



Memorandum

To: Mike Geisel, City Administrator
From: TW Dieckmann, Director of Parks, Recreation and Arts *TW Dieckmann*
Date: May 15, 2024
Subject: CCEAC recommendation – Darcy Capstick – emeritus member

This memo is to provide the Parks, Recreation and Arts Committee of Council (PRAcc) more information about a recommendation to add Darcy Capstick as Member Emeritus member of the Chesterfield Citizens Environmental Advisory Committee (CCEAC). At the last CCEAC meeting in April, the committee voted to approve this nomination.

By City Council policy no. 1, this nomination requires PRAcc approval. I recommend forwarding this to the PRAcc for further discussion. If approved, I request it be placed on a future City Council agenda for final consideration. Please let me know if you require additional information.

Please forward the CCEAC recommendation to designate Darcy Capstick as a member emeritus, to the PR&A Committee for their approval and then on to the full City Council.

me Geisel 2024-5-15

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	1
SUBJECT	Membership – Non-Statutory Committees	INDEX	CC
DATE ISSUED	4/18/89	DATE REVISED	1/5/98 1/4/17 2/5/18 8/6/2018

POLICY

Members on any of the various City non-statutory committees are appointed by the Mayor with the consent of both Councilmembers in whose ward the individual nominee resides. Effective 8/1/2018, all new appointments to non-statutory committees, shall be for a term of three years from the date of the appointment, unless the individual appointment is specifically intended to fulfill an existing unexpired term. In the event a current member is not reappointed upon the expiration of their term, the member will be removed from the committee membership.

Membership of all non-statutory committees shall be limited to seventeen members; four per ward and one "At Large", unless otherwise noted.

Membership of all non-statutory committees may be supplemented by not more than four additional "Members Emeritus" to allow for continued participation of members who are no longer able to attend 50% of scheduled meetings or to allow for participation of individuals with special skills, knowledge, background, or experience. The minimum attendance requirements shall not apply to Members Emeritus, however Member Emeritus appointments shall be for a term of three years and shall be eligible for re-appointment as other members. Emeritus