Employee Pension Board of Trustees
Pension Board Meeting Agenda
July 24, 2018
5:30 PM
Administrative Conference Room
300 N. New Ballas Road

Call to Order

Approve Agenda

Approve Minutes

Approval of May 10, 2018 Employee Pension Board of Trustees Pension Board Meeting Minutes

Reports

New Business

RFP for Actuary Services

Discussion of Citizen Guide to Boards, Committees & Commissions

Old Business

LARGERS Update

Retirements

Information

Invoices Paid Since Last Meeting

Adjournment

Employee Pension Board of Trustees
Pension Board Meeting Minutes
May 10, 2018
5:30 PM
Administrative Conference Room
300 N. New Ballas Road

Call to Order

Steve Unser	Building Official	
Larry Potashnick	Board Member	
Kelly Sullivan	Chair	
Jon McIntosh	Board Member	(Absent)
David Caldwell	Vice Chairman	
Michael Karasick	Board Member	
Lori Obermoeller	Director of Finance	
Debbie Loso	Assistant	
Mark Perkins	City Administrator	
Wendy Ludbrook	Actuary	
John Hefele	Advisor	
Todd Grizzle	Advisor	
Ellen Lawrence	Council	

Approve Agenda

Approval of Agenda

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kelly Sullivan, Chair
SECONDER:	Michael Karasick, Board Member
AYES:	Unser, Potashnick, Sullivan, Caldwell, Karasick, Lawrence
ABSENT:	McIntosh

Approve Minutes

Approval of January 25, 2018 Employee Pension Board of Trustees Pension Board Meeting Minutes

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Kelly Sullivan, Chair
SECONDER:	Michael Karasick, Board Member
AYES:	Unser, Potashnick, Sullivan, Caldwell, Karasick, Lawrence
ABSENT:	McIntosh

Reports

Fiduciary Advisers 3rd Quarter Report

The Fiduciary Advisors reviewed the 3rd quarter report with the Board. The Advisors reviewed the performance section of the report first. The portfolio was under weighted with the fixed income at 28 compared to the strategic of 30 well within the limits. No re-balancing recommendations at this time. The weighted average net return for the equity performance is down about 1.1% for the 1st quarter. The adviser reviewed the different net return performance averages of the different time frames provided. Compared to the primary index everything is inline. There are bigger differences in the blended global index. The equity portfolio year to date shows the investment gains down $181,000 which is 1% of the portfolio. The Adviser reviewed the portfolios fees with the Board.

The Fiduciary Advisors reviewed with the Board the investment policy statement. The purpose was to give the Board a history of the thought process of the Board at that point in time as well as some of the research that supports the decisions made. In 2013 was the first major re-write of the investment policy statement. Fiduciary Advisors worked with the Board at the time so the re-write mirrored best practices.

The Fiduciary Advisors further discussed the 3rd quarter report and the performance of the City's portfolio.

The Fiduciary Advisors reviewed their recommendation with the Board. They compared the current strategic allocation and the proposed strategic allocation. The object was to keep everything that wasn't in foreign in the same proportion. Whatever proportion was for large value to large blend the Advisors wanted to keep that approximately the same. That was the thought process in the recommendations. The biggest reduction is coming from large cap blend because that is the largest allocation but not the largest percentage change. In foreign large their recommending is to go from 20% of the equity alternatives portfolio to 25%, foreign small from 6% to 8%. This works out to be about 36% of the remaining equity only allocation. This moves the portfolio more in line with the average of those target date funds reviewed earlier. The Board discussed the recommendations the Fiduciary Advisors proposed.

Mr. Sullivan motioned the Board endorse the proposed strategic allocation as outlined on page 21 of the 3rd quarter report. Mr. Karasick seconded the motion.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kelly Sullivan, Chair
SECONDER:	Michael Karasick, Board Member
AYES:	Unser, Potashnick, Sullivan, Caldwell, Karasick, Lawrence
ABSENT:	McIntosh

New Business

Assumptions

Actuarial Assumptions

Ms. Ludbrook reviewed the actuarial assumptions with the Board. The City is currently at a 7% return and compared to the NASRA brief issued early in the year the median is 7.5% return. Ms. Ludbrook stated the City is currently more conservative than the average plan. There are twenty three of the 46 active participants in the plan that are currently eligible for retirement which over the next six years retirement payments are projected to increase $600,000. There are currently 72 participants in the plan drawing retirement payments. Ms. Ludbrook stated she reviewed the results of the 71/17 evaluation and used a 6.5% rate to compare contributions. This would have increased the City's contribution about $200,000. The Board discussed the potential of changing the assumption rate of return and the effect it would have on the plan.

