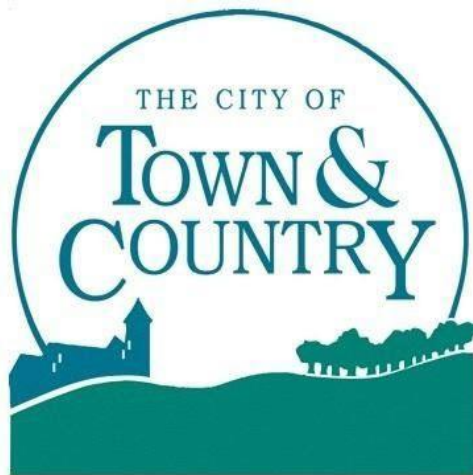


# **Informational Handbook for Boards, Commissions, Task Forces & Committees**



**City of Town and Country  
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Town and Country, MO 63131  
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## City of Town and Country Commission Handbook

This informational handbook is intended for use by resident volunteers serving on advisory boards, commissions, task forces, and committees of the City of Town and Country. The term or reference to “commission” throughout this handbook shall apply to any volunteer appointed to a recommending body or group, regardless of its title, unless otherwise stated. The information contained in this handbook is for descriptive purposes only and is not intended to supersede or act as a substitute for any legal provisions stated in the Revised Statutes of Missouri or in the Municipal Code of the City of Town and Country.

Please feel free to contact City Clerk Ashley McNamara at (314) 587-2806 or [McNamaraAN@town-and-country.org](mailto:McNamaraAN@town-and-country.org) with any questions.

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## City of Town and Country Commission Handbook

### **APPOINTED CITIZEN GROUPS – OVERVIEW**

The City of Town and Country is served by a number of citizens that volunteer as members of various boards, commissions, task forces and committees, referred to collectively as “commission” throughout this publication. Each commission exists to provide the Mayor, Board of Aldermen, and staff members with insight into areas of citizen interest or concern, with the exception of the Board of Adjustment. These groups are intended to make recommendations to the elected officials, while all legislative authority is vested in the Board of Aldermen. The Board of Aldermen is prohibited by law from delegating its legislative duties to another body but will often seek recommendations from related or specifically focused groups. The citizen members of a commission shall serve for a period of two (2) years or until his/her successor is appointed. Citizen member terms shall expire each year on May thirty-first (31st), except for Planning and Zoning (4 years) and Board of Adjustment (5 years) which will expire according to date of appointment. The “at-large” members of a commission shall have the same duties, obligations, and voting power as those appointed as “regular/alternate” members.

<b>Body</b>	<b># of Members</b>
Architectural Review Board	8 Regular
Board of Adjustment	5 Regular, 3 Alternate
Conservation Commission	8 Regular, 2 At-Large
Parks & Trails Commission	8 Regular, 2 At-Large
Planning & Zoning Commission	8 Regular Mayor Aldermanic Liaison
Police, Fire & EMS Commission	8 Regular, 2 At-Large
Community Art & Culture Commission	8 Regular, 2 At-Large
Public Works Commission	8 Regular, 2 At-Large
Ways & Means Commission	8 Regular, 2 At-Large Mayor

## City of Town and Country Commission Handbook

### **THE ROLE OF A COMMISSION MEMBER**

A member of a commission serves an important role in the community. The input from members and various commissions are vital in shaping the policies under which the City operates.

Pursuant to the Municipal Code, all commission members are nominated for appointment by the Mayor with the advice and approval of a majority of the members of the Board of Aldermen. Exceptions include the Planning & Zoning Commission and Board of Adjustment, whose potential appointees must stand for interview prior to appointment.

By accepting a position on a commission members agree to:

1. Conduct the meeting in accordance with Robert's Rules of Order, the most current edition, with regard to maintaining order at public meetings.
2. Review the meeting material, as distributed by the Chairman or staff liaison, in advance of the meeting, so that they are prepared to participate in discussions.
3. Attend all meetings unless absence is excused by the Chairman of the commission. If there is a non-participating member, a "status of service" letter shall be sent by the City Administrator to the non-participating member, at the discretion of the Chairman of such board or commission, pursuant to Section 125.020 (C) of the Municipal Code.
4. Accept and adhere to the Code of Ethics of the City of Town and Country contained in Chapter 120 of the Municipal Code and sign a certificate of ethical compliance to be kept on file by the City Clerk.
5. Respect all members of the public in attendance at meetings and recognize that public input and participation is vital to a thriving community.
6. Ensure that all public meetings are open to reasonable public participation as determined by the Chairman and as required by law. The Chairman shall have the authority and discretion to determine the extent and manner of public participation.
7. Submit goals and objectives for the upcoming year to the Mayor and Board of Aldermen no later than June thirtieth (30th), with the exception of the Board of Adjustment and Planning and Zoning Commission.

