

Public Notice posted in accordance  
RSMO. 610 as amended  
By: Kimberly Barfield, City Clerk

Date/Time Posted: Thursday, July 20, 2023  
12 p.m.

**City of Pacific  
300 Hoven Drive  
Pacific, MO 63069**

**ADMINISTRATIVE COMMITTEE MEETING  
Monday, July 24, 2023**

**5:00 p.m.**

**This meeting is open to the public.**

**The meeting will be streamed live on the City of Pacific YouTube channel:**

**<https://www.youtube.com/channel/UC9dxzhHQBwPuIQJC1N6TSig>**

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Participation**
- 4. New Business**
  - a. Cemetery fee proposal
  - b. City Administrator search
- 5. Old Business**
  - a. Municipal Pool project
  - b. Handbook for Newly Elected Officials
  - c. Red Cedar Update
- 6. Adjourn**

The Administrative Committee will consider and act upon the Matters listed above and such others as may be presented at the Meeting and determined to be appropriate for discussion at that time.

Aldermanic members:

Alderman Cleeve  
Alderman Kelley  
Alderman Madrigal

The Administrative Committee will consider and act upon the Matters listed above and such others as may be presented at the Meeting and determined to be appropriate for discussion at that time.

Administrative Committee  
300 Hoven Drive  
Pacific, MO 63069

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The Administrative Committee was held on Monday, May 15, 2023 at the Government Center, 300 Hoven Drive, Pacific, MO 63069 at 5:15 PM.

I. Call to Order

The meeting was called to order by Mayor Filley.

II. Roll Call

Present at Roll Call: Mayor Filley, Alderman James Cleeve, Alderman Debbie Kelley, Alderman Rafael Madrigal.

Other City officials present: Administrator Roth, City Clerk Barfield.

III. Public Participation – Mayor Filley stated there were three speaker cards and they would each have 5 minutes. The speakers asked if they could come up together as they are all speaking on the same subject.

Julie George, 116 Apache Drive, Josh & Sarah Grodie, 1657 Meade Court, Pacific, MO. Julie George stated she was representing the citizens regarding the tax levy issue for the School District. This will come to the voters in August. We are aware of your decision tonight deciding on proceeding with the pool project. The comments being made have nothing to do with our stance on the pool. We are in support of the pool, it benefits the kids and community and attracting new people. Their concern was the timing. They are working on a \$ 2.5 million dollar deficit. At this point if we do not get the levy approved, we are cutting programs, such as ROTC, art, music, extracurricular sports, etc. We have not had a tax levy increase since 2004. It is dire for us to move now. If we present to the voters with two tax increases, they feel like it will split the vote and nobody will win. They are asking tonight to consider this when you discuss when to put it on the ballot. Josh Grodie, stated as a parent, the committee needs to know how critical this is. These programs are ones that we want our children to be able to take advantage of, and will affect all the way to the elementary level. We all want quality education for our kids, and we do a great job doing that. If we don't get the support, the quality of this could be hindered. Sarah Grodie continued that it is critical that this pass. There are programs that she is looking forward to her children participating in, and other children of the community. Her concern was if they are both are on the August ballot, we are going to get a no to both of them. She asked that they hold off until November. Josh Grodie stated this is a needs base tax levy. He continued that the bonds are for the building and the levy is for the education and teachers. This is a permanent tax increase, .56 tax levy based on the assessed valuation. Julie George thought the timing of this was so important. We

cannot wait, if we do, programs will be cut. We are just asking to postpone placing it on the ballot.

#### IV. New Business

##### a. Election of Chair / Vice-Chair

Mayor Filley opened the floor for nominations of Chair. Alderman Madrigal nominated Mayor Filley. Mayor Filley stated she could not, it has to be one of the three of them. Alderman Cleeve stated he would be happy to do it, but would not nominate himself. **Alderman Madrigal nominated Alderman Cleeve for chair, and Alderman Kelley for vice-chair. There were no other nominations. Mayor Filley closed the nominations. Both Alderman accepted the nominations. A voice vote was taken with an affirmative result. Opposed: none. Abstain: none.**

Mayor Filley turned the meeting over to Chairman Cleeve.

Alderman Kelley stated regarding nominations, recently we received an email from staff setting this meeting up. She wanted to encourage the Board to set all their meetings. She was overwhelmed, when an e-mail went out inviting us to a meeting that was 43 pages long. She was upset that we talked amongst ourselves so much, when we were coming here to make these decisions. She wanted to say that for the record. She didn't approve of how the meeting was set up.

##### b. Bill No. 5195 An Ordinance calling a Bond Issue election in the City of Pacific, Missouri

Chairman Cleeve stated this was moved here from the Board of Aldermen meeting. He continued in Section 1 of the ordinance it refers "up to \$ 6 million" how does this work? If we come back after public forums and the cost is less, would the levy be for less? Administrator Roth stated if the Board reduces the scope of work, then yes, the Board has the authority to levy the tax necessary to retire that debt. Alderman Kelley asked if that could be changed before it goes on the ballot. She was under the impression we were going to have a budget meeting first, and use city funds towards this also. Also, on section 5, "the city may begin to make expenditures upon adoption of this ordinance" why would we start spending money prior to being approved by the citizens? How would we gain that money back if it did not pass? She understands it went to the Park Board, but it is three people. There are more that have concerns. She didn't want to rush to make a decision. There are unanswered questions. Chairman Cleeve agreed that in our special meeting on the 22<sup>nd</sup> that we try to find out ways to reduce this number. He also hoped some general fund monies could be put towards this. A recommendation was made by Alderman Kelley to postpone this until November. Alderman Madrigal stated his only concern was after our last aldermen meeting, he made the comment about increased interest rates, and it happened the next morning. Interest goes up a point, not just \$ 1.00. He agrees we should look at it to reduce it from \$ 6 to \$ 4 million, if rates keep going up, its going to cost the city more, and we could end up spending more for a