Mr. Caldwell motioned to recommend decreasing the assumption rate for the plan from 7% to 6.75% with the actuarial also calculating at a 6.5% for each year the plan is at 6.75%. Mr. Potashnick seconded the motion.

Mr. Potashnick asked about the last time the City went out to bid for the disbursement agent for the pension payments. The last time was around 2012-2013 time frame.

Mr. Caldwell wants to add to the next meeting agenda a discussion about if the smoothing is appropriate and amortization.

Mr. Karasick asked if the Board has an informal committee overview to what the Boards responsibilities entail. The Board would like to add this to the discussion at the next meeting.

Ms. Ludbrook stated that Conduit was sold to HDI Capital and now will be called Buck Consultants.

RESULT:	**APPROVED [5 TO 1]**
MOVER:	David Caldwell, Vice Chairman
SECONDER:	Larry Potashnick, Board Member
AYES:	Unser, Potashnick, Sullivan, Caldwell, Lawrence
NAYS:	Karasick
ABSENT:	McIntosh

FY18 Creve Coeur Assumptions

Old Business

LAGERS Update

The City has not received an update on LAGERS.

Retirements

The City had four retirements which include Jeff Steiner, Thomas Rich, Joel Snider and Gigi Videmschek.

Information

Invoices paid since last meeting

Employee Pension Board of Trustees
Pension Board Meeting Minutes
May 10, 2018
5:30 PM
Administrative Conference Room
City of Creve Coeur
300 N. New Ballas Road

MAPPERS Conference

Ms. Obermoeller stated that she and Mr. McIntosh would like to attend the MAPPERS Conference which is being held July 25-27, 2018.

On June 12th RPA is holding an educational seminar which is 6 RCHs.

Adjournment

Mr. Potashnick motioned to adjourn the meeting at 7:18 PM. Mr. Kelly second the motion.

A Citizen's Guide To Advisory Boards, Committees, & Commissions

City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, Missouri 63141
Amended January 2012
Resolution No. 992

The information outlined in this document is for descriptive purposes only and is not intended to supersede or substitute for any legal provisions in the City Charter or Code of the City of Creve Coeur. In all cases, the reader should note that provisions of the City Charter and legislative actions of the City Council shall prevail and be binding.

TABLE OF CONTENTS

PREFACE

APPOINTED CITIZEN BOARDS, COMMITTEES, COMMISSIONS - AN OVERVIEW

The City of Creve Coeur is served by a number of citizens as members of boards, committees, and commissions. Each board, committee or commission exists to provide the Mayor, City Council, and staff members with needed insight into areas of citizen interest or concern. Boards, committees, and commissions are intended to make recommendations to the elected officials. All legislative authority is vested in the City Council. The City Council is prohibited by law from delegating its legislative duties to a board, committee or commission.

ADVISORY BODY	# OF MEMBERS
Arts Commission	7 members
Board of Adjustment	5 members and up to 3 alternates
Building Code Board of Appeals	5 members
Economic Development Commission	7 members
Employee Pension Fund Board of Trustees	7 members
Finance Committee	7 members
Historic Preservation Committee	up to 15 members
Horticulture, Environment and Beautification Committee	Up to 11 members
Parks and Recreation Committee	7 members
Personnel Appeals Committee	7 members 2 alternates
Planning and Zoning Commission	7 members
Police and Safety Committee	9 members
Storm Water Committee	7 members

Communication: Discussion of Citizen Guide to Boards, Committees & Commissions (New Business)

THE ROLE OF A BOARD, COMMITTEE, OR COMMISSION MEMBER

A member of a City board, committee, or commission serves an important role in community life. The input of the members helps shape the policies under which the City operates.

Pursuant to the City Charter, all board, committee, and commission members are nominated for appointment by a three-person nominating committee. This committee is made up of the Mayor, Council President, and the chairperson of the respective board, committee, or commission. In the event the term of the chairperson has expired, the vice-chair, or if none, a designate elected by a majority vote of the committee, board, or commission serves on the nominating committee in the chairperson's place. The nominating committee recommends its selections to the City Council. The City Council votes to confirm all appointments.

By accepting a position on a Board, Committee or Commission, members agree to:

1. Review the meeting material as distributed by the Staff liaison so that they are prepared to participate in the meeting.
2. Attend as many meetings as possible and no less than 50 percent of all scheduled meetings each year.
3. Attend periodic ethics training as scheduled by the City.

Each board, committee or commission shall meet at least annually. Each board, committee or commission shall also elect a chair and a vice chair on an annual basis (except for Planning and Zoning Commission, whose chair is appointed by the Mayor with the consent of the City Council).

The limit of tenure on all committees, board and commissions (excluding the Board of Adjustment) is three (3) consecutive three (3) year terms for a total of nine (9) years to a single committee, board or commission. (Regardless of tenure, each commission, board or committee member shall serve until their successor is appointed.) Terms of all appointees expire on June 30 of the appropriate year (except the members of the Employee Pension Board of Trustees, whose terms expire September 1).