Each commission shall meet at least quarterly per year or as called by the Chairman and/or delineated in the Municipal Code. Each body shall also elect a vice chairman from its citizen members on an annual basis to serve in the absence of the Chairman.

Expiration of tenure on all commissions is set forth by City ordinance. Each member shall serve until his/her successor is appointed and confirmed.

## City of Town and Country Commission Handbook

### **SUPPORT OF COMMISSION ACTIVITIES**

#### ***Role of the Chairman***

A member of the Board of Aldermen is appointed by the Mayor to each commission, as the Chairman, with the advice and approval of a majority of the Board of Aldermen. The exceptions are the aldermanic liaison to the Planning and Zoning Commission, who is chosen and voted on by the Board of Aldermen and does not serve as Chairman. The Board of Adjustment does not contain any elected officials within its membership and operates under statutory direction. Each Chairman shall be a voting member and count towards the establishment of quorum. The Chairman's overall role is to communicate the needs, policies, and interests of appointed groups to the Board of Aldermen, and present the recommendations made and discussions held by the body. Aldermanic Chairmen and liaison assignments are made on an annual basis shortly after the General Municipal Election.

The role of the Chairman is as follows:

1. To call and chair meetings ensuring that they are run according to Robert's Rules of Order, most current edition, and are open to the public with reasonable consideration for public input and participation.
2. To coordinate with the Mayor and Board of Aldermen on the City's needs, policies, and interests and to communicate them to the members of the commission.
3. To coordinate with the staff liaison on matters requiring the attention, expertise, or direction of the City's professional staff.
4. To communicate the importance of attendance to all members and request the City Administrator send a "status of service" letter be sent if/when needed.
5. To seek out new members when vacancies exist in conjunction with the Mayor.
6. The Chairman shall fully participate in all meetings and vote with fellow members.

## City of Town and Country Commission Handbook

### ***Role of the Staff Liaison***

Each commission is typically assigned a staff liaison by the Mayor or City Administrator. Staff liaisons are members of the administrative staff and have knowledge and/or expertise in the functional area in which the commission is involved. The staff liaison is a non-voting member of the commission and does not count toward a quorum.

The staff liaison serves:

1. To provide factual, background, and pertinent information on matters being considered by commissions as they make decisions and formulate their recommendations to the Mayor and Board of Aldermen.
2. To facilitate the meeting process by working with the Chairman to schedule meeting times, dates, and locations at their call but no less than four (4) times per year, and take minutes at each meeting.
3. To coordinate with the Chairman on the various activities of the commission.
4. To provide continuity to the work of the commission by maintaining complete files of the work of the commission and facilitate access to these records upon request.
5. To review the Sunshine Law annually with the commission pertaining to open meetings, notices, agendas, minutes, and/or other relevant matters, and ensure proper procedure is followed.
6. To develop the agenda in collaboration with the Chairman, and ensure every agenda and record of minutes are posted and retained in accordance with the Sunshine Law requirements and post the meeting schedule on the City's webpage calendar.
7. To advise the City Administrator of the activities of the commission and ensure thorough and collaborative communication between the administrative staff and the commission.

### ***Role of the Mayor***

The Mayor serves as an ex-officio member of Planning & Zoning and Ways & Means Commissions. In order to effectively carry out the duties of the office, the Mayor may attend the meetings of any commission and participate in a discussion with the members.

### ***Role of the City Attorney***

The City Attorney is the legal counsel to the Mayor, Board of Aldermen, City Administrator, employees and commissions of the City. The City Attorney reports to the City Administrator. Members of any commission that desire the advice of the City Attorney on a matter of consideration by their group should coordinate such a request through the City Administrator or staff liaison. Pursuant to Section 110.210 of the Municipal Code, no commission (with the exception of P&Z and BOAdj) should engage the City Attorney, or other paid professional consultants, without specific approval of the Board of Aldermen.

