



MEMORANDUM

To: Mayor Pat Fribis and the Board of Aldermen

From: Brittany Gillett, City Administrator

Date: June 7, 2022

Re: Board, Committee, and Commission Information

At the May 10th Board of Aldermen meeting, a motion was made directing the City Attorney to draft an ordinance which would allow any member of the Board of Aldermen and the Mayor to nominate individuals for the City's various Boards and Commissions. Currently, the ordinance requires that the Mayor nominate and the Board approve each nominee.

As was pointed out, both the Park Board and the Planning Commission require Mayoral appointment with Board approval, by state statute (89.320, 67.765). All other City of Sunset Hills Boards, Commissions, or Committees are eligible for a change in nomination procedure with the amendment of Sections 2-50 and 2-51 of the city code and various other ordinances which govern the individual Boards.

Board of Adjustment

The City Code of Ordinances covers the appointment terms and organization of the Board of Adjustment (Section 9.1). The Board of Adjustment shall consist of five members who shall be residents in the City of Sunset Hills. The term of office of the members of the Board of Adjustment shall be for five years. Three alternate members may be appointed to serve in the absence of or the disqualification of the regular members. All members and alternates shall be removable for cause by the Board of Aldermen upon written charges and after public hearing.

Current members of the Board and their total number of absences since January of 2021 are below:

Bill Weber	0
Larry Smith	0
Josh Arnold	3
Mark Naes	0
John Haasis	0
Kurt Krueger*	n/a
Ronald Hack*	n/a

Economic Development Committee (Business Development Committee)

The City Code of Ordinances covers the appointment terms and organization of the Economic Development Committee (Section 2.216-219). The committee shall be composed of eight (8) members, consisting of the chairman of the planning and zoning commission and seven (7) other members whose terms shall be of a two (2) year duration. No more than three (3) members may be elected officials. Members shall be appointed by the mayor with the approval of a majority of the board of aldermen. The chairman shall be selected by the mayor with majority approval of the board of aldermen. The city engineer shall be an ex-officio, nonvoting member. Vacancies shall be filled for the unexpired term only.

Current members of the Board and their total number of absences since January of 2021 are below:

Thompson Price	0
Jim Hinlo	2
Kat Forand	1
Christine Lieber	0
John Stevens	0
Terry Beiter	2
Bill Taylor	2
Deb Wilke	2

Finance Committee

The City Code of Ordinances covers the appointment terms and organization of the Finance Committee (Section 2.242).

The committee shall consist of six (6) members. Two (2) shall be aldermen and four (4) shall be citizens. Members shall be appointed by the mayor, subject to the approval of the board of aldermen. Each member shall serve for a term of two (2) years or until a successor is appointed and qualified. There shall be no limit on the successive terms a member may serve. One (1) of the aldermen shall serve as chair. The chair shall be appointed by the mayor, subject to the approval of the board of aldermen. The chair shall serve a one (1) year term and there shall be no limit on the number of successive terms the chair may serve. The three (3) citizen members, as a group, should possess the combined skill set to be regarded as financially literate as determined by the following attributes:

An understanding of generally accepted accounting principles and financial statements;

Experience in preparing, auditing, analyzing, or evaluating financial statements;

An understanding of internal controls and procedures for financial reporting;

a basic understanding of investments

In order to qualify as financially literate, a person must have acquired one (1) or more of the above attributes via the following:

Education and experience as a financial and/or accounting officer, controller, CPA, auditor, or other related experience;

Supervisory experience as a principal financial, accounting, auditing, or other related function

A quorum shall consist of four members; two of which shall be elected officials.

In the event of a vacancy, a new member shall be appointed by the mayor, subject to the approval of the board of aldermen, to fill the unexpired term. All members of the finance committee shall serve without compensation.

Current members of the Board and their total number of absences since January of 2021 are below:

Jeff Camilleri	1
Mark Colombo	2
Fred Daues	0
Mike Fitzgerald	1
Joe Stewart	1
Mike Sawicki	7

Gempp Commission

The City Code of Ordinances covers the appointment terms and organization of the Gempp Committee (Section 2.262-264).

The commission shall consist of five (5) members, each of which shall be appointed by the mayor and approved by the board of aldermen. The terms of each commission member shall be three (3) years, with the exception that of the first members appointed two (2) shall serve for one (1) year, two (2) shall serve for two (2) years and one (1) for three (3) years. Thereafter, each member shall be appointed for a three-year term. Three (3) members of the commission shall be nominated by the board of aldermen of the city and two members shall be nominated by the Lindbergh School District.

