly appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board, commission, or committee, each will provide informal and/or formal training opportunities for each newly appointed member. Training may include presentations on the responsibility of board and commission members, parliamentary procedure, conflicts of interest, specific board or commission mission, consensus and decision making model, city administration overview, open meetings, and language of local government and commonly used abbreviations and acronyms.

Board Responsibilities

Each advisory board, committee, and commission is responsible to be aware of stated duties/responsibilities specific to their board, committee, or commission as stated in the ordinances. Members may be asked to investigate and make thoughtful recommendations to the Board of Aldermen and city staff on issues coming before it. Such recommendations often are most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Recommendations can come from the Board of Aldermen, from city staff, the citizens of Lake Saint Louis and from the board members themselves. The Board of Aldermen does not wish to impose a rigid structure upon the thoughts and ideas of any board, committee or commission, but recommendations should show consideration for the goals adopted by the Board of Aldermen.

The normal channels for communication between the Board of Aldermen and the boards, committees and commissions are through city staff in the affected department and the aldermen liaison to the board. Appointees are always free to communicate directly with the Board of Aldermen on any matter concerning their areas of responsibility.

In considering recommendations from board, committees and commissions, the Board of Aldermen will attempt to balance the many diverse interests in our community.

Qualifications

No person shall be appointed or continue to serve on any city board or committee if city taxes are in arrears, except for boards and commissions authorized specifically by State Statues. The board member may be removed by a two-thirds (2/3) vote of all the members of the Board of Aldermen independently of the mayor's approval or recommendation.

Code of Ethics

The citizens and businesses of Lake Saint Louis, Missouri are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity.

To this end, the Lake Saint Louis Board of Aldermen has adopted the International City/County Management Association (ICMA) Code of Ethics for members of the Board of Aldermen and of the city's boards, committees and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

A copy of the ICMA Code of Ethics is available at City Hall.

ARTICLE III. ORGANIZATION OF BOARDS, COMMISSIONS AND COMMITTEES

Annually, each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board as provided by city ordinance. If a city staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary.

Duties of Chairperson

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas and facilitate the overall decision process.

The chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the working of the item upon which they are voting.

It is also the chairperson's responsibility to sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board.

The chairperson, working with the staff liaison, is responsible for preparing the agenda for each meeting and assuring its circulation in advance to all members of the board and other persons who have requested notification and to ensure public notice of the board's regular and, if any, special meeting.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his

office by the board. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Recording Secretary

The recording secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. The secretary prepares an agenda in advance of each meeting. A copy of the approved minutes from each meeting shall be deposited with the Lake Saint Louis city clerk. Minutes from meetings shall be recorded as soon as possible. The recording secretary function shall be performed by City staff and if required by law, an appointed member will be elected secretary for the purpose of executing documents.

Officers' Terms of Office

The term of office for the chairperson and the vice chairperson shall be one year. Each officer shall be eligible for re-election. However, chairpersons are encouraged not to serve for more than two consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

Board of Aldermen Liaison

The Board of Aldermen liaison assigned to a board or commission shall serve the following roles:

1. Serve as the primary formal contact with aldermen.
2. Help resolve questions the board or commission may have about the role of the Board of Aldermen, municipal government, and the board or commission.
3. Establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
4. Provide procedural direction and relay the Board of Aldermen's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
5. Serve as aldermen contact rather than an advocate for, or ex-officio member of, the board or commission.

ARTICLE IV. CONDUCT OF MEETINGS

Public meetings:

Chapter 125 of the Lake Saint Louis City Code clarifies rules for all meetings.

All meetings where public business is discussed must have been properly advertised no less than 24 hours before the meeting, must be properly posted showing the specific

agenda, must be open to the public, and have a quorum (majority of all members) of the board, commission or committee present. Proper minutes must be recorded of the meeting.

Some subjects require meetings to be closed, but the city administrator's office should be consulted to clarify the propriety of such a meeting.

Special Meetings:

Special meetings other than set meetings may be called by the chairperson, vice chairperson or by two members of the board. A specific notice and agenda must be posted no less than 24 hours before the meeting. Weekends and holidays are not counted as part of the 24 hour notice.

