

**The City of North Kansas City, Missouri**



**Boards and Commissions**

**April 2, 2021**

## GENERAL INFORMATION

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The City of North Kansas City is a third-class city with a Mayor/City Council/City Administrator form of government. The eight-member City Council is elected to two-year staggered terms. The Mayor is elected to a four-year term. The Mayor Pro Tem is elected annually by members of the City Council. The City Administrator is the chief administrative officer of the City and oversees the daily functions of the government. The City Administrator is responsible for implementing the policies set by the City Council and for effectively and economically operating the City.

The City Council is responsible for establishing policies and providing overall direction for the City's operation. As elected representatives, Councilmembers are directly accountable to the citizens of North Kansas City. Boards and commissions, composed of local residents, assist the City Council in investigating issues and making decisions. Boards and commissions expand the opportunity for citizen input and participation in policy development.

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

Board and commission members are appointed by the Mayor with the approval of the City Council. A resident may express an interest in serving on a particular board or commission to a member of the City Council or may be asked by the mayor to serve on a particular board or commission. The City Council seeks to appoint individuals who have the appropriate skills and interests for a given board or commission and strives to select a representative cross-section of the North Kansas City community.

While some boards and commissions draw their authority from state statutes, others receive their authority from local ordinances. In either event, the City Council receives important recommendations and information from these committees, but retains the ultimate decision-making authority in most instances.

### **The Sunshine Law**

The City Council appoints at least one of its members to be a liaison to each board or commission within City government. Whether the Councilmember is actively involved in the group's discussions depends somewhat on the nature of the work that the board or commission performs, as well as the desires of its members.

Most City of North Kansas City boards and commissions have at least one City staff member assigned to them. This will usually be a department director or division manager from the department most closely aligned with the activities of the particular board or commission. City staff members assigned to assist the board or commission handle the required administrative duties. Staff is responsible for providing an agenda to guide formal meetings, preparing staff reports, and providing analysis and technical data needed to develop recommendations for the City Council, handling correspondence and

clerical assistance, and taking and maintaining minutes to serve as the official record of a board's or commission's activities.

All government entities and their boards and commissions must comply with the Missouri Sunshine Law. The law requires all meetings of boards or commissions to be open to the public. It also requires that meeting dates and times be posted at City Hall at least 24 hours prior to the meeting, exclusive of weekends and holidays.

Anyone attending a board meeting from the public should be able to hear what is going on. Depending upon the rules and procedures of a given board or commission, however, the public does not necessarily have the right to participate in those discussions. The law allows for boards and commission to conduct closed sessions, but only for very specific subjects such as the purchase of real estate, discussion of a specific law suit, or personnel issues. These categories rarely apply to City boards or commissions.

The City of North Kansas City believes very strongly that all boards and commissions have the responsibility not only to honor the letter of the Sunshine Law, but to honor the spirit of the law, as well.

## **ADVISORY BOARDS AND COMMISSIONS**

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- ❖ Board of Zoning Adjustment
- ❖ Planning Commission
- ❖ Hospital Board of Trustees
- ❖ Library Board
- ❖ Liquor Control Board of Review
- ❖ Parks and Recreation Board
- ❖ Police and Fire Personnel Board
- ❖ Tax Increment Financing (TIF) Commission
- ❖ Industrial Development Authority (IDA)
- ❖ Police and Fire Pension Board
- ❖ Crummett Beautification Committee

## **BOARD OF ZONING ADJUSTMENT (BZA)**

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### **Members and Organization**

- The Board of Zoning Adjustment consists of five (5) Members, who must be residents of the city.
- Members are appointed for five-year terms.
- Three (3) alternate Members may be appointed in the absence or the disqualification of the regular members.
- The Board elects its own Chair, who serves for one year.

### **Meetings and Reports**

- Meetings of the board are held on an as-needed basis, at the call of the Chair and at such other times as the Board may determine.

### **Powers and Duties**

- Consider applications for variances to the strict application of either the zoning or sign regulations.
- Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the enforcement officer in the enforcement of the zoning or sign ordinances.
- The appeal of a BZA decisions is to the Circuit Court of Clay County.