## City of Town and Country Commission Handbook

### FOR THE RECORD . . .

#### ***Missouri Sunshine Law***

All public bodies of the City of Town and Country are subject to the provisions of the Missouri Open Meetings and Records Law, known as and referred to herein as the Sunshine Law. Copies of the Sunshine Law may be obtained by contacting the City Clerk or electronically via the Attorney General's website [HERE](#).

#### ***Posting of Meetings - Notices, Agendas, and Minutes***

Notices of meetings are required to be posted at least 24 hours in advance of the meeting, exclusive of weekends and holidays. (In an emergency situation and pursuant to State Statute, less than 24 hours' notice may be acceptable – subject to the approval of the City Clerk). Notification of meetings shall be posted in accordance with Section 130.030 of the Municipal Code and the Sunshine Law. The enclosed bulletin board in the front lobby of the City of Town and Country Municipal Center is the official posting location. The City Clerk is responsible for the contents of this bulletin board and works with the staff liaisons to ensure posting requirements are met. Meetings are also posted on the City's website with a link to the appropriate agenda contained therein. In addition to the date, time, and place of the meeting, the Sunshine Law requires that an agenda be developed and posted for the meeting containing the items of business to be discussed. The staff liaison works with the Chairman to develop this agenda. The agenda may be brief and simply contain a listing of the items to be discussed.

#### ***Minutes***

Minutes of all commission meetings will be taken and at a minimum, should contain the following information:

1. The date, time, and location that the meeting convened.
2. The roll call, including the names of the members both present and absent.
3. A listing of staff members and elected officials present, if substantive.
4. Any motions made (with makers/seconds listed) and voted upon by the members.
5. The formal vote taken by the commission on a motion by voice or roll; if a roll call vote is taken, the ayes, nays or abstentions shall be listed for each voting member.
6. The time of adjournment.
7. The name of the individual taking the minutes.

Minutes should be approved by the commission at the next meeting and posted on the City's website within (72 business hours) of approval. The department with the operational responsibility for each commission typically maintains the group's file, including the minutes and other work papers, subject to supervision by the City Clerk. Permanent records shall be compiled annually by the City Clerk and maintained at City Hall.



## **City of Town and Country Commission Handbook**

### ***Attendance and Quorum***

In order to conduct business, the advisory body must have a quorum. A quorum is typically a simple majority (half of the total regular members positions plus one), unless otherwise defined in the Municipal Code. The Chairman is considered a member in the determination of a quorum. In the event a quorum is not obtained, the Chairman can hold general discussion on the agenda items; however, no official business may be conducted without a quorum. Should late arrivals change the status, then actions may be considered and the time and roll call establishing a valid quorum should be noted in the minutes.

### ***Public Accessibility and Accommodations***

The Sunshine Law requires that all meetings be held in a location that allows for public attendance. Individuals with special needs are encouraged to communicate their needs to the City Administrator in advance of any meeting so that proper accommodations can be made, if any are required, for the individual to participate in the meeting.

In the event an individual with a special disability attends a meeting without advance notice of the need to provide an accommodation, the Chairman shall, absent an impending deadline for action, make reasonable effort to postpone and reschedule the item of business for which the individual is attending the meeting until arrangements can be made to satisfy the need(s) of the person.

Pursuant to Section 130.030 the public body shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. A public body may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting.

## City of Town and Country Commission Handbook

### **A MATTER OF ETHICS**

#### ***Conflicts of Interest***

The operation of a democratic government requires that elected officials, employees and members of boards and commissions be independent, impartial and responsible to the people. Members should recognize that the public interest is their primary concern and faithfully discharge their official duties regardless of personal considerations; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain or the perception of personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a Code of Ethics for all elected officials, employees and members of boards and commissions has been adopted.

The Town and Country Municipal Code sets forth the ethical standards of conduct expected by the elected and appointed officials and the employees of the City. Each appointed member of a commission shall adhere to the Code of Ethics found in Chapter 120 of the Municipal Code. Each appointee is also required to read a copy of the City's Code of Ethics and to sign and return a Certificate of Ethical Compliance acknowledging that he/she has received the material and will be compliant therewith. These certificates are maintained in the Office of the City Clerk.