Rules of order:

All meetings must be held in a manner that assures an orderly and focused discussion and facilitates the input of all members of the board.

Public Hearings:

A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of the public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

Following the public hearing, board members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting. Further information regarding the conduct of public hearings is available from the city administrator's office.

Decorum at meetings:

It is expected that all meetings will be held in an organized, business-like manner. Appropriate behavior of board members and the public is expected and will promote open meetings that welcome debate of public policy issues being discussed by the Board of Aldermen, and city boards, committees and commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

Attendees must refrain from behavior which disturbs, disrupts or impedes the orderly conduct of the meeting.

ARTICLE V. APPOINTMENTS AND VACANCIES

Unless otherwise provided by state law or by the ordinance establishing the particular board, committee or commission, the following guidelines will be used in dealing with appointments and vacancies to boards, committees and commissions:

The mayor makes all appointments to boards, committees and commissions with the approval of the Board of Aldermen.

Citizens must fill out a Notice of Interest to Serve. This is available at the end of this handbook, on-line, or from the city clerk's office. The form is submitted to the city clerk's office. The mayor may use this list to develop his/her choices for appointments to the various boards, committees, and commissions that are presented to the Board of Aldermen for approval.

The appointee will receive a letter from the City Clerk's office verifying his/her appointment and a Handbook for Appointed Boards, Committees, and Commissions.

If at some point, the appointee is unable to serve, a written resignation must be submitted to the mayor directly or through the committee chairperson. This officially ends the appointee's obligation to the City and a vacancy is declared.

At the point a vacancy has been declared, the staff person or chairperson can advertise the position to the public through local media.

ARTICLE VI. EXPENSE REIMBURSEMENT

The city will reimburse any member of a board, committee or commission who incurs expense for travel, lodging, registration fees and the like, where such expenses have been provided for in the budget of the department with which the board is connected. To make sure that an anticipated expense is authorized, all subject expenditures must be cleared in advance through the department head.

APPENDIXES--BRIEF DESCRIPTIONS OF BOARDS AND COMMISSIONS

ARCHITECTURAL REVIEW BOARD

The Architectural Review Board (ARB) meets to review and approve all new residential construction. It is necessary for the general welfare of the city that buildings and structures are erected in conformance to certain minimum architectural standards of appearance and conform to the surrounding natural environment and existing structures. Undesirable structures negatively affect the property values and the welfare of the city.

Appeals to the Architectural Review Board or staff decision shall be heard and decided by the Building Appeals Board. Building Appeals Board decisions may be appealed to the Board of Adjustment.

This committee meets every Tuesday morning at 8 a.m. and consists of three (3) regular members and three (3) alternate members. Terms are for two (2) years.

All members need to be familiar with Chapter 400, Article III of the Lake Saint Louis City Code.

BOARD OF ADJUSTMENT

The Board of Adjustment is a quasi-judicial body designated by the zoning ordinance and state law to perform the following functions:

- 1) Interpret the zoning ordinances
- 2) Grant “variances” from the strict letter of the provisions of the zoning ordinance.
- 3) Grant special use permits and conditional use permits

Any person or entity may appeal a finding, determination, notice or action taken under the provisions of Chapter 405 of the Lake Saint Louis City Code to the Board of Adjustment.

Applications for an appeal must be submitted no later than 21 days in advance of meetings which are held on the third Thursday of the month at 7 p.m.

The appeal of any protested decision or action needs to be a written request describing the basis of the appeal and submitted to the office of the City Clerk. The appeal will be addressed at the next regular meeting of the Board of Adjustment giving the appellant and any other interested party an opportunity to make their case as to why the determination should not be upheld. At the end of the meeting the Board will make a final conclusive determination.

The Board is made up of five (5) regular members and three (3) alternate members.

BOARD OF ALDERMEN

The qualifications to serve as an Alderman include the following: the person must be at least twenty-one (21) years old, be a citizen of the United States and a resident of the ward in the City of Lake Saint Louis for one (1) year at the time of filing.