Current members of the Commission and their total number of absences since January of 2021 are below:

Jim Koeger	0
Sherri Schmidt	0
Jan Hoffmann	2
Scott Goodrich	3
Jennifer Lages	3

Parks and Recreation Commission

As noted above, State Statute requires that appointment to this particular Board be made by the Mayor with approval of the legislative body. It has been determined by the City Attorney that City's Park Commission was created as a 67.765 Park Commission. This statute does have appointment by the Mayor, however the City's code section is still not technically correct because the statute provides not more than 9 persons and that members shall serve for 5 years (the code says 3 years and 11 members). Currently, the city's ordinances state that the city park and recreation commission shall consist of eleven (11) members. Two (2) of the members shall be from each ward, and there shall be three (3) members at large. No more than three (3) members may be elected city officials. Members shall be appointed by the mayor subject to the approval of the board of aldermen. Each member shall serve for a term of three (3) years or until a successor is appointed and qualified. There shall be no limit on the number of successive terms a member can serve. The parks director shall be a nonvoting, ex officio member of the commission and shall attend commission meetings. In the event of a vacancy, a new member shall be appointed by the mayor subject to the approval of the board of aldermen to fill the unexpired term. All members of the park and recreation commission shall serve without compensation. Additionally, the statute requires that all members of the city park and recreation commission shall attend at least seven (7) meetings per calendar year. Failure to attend seven (7) meetings as set out above shall be just cause for removal from the commission after review and vote by the board of aldermen.

It is recommended that the City amend its' ordinance to match the state statute requirements and work to get into compliance as the member's terms expire. The newly drafted ordinance allows for 2 members from each ward and changed from 3 members at large to 1 member at large for a total of 9 members to serve for 5 year terms, all to comply with the statute.

Though attendance is only taken at formal meetings, members of the Parks and Recreation Commission are asked to participate in various events throughout the year. Current members of the Commission and their total number of absences since January 2021 are below:

Doug Mcguire	0
Ester Gier	7
Greg Colombo	1
Casey Wong	3
Shelia Sanders	2
Kelly Finney	3
Pam Livingston	8
Jill Yarasheski	4
Blake Harris	5
Claudia Svoboda	3
Natie Akins	1

Planning and Zoning Commission

As noted above, State Statute requires that appointment to this particular Board be made by the Mayor with approval of the legislative body. The commission shall consist of nine (9) members, with eight (8) members consisting of two (2) residents from each ward and one (1) member at large, irrespective of ward residence. The members shall be nominated by the mayor and approved by the board of aldermen. Each member shall serve for a four-year term and may be reappointed an indefinite number of times. With respect to the initial appointments, the mayor and board shall have the discretion to set the expiration dates of each term at more or less than four (4) years in order to stagger the terms, pursuant to RSMo. 89.320. The members of the commission shall be residents of the city, be at least twenty-one (21) years of age, and shall hold no other elected or appointed office of the city.

Current members of the Board and their total number of absences since January of 2021 are below:

Terry Beiter	3
Todd Powers	5
Michael Hopfinger	6
Mike Svoboda	0
Roger Kaiser	1
Rich Gau	0
Brian VanCardo	5
Steve Young	0
Frank Pellegrini	6

Police Advisory

The City Code of Ordinances covers the appointment terms and organization of the Police Advisory Board (Section 2.211-212). The board shall consist of seven (7) members with one (1) member from each ward (who may also be an alderman), one (1) alderman and two (2) members at large. All members shall have a vote and shall serve at the will of the mayor and board of aldermen.

Current members of the Board and their total number of absences since January of 2021 are below:

Randy Epperson	0
Christine Lieber	0
Kelly Snyder	1
Jesse Finney	1
Tom Price	1
Steve Kruse	0
Harry Schillinger	1

Pool Advisory

There is no ordinance governing the Pool Advisory Committee. The current policy practiced is: The Pool Advisory Commission is composed of one Alderman who acts as the Chairman, and citizen volunteers. There are no term expiration dates. The Chairman is appointed by the Mayor with approval from the Board of Aldermen.

Current members of the Board and their total number of absences since January of 2021 are below:

Jan Hoffmann, Chairman	0
Pat Duke	1
Patricia Fribis, Mayor	0
Aimee Monda	2
Lisa Soto	1

Public Works Committee

The City Code of Ordinances covers the appointment terms and organization of the Public Works Committee (Section 24.22-23). The public works committee shall consist of one (1) alderman from each ward. The public works director shall serve as an ex officio member of the committee. The chair of the committee shall be designated by the mayor with the approval of the board of aldermen. The members shall be nominated by the mayor for a term which coincides with the alderman's term of office, and approved by the board of aldermen.

Current members of the Board and their total number of absences since January of 2021 are below:

Cathy Friedmann	0
Joe Stewart	7
Fred Daues	0
Casey Wong	0

Swim and Dive Advisory Committee

The City Code of Ordinances covers the appointment terms and organization of the Swim and Dive Advisory Board (Section 19-45). The city's swim and dive advisory committee shall consist of seven (7) members. At least four (4) must be city residents and the remaining three (3) can be non-residents. No

more than two (2) members may be elected officials. Members shall be appointed by the mayor subject to the approval of the board of aldermen. The original terms shall be three (3) members will be appointed for three (3) years, two (2) members for two years and two (2) members for one-year terms; thereafter each term shall be three (3) years. There shall be no limit on the number of successive terms a member can serve. The city's representative shall be a nonvoting, ex officio member of the commission and shall attend committee meetings.

However, in practice, following this strict ordinance has been difficult. Typically, members are serving in conjunction with their children's participation on the swim and dive team. Additionally, appointments are made on an as-needed basis and members served in a job-related role rather than an ongoing appointment. It would be the recommendation of Staff to remove the ordinance governing the Swim and Dive Advisory Board and allow it to continue functioning as it has historically.