#### ***Missouri Ethics Commission***

Town and Country elected officials, appointed officials, and employees are all subject to the provisions of the Missouri State laws regarding ethics. In consideration of this, the state statutes have been incorporated into the City's Code of Ethics by reference. Each year prior to May 1, certain City officials are required to submit a Statement of Personal Financial Disclosure covering the preceding 12 months to the Missouri Ethics Commission and the City Clerk. Currently, this includes the Mayor, Board of Aldermen, City Administrator, Finance Director and candidates for elected office.

#### ***Advisory Opinions***

The City Attorney may be authorized to issue advisory opinions to elected and appointed officials, upon request, in an attempt to ascertain whether the ethics code is applicable in a given situation. Please contact the City Attorney to facilitate such an opinion or investigation of a potential violation. If the City Attorney finds a violation has occurred, the provisions found in Chapter 120 of the Municipal Code may be enforced in any court of competent jurisdiction and, upon conviction of violating or conspiring to violate the provisions of the Code of Ethics, a person shall be punished by a fine of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00). The conviction of any such person of such offense shall automatically terminate his/her service. Any person so removed shall not be reinstated into City service and shall be disqualified from further appointment and/or employment.

## City of Town and Country Commission Handbook

### **Architectural Review Board** Municipal Code Section 500.115

The Architectural Review Board, also commonly referred to as ARB, shall review all building permit applications for construction and reconstruction of all new or existing principal buildings as defined in Section 405.080 of the City Code, as well as proposals for all permanent gates, support structures and related fencing erected at any entrance to a residential subdivision, and all proposals for the construction of roof-mounted solar energy systems that meet certain criteria as noted by Code. No architectural review shall be required for residential building additions except those that affect the front elevation of the structure as determined by the Planning Director or his/her designee.

The Board shall consist of eight (8) members appointed by the Mayor with the consent of the Board of Aldermen. At least three (3) of the eight (8) members shall be building or design professionals, such as architects or engineers. The members of the Board shall serve for a term of three (3) years. Four (4) members shall constitute a quorum for the transaction of business.

*The responsibilities and duties of the Architectural Review Board are as follows:*

1. Work with any applicant and interested party to find architectural design solutions for all parties, to the extent that the Board deems appropriate and feasible.
2. Consider and vote on all applications for permits for residential construction and reconstruction under articles in City Code, except as provided in Section 500.115(F), where the decision of the Architectural Review Board on a residential application for architectural review shall be final.
3. Consider and approve all applications for permits for roof-mounted solar energy systems that are flush-mounted on the rear of the roof, on the side of the roof not facing onto a street, or on top of a flat roof and not visible from the ground, provided that the proposed solar energy system complies with the requirements set forth in the City's Code, including the standards set forth in Section 500.110.
4. Consider and vote on all applications for non-residential construction and reconstruction under City Code, as well as, to make a recommendation of approval or disapproval for non-residential construction and reconstruction that shall be referred to the Board of Aldermen for review and final decision.
5. Develop and implement policies and procedures in accordance with Section 500.115.

## City of Town and Country Commission Handbook

### **COMMUNITY ART & CULTURE COMMISSION** Municipal Code Section 125.340-390

The Community Art and Culture Commission shall consist of eight (8) regular members, two (2) at-large members, and a member of the Board of Aldermen who shall serve as Chairman of the Commission. A citizen member shall be elected by the Commission as Vice Chairman to chair the Commission in the absence of the Chairman.

Efforts will be made to ensure that at least four (4) of the eight (8) members shall be professionals or former professionals in the field of art or design, such as museum curators, architects, non-profit art corporation/association representatives, art teachers, commercial artists, commercial designers, established artists, art enthusiasts or art collectors.