SUPPORT OF BOARD, COMMITTEE, OR COMMISSION ACTIVITIES

Role of the Council Liaison

A member of the City Council is appointed by the Mayor to each board, committee, and commission (other than Planning and Zoning and Board of Adjustment) as a non-voting council liaison. Council liaisons do not count toward a quorum. The role of the council liaison is to communicate the City Council's needs, policies, and interests to the members of the board, committee, or commission and to communicate back to the City Council the recommendations made and discussions held by the board, committee, or commission. This ensures thorough communication between the elected officials and the members of the boards, committees and commissions.

Council liaison assignments are made on an annual basis shortly after mayoral and council elections. The experience and interests of each member are considered in the assignment.

Role of the Staff Liaison

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

The staff liaison serves as follows:

1. to provide factual information to help members make their decisions and formulate their advice to the Mayor and City Council.
2. to facilitate the meeting process by working with the chairperson to schedule meeting times, dates, and locations.
3. to coordinate with the chairperson on the various activities of the board, committee, or commission.
4. to provide continuity to the work of the board, committee, or commission by maintaining complete files of the work of the board, committee, or commission and to facilitate access to these records upon request by any member, City official, employee or the members of the public.
5. to annually review with the board, committee or commission Sunshine Law requirements pertaining to open meetings, minutes, agenda posting, etc., and ensure proper procedure is followed.
6. to develop the agenda in collaboration with the chair, and ensure every agenda is posted 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 board, committee, or commission ensure thorough communication between the administrative staff, the members of the boards, committees and commissions and the Mayor and City Council.
8. to schedule, in conjunction with the chairperson, no less than one (1) meeting per year.

Role of the Mayor

The Mayor serves as an ex-officio non-voting member of all boards, committees, and commissions [Municipal Code Sec. 125.010 (c)]. In order to effectively carry out the duties of the office, the Mayor may attend the meetings of any board, committee, or commission and participate in a discussion with the members.

Role of the City Attorney

The City Attorney is the legal counsel to the Mayor, City Council, City Administrator, employees and the boards, committees, and commissions of the City. The City Attorney reports to the City Administrator. Members of any board, committee, or commission who desire the advice of the City Attorney on a matter before the board, committee, or commission may coordinate such a request through the staff liaison.

Role of the Chairperson

Each board, committee, or commission has a chairperson to facilitate the work of the members. The chair is selected by the members on an annual basis (except the Planning and Zoning Commission, whose chair is selected by the Mayor with the consent of the City Council).

The role of the chairperson is as follows:

1. to call meetings. to chair meetings.
2. to coordinate with the Mayor and City Council on the City's needs, policies, and interests and to communicate them to the members of the board, committee, or commission.
3. to coordinate with the staff liaison, and through this individual other members of the City staff, on matters requiring the attention of the staff.
4. to serve with the Mayor and Council President on the nominating committee to select new or reappoint existing members to serve on the board, committee, or commission when terms expire or vacancies occur (except when the chairperson's term that has expired, in such case, the vice-chair shall serve in the nomination committee).

FOR THE RECORD . . .

Missouri State Sunshine Law

All boards, committees, and commissions of the City of Creve Coeur are subject to the provisions of the Missouri Open Meetings and Records Law (known as the Sunshine Law).

Posting of Meeting Notices and Agendas

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, subject to State Statutes, less than 24 hours notice is acceptable – subject to the approval of the City Clerk). The main bulletin board in the front lobby of the Creve Coeur Government 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. The meeting calendar is also printed in the Newsletter and posted on the City's Web site.
In addition to the meeting notice, the Sunshine law and City policy 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 chairperson to develop this agenda. The agenda may be brief and simply contain a listing of the items to be discussed.

Minutes

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

1. the date, the time the meeting convened and the meeting place.
2. the calling to order by the chairperson.
3. the roll call, including a recording of the names of the members present and absent.
4. a listing of staff members present.
5. a brief summary of the discussion and any motions made and voted upon by the members.
6. the vote taken by a board, committee, or commission on a motion; if a roll call vote is taken, the ayes and nays shall be attributed to each member voting, or if not voting, the abstention.
7. next meeting dates, times and locations, if determined.
8. the time of adjournment.
9. the name of the individual taking the minutes.

Minutes should be approved by the board, committee, or commission at the next meeting. The department with the operational responsibility for the board, committee, or commission's primary function typically maintains the board, committee or commission's file, including the minutes and other work papers, subject to supervision by the City Clerk.