\$ 4 million dollar project than we would have for \$ 6. Alderman Kelley stated the interest rates won't start until we actually sign. She is concerned about all the other payments we already have. She thought we needed to slow down. Mayor Filley stated we have the availability to use city funds she thought to help pay down a portion of the debt. If we end up doing the full \$ 6 million, we can pay down a portion of that with existing funds. Administrator Roth agreed. Section 5 references part of any costs that could be reimbursed later if the Board desired. There is generally a reimbursement resolution passed by the Board. He continued if we went to the voters in August, he didn't think we would need to expend anything ahead of it. If we waited until November, and still trying to get constructed for the 2025 season we are going to have to do work ahead of November. There would be a selection process for the consultant that will be building it. He still thought the cost would be minimal and maybe no need to roll those into the Bond issue. Mayor Filley stated the pump at the pool is out, but we had a spare and was able to change it, but now we have no backup. Administrator Roth stated we are obtaining a price to refurbish that one. The pump that went bad had been operating for 3 years. If the new one goes down, we will be out of service for a while. **Motion made by Alderman Kelley, seconded by Alderman Cleeve to keep this at committee and work to put on November ballot, answer questions, see what we can do budget wise to lower costs. A voice vote was taken with an affirmative result. Opposed: none. Abstain: Alderman Madrigal.** Alderman Kelley stated there are people upset that there is no kiddie pool. The section for the swim team, if there is no meet is it open for swimming? She questioned if some of the park tax could be put towards this. **Motion made by Alderman Cleeve, seconded by Alderman Madrigal to ask the Board of Aldermen to have at least two town hall discussions, including the pool designer, to obtain the cost and put on the November ballot. A voice vote was taken with an affirmative result. Opposed: none. Abstain: none.**

## V. Old Business

### a. Code of Conduct

**Motion made by Alderman Cleeve, seconded by Alderman Kelley to remove Section 3 from the Handbook for Newly Elected Officials.** Chairman Cleeve asked for any discussion. He continued there are changes that need made because of that removal. He asked for this, and Mayor Filley worked on this manual as well as Administrator Roth. Section 1 is a guide for new officials, Section 2 lists all the committees and Section 3 was the code of conduct. He thought it was obvious that the code of conduct the public was not in favor of, and he was not in favor of it as it is. He would like to strike that section for now. He believed there should be a statement of code of conduct, but thought there were areas in part 3 that should reference Missouri Statue or ordinances. Alderman Madrigal stated there are other cities that do have a code of conduct, he felt we should have one. Alderman Kelley stated the Board of Ethics gives us guidelines along with a Sunshine Book, and we have some of this in place. We are elected and answer to the citizens. If we are going to discuss, it should be something in place prior to running for office. Discussion followed. Chairman Cleeve did think we should have something, but it

should be something separate. **A voice vote was taken with an affirmative result. Opposed: none. Abstain: Alderman Madrigal.**

**Motion made by Chairman Cleeve for the following changes to be made to the guide:**

- Table of Contents on Page 4, 2 bullets need removed from the page 20 section
- Page 5, the end of the last sentence needs removed
- Page 6, last sentence under city administrator and staff, “an organization chart” it should be appendix A
- Page 8, under resolutions and ordinances, we should add that a resolution can be passed by a simple majority. Under ordinances we should add that it requires four votes to pass or super majority. Administrator Roth disagreed and the word super majority was not accurate, but we could default back to the Statute. Mayor Filley agreed.
- Page 9, under conflicts of interest, because we removed part 3, we need to strike the first line, and strike the beginning of the next sentence and start the sentence with “Openness is the best policy etc., and add conflicts of interest here on page 24 sections A & B.
- Page 10, strike out city attorney in place of city clerk
- Page 12, under removal/resignation, the last bullet, add the Statute or Ordinance that says where those eligibility requirements are. Mayor Filley stated those vary by committee. Mayor Filley suggested referencing the Statute.
- Page 14, members an organization, add “alderman liaison appointed by the Board of Aldermen” for Planning & Zoning.
- Page 14, staff support, city clerk should be bulleted
- He did want Appendix A, B and C to remain but updated
- Page 8, Alderman Kelley stated the first reading of a Bill, she would like to allow for discussion and debate at the first reading.

Alderman Kelley asked about sponsors, and if they used to have them prior to coming on the agenda. Mayor Filley could not recall specifically. What was noted, was whoever made the motion of the first bill, became the sponsor. City Clerk Barfield stated prior to the most recent ordinance, it was just practice of the board, and how they wished to do it.

**Motion was seconded by Alderman Kelley. Chairman Cleeve asked for any more discussion. A voice vote was taken with an affirmative result. Opposed: none. Abstain: none.**

b. Budget update

Administrator Roth stated the workshop is a week from tonight at 7:00 p.m. He will have the packet out by the 18<sup>th</sup>. Most of the budget is in good shape with operation and maintenance. The capital improvements are tricky. To fund the preventative maintenance program, we will need to get into contingency.

c. Red Cedar update

Administrator Roth stated we did the final walk thru. There are minor items to take care of. There is some door hardware backordered. He called Bay's last week to get the internet taken care of, but he hasn't heard a response. It will be followed up on tomorrow.

Chairman Cleeve asked about future meeting dates. If we don't have any items for the agenda then we don't have to meet. Committee members agreed. Chairman Cleeve stated we had the 4<sup>th</sup> Monday reserved for this committee. We are meeting tonight, but starting in June we could do this. Committee members discussed the time, and agreed on 5:00 pm. Alderman Madrigal asked for no meeting in December. Committee members agreed. They discussed having the town hall meetings before they meet again in June. Chairman Cleeve hoped that could be discussed tomorrow night at the Board meeting.

#### V. Adjourn

Motion made by Alderman Madrigal, seconded by Alderman Kelley to adjourn. A voice vote was taken with an affirmative result. Opposed: none. Abstain: none.

The meeting adjourned at 7:00 P.M.

Alan J. Bruns P. O. Box 372 Pacific, Mo. 63069

RE: Request for ordinance change to Grave opening & closing fee

Dear Mayor Filley, & Board of Aldermen,

This letter is in request in changing the ordinance for Grave opening & closing fees. These fees I have kept so low for so long Because of one person, a former Mayor. These prices should be up to date with the other Cemeteries. These prices have been in effect since 2005. The following list is the current prices being charged in the other cemeteries in the area.

Grave opening & closing proposed fees.