*Responsibilities and duties of the Community Art & Culture Commission shall include the following:*

1. Develop a Public Art Master Plan for the City, and make recommendations regarding said plan to the Board of Aldermen.
2. Review the artistic merit and value of all works of visual art and make recommendations to the Board of Aldermen for their acquisition, removal, and/or relocation by the City, along with proposed location(s) for placement.
3. Confer with persons who have offered to donate or loan fine art to the City which may be placed on public sites or in public buildings in an endeavor to increase the aesthetic appeal and beauty of such public sites and buildings and the City in general;
4. Investigate and process the means by which art can be obtained, including the identification of grants or other programs which may be available for the purpose of acquiring art, whether through governmental agencies, not-for-profit organizations, or other collaborative efforts through which such grants and/or acquisitions may be obtained, and make recommendations regarding those opportunities to the Mayor and Board of Aldermen.
5. Act as an advisory committee to other City boards, departments or commissions in all matters and deliberations pertaining to art and aesthetics, if requested by such body or department, or directed by the Board of Aldermen.
6. Encourage the display of visual art for public enjoyment, to include the planning and promotion of events for the public to encourage access to the arts for all residents.
7. Make recommendations concerning ongoing curatorship and maintenance of City-owned visual art.
8. Promote close cooperation between the City and its corporate citizens, institutions, and agencies that are interested in conducting art-related activities in the City.
9. Identify key entry points into the City and areas of high interest for exterior art display and make recommendations to the Board of Aldermen regarding appropriate pieces to be exhibited.
10. Assess opportunities for the provision of musical events throughout the City, including but not limited to the annual Art, Wine & Music event.
11. Foster civic pride in the community by promoting an awareness of the City's history to its residents.

## City of Town and Country Commission Handbook

### **Board of Adjustment** Municipal Code Section 405.300

The Board of Adjustment is a quasi-judicial, statutorily provided entity and is subject to the rules and regulations set out in Chapter 89 of the Missouri Revised Statutes. It may adopt such rules and regulations as it deems necessary provided that the same shall be in writing and available in the office of the City Clerk. The Board is comprised of five (5) members with three (3) alternates who may serve only in the absence of a regular member. Potential members must stand for an interview prior to appointment. The concurring vote of four (4) members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision or determination of the Director, or to decide in favor of the applicant on any matter.

*The Board of Adjustment shall have the following powers:*

1. Review of orders, requirements, decisions or determinations of the Director. Any person or any neighborhood organization as defined in Section 32.105, RSMo., representing such person who is aggrieved by any order, requirement, decision or determination of the Director or any administrative official in the enforcement of the Zoning Code alleged to be erroneous may appeal to the Board of Adjustment. After a hearing in accordance with the provisions of this Chapter, the Board of Adjustment may reverse, affirm or modify the order, requirement, decision or determination appealed from in accordance with the Zoning Enabling Act, Sections 89.010 — 89.490, RSMo., and the Zoning Code.
2. Area Variances. Area or non-use variances are deviations from permitted uses within a given zoning district, for example bulk area, height, density, setbacks and sideline restrictions. The Board of Adjustment is authorized to grant area or non-use variances from strict application of the Zoning Code upon application or appeal in accordance with the Enabling Act, the Zoning Code, and the procedures set forth in City Code, only upon a finding that certain criteria have been sufficiently demonstrated and met.
3. Use variances. Use variances permit a use of property other than one enumerated as a permitted use in the Zoning Code for the particular zoning district in which that property is located. The Board of Adjustment is authorized to grant use variances upon application or appeal in accordance with the Enabling Act, the Zoning Code, and the procedures set forth herein only upon finding that certain criteria have been sufficiently demonstrated and met.
4. Parking variances. The Board of Adjustment is authorized to grant variances from parking, loading or unloading regulations in accordance with the Enabling Act, the Zoning Code, and the procedures set forth herein, only upon finding that certain criteria have been sufficiently demonstrated and met.

## City of Town and Country Commission Handbook

### **The Conservation Commission** Municipal Code Section 125.140-181

The Conservation Commission shall consist of eight (8) regular members, a member of the Board of Aldermen who shall serve as Chairman of the Commission and two (2) at-large members appointed from the general population of the City. A citizen member shall be elected by the Commission as Vice Chairman to chair the Commission in the absence of the Chairman. The regular members of the Commission shall include two (2) members from each City ward.

The at-large members shall have the same duties, responsibilities and obligations, including participation in all meetings and voting on all matters, as all other regular members of the Commission. Citizen members serve two (2) year terms, which expire each year on May 31.