Attendance - determination of a quorum

In order to conduct business, the board, committee, or commission must have a quorum. A quorum is a simple majority (half of the regular members plus one). The chairperson is considered a member in the determination of a quorum. A quorum is generally calculated out of the total number of seats on a Committee/Commission/Board or Task Force, not out of the number of seats currently filled. For example, if the Committee has 8 members and 2 vacancies, the quorum is counted out of 8 members, not 6. (However, for those bodies with flexible membership, described as "up to" a certain number, a quorum is determined based on the current number of appointed members). The Mayor, Council and Staff liaisons do not count toward a quorum. In the event a quorum is not obtained, the chairperson can hold 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.

Public accessibility and accommodation of special needs

The Missouri Sunshine Law requires that all meetings are to be held in a location that allows for public attendance. Individuals with special needs are encouraged by City policy to communicate their needs to the Office of the City Administrator in advance of any meeting so that the 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 chairperson 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.

A MATTER OF ETHICS

Conflicts of Interest

A code of ethics was adopted by Ordinance No. 1235, on July 27, 1987 (restated as Ordinance No. 3035 on January 24, 2005). The code sets forth the ethical standards of conduct expected by the elected and appointed officials and the employees of the City. Further, the City Charter contains a conflict of interest provision set forth in Section 14.1, Personal Financial Interest.

Each member of a board, committee, or commission of the City is required by ordinance to attend ethics training. The City of Creve Coeur will periodically schedule ethics training for their employees and all board, committee and commission members. Each appointed official is also required to read a copy of the City's code of ethics and to sign a statement indicating that he or she has received and read the material. These statements are maintained by the City clerk.

Missouri State Ethics Commission

In 1992, the Missouri State Legislature passed ethics legislation creating a Missouri State Ethics Commission. Creve Coeur elected officials, appointed officials, and employees are subject to the provisions of the state law. The state statutes have been incorporated into the City's Ethics Code by reference. Certain City officials are required to submit to the Missouri Ethics Commission, each year prior to May 1, a Statement of Personal Financial Interest covering the proceeding 12 months. Currently, this includes the Mayor, City Council, City Administrator, Finance Director, candidates for elected office, and Planning and Zoning Commission and Board of Adjustment Members.

Advisory Opinions

The City Attorney is 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.

THE BOARDS, COMMITTEES AND COMMISSIONS DUTIES AND RESPONSIBILITIES

ARTS COMMISSION

On August 24, 2009 the City of Creve Coeur established the Public Art Task Force (Resolution No. 881) to define public art in Creve Coeur, identify existing public art, seek the level of public interest, research funding opportunities to administer a Public Art Program, and develop a Public Art Master Plan for the City of Creve Coeur. In 2011 the Public Art Task Force completed its assignment and was dissolved by Ordinance No. 5216 and the same Ordinance created the Arts Commission and added Section 125.010 E of the City Code Book. The members of the Creve Coeur Arts Commission shall be residents of the City of Creve Coeur, except that one member may be a local business person who is not a resident. Members should include artists, urban designers, architects, landscape architects, developers, educators and individuals from the community who have experience in the field of art. The Arts Commission shall operate in the general public interest serving the community as a whole. It shall serve no special interests. The Arts Commission shall not endorse any commercial product or enterprise. The Arts Commission shall select a non-voting advisor who is a professional art consultant to be utilized by the Arts Commission on an as needed basis. The compensation of the advisor shall be as approved by the City Council. The Commission shall be specifically responsible for, but not limited to, the following:

1. Adopting a final master plan for the City regarding public art, which it shall review and revise as needed thereafter, and implement subject to the oversight of the City Council and City Administrator;
2. Promoting cultural arts within the City, making art a priority within the community;
3. Serving as curator of the City's public art collection;
4. Assisting the City Council and the Planning and Zoning Commission in using public art to enhance existing development within public parks and other public lands and in public structures;
5. Serving as a resource for artistic components of land use developments;
6. Providing advice on the process of developing fair, balanced and professional approaches to commissioning public art;
7. Recommending selection process guidelines to ensure equal access for artists of all backgrounds;
8. Developing announcements for placement in appropriate publications to inform artists of opportunities;
9. Choosing a Selection Panel for each project, comprised of 5-7 art and design professionals as well as a representative of the owner of the project. Two members of the Commission shall be members of each panel. The Commission shall oversee the work of each panel;
10. Assisting the City with contract negotiations, budgeting, payment schedules and insurance requirements regarding public art projects;
11. Recommending maintenance guidelines in accordance with professional conservators to maintain collected work;
12. Encouraging connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values;
13. Pursuing gifts and grants for support of arts programs and activities and for the procurement of public art;

14. Working with any trust fund or charitable entity established to support public art in the City;
15. Providing an annual report at the conclusion of each fiscal year to the City Council documenting efforts to fulfill these duties.

The City Planner serves as the staff liaison.

The members of the Creve Coeur Arts Commission shall have three-year terms as provided in Section 125.020. The initial members shall be appointed as follows: two for one year, two for two years and three for three years.

Building Code Board of Appeals

The Building Code Board of Appeals is a five (5) member Board. Members of the Building Code Board of Appeals, to the extent possible, based on applications submitted to the City, should be representative of the following professions or disciplines: registered architects, builder or superintendent of building construction with ten years of experience, structural engineer, code enforcement professional, mechanical contractor or engineer, electrical contractor or engineer, civil engineer, plumbing contractor, fire protection contractor or engineer, or other disciplines associated with the building trades or design professions. Any person shall have a right to appeal a decision of the Chief Building Official to the Building Code Board of Appeals. The Building Code Board of Appeals shall meet upon notice from the chair, within 5 calendar days of the filing of a written appeal with the building official, or at stated periodic meetings. An appeal shall be based on a claim that the true intent of the applicable code or the rules legally adopted thereunder has been incorrectly interpreted, the provisions of the code do not apply, or an equivalent form of construction is to be used. The board shall only reverse or modify the decision of the code official by a majority vote of the quorum present and voting. Otherwise, the decision shall be deemed to be upheld. The board shall issue its decision by resolution.

The Chief Building Official serves as the staff liaison.

The Building Code Board of Appeals was established by Ordinance 1780 in 1996 and amended by Ordinance Nos. 4076 and 4082.

Board of Adjustment

The Board of Adjustment is a board with five (5) members who serve for a five-year term. Ordinarily three (3) alternates are also selected to serve in the absence of a member. A standing committee, the powers and duties of the board include:

1. to hear and decide all matters referred to it and upon which it is required to decide under the Zoning Code.
2. to interpret the provisions of the Zoning Code in such a way as to carry out its intent and purpose.
3. to hear appeals in a manner prescribed in Section 405.1110 of the Zoning Code, where it is alleged there is an error in any order, requirement, decision or determination made in the enforcement or interpretation of the Zoning Code.
4. to authorize Variances upon appeal, in accordance with the provisions of Section 405.970 the Zoning Code.
5. to permit the construction and/or use of a building or the use of premises for public utilities.
6. to permit a variance in the yard requirements of any district where there are severe practical difficulties or extreme hardship in the carrying out of these provisions due to an irregular shape or the size of the lot or the sites of preexisting buildings, topographical or other site conditions; provided, that such variance shall not have a serious adverse impact on any adjoining property or the general welfare or establish an unsatisfactory precedent for other locations and situations.
7. to permit the extension of a district where the boundary line of a district divides a lot held in a single ownership on the date of the adoption of the Zoning Code.

The Community Development Director serves as staff liaison.

Board of Adjustment established as a standing committee with Ordinance 225 in 1958 and Amended by Ord Nos. 279, 807, 1216, 1330, 1482, 1706 and 1780.

Economic Development Commission

The council determined that it was necessary for the City to develop a clear vision of the type of local economy it wants and a plan for getting there. The council recognized that the traditional strategy of attempting to recruit business is difficult to implement, and a more realistic and productive approach is to adopt a strategy that concentrates on nurturing existing local business.

The Economic Development Commission has seven (7) members who shall be residents, owners, managers or employees of Creve Coeur businesses, institutions, or not-for-profit organizations. The Creve Coeur – Olivette Chamber of Commerce will nominate one of the seven members as a voting member subject to review by the Nominating Committee and approval by the City Council.

1. The commission shall have the following duties and responsibilities as outlined in Resolution 434:
2. provide a forum for building local consensus on the economic issues facing the City and the means for addressing them.
3. promote Creve Coeur as a center for business activity in west County.
4. understand the needs and problem areas for employees, public institutions, and not-for-profit organizations and development of strategies to address them.
5. develop plans and programs that will identify future business/institutional plans to encourage retention and expansion in the City, including financing opportunities.
6. determine the feasibility of establishing an economic development staff position in City government.
7. work with federal, state and regional and local government organizations that can assist in this total effort.

The City Administrator serves as the staff liaison.

The Economic Development Commission was originally created with a two year trial period by Resolution 434 in 1994. EDC became a standing commission with the approval of Ord. No. 1798 in May 1996.

Employee Pension Fund Board of Trustees

The Employee Pension Fund is comprised of three (3) citizens, one (1) representative from the Finance Committee, one (1) Council member, and two (2) employee representatives whom each serve a three (3) year term for a maximum of three (3) terms. The City Administrator and Finance Director serve in Ex-officio capacity in place of a staff liaison. The duties and responsibilities of the board are governed by the Pension Plan Document. The Board of Trustees serve as the Plan Fiduciaries and have the authority to control and manage the operation and administration of the Plan. The Board of Trustees have the power and the duty to take all actions and to make all decisions necessary or proper to carry out the Plan. The Board of Trustees, therefore, serve both as Plan Administrators and Trustees of the Fund.

Such powers and duties with respect to plan administration include the following:

1. to require any person to furnish such information as it may request for the purpose of the proper administration of the Plan as a condition of receiving any benefits under the Plan;
2. to make and enforce such rules and regulations and prescribe the use of such forms as it shall deem necessary for the efficient administration of the Plan;
3. to, in its discretion, interpret all Plan provisions and to determine all questions arising under the Plan, including the power to determine the amount of benefits payable under the Plan and to remedy any ambiguities, inconsistencies or omissions. The determinations and findings of the Board of Trustees shall be conclusive, final and binding on all parties;
4. to provide a full and fair review to any participants whose claim for benefits has been denied in whole or in part;
5. to designate other persons to carry out any duty or exercise any power which would otherwise be a fiduciary responsibility of the Board of Directors under the terms of the Plan;
6. to direct payments to or on behalf of participant in accordance with the terms of the Plan;
7. subject to the provisions of any group annuity contract, to determine the manner in which the funds of the Plan shall be disbursed pursuant to the Plan;
8. to make an annual report of the activities of the Plan to the City Council.

Such powers and duties with respect to fiduciary responsibilities include the following:

1. to accept all contributions to the fund and safely keep all fund assets; to take control and manage the Trust Fund and to invest and reinvest the assets of the fund as stipulated in the Plan document; to employ counsel, accountants and other agents as it shall deem advisable;
2. to designate a bank or trust company as a depository of funds or property of the trust.
3. Any changes or alternations to the Plan document itself require an action of the City Council. The authority and power of the Board of Trustees is prescribed by the plan document.

The Finance Director serves as the staff liaison as well as an ex-officio member for the Plan.

The Employee Pension Fund Board of Trustees was established in 1982 by Resolution No. 263 and amended by Resolution Nos. 297, 326 and 369, and then adopted by Ordinance No. 1311 and amended with Ord Nos. 1369, 1474, 2131, 2147, 2157, 2295, 3067, 4008, 4038, 4072, 5067, 5072, 5111 and 5112.

Finance Committee

The Finance Committee, a standing committee with seven (7) members, was established by the City Charter and its duties and responsibilities are outlined in that document. One of its duties, as set forth in Section 9.5 of the City Charter, is to review the annual budget and to make recommendations to the City Council on the budget prior to its adoption. In addition, a second duty, set forth in Section 9.6 of the City Charter, is to review the Capital program. Since 1997, and the adoption of the Capital Improvement Sales Tax by the voters and the corresponding five-year Capital Improvement Plan by the Council, the Committee reviews the plan annually. After review, the Committee makes a recommendation on the plan to the City Council prior to its adoption.

In addition to these two charter responsibilities, the City Administrator and Finance Director refer the quarterly financial reports to the committee for their information and discussion. The committee also reviews the annual independent audit of the City's finances with the City Administrator and the Finance Director.

One member of the committee also serves on the City Employee Pension Board of Trustees.

The Finance Director serves as the staff liaison.

The Finance Committee was established with Ord No 264 in 1960 and amended with Ord. Nos. 807 and 1129. Duties/responsibilities of the Committee are outlined in the City Charter (9.5 and 9.6)

Historic Preservation Committee

The Historic Preservation Committee may have up to 15 members. The City Council recognized that the celebration and preservation of the history and heritage of our community is a vital function of local government; and recent events in the Creve Coeur area had focused the attention of our community on the importance of preserving our rich heritage. The City of Creve Coeur has taken a strong position in insisting that commitments by the private sector to preserve and honor historical landmarks within the City be fully observed.

The Creve Coeur Historical Society, an independent, not-for-profit organization whose dedicated members have been in the forefront of historic preservation efforts in our area for years, deserves the support of the City of Creve Coeur. A formal mechanism, the Historic Preservation Committee, was established to continue to explore additional historic preservation activities and opportunities in Creve Coeur to preserve and honor the legacy of past generations.

The goals of this Committee are as follows:

1. to encourage and aid in the preservation and renovation of historic buildings and artifacts in the Creve Coeur community to assure that the history of our community will not be forgotten.
2. to aid and support the efforts of other historic preservation groups which have same specialized interest in historic preservation in the City.
3. to make specific recommendations to the City Council to accomplish the above goals.

Historic Preservation Committee established with Resolution No 412 in 1992 and was made a standing committee with the approval of Ord. No. 1651 in 1994.

Horticulture, Environment and Beautification Committee

The Horticulture, Environment and Beautification Committee may have up to eleven (11) numbers. The mission of the Committee is to encourage the City and residents to plant, beautify and maintain all public and private spaces in an environmentally sustainable manner.

The goals of the Committee are:

1. Advise City Council, Boards, Commissions and staff on issues related to horticulture and beautification such as green space design and plantings in public areas;
2. Advise City Council on issues related to trash and recycling;
3. Monitor and advise the City regarding its compliance with the Tree Preservation Ordinance;
4. Encourage and support the City's compliance as a Tree City U.S.A. by serving as the City's "Tree Board".

The Assistant to the City Administrator serves as staff liaison.

The Horticulture, Environment and Beautification Committee (HEB) is the successor to the Recycling and Environment Committee created by Resolution 396 in 1990. Committee duties were amended by Ordinance Number 1899 in 1997, which assigned certain responsibilities regarding the City's trees. Ordinance Number 3065 in 2005 added the responsibility of beautification and increased size to 11 members to become the Recycling, Environment and Beautification (REB) Committee. Ordinance Number 5241 in 2012 amended the committee name from REB to HEB and amended its mission and duties. HEB is assigned the duties created by these ordinances except where modified by the City Council or by ordinance.

Parks and Recreation Committee

The Parks and Recreation Committee provides a mechanism for direct citizen input into the planning and operation of the City's leisure time activities in the City's parks and at the Ice Arena and Golf Course. The committee makes recommendations to the City Council regarding park and recreation programs and golf course and ice arena improvements and long range plans for future recreation programming. The committee conducts an annual tour of the City parks and facilities for planning and evaluation purposes. The committee meets quarterly and as requested by the City Council.

The Recreation Director serves as staff liaison.

The Parks and Recreation Committee was established with Ordinance No. 807 in 1977.

Personnel Appeals Committee

The Personnel Appeals Committee has five (5) members and two (2) alternates. To the extent possible, based on applications submitted to the City, members of the committee shall have the understanding and experience in the areas of employment law and employee relations. Further, members of the Committee are specifically restricted from being a member of a local, state or national committee of a political party or an elected officer of a partisan club or organization. Further, the members, during their term of office on the Committee shall not hold, or be a candidate for, any political office.

The powers and duties of the Committee are established in Section 130.020 of the Municipal Code as follows:

1. Hear disciplinary appeals set forth on this article and the personnel procedures manual (Section 13).
2. Perform other advisory activities as may be requested by the Mayor and City Council.
3. The Municipal Code requires that the Committee meet at least annually, and at the call of the chairman or four (4) members of the City Council.
4. The Committee serves in an advisory capacity to the Mayor and City Council and also to the City Administrator on issues of personnel management.

The Assistant to the City Administrator serves as the staff liaison.

The Personnel Appeals Committee was established by Ord. No. 807 in 1977 and amended by Ord. Nos. 1117, 1773 and 5045.

Planning and Zoning Commission

The Planning and Zoning Commission contains 7 members. The commission makes recommendations to the City Council regarding the following:

1. to prepare and submit to the City Council for its approval, a master plan for the physical development of the City or portions thereof, and recommended modifications of the same from time to time as deemed in the City's best interest.
2. to prepare and submit to the City Council for its approval, a zoning ordinance and zoning map with such regulations as to the location, height, width, bulk and appearance of buildings and other structures, the use of land and buildings, and the layout, improvement and landscaping of the site of any proposed development or redevelopment of property within the City of Creve Coeur, as it shall determine to be necessary or desirable for the promotion of the health, safety and general welfare of the inhabitants of the City.
3. to consider all requests for rezoning, zoning text amendments, site development plan approval, and conditional use permit in the manner prescribed by the zoning code.
4. to petition the City Council on its own initiative to amend, supplement, change or repeal the zoning code or any part thereof, or to amend the zoning ordinance or zoning map as the commission determines to be in the City's best interest.
5. to submit an annual written report to the City Council containing the commission's recommendations concerning the zoning code, a summary of its activities during the past year, and its recommendations on specific community goals and objectives for the future and programs for acheiving these.
6. to recommend to the City Council the preparation of such municipal, state or national legislation as may, in the interest of the City, be necessary in carrying out the recommendations or suggestions of the commission.
7. to prepare and submit to the City Council such other reports relating to its investigations, transactions and recommendations as it deems proper or as required by the Mayor or the City Council.
8. to promogulate site development standards, architectural standards, and guidelines for new construction, reconstruction, or alternation for the purpose of assuring the mutual compatibility or buildings and their surroundings and the appearance, function and permanence of the location, form, shape, massing, and exterior materials of building and site improvements.
9. A quorum to conduct business consists of four of the seven members of the commission. The votes of the majority of those attending shall be required to transact business, however, four affirmative votes shall be required for approval of a request for (1) rezoning, (2) zoning text amendments, (3) final site development plan approval, and (4) conditional use permits.

The Zoning Administrator (Director of Community Development) serves as both staff liaison and council liaison.

The P & Z Commission was established when the zoning code was adopted by Ord. 25 in 1951 and amended with Ord. Nos. 264, 807, 1485,1915 and 1975.

Police And Safety Committee

The Police and Safety Committee shall meet six (6) times per year, or as otherwise deemed necessary by the committee, and shall serve as an advisory body to the City Council and City staff for police and public safety policy issues, including:

1. Reviewing and commenting on draft ordinances as requested by the City Council or staff from time to time, or as initiated by the Committee.
2. Advising on business and residential crime prevention and education matters.
3. Advising on traffic regulations, concerns and policies.
4. Reviewing and monitoring the City's Traffic Calming/Traffic Mitigation Plan and responding to traffic calming requests made pursuant to the plan.
5. Advising on issues related to the protection and promotion of community health.

The Chief of Police serves at the staff liaison.

The Police and Safety Committee was created with Ord. No. 5103 in 2009.

Stormwater Committee

The Stormwater Committee has seven (7) members.

The Stormwater Committee reviews each problem location which is referred to them by a property owner or by the City staff and makes a determination, based on the staff's recommendation and data provided to it, as to an appropriate design solution to the problem. A rating is assigned to the project to indicate the severity of the situation. The design solution, with estimated cost, is then recommended to the City Council for approval. Once approved, funds must be appropriated through the budget process to complete the project. Bids are sought by the staff and recommended to the City Council for approval. Stormwater projects are funding by City revenue sources (including capital improvement and general funds) and Metropolitian Sewer Distrct (MSD). Based on committee policy, privately owned residential ponds that are detention or retention facilities are eligible for City cost-sharing to fund dam safety and storage improvements and certain authorized maintenance. Funding is based on a cost-sharing formula that takes into account the characteristics of the pond and the size of the watershed.

The Director of Public Works serves as staff liaison.

The Stormwater Committee was created with Ord. No 807 in 1977.

City of Creve Coeur
Employee Pension Fund Board of Trustees

DATE: May 15, 2018

TO: Commerce Trust
c/o John Bascio, Plan Administrator

FROM: City of Creve Coeur
Employee Pension Fund Board of Trustees

SUBJECT: Pension Plan Disbursements

This is your authorization to make the following disbursements from the City of Creve Coeur Pension account.

Payee	Reason for Payment	Amount
City of Creve Coeur	MAPERS - registration Lori Obermoeller	$ 75.00
	MAPERS - registration Jon Mcintosh	$ 75.00
	Total	$ 150.00

Please prepare the check(s) and advise Lori Obermoeller by e-mail at lobermoeller@crevecoeurmo.gov

Thank you for your immediate attention to this matter.

MAPERS Mo Assn. of Public Emp. Ret. Systems
P.O. Box 271
Jefferson City, MO 65102 US
(573) 634-3861
kimjourdon@momapers.org
www.MoMAPERS.org

Sales Receipt

MAPERS
Missouri Association of Public Employee Retirement Systems

BILL TO	SHIP TO
Mr. Mark Perkins Creve Coeur (City of) 300 N. New Ballas Road Creve Coeur, MO 63141	Mr. Mark Perkins Creve Coeur (City of) 300 N. New Ballas Road Creve Coeur, MO 63141

SALES #	DATE
7989	05/14/2018

PMT METHOD
Visa

ACTIVITY	QTY	RATE	AMOUNT
PS/A Conf. Regis. Plan Sponsor or Associate Conf. Registration Fee - Lori Obermoeller	1	75.00	75.00

TOTAL	75.00
BALANCE DUE	**$0.00**

MAPERS Mo Assn. of Public Emp. Ret. Systems
P.O. Box 271
Jefferson City, MO 65102 US
(573) 634-3861
kimjourdon@momapers.org
www.MoMAPERS.org

Sales Receipt

MAPERS Missouri Association of Public Employee Retirement Systems

BILL TO	SHIP TO
Mr. Mark Perkins Creve Coeur (City of) 300 N. New Ballas Road Creve Coeur, MO 63141	Mr. Mark Perkins Creve Coeur (City of) 300 N. New Ballas Road Creve Coeur, MO 63141

SALES #	DATE
7990	05/14/2018

PMT METHOD
Visa

ACTIVITY	QTY	RATE	AMOUNT
PS/A Conf. Regis. Plan Sponsor or Associate Conf. Registration Fee - Jonathan McIntosh	1	75.00	75.00

TOTAL 75.00
BALANCE DUE **$0.00**

Communication: Invoices Paid Since Last Meeting (Information)