### **Staff Support**

- Community Development Director
- Recording Secretary

### **Authority**

- North Kansas City Municipal Code Chapters 2.44, 17.96 & 15.44
- Chapter 89, Revised Statutes of Missouri

# PLANNING COMMISSION

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## **Members and Organization**

- The Planning Commission consists of seven (7) members, composed of five (5) Citizen Members, the Mayor, and one (1) City Councilmember selected annually by a majority of the City Council.
- The citizen Planning Commission Members are appointed by the Mayor and approved by the City Council.
- Members serve a four-year term.
- The Planning Commission elects officers annually from among the members.

## **Meetings and Reports**

- Meetings are held on the first Thursday of each month at 6:00 p.m., if needed.

## **Powers and Duties**

- The Planning Commission holds public hearings making recommendations for amendments to the zoning ordinance and zoning map to the City Council.
- The Commission holds public hearings and makes recommendations for zoning amendments (rezoning) and the authorization of conditional use permits.
- The Commission may hold public hearings and make recommendations for subdivision plats.
- The Commission will periodically review and update the Master Plan for the city.
- On occasion, the Commission may coordinate or participate in planning or community development studies planning for the future of the community.

## **Staff Support**

- Community Development Director
- Recording Secretary

## **Authority**

- North Kansas City Municipal Code Chapter 2.40 (Planning Commission), Title 16 (Subdivision Ordinance), and Title 17 (Zoning Ordinance)
- Chapter 89, Revised Statutes of Missouri

## **HOSPITAL BOARD OF TRUSTEES**

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### **Members and Organization**

- The Hospital Board of Trustees consists of eleven (11) members, a majority of whom must be citizens of the City of North Kansas City. The remaining trustees need not be residents of the City, but must be citizens Clay, Platte, or Ray County. No more than two (2) trustees of the Board may be licensed medical practitioners.
- The Mayor, with the approval of the City Council, appoints the Board of Trustees.
- The Mayor is a non-voting liaison.

### **Meetings and Reports**

- Meetings are held on the fourth Monday of each month, except the month of December, and at any other time as the Board may deem necessary.

### **Powers and Duties**

- Pursuant to Section 96.150, the Board of Trustees has the authority to operate, maintain, and manage the Hospital.
- Pursuant to Section 96.190, the Board of Trustees controls the expenditures related to the Hospital and the construction, leasing, equipping, operating, and maintaining the facility and grounds and other property, real and personal, belonging to the facility.

## **LIBRARY BOARD**

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### **Members and Organization**

- The Library Board consists of nine (9) Citizen Members appointed by the Mayor with the approval of the City Council. Members must be residents of the City.
- Members serve three (3) year staggered terms. Members may serve a limit of three consecutive terms, after which they must step off the board for at least two years.
- A councilmember appointed by the Mayor and approved by the Council serves as a non-voting liaison.
- Officers: Members of the Library Board shall elect a President, Vice-President, Treasurer, and Secretary to serve for a term of one year each. There is not a limit on the number of one-year terms an Officer may serve.

### **Meetings and Reports**

- Meetings are held on the third Monday of each month at 6:00 p.m.
- Special Meetings are held when necessary.

### **Powers and Duties**

- The Board sets the Library's policies, approves the annual budget, and hires, and performs the performance reviews of the Library Director. The Board considers those issues which relate to the City and makes recommendations to the City Council at such times as the Board may see fit or as the Council may direct.

### **Subcommittees**

- The Board has the authority to create a subcommittee to deal with strategic planning, building projects, or other tasks as needed.

### **Staff Support**

- Library Director

### **Authority**

- North Kansas City Code Section 2.52.010 and 2.52.020, et seq.

# **LIQUOR CONTROL BOARD OF REVIEW**

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## **Members and Organization**

- The Liquor Control Board of Review consists of three (3) Members appointed by the Mayor with the approval of the City Council.
- Members serve three (3) year staggered terms.

## **Meetings and Reports**

- Meetings are held as needed.

## **Powers and Duties**

- Members investigate, examine, and review the denial of an application for a license or permit, the decision of the enforcement agency in regard to any proposed location of alcoholic beverage selling premises or the suspension or revocation of a license or permit by the enforcement agency.

## **Staff Support**

- Director of Liquor Control
- Recording Secretary

## **Authority**

- North Kansas City Municipal Code 4.08

## **PARKS AND RECREATION BOARD**

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### **Members and Organization**

- The Parks and Recreation Board consists of nine (9) Citizen Members appointed by the Mayor with the approval of the City Council.
- Members serve three (3) year staggered terms.
- One (1) City Councilmember as non-voting liaison.
- Officers: Members of the Parks and Recreation Board shall elect a Chair, Vice-Chair, and Secretary to serve for a term of one year each. The Chair and other officers may serve up to three consecutive terms in a specific office, and thereafter, may be re-elected to their previous position after a lapse of one year.