*The duties and responsibilities of the commission include the following:*

1. Make recommendations to the Board of Aldermen with respect to the development, support of, and educational opportunities for ecologically sound programs and practices within the City, including area wildlife and forestry.
2. Provide educational programs and engage the community in various events and efforts that promote sustainable horticultural practices, including at least but not limited to an annual Arbor Day celebration held in conjunction with the Tree Board duties established in Section 125.181.
3. Recommend and promote sustainable practices within the City.
4. Manage Community Garden and maintain connection with the active garden clubs in the City.
5. Make recommendations regarding the beautification of the City in conjunction with the grant program more fully described in Section 125.270.
6. Review beautification plans at locations of high traffic or high interest in public rights-of-way.

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### **Parks and Trails Commission** Municipal Code Section 125.280-330

The Parks and Trails Commission shall consist of eight (8) regular members, a member of the Board of Aldermen who shall serve as Chairman of the Commission and two (2) at large members appointed from the general population of the City. A citizen member shall be elected by the Commission as Vice Chairman to chair the Commission in the absence of the Chairman. The regular members of the Commission shall include two (2) members from each City Ward. The at large members shall have the same duties, responsibilities and obligations, including participation in all meetings and voting on all matters, as all other regular members of the Commission.

The Parks and Trails Commission serves as an advisory board to the Mayor and the Board of Aldermen on issues concerning the parks system as it relates to the quality of life for residents and property values within the City. The parks system consists of designated areas of green space, recreation and trails to facilitate pedestrian and bicycle traffic.

*Responsibilities and duties of the commission shall include the following:*

1. Recommend improvements for existing parks and their infrastructure, including maintenance, public parking, plantings, features and attractions, particularly upon regular visit and inspection of each throughout the year.
2. Make recommendations regarding the development of the Trails Master Plan to promote safe community mobility, exercise and recreation, to be implemented as set forth in Section 125.250.
3. Work closely with the City government, staff and other commissions regarding the development, use and maintenance of or any changes to the parks and/or trails systems. Make recommendations on aspects such as landscaping, planting, weed and erosion control, upkeep of trails, signage and any activities within the parks system.
4. Assess undeveloped and underdeveloped green spaces within the City that may be considered appropriate for park and open space preserves and make recommendations to the Board of Aldermen for acquisition of such.
5. Assess opportunities for the provision of recreational programs and events for residents of all ages and stages of life.
6. Assist in the development of an Events and Activities Master Plan to be made publicly available by January 1 of each year. Activities contained therein should be broadly-based and promote utilization of each park's features.
7. Make recommendations to the Board of Aldermen on Parks and Recreation Department policies, procedures, programming, and facility fees.

## City of Town and Country Commission Handbook

### **Planning and Zoning Commission** Municipal Code Section 400.010-070

The Planning & Zoning Commission is a statutorily created commission that hears planning and zoning matters that are to come before the City and makes recommendations to the Mayor and Board of Aldermen on such matters.

The Planning and Zoning Commission consists of eleven (10) members including the Mayor, a member of the Board of Aldermen selected by the Board of Aldermen, and eight (8) citizens appointed by the Mayor and approved by the Board of Aldermen. Potential members must stand for an interview with the Board of Aldermen prior to appointment.

The term of each of the citizen members of the Commission shall be four (4) years from the date of appointment. Any vacancy in a membership on the Commission shall be filled for the unexpired term by appointment. The Board of Aldermen may remove any citizen member of the Commission for cause stated in writing and after public hearing.

The citizen members of the Commission shall serve without compensation.

The Commission shall elect its Chairman, Vice Chairman and Secretary from among the citizen members. The term of Chairman and Secretary shall be for one (1) year, ending on April thirtieth (30th) with eligibility for reelection. The Commission shall hold regular meetings and special meetings as they provide by rule, and shall adopt rules for the transaction of business and keep a record of its proceedings. These records shall be public records. The Commission shall appoint the employees and staff necessary for its work, and may contract with City planners and other professional persons for the services that it requires. The expenditures of the Commission, exclusive of grants and gifts, shall be within the amounts appropriated for the purpose by the Board of Aldermen.

The Planning and Zoning Commission will also serve as the City Planning Commission. The Commission shall have such powers and duties as are assigned to it under Sections 89.010 through 89.490, RSMo., and by City ordinance. A concurring vote of a simple majority of members present at any meeting where a quorum is present shall be necessary to make a decision or determination with respect to any matter that shall come before the Commission. A quorum shall consist of six (6) members of the Commission.