The qualifications to serve as Mayor include the following: the person must be at least twenty-five (25) years of age, a citizen of the United States, and a resident of the City at the time of and for at least one (1) year before the election.

The Mayor and Board of Aldermen of the City of Lake Saint Louis have the care, management and control of the City and its finances, and the power to enact and ordain any and all ordinance that do not contradict the Constitution, Federal Statutes, and laws of the State of Missouri and such they deem expedient for the good government of the City, the preservation of peace and good order, the benefit of trade and commerce and the health of the inhabitants of the City, and such other ordinances, rules and regulation as may be deemed necessary to carry such powers into effect and to alter, modify or repeal the same.

Chapter 110, Article I provides further information.

BUILDING APPEALS BOARD

The Lake Saint Louis Building Appeals Board consists of three (3) members who are residents of the City of Lake Saint Louis. The term for the Building Appeals Board shall be for two (2) calendar years.

Meetings are held as needed.

The Building Appeals Board shall hear and decide appeals of the Architectural Review Board and staff decisions regarding granting building permits, Building Code interpretation, and Building Code enforcement actions. The Building Appeals Board shall also hear appeals to orders to abate nuisances as described in Chapter 220 of the Lake Saint Louis City Code.

Members need to be familiar with Chapter 120, Article VI of the Lake Saint Louis City Code.

DEVELOPMENT REVIEW BOARD

The Development Review Board shall review and approve all non-residential development and structures within the City of Lake Saint Louis.

It is necessary for the general welfare of the community that buildings and structures erected in the City shall conform to certain minimum architectural standards of

appearance and conformity with the surrounding natural environment and existing structures.

Further, unsightly and unsuitable structures, detrimental to the stability of property values and the welfare and happiness of the community, must be avoided and appropriate standards guiding development decisions shall be fostered and encouraged.

The environmental design standards contained in Chapter 430, Article IV are to be used by the City of Lake Saint Louis Development Review Board to evaluate the visual compatibility of proposed structures with the existing built and natural environment of the City.

The board consists of six (6) members; five (5) voting members plus the City Development Administrator. Meetings are held on as needed basis.

GREEN ENVIRONMENTAL ADVISORY COMMITTEE

The Green Environmental Advisory Committee has been established to advise the City of Lake Saint Louis elected officials and staff on energy and environmental issues, and assist in efforts to inform and educate the Lake Saint Louis community on the wise use of natural resources, sustainable energy use, new recycling opportunities and other pertinent green environmental matters.

The Board consists of 7 members. The Board will meet on the last Friday of the month at 9:00 a.m., or on-call of the Chairman for one full year. Thereafter, the Committee will meet only on “as needed” basis.

PARK BOARD

The purpose of the Park and Recreation Board is to recommend park and recreation programs for the use and benefit of the residents of Lake Saint Louis. The Board shall evaluate current and future park and recreation needs and develop plans for them.

The Board will consist of nine(9) members, seven (7) members at large and two (2) alternate members, including one (1) representative of the Lake Saint Louis Community Association and normally meets once a month on the third Tuesday, at 7pm.

The Board of Aldermen shall have exclusive control of and authority over all City owned or controlled park and recreation services, facilities and activities.

Members need to be familiar with Article II, Section 120.060 of the City Code.

PLANNING AND ZONING

The Planning and Zoning Commission shall consist of nine (9) members who shall serve without compensation and shall include the Mayor, if the Mayor chooses to be a member, a member of the Board of Aldermen selected by the Board of Aldermen, if the Board of

Aldermen chooses to have a member serve on the Commission, and seven (7) residents of the City appointed by the Mayor and approved by the Board of Aldermen. The term of each citizen member shall be for four (4) years. Any vacancy shall be filled for the unexpired term by appointment as explained. The Board of Aldermen may remove any citizen for cause stated in writing and after public hearing.

A chairperson is elected annually from among the appointed members with voting rights and shall have authority to employ assistants and technical advisors as is consider necessary within the limits of its budget appropriations.

The Commission is responsible for preparing and submitting to the Board of Aldermen for its approval a master plan for the physical development of the City, and preparing comprehensive zoning requirement and procedures. The Commission hears applications for amendments and modifications of the Chapter of the City Code, and considers requests for special use permits.

Members should be familiar with Article I Section 400.010 and Chapter 405 of the City Code.

PERSONNEL REVIEW BOARD/POLICE REVIEW BOARD

This board consists of four (4) residents, three (3) of whom serve as regular members with full voting rights. The fourth (4th) is an alternate member voting in the absence of a regular member. Members serve for two (2) years concurrent with and terminate with the Mayor.

The board serves as a personnel review board for the City employees and hears personnel appeals as outlined in Chapter 117 of the City Code and Personnel Manual. Procedure and duties of this board are also defined in Chapter 117. The hearing board shall hold a hearing and shall file its recommendations with the Mayor and Board of Aldermen. The decision of the Board of Aldermen shall be final.

TREE BOARD

This board consists of five (5) regular members who are residents of this City who shall be appointed by the Mayor with the approval of the Board of Aldermen. The Community Forest Manager shall be an ex officio member of the City Tree Board. Two (2) alternate members shall also be appointed to serve in the absence of or disqualification of a regular member. The alternate members shall only have voting rights when a quorum of the regular members is not present, in which case both alternate members may vote.

Each regular member shall be three (3) years. One (1) alternate shall have a term of two (2) years and one (1) alternate shall have a term of three (3) years.

The responsibility of the Tree Board is to study, investigate, counsel and develop and/or update annually, and administer written plans (annual long range) for the care,

replacement, maintenance and removal or disposition of trees and shrubs in parks, along streets and in other public areas. The plan shall constitute the official comprehensive Community Forest Plan for the City of Lake Saint Louis, Missouri

TAX INCREMENT FINANCING (TIF)-INACTIVE

The TIF Commission shall serve as an advisory body to the Board of Aldermen as it relates to the consideration of tax increment financing proposals submitted by interested parties or initiated by any public agency. The TIF Commission shall hold public hearings and provide notice on proposed redevelopment plans, redevelopment projects and designation of redevelopment areas.

The Commission will hold hearings on proposed redevelopment plans. Redevelopment projects and designations of redevelopment areas and shall vote within thirty (30) days and make recommendation to the Board of Aldermen within ninety (90) days of the hearing.

The TIF Commission shall consist of two (2) classes of members: City appointees and other appointees. The TIF Commission shall consist of nine (9) persons of which six (6) shall be City appointees and three (3) shall be other appointees. Appointments are for four (4) years.

Other appointees shall be appointed in the event that a redevelopment plan, redevelopment project or redevelopment area is proposed to be established or amended, two (2) other appointees shall be appointed by the school board whose district is included within the redevelopment plan or redevelopment area and one (1) other appointee shall be appointed by any manner agreed upon by the other affected taxing jurisdictions levying an ad valorem taxes within the contemplated redevelopment area selected to be included in a redevelopment plan, excluding the City of Lake Saint Louis. The term of other appointees shall consist of the period from the time that the affected school district and other taxing jurisdictions are notified in writing of a proposed redevelopment plan or designation of a redevelopment area until final approval or disapproval of the redevelopment plan, redevelopment project or designation of a redevelopment area by the Board of Aldermen in response to the initiating proposal.

If the affected school district or the other taxing jurisdictions fails to appoint other appointees to the TIF Commission within thirty (30) days of receipt of written notice of a proposed redevelopment plan, redevelopment project, or designation of a redevelopment area, the remaining City appointees and other appointees may proceed to exercise the power of the TIF Commission.

Chapter 120 Article V of the Lake Saint Louis City Code provides additional information.

IDA (INDUSTRIAL DEVELOPMENT AUTHORITY) INACTIVE

The Industrial Development Authority of Lake Saint Louis is a local corporation organized under chapter 349 of the Revised Statute of Missouri. The IDA was formed to facilitate the issuance of tax-free industrial development bonds for the development of commercial, industrial, and manufacturing facilities in the city.

Members of the IDA must be qualified electors of and taxpayers in St. Charles County or the City of Lake Saint Louis. No member shall be an officer or employee of the county or municipality.