### **Meetings and Reports**

- Meetings are held on the second Thursday of each month at 6:00 p.m. Special meetings are held when necessary.

### **Powers and Duties**

- To study, 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 which relate to the City parks and shall make recommendations to the City Council as such times as the Board may see fit or as the Council may direct.

### **Staff Support**

- Parks and Recreation Director

### **Authority**

- Chapter 90, Revised Statutes of Missouri

## **POLICE AND FIRE PERSONNEL BOARD**

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### **Members and Organization**

- The Police and Fire Personnel Board consists of five (5) members to be appointed by the Mayor and approved by the City Council.
- Members serve four (4) year term.

### **Meetings and Reports**

- Meetings are held on an as needed basis with proper posting. Minutes of meetings are maintained.

### **Powers and Duties**

- The Police and Fire Personnel Board shall have prepared examinations and shall give or cause to be given examinations to all candidates for appointment or promotion and shall certify a list of eligible candidates to the City Administrator who shall be the appointing authority. The City Administrator is required to appoint or promote from a list of eligible candidates so certified.
- The Police and Fire Personnel Board shall be authorized to prepare recommendations as to the personnel structure of the Police Department and Fire Department of the City and to cause such recommendations to be forwarded to the City Council for their consideration in connection with the adoption of ordinances regulating the size and structure of the Police Department or Fire Department.

### **Staff Support**

- Chief of Police
- Fire Chief
- Recording Secretary

### **Authority**

- North Kansas City Municipal Code 2.24.040, et seq.

# **TAX INCREMENT FINANCING (TIF) COMMISSION**

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## **Members and Organization**

- The Tax Increment Financing Commission consists of eleven (11) Commissioners. They include:
  - Two (2) voting representatives appointed by the North Kansas City School District.
  - Two (2) voting representatives appointed by the Clay County Presiding Commissioner with the consent of the Clay County Commission.
  - One (1) representative to represent all other taxing entities affected by a specific project, to be appointed in a manner to be agreed upon by the taxing authorities involved.
  - Six residents of North Kansas City, appointed by the Mayor with the approval of the City Council.
- Members serve four (4) year staggered terms.
- Officers: Members of the TIF Commission elect a Chair, Vice-Chair, Treasurer and Secretary to serve for a term of one year each at the Annual Meeting. Two (2) offices may be held by the same person.
- A recording secretary is provided from the City as staff support.

## **Meetings and Reports**

- Meetings are held on an as-needed basis.
- Special Meetings are held when necessary.

## **Powers and Duties**

- Hold public hearings and make recommendations to the City Council concerning the adoption of (or amendment to) TIF projects.

## **Special Provisions**

- Quorum for public hearings and votes thereon shall consist of a majority of the Commissioners and representatives, except such quorum must include at least four members of the Commission appointed to represent the City.
- If a quorum is not present at any meeting of the Board of Commissioners, a majority of the Commissioners present may adjourn the meeting until a quorum is present.

## **Staff Support**

- Assistant City Administrator
- Recording Secretary

## **Authority**

- Ordinance No. 6674
- By-Laws of the Tax Increment Financing Commission, adopted August 13, 1996.
- Revised Missouri Statutes 99.800 – 99.865

# **INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)**

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## **Members and Organization**

- The Industrial Development Authority consists of five (5) Directors.
- Directors shall be a qualified elector of, and taxpayer, in the City of North Kansas City, Missouri.
- Directors shall not be an officer or employee of the City of North Kansas City, Missouri.
- Directors shall be appointed by the Mayor by the Mayor with the approval of the City Council.
- Members serve staggered terms.
- Officers: Members of the IDA Board elect a Chair, a President, Vice-President, Secretary and Treasurer to serve for a term of one year each at the Annual Meeting. Two (2) offices may be held by the same person, except the offices of President and Secretary.
- A recording secretary is provided from the City as staff support.

## **Meetings and Reports**

- Meetings are held on an as-needed basis.
- Special Meetings are held when necessary.
- An Annual Meeting shall be held at 9:00 AM on the first Monday in May of each year.