## City of Town and Country Commission Handbook

### **Police, Fire, and EMS Commission** Municipal Code Section 125.090-125.130

The Police, Fire and EMS Commission shall consist of eight (8) regular members, a member of the Board of Aldermen who shall serve as Chairman of the Commission and two (2) at large members appointed from the general population of the City. A citizen member shall be elected by the Commission as Vice Chairman to chair the Commission in the absence of the Chairman. The regular members of the Commission shall include two (2) members from each city ward. The Police, Fire, and EMS Commission shall meet not less than quarterly per year, or as otherwise deemed necessary by the commission.

#### *Responsibilities and duties include:*

1. Recommendations on laws for furtherance of Police, Fire, and emergency service protection for citizens of the City.
2. Consider traffic safety matters and address citizen concerns.
3. Assist the Chief of Police and Police Department in maintaining the highest quality and standards of police work.
4. Assist the Chief of Police by providing advice, counsel, and act to maintain the standards of integrity, efficiency, and morale in the Police Department.
5. Be advised of and review the performance of fire and emergency medical services within the City.
6. Make recommendations regarding the comprehensive future planning of public safety services for the City.

The above duties have been established by ordinance and can be found in Town and Country code Section 125 Article II.

In addition, the Police, Fire, and EMS Commission may:

- \* Review and comment on draft ordinances as requested by the Board of Aldermen and staff from time to time, or as initiated by the Commission.
- \* Advise the Board of Aldermen and citizens on business and residential crime prevention and education matters.
- \* Advise the Board of Aldermen and citizens on issues related to the protection and promotion of community health and well-being.

## City of Town and Country Commission Handbook

### **Public Works Commission** Municipal Code Section 125.240-260

The Public Works Commission shall consist of eight (8) regular members, a member of the Board of Aldermen who shall serve as Chairman of the Commission, and two (2) at large members appointed from the general population of the City. Each member is nominated by the Mayor with the advice, consent, and approval of a majority of the Board of Aldermen.

A citizen member shall be elected by the Commission as Vice Chairman to chair the Commission in the absence of the Chairman. The eight (8) regular members of the Commission shall include two (2) members from each City ward. The at large members shall have the same duties, responsibilities and obligations, including participation in all meetings and voting on all matters, as all other regular members of the Commission.

*The Commission shall have the following powers and duties:*

1. To make recommendations to and advise the Board of Aldermen on the construction, acceptance or otherwise needed improvements of infrastructure relating to such matters as streets, roads, sound walls, sidewalks, storm sewers, drains, street lights, plantings in the public right-of-way and all public improvements.
2. To request that the Director of Public Works assign a consulting engineer to:
  - a. Review and inspect individual projects within the City affected by stormwater runoff or retention and describe the existing conditions;
  - b. Suggest solutions to stormwater problems; and
  - c. Estimate the cost of the proposed solutions.
3. To request that the Director of Public Works assign a consulting engineer to:
  - a. Review and inspect individual projects within the City including streets, roads, sound walls and other public improvements, which are to be constructed by private person or contractor under the review of and/or under contract by the City;
  - b. Suggest solutions to problems related to streets, roads, sound walls and other public works improvements problems; and
  - c. Estimate the cost of the proposed solutions.
4. To review the reports of any such engineer and to prioritize control or retention problem areas according to established City guidelines.
5. To review the reports of any such engineer and to prioritize proposed solutions to problems relating to existing streets, roads, sound walls and other public works improvements problems.
6. To make recommendations to the City, St. Louis County, State of Missouri and the Metropolitan Sewer District for correction of any existing streets, roads, sound walls, stormwater or other public works improvements problems or prevention of problems for future streets, roads, sound walls, stormwater or other public works improvements based upon the engineer's report.
7. To inspect and review corrective and preventive actions taken with respect to streets, roads, sound walls, stormwater or other public works improvements.