Full size burial ; Monday-Friday: \$1,200.00 & \$275.00 for City fee

Full size burial, Double Deep; M-F: \$1,600.00 & \$275.00 for City fee

Urn size burial; Monday-Friday \$615.00 & \$275.00 for City fee

Urn Vault burial; Monday-Friday \$785.00 & \$275.00 for City fee

The city also needs to consider raising Grave space Price. Ordinance now is \$500.00Here are prices of spaces and opening – closing charges in other Cemeteries in town.

Sunset Cemetery: Grave space is \$600.00 each. Opening & Closing charge; M-F: \$1,200.00 & \$200.00 fee

St. Bridget Cemetery: Grave space is \$1,100.00. Opening \$ Closing charge; M-F: \$1,900.00

If the City accepts the new fees and makes a new ordinance, please date the ordinance to June 2023. The reason for this is that I sent a request back a year ago on this but never received a response due to mailing issues on both ends of this request. Thank you for considering new ordinance fees.

Sincerely,

Alan J. Bruns  
City Sexton

**Section 135.070. Cemetery Fees. [Ord. No. 1001 §7, 9-17-1968; Ord. No. 1184 §1, 3-4-1975; CC 1976 §8-7; Ord. No. 1234 §1, 7-19-1977; Ord. No. 1472 §1, 11-18-1986; Ord. No. 2583 §1, 2-19-2008; Ord. No. 3102, 12-6-2018<sup>1</sup>; Ord. No. 3123, 4-3-2019]**

Fees for cemetery services shall be paid to the City Collector in the amounts forth in the table in this Section. Any such fee shall be divided into two (2) parts, with the first part being transferred to the Cemetery Fund for maintenance and other costs of the City relating to the Cemetery and the second part being paid to the Sexton or an entity designated by the Sexton for the charges relating to performing the service. Fees shall be paid to the City Collector in advance unless, for any reason, the City Hall is closed, whereupon fees shall be remitted on the next business day that City Hall is open. The Sexton shall perform the service consistent with the regulations established herein. The minimum services provided by the Sexton and included within the grave opening fee shall include the digging of the grave, marking or surveying of the grave location, the closing of the grave site in addition to such other items as may be required by the City. The Sexton shall maintain a minimum of eighteen (18) inches of cover over the burial container at the shallow end of all newly opened graves.

Service	Sexton Fee	City Fee	Total Fee
Grave opening and closing, regular	\$575.00	\$250.00	\$825.00
Double-depth full burial	\$875.00	\$250.00	\$1,125.00
Cremation urn burial	\$275.00	\$250.00	\$525.00
Cremation urn vault burial	\$415.00	\$250.00	\$665.00
Disinterment of remains	\$1,000.00	\$250.00	\$1,250.00

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1. Editor's Note: Ord. No. 3102 also changed the title of this Section from "Grave Opening Fee" to "Cemetery Fees."



July 17, 2023

## City of Pacific Position Posting City Administrator

The City of Pacific, Missouri is seeking qualified candidates for the position of **City Administrator**. The City Administrator serves as the Chief Administrative Assistant to the Mayor and has general superintending control of the administration and management of the government business, officers and employees of the City. The City Administrator oversees all operations of the City, including but not limited to, the following:

- General Administration, including Human Resources administration
- Police and Public Safety, working in cooperation with the elected Marshal / Chief of Police
- Community Development, including Planning and Zoning, Building and Code Enforcement
- Public Works, including Transportation, Water and Sewer, and Storm Water
- Capital Improvement Programs, including building and facilities and public infrastructure
- Parks and Recreation
- Tourism, including the operation of the Red Cedar Inn Welcome Center / Museum.
- Cemetery, including Pacific City Cemetery and Resurrection Hill Cemetery.

The City Administrator works in cooperation with the elected City Marshal / Chief of Police in administration and management of the Public Safety activities of the City, including law enforcement, communications, emergency management and code compliance / animal control.

The City of Pacific has approximately 55 FTE and an operating budget of approximately \$10 million across all funds and departments. The City Administrator serves as the Budget Officer, Personnel Officer and Purchasing Agent of the City. The City Administrator attends substantially all meetings of the Board of Aldermen and assembles regular and detailed reports pertinent to the agenda and items to be considered. The City Administrator is responsible for the appointment and removal of all subordinate employees of the City, in accordance with the adopted Personnel Manual, and makes recommendations on the appointment and removal of Department Heads.

The City Administrator manages various federal, state, and local grant programs, serving as the Person of Responsible charge for federal-aid transportation projects. The City Administrator represents the City on various Boards, Commissions and committees as may be assigned or deemed to be in the best interests of the City. Examples include Franklin County Transportation Committee, MIRMA Health and other state, local and regional boards as may be appropriate.

The salary range for this position is \$90,000 to \$120,000 annually, depending on qualifications and experience. The ideal candidate must be twenty-one (21) years of age, must be a graduate of an accredited university or college, and will have demonstrated background and experience in municipal government, with a minimum of three years' experience as City Administrator, City Manager or related top-level leadership role.

The City of Pacific offers an excellent pay and benefits package, including paid health insurance, retirement, paid holidays and a generous leave package.

Prospective applicants should send a completed application, including resume and cover letter, to the City of Pacific, 300 Hoven Drive, Pacific, MO 63069, attn. Heather Filley, Mayor. Applications may be sent by email to [hfilley@pacificmissouri.com](mailto:hfilley@pacificmissouri.com). Phone inquiries are welcome; please call 636-271-0500 ext 212.

This position is open until filled. The City of Pacific is an Equal Opportunity Employer.

DRAFT

# City of Pacific, Missouri

## Handbook for Newly Elected Public Officials



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## Welcome and Congratulations

Congratulations on your recent election to city office as a member of the City of Pacific Board of Aldermen. As a newly elected public official, you have been provided with both an incredible opportunity and a serious responsibility to serve our residents. You will wear many hats, including legislator, visionary, and ambassador for the city. As you embark upon your new responsibilities, I would like to assure you that I and the rest of the city staff will support, advise, and execute the vision of the Board of Aldermen to ensure we fulfill the goals you set on behalf of our community.

Again, I would like to offer my congratulations and sincere wishes for your success in your coming term.

Steve Roth  
City Administrator

## About the Handbook

This handbook is designed to introduce you to your role as a member of the City of Pacific Board of Aldermen. It is meant to be informative and helpful, yet simple to read. Sections of this handbook include the roles and responsibilities of both the aldermen and staff.

## Part I – Structure and Operations

### Municipal Government

The City of Pacific operates as a **Fourth-Class City**. It provides for a council-manager form of government.

What is the council-manager form of government?

The council-manager form is the most popular structure of government in the United States among municipalities with populations of 2,500 or more. Under this form, residents elect a governing body, including a chief elected official, such as a mayor, to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations.

The City of Pacific is governed by a board comprised of the mayor and six Aldermen who serve staggered two-year terms. The City is apportioned into three wards (Ward One, Ward Two and Ward Three) with two (2) Aldermen representing each ward. All Aldermen are voted on by qualified voters of the city.

### Roles

#### Mayor

The mayor is the presiding officer and serves as a voting member of the Board of Aldermen, only casting a vote in the event of a tie. The Mayor oversees the Board of Aldermen meetings, signs ordinances and resolutions, and serves as the chief spokesperson for the city. The mayor appoints members to various boards and commissions with approval by the Aldermen.

#### City Board of Aldermen

The role of the city Board of Aldermen is to adopt legislation, set policy, approve the annual budget, select the city administrator (with approval of the Mayor), and vote on the recommendations of the city administrator regarding key personnel matters, including the appointment/removal of department directors.

#### City Administrator and Staff

City staff members through the coordination of the city administrator are responsible for carrying out the Board of Aldermen's legislative and policy decisions, providing professional advice to the Board of Aldermen, and operating the city on a day-to-day basis. The City of Pacific currently has approximately 50 full-time employees, not including part-time or seasonal employees. An organization chart is included as Appendix B for your review.

#### City Attorney

Calling or meeting with the city attorney is normally coordinated through the city administrator to assist in obtaining the most efficient use of legal services and to control legal costs. The city attorney attends all regular Board of Aldermen meetings, but usually does not attend board or

commission meetings. When legal questions arise and it is necessary to confer with the city attorney, please contact the city administrator.

### City Clerk

The city clerk is the official record keeper for the city and is responsible for preparing agendas, public postings, and other items for the Board of Aldermen and other boards/commissions. During meetings the city clerk takes minutes and records votes that are taken. Additionally, the city clerk's office coordinates the process of filling records requests made by the public, processes business licenses, and administers oaths of office for elected and sworn positions.

### City Board of Aldermen Meetings

Regular meetings of the City of Pacific Board of Aldermen are held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of each month at 7:00 p.m. in the board chambers at city hall. If a city holiday falls on the Tuesday of a Board of Aldermen meeting, the meeting is moved to the next business day. If you cannot attend a meeting, please let the city clerk and/or city administrator know prior to the meeting. A quorum of four physically present or present by video-conference is required to conduct business, and to vote by roll call.

All meetings are conducted using the parliamentary procedure of Robert's Rules of Order. Board of Aldermen meetings are open to the public, unless there is a specific reason to hold a closed meeting in accordance with the exceptions listed in the Missouri Sunshine Law (see below). Meeting packets, which include the tentative agenda and supporting materials for the items listed on the agenda, are emailed to the Board of Aldermen, as well as hand delivered by a Pacific Police Officer, and posted to the city's website anywhere from 4-5 days prior to the meeting. If an Aldermen prefers to only receive an electronic copy, please let the city clerk or city administrator know. In addition, the packets will only be delivered to an Aldermen or an authorized person, unless it has been noted the packet may be left at a residence/business for the Aldermen to pick up at a later time.

Regular meetings of the Board of Aldermen consist of:

- Call to Order/Roll Call/Establishment of Quorum: the mayor will call the meeting to order, and the city clerk records attendance to verify a quorum.
- Pledge of Allegiance to the United States of America: Stand to join in the Pledge. (The mayor or a recognized guest leads the Pledge of Allegiance.)
- Prayer: The mayor will recognize any pastor or employee giving the prayer.
- Approval of the Agenda: the agenda may contain bids, financial reports, minutes, pay requests, board appointments and other items. A motion to approve the agenda is made and seconded, then voted upon by the Board of Aldermen.
- Approval of minutes from previous meetings: A motion to approve minutes is made and seconded, then voted upon by the Board of Aldermen.
- Public Participation: if a citizen signs up and is on the agenda to address the Board of Aldermen, s/he will be recognized as a guest and will have five minutes to speak.
- Public Hearing: if scheduled, the mayor will open the public hearing, whereby mayor or



staff will present the item, to be followed by statements from the applicant with an opportunity for Aldermen to ask questions, if applicable. Board of Aldermen Liaison (if a Public Hearing was held at a board/commission level) may speak and address any questions. Following this, citizens are given an opportunity to speak in favor of or against the item. Once all comments have been received, the mayor will close the public hearing.

- Resolutions and Ordinances:
  - Resolutions are acts done through ministerial powers of the Board of Aldermen. A resolution is usually temporary, establishes policy, declares intent, finds facts, or is ceremonial. Resolutions also include the approval of contracts. Resolutions are introduced and seconded, then a voice vote is taken to approve or deny the resolution. Resolutions may be approved by a simple majority.
  - Ordinances are pieces of formal legislation that create law when passed or prescribe government conduct. Per state law all ordinances are read twice:
    - The purpose of the first reading is to introduce the bill. Questions and brief explanation may be addressed on first reading. Debate on the item is encouraged.
    - The second reading normally takes place at the following meeting to allow an opportunity for citizen input and Board of Aldermen debate before the final vote takes place.
    - Ordinances are voted upon with a roll call vote, with each Board of Aldermen member's vote recorded separately.
- Mayor's Report: the mayor reports to the Board of Aldermen on any matters they see fit.
- City Administrator's Report: the city administrator reports to the Board of Aldermen on matters not previously addressed.
- Chief of Police Report: the chief, or a representative, reports to Board of Aldermen on any police matters they see fit.
- Public Works Commissioner report: the public works commissioner provides a monthly report to the Board of Aldermen.
- Director of Community Development report: the director of community development provides a monthly report to the Board of Aldermen.
- City Attorney report: the city attorney reports to the Board of Aldermen on legal matters not previously addressed.
- City Collector report: the city collector reports to the Board of Aldermen on matters not previously addressed.
- Board/Commissions reports: Board liaisons and board standing committee chairs report to the Board of Aldermen on matters discussed at the various boards/commission meetings.
- Miscellaneous: address and/or approve items not previously discussed.
- Reports of City Officials: each alderman reports to Board of Aldermen on matters not previously discussed.
- Adjournment: with no further business to discuss, a motion and a second are made to

adjourn, then a voice vote is taken to adjourn.

### Other Meetings

Other meetings involving the Board of Aldermen include:

- **Work Sessions:** typically involve in-depth discussions on a specific topic. This includes budget work sessions, presentations on items that may require Board of Aldermen action in the future, or updates provided by the city administrator.
- **Special Meetings:** an open Board of Aldermen meeting may take place before the meeting or when necessary. The mayor or upon written request of four (4) or more aldermen, may call a special meeting.
- **Closed Session:** Board of Aldermen will move into a closed session as allowed by exceptions in the Missouri Sunshine Law. This usually takes place at the end of a Board of Aldermen meeting, just prior to adjournment.

### The Sunshine Law

All government entities and their boards and commissions must comply with [Chapter 610 of the Revised Statutes of Missouri](#), more commonly known as the Missouri Sunshine Law. The law generally requires all meetings of boards or commissions to be open to the public. It also requires that meeting dates and times be posted at the place where the meeting will be held, at least 24 hours prior to the meeting, exclusive of weekends and holidays.

The law provides for closed meetings only for specific subjects such as the purchase of real estate, discussion of a specific lawsuit, or dealing with personnel matters. Any votes taken during closed meetings must be recorded and made available to the public within 72 hours of the vote, if applicable.

The City of Pacific believes very strongly that the Board of Aldermen and all boards and commissions have the responsibility to not only honor the letter of the Sunshine Law but to honor the spirit of the law as well. A helpful booklet containing the do's and don'ts as they pertain to compliance with the Sunshine Law is available upon request by contacting the city clerk.

### Conflicts of Interest

Openness is the best policy. If you think a potential conflict exists, you can discuss the matter with other members of the Board of Aldermen, the city administrator or, if necessary, with the city attorney. If you are in doubt, the safest course of action is to abstain from participating in any discussions or votes on that issue.

In order to assure independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship, which may give rise to the appearance of a conflict of interest or impropriety. As a result, public officials shall disclose investments, interest

in real property, sources of income, and gifts, and shall abstain from participating in deliberations and decision-making, including voting, where conflicts may exist.

Public officials should avoid action, whether specifically prohibited or not, which might result in or create the appearance of:

- using their public office for private gain,
- offering preferential treatment to any person,
- impeding city efficiency and economy,
- losing complete independence or impartiality,
- making a city decision outside of official channels, or
- adversely affecting the confidence of the public and the integrity of the city.

## Communication

An email address will be created and assigned for you, and citizens are given that email address as their way to reach you. Utilizing the city email address is a requirement as an elected official. We suggest you check your email daily, as employees also use it frequently to communicate with you. Occasionally, you may receive written materials from employees, or publications, periodicals, or written correspondence from the community. This mail will be held for you at city hall, and you are free to check your mailbox (located in the office immediately before the Executive Session/Zoom Conference room) at any time.

### Communicating with Board of Aldermen Members

As noted below, written communication between Board of Aldermen members is subject to the Sunshine Law. If three or more aldermen are included on an email, and there is back and forth correspondence, it can be considered a meeting. As noted in the Sunshine Law, meetings are required to have agenda posted 24 hours in advance. The city clerk should always be copied on an email involving more than three (3) aldermen.

Attendance at community or social events may result in a quorum of Board of Aldermen members being present, so please refrain from talking about city business during these events. Discussion and debate about city business should be limited to public meetings, work sessions, or closed sessions where proper notice has been given to the public.

### Communicating with Citizens

If you receive a citizen complaint or question that you do not know the answer to, please feel free to contact the city administrator, who will direct the concern or question to the right staff person to respond.

### Communicating with City Employees

Communications with staff are best handled through the city administrator. This is to ensure compliance with Section 115.280 of Pacific's Municipal Code, but also helps the city administrator be aware of concerns and requests that members of the governing body have and can see that they are being addressed.

Inquiries from Board of Aldermen members directly to leadership team members are acceptable and encouraged, but if you email a staff member directly, please “cc” the city administrator for the same reasons above. Section 115.280 prohibits Board of Aldermen members from directly interfering with the conduct of any department or duties of employees subordinate to the city administrator, so if you see/hear something that needs to be taken care of, please contact the city administrator.

## Compensation

Aldermen currently receive \$4,575 annually, with the mayor receiving \$7,990 annually, received in twelve (12) monthly payments. A W-4 will need to be completed with the city clerk and it is highly recommended signing up for direct deposit with the deputy city clerk. Funds for training and attendance at conferences are budgeted and paid directly by the city. These events will be coordinated and scheduled through the city clerk.

## Key Calendar Events

### Missouri Municipal League (MML)

- Newly Elected Officials Training – normally a day and a half meeting in Columbia, Missouri in early June.
- Annual Conference – normally a Sunday – Wednesday meeting held in September. Location varies

### MIRMA

- Annual Conference – normally a 2-3 day meeting. Dates and locations vary.

### Franklin County Municipal League

- Quarterly Dinners – 3-4 hour dinner/meeting. Dates and locations vary as dependent on the host city.

## Part II – Advisory Boards and Commissions

Boards and commissions in the City of Pacific are an integral and important part of the city's government. Residents who serve on a board or commission dedicate many hours each month without compensation to make the City of Pacific's government as reflective as possible of the attitudes and beliefs of all residents.

The mayor, with the approval of the Board of Aldermen, appoints board and commission members. A resident may express an interest in serving on a particular board or commission to a member of the Board of Aldermen or through volunteer work within the community. A resident may be asked to serve on a particular board or commission. A good rule of thumb when considering appointments is to appoint individuals who have the appropriate skills and interests for a given board or commission and strive to select a representative cross-section of the Pacific community.

While some boards and commissions draw their authority from state statutes, others receive their authority from local ordinances. Except for the Board of Adjustment, boards and commissions serve an advisory role to the Board of Aldermen. They may study specific issues such as a change in zoning, or they may provide general suggestions for a specific government function, such as the Park Board. In either case, the Board of Aldermen receives important recommendations and information from these committees but retains the ultimate decision-making authority.

## Current Boards and Commissions

Board of Adjustment

Park Board

Meramec Valley Historical Society

Administrative Committee

Operations Committee

Planning & Zoning Commission

Tourism Commission

Industrial Development Authority

### Role of Board of Aldermen Liaison

The mayor may appoint a Board of Aldermen liaison to serve as a non-voting member of a board or commission. Otherwise, it is not unusual to have a member of the Board of Aldermen attend various board and commission meetings from time to time. Some members of the Board of Aldermen do this solely to become more familiar with board and commission members, as well as the work of the group itself.

Whether the liaison appointed to a board or commission is actively involved in the group's discussions depends on the nature of the work that the board or commission performs, as well as the desires of its members.

### Role of City Staff

The city administrator's office coordinates all staff activities for the boards and commissions. A staff person who is appointed by and responsible to the city administrator through the appropriate department head represents the city administrator at all board and commission meetings. The staff liaison's principal role is to provide technical support to boards and commissions and to facilitate the flow of information between the mayor, Board of Aldermen, and the boards and commissions.

The staff liaison is responsible for keeping the Board of Aldermen informed of all board and commission activities through the department head. If a board or commission member has a specific concern about the role of a staff liaison, he or she should contact the city administrator.

## Removal/Resignation

### Removal

The chair of the board or commission, the Board of Aldermen liaison (if appointed), or the city administrator may recommend consideration of a member's removal to the mayor and/or Board of Aldermen. The reasons for removal may include, but are not limited to:

- Inappropriate and/or malicious use of social media. Members whose actions result in using social media in an inappropriate and/or malicious manner may be removed from the Board of Aldermen or commission.
- Continuous absences from all regularly scheduled meetings. Members who impair the proper functioning of the board or commission due to their constant inability to attend meetings or to participate in board or commission activities may be removed from the board or commission.
- Misconduct at meetings. Members whose actions seriously interrupt the orderly process of said meetings may be removed from the board or commission.
- Neglect of duty. Members who intentionally disregard duly assigned tasks or repeatedly fail to carry out the responsibilities expected of board or commission member may be removed from the board or commission.
- Ineligible to serve. Members who do not maintain the eligibility requirements for appointment to the board or commission may be removed.

Requirements for removal of a board/commission member vary based on the board/commission, as set forth in city code.

#### Resignation

Board or commission members may resign by giving appropriate written notice of resignation. The chair shall notify the entire board or commission, the city administrator's office, and/or the mayor. A board or commission member who resigns his or her position may apply for re-appointment later.

## Planning & Zoning Commission

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### Members and Organization

- **Nine (9) members** including one (1) alderman liaison (non-voting). The citizen members are appointed by the Mayor, subject consent of the Board of Aldermen. The alderman liaison is appointed by the Board of Aldermen.
- Four- (4) year staggered terms.
- All members (excluding alderman) shall be entitled to cast one (1) vote on each issue.
- All members of the commission shall serve without compensation.
- Officers: Members of the Planning Commission shall elect a chairperson, vice chairperson and secretary from among its members. Term of the officers shall be for 1 year with eligibility for reelection.

### Meetings and Reports

- Meetings are held the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesdays, as needed, at 7:00 pm.

### Powers and Duties

- Review and make recommendations on various planning matters, such as rezoning, site plan reviews, zoning ordinance amendments, street vacations and future land use recommendations.
- Formulate and adopt a plan for the physical development of the city (Comprehensive Plan).
- Recommend regulations governing the subdivision of land within the City.

### Staff Support

- Director of Community Development
- Community Development Clerk
- Building Inspector
- City Clerk

### Authority

- Pacific City Code Section 400, 405 and 410
- RSMo. 89.370

## Board of Adjustment

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### Members and Organization

- Five (5) members appointed by the mayor with approval of the Board of Aldermen, who must be residents of the city, none of whom can be members of the city Board of Aldermen or Planning and Zoning Commission. Four (4) members constitute a quorum.
- Three (3) alternate members may be appointed. The alternate members serve in the absence of or disqualification of regular members. Any alternate members shall be residents appointed by the board.
- Members serve staggered terms of five (5) years. Alternate members serve staggered terms of three (3) years.
- All members shall be entitled to cast one (1) vote on each issue.
- All members of the board shall serve without compensation.
- Officers: members shall elect a chairperson and secretary, each to serve a one-year term.
- The board shall keep records of its examinations and official actions.

### Meetings and Reports

- Meetings are as needed with the last Wednesday of the month reserved at 7:00 pm. Appeals must hear and decide on within 30 days after the notice of appeal is filed with the city.
- The board is required to keep minutes of their proceedings reflecting the vote of each member on each question and all other official actions, all of which are public record. From time to time, a court reporter may be required to record the proceedings before the board.

### Powers and Duties

- Hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning ordinance.
- Hear and decide in specific cases a request for a variance from specific terms of the Zoning Ordinance. In its review, the board examines the practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the zoning ordinance. The board may vary or modify the application of the ordinance provisions relating to the use, construction or alteration of buildings or structures, or the use of land, so that the spirit of the ordinance is observed, public safety and welfare secured, and substantial justice done.
- Hear and decide all other matters referred to in the zoning ordinance.
- A concurring vote of four (4) members is required to reverse any order, requirement, decision, or determination or to decide in favor of any applicant on any matter presented in the application or to effect any variation from the zoning ordinance.

### Staff Support

- Building Inspector/Plans Examiner



- Director of Community Development
- Community Development Clerk
- City Clerk

Authority

- Pacific City Code Section 407
- Chapter 89 RSMo.

## Meramec Valley Historical Society

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### Members and Organization

- Consist of five (5) directors and one (1) non-voting alderman appointed by the mayor with approval of the Board of Aldermen.
- Directors shall serve staggered terms of three (3) years.
- All directors of the society shall serve without compensation.
- All directors shall be entitled to cast one (1) vote on each issue.
- Officers: directors shall elect a president, vice president and secretary for a one (1) year term. The Board of Aldermen liaison shall not serve as an officer. City clerk will serve as treasurer.

### Meetings and Reports

- Meetings are held on the third (3<sup>rd</sup>) **Wednesday at 7:00 pm.**

### Powers and Duties

- Shall make and adopt such by-laws, rules, and regulations as approved by the Board of Aldermen for their own guidance and governance.
- No later than May 1 of each year, the society shall forward an annual budget for consideration by the Board of Aldermen.

### Staff Support

- Director of Tourism
- Community Development Clerk
- City Clerk

### Authority

- Pacific City Code, Section 140.210 – 140.260

## Park Board

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### Members and Organization

- Five (5) directors chosen from the citizens of the city area with reference to their fitness for such office, and one (1) non-voting alderman liaison, appointed by the mayor with approval of the Board of Aldermen.
- Three (3) year staggered terms.
- All directors of the board shall serve without compensation.
- All directors shall be entitled to cast one (1) vote on each issue.
- Officers: directors of the Park Board shall elect a president, vice-president, and such other officers each June, as they deem necessary to serve for a term of one-year each.

### Meetings

- Meetings are held on the second (2<sup>nd</sup>) Monday of each month at 7:00 p.m.

### Powers and Duties

- To study and make plans and recommendations for the development and maintenance of facilities and activities for a progressive parks and recreation system within the city. The board shall consider those issues that relate to the city parks and shall make recommendations to the Board of Aldermen at such times as the board may see fit or as the Board of Aldermen may direct.

### Staff Support

- Park Superintendent
- Deputy City Clerk

### Authority

- Pacific City Code Section 140.010 – 140.110

## Industrial Development Authority

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### Members and Organization

- Consist of five (5) members and one (1) non-voting alderman liaison, of whom shall be appointed by the mayor with consent the Board of Aldermen.
- All members shall be entitled to cast one (1) vote on each issue.
- All members shall serve without compensation.
- Members shall serve terms of six (6) years.

### Meetings and Reports

- Meetings are as needed.

### Powers and Duties

### Staff Support

- Director of Community Development
- Community Development Clerk
- City Clerk

### Authority

- Chapter 349 RSMo.

## Tourism Commission

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### Members and Organization

- Consist of five (5) members appointed by the Board of Alderman and one (1) non-voting alderman liaison.
- Of the five (5) members, one (1) shall be a representative of the hotel/motel industry and two (2) shall be active in the tourism industry. The remaining members shall be members of local general business interests in the City of any County within which the City is located.
- All members shall be a resident of the City or County in which any part of the City is located.
- Members shall serve staggered terms of three (3) years.
- Members of the commission shall serve without compensation.
- All members shall be entitled to cast one (1) vote on each issue.
- Members of the commission shall serve no more than two (2) consecutive terms.

### Meetings and Reports

- Meetings are held on the second (2<sup>nd</sup>) Tuesday of each month at 3:30 pm.

### Powers and Duties

- Promote tourism and administer the monies collected in a special fund within the limits of the budget approved by the Board of Aldermen.
- No later than May 1 of each year, the commission shall submit a detailed proposal for expenditure of funds outlining the connect of each proposed expenditure line item to the promotion of tourism for consideration by the Board of Aldermen.

### Staff Support

- Director of Tourism

### Authority

- Pacific City Code, Section 605.058
- Chapter 67 RSMo.

## Administrative Committee

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### Members and Organization

- Consist of the mayor and three (3) aldermen, one (1) from each Ward.
- Mayor shall cast a vote in the case of a tie.
- A quorum consists of three (3) of the four (4) members.
- On the first (1<sup>st</sup>) Tuesday of May of each year, the committee shall elect and a chairperson and vice chairperson.

### Meetings and Reports

- Meetings are as needed.

### Powers and Duties

- Considers items concerning finance, personnel, growth and development.

### Staff Support

- City Administrator
- City Clerk

### Authority

- Pacific City Code Section 110.110

## Operations Committee

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### Members and Organization

- Consist of the mayor and three (3) aldermen, one (1) from each Ward.
- Mayor shall cast a in the case of a tie.
- A quorum consists of three (3) of the four (4) members.
- On the first (1<sup>st</sup>) Tuesday of May of each year, the committee shall elect and a chairperson and vice chairperson.

### Meetings and Reports

- Meetings are as needed.

### Powers and Duties

- Considers items concerning public works and public safety.

### Staff Support

- City Administrator
- City Clerk

### Authority

- Pacific City Code Section 110.110

## Appendix A – Current Officials

### Current Elected Officials

<b>Member</b>	<b>Term Expires</b>	<b>First Elected</b>
Heather Filley, Mayor	2026	2022
Rick Presley, Ward 1 Alderman	2024	2022
Rafael Madrigal, Ward 1 Alderman	2025	2023
Anna Meadows – Ward 2 Alderman	2025	2023
James Cleeve – Ward 2 Alderman	2024	2022
Scott Lesh – Ward 3 Alderman	2024	2022
Debbie Kelley – Ward 3 Alderman	2025	2023
Scott Melies, City Marshal/Chief of Police	2026	2022
Diana Simmons – City Collector	2024	2023 (appointed to fill vacancy)

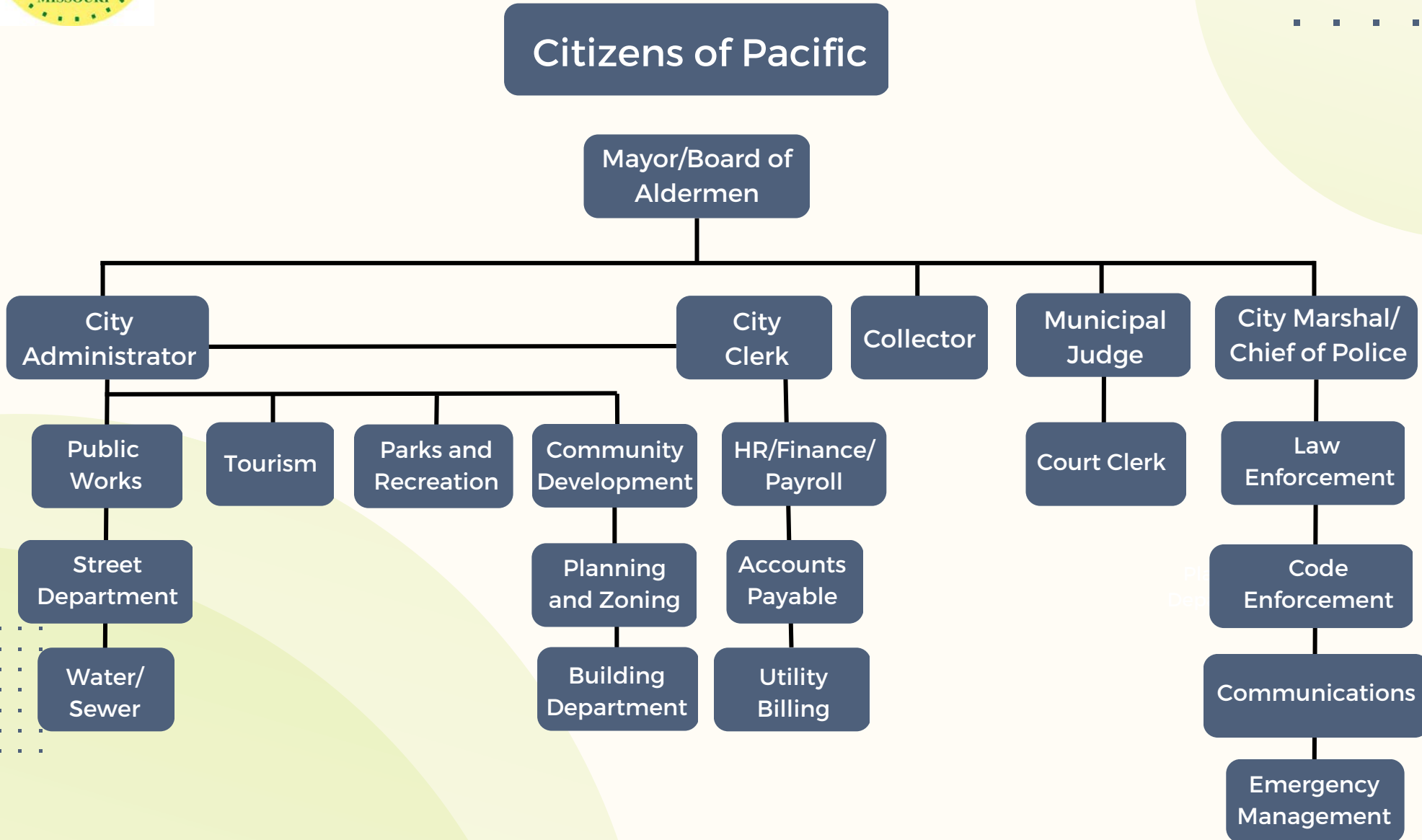
### City Staff

<b>Name</b>	<b>Title</b>	<b>Contact Information</b>
Steve Roth	City Administrator	636-271-0500, ext. 213 <a href="mailto:sroth@pacificmissouri.com">sroth@pacificmissouri.com</a>
Robert Brueggemann	Public Works Commissioner	636-257-2163 <a href="mailto:rbrueggemann@pacificmissouri.com">rbrueggemann@pacificmissouri.com</a>
Chris Fowler	Parks Superintendent	636-459-6568 <a href="mailto:cfowler@pacificmissouri.com">cfowler@pacificmissouri.com</a>
Kelly O'Malley	Director of Tourism	636-271-0500, ext. 222 <a href="mailto:komalley@pacificmissouri.com">komalley@pacificmissouri.com</a>
Steve Myers	Director of Community Development	636-271-0500, ext. 216 <a href="mailto:smyers@pacificmissouri.com">smyers@pacificmissouri.com</a>
Tiffany Wilson	Community Development Clerk	636-271-0500, ext. 221 <a href="mailto:twilson@pacificmissouri.com">twilson@pacificmissouri.com</a>
Kim Barfield	City Clerk	636-271-0500, ext. 217 <a href="mailto:kbarfield@pacificmissouri.com">kbarfield@pacificmissouri.com</a>
Debbie Hayden	Deputy City Clerk	636-271-0500, ext. 223 <a href="mailto:dhayden@pacificmissouri.com">dhayden@pacificmissouri.com</a>
Janet Fuszner	Accounts Payable	636-271-0500, ext. 220 <a href="mailto:jfuszner@pacificmissouri.com">jfuszner@pacificmissouri.com</a>
Rae Cowsert	Utility Billing	636-271-0500, ext. 215 <a href="mailto:rcowsert@pacificmissouri.com">rcowsert@pacificmissouri.com</a>
Ryan Helfrich	City Prosecutor	636-744-1303
Steve Brune	Building Inspector	636-271-0500, ext. 219 <a href="mailto:sbrune@pacificmissouri.com">sbrune@pacificmissouri.com</a>
James Overschmidt	Code Enforcement Officer	636-271-0500, ext. 292 <a href="mailto:joverschmidt@pacificmissouri.com">joverschmidt@pacificmissouri.com</a>
Hal Schulman	Emergency Management	636-271-0500, ext. 285 <a href="mailto:hschulman@pacificmissouri.com">hschulman@pacificmissouri.com</a>





# City of Pacific Organization Chart



## Appendix C – Helpful Links

### Roberts Rules of Order- Information

- [https://en.wikipedia.org/wiki/Robert's\\_Rules\\_of\\_Order](https://en.wikipedia.org/wiki/Robert's_Rules_of_Order)
- [https://assembly.cornell.edu/sites/default/files/roberts\\_rules\\_simplified.pdf](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf)

### City of Pacific Ordinances

- <https://ecode360.com/PA3390>

### Missouri State Statutes

- <https://revisor.mo.gov/main/Home.aspx>

### City of Pacific

- <http://pacificmissouri.com>

### Franklin County Missouri

- <https://www.franklinmo.org>

### St. Louis County Missouri

- <https://stlouiscountymo.gov>

### Missouri Ethics Commission

- <https://mec.mo.gov>

### Missouri Municipal League

- <https://mocities.com>

### Missouri Municipal Trust (MIRMA)

- <https://mirma.org>