## **Powers and Duties**

- The IDA Board is to issue bonds contemplated by the North Kansas City Destination Developers, LLC, Master Finance Agreement.

## **Special Provisions**

- Quorum for meetings and votes thereon shall consist of a majority of the Directors and representatives.
- The act of a majority of the directors present at a meeting at which a quorum is present shall be valid as the act of the Board of Directors, except in those specific instances where a larger vote may be required by law, by the Articles of Incorporation of by these Bylaws.
- If a quorum is not present at any meeting of the Board of Directors, a majority of the Directors present may adjourn the meeting until a quorum is present.

## **Staff Support**

- Assistant City Administrator
- Recording Secretary

## **Authority**

- Ordinance No. 9032
- The Articles of Incorporation adopted October 3, 2017.
- Revised Missouri Statutes Chapter 349

# **POLICE AND FIREFIGHTER'S RETIREMENT FUND BOARD**

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## **Members and Organization**

- The Board of Trustees consists of the Mayor, City Attorney, City Treasurer, Chief of Police (or designated alternate), Fire Chief (or designated alternate), member from Police Department, an alternate member from Police Department, member from the Fire Department, and an alternate member from the Fire Department.
- The City Administrator shall serve as an ex-officio member of the Board. The City Administrator may have a voice at the meeting but has no voting rights and does not count as part of the quorum.
- Members of the Police Department will be elected by the contributing Police Department members. Members of the Fire Department will be elected by the contributing Fire Department members.
- The Mayor serves as President of the Board.
- The trustees by major vote shall appoint a Secretary, who may be, but need not be, a member of the board.
- The City Treasurer shall be the official Treasurer of the Board.

## **Meetings and Reports**

- Quarterly – Second Tuesday of February, May, August, and November

## **Powers and Duties**

- Administration of the Police Officers' and Firefighters' Retirement Fund.
- Exclusive jurisdiction to determine retirement pensions, claims or benefits under the fund.
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## **Staff Support**

- Fire Chief
- Police Chief
- Recording Secretary

## **Authority**

- Section 2.64.040 City of North Kansas City Municipal Code (Ordinance No. 8594)

## **CRUMMETT BEAUTIFICATION FUND COMMITTEE**

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### **Members and Organization**

- The Committee consists of seven (7) members: the Mayor and six persons appointed by the Mayor and approved by the City Council, to include:
  - A councilmember
  - A representative of the arts community
  - A representative of the business community
  - The City Administrator or his/her designee,
  - The Public Works Director or his/her designee
  - The Community Development Director.

### **Meetings and Reports**

- Meetings are held as necessary.

### **Powers and Duties**

- The Tim C. Crummett Family Charitable Fund is administered by the Greater Kansas City Community Foundation. The City of North Kansas City is named as a benefactor in the fund for two equally funded purposes: improvements at Macken Park and beautification projects in North Kansas City. If the investment fund performs favorably, the City receives endowment payments in the spring. Half of the disbursement is administered by Parks & Recreation for improvements to Macken Park, and half is administered by the City for beautification projects in North Kansas City. This Committee develops ideas for beautification projects to be accomplished with the City portion of the disbursement and works to accomplish them.

### **Staff Support**

- Assistant City Administrator

### **Authority**

- Created by the City Council on June 19, 2018

## **EQUITY AND INCLUSION COMMITTEE**

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### **Members and Organization**

- The Committee consists of nine (9) members. Each Councilmember will appoint one (1) member from their ward and the Mayor will appoint one (1) member at large. The nine (9) persons appointed shall be approved by the City Council.
- The Committee shall act in an advisory capacity to the Mayor and City Council.
- Members serve staggered two (2) year terms.

### **Meetings and Reports**

- Meetings are held as necessary.

### **Powers and Duties**

- Advising the City on equity and inclusion strategies that strengthen connections among diverse community groups and with the city government. The Committee shall, from time to time, also review the Code of the City of North Kansas City, Missouri (the “City Code”) for the purpose of making recommendations to the Mayor and City Council of suggested changes and modifications to the City Code.

### **Staff Support**

- In consultation with the Mayor, the City Administrator shall assign a City employee as a staff liaison to the Committee. The staff liaison shall ensure Committee notices, agendas and minutes of all Board meetings are prepared, published and maintained as part of the City’s records. The staff liaison is not a member or an officer of the Committee.

### **Authority**

- Section 2.50 of the City Code. Established on September 29, 2020, via Ordinance 9344.