(continued below)

## City of Town and Country Commission Handbook

### **Public Works Commission** (continued)

8. To seek the advice or assistance of the Metropolitan Sewer District, consulting engineers or any other person or agency with respect to evaluation or correction of streets, roads, sound walls, stormwater or other public works improvements problems.
9. To establish any subcommittee as may be appropriate to assist this Commission and to recommend to the Board of Aldermen on said duties.
10. To make recommendations to the Board of Aldermen on such matters as sanitary sewers, sewage, disposal of waste, trash haulers, regulation of restaurants, animals and public health matters.
11. To make recommendations regarding the application of building codes, plan review and inspection policies of the City.

## City of Town and Country Commission Handbook

### **Ways and Means Commission** Municipal Code Section 145.140-170

The Commission shall consist of eight (8) regular members, two (2) from each City ward, two (2) at large members appointed from the general population of the City, plus the Mayor, a member of the Board of Aldermen who shall serve as Chairman of the Commission, the City Administrator, the City Treasurer and the City Finance Director. A citizen member shall be elected by the Commission as Vice Chairman to chair the Commission in the absence of the Chairman. The Aldermanic member and citizen members of the Commission shall be appointed by the Mayor with the advice, consent and approval of a majority of the members of the Board of Aldermen.

Preference shall be given to the appointment of members who possess a financial background similar to a C.F.O., C.E.O., J.D., C.P.A., V.P. of Finance or persons with experience in the area of financial administration for public or private corporations. Similarly, experience and certification in the human resources field with designations such as PHR or SHRM will also be preferred. The at large members shall have the same duties, responsibilities and obligations, including participation in all meetings and voting on all matters, as all other regular members of the Commission.

The citizen members shall be appointed for two (2) year terms, with terms expiring each year on May thirty-first (31st).

*The Commission shall have the following responsibilities and duties:*

1. Make recommendations to and advise the Board of Aldermen on such matters as taxes, the annual budget, appropriation of public funds, investment and depositories of City funds and long-range planning for the City.
2. To assist the Board of Aldermen as financial stewards of the community and shall provide professional financial recommendations to the City with the purpose of maintaining the City as a premier community in St. Louis.
3. To assist the Board of Aldermen, City staff and other City commissions in promoting, attracting, retaining and developing businesses and other commercial and economic resources and evaluating the long-term impact on City finances of changes in the mix of businesses and other commercial enterprises and resources.
4. Make recommendations to and advise the Board of Aldermen on such matters as employee benefits and retirement as well as all property, liability and other insurance coverages.
5. Consult with the City Administrator on administrative functions relating to or impacting financial matters.

# City of Town & Country

## Commission Application



Please Print

Name: \_\_\_\_\_ Ward: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Commissions serve a variety of purposes and have different schedules, time commitments, and membership requirements. Please review the related commission page and/or Municipal Code information on our website at [www.town-and-country.org](http://www.town-and-country.org) or contact the City Clerk for more information. All are welcome and strongly encouraged to attend the commission's public meeting(s) in advance of applying. See calendar for schedule.

**Please identify your top two commission choice(s) in order of preference:**

\_\_\_ Architectural Review Board (500.115)

\_\_\_ Police, Fire & EMS (125.090)

\_\_\_ Board of Adjustment (405.300)

\_\_\_ Community Art & Culture (125.340)

\_\_\_ Conservation (125.140)

\_\_\_ Public Works (125.240)

\_\_\_ Parks & Trails (125.280)

\_\_\_ Ways & Means (145.140)

\_\_\_ Planning & Zoning (400.010)

\_\_\_ Other \_\_\_\_\_

Please briefly describe your interest in the above choice(s) of commission(s) and any experience, expertise or ideas and suggestions you may have: **(REQUIRED)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Applications will be kept on file for two years from date of receipt.

**Please return to:** City Clerk, 1011 Municipal Center Drive, Town & Country, MO 63131  
 Email: [McNamaraAN@town-and-country.org](mailto:McNamaraAN@town-and-country.org) Phone: (314) 587-2806 Fax: (314) 587-2807

**FOR OFFICE USE ONLY**

**City Clerk Section**

**Chairman & Appointee Section**

Received \_\_\_\_\_

(please initial)

Distributed \_\_\_\_\_

Appointed \_\_\_\_\_

Duties/Expectations \_\_\_\_\_

Term Expires \_\_\_\_\_

Attendance (125.020) \_\_\_\_\_

Notification Letter \_\_\_\_\_

Handbook Received \_\_\_\_\_

Code of Ethics Returned \_\_\_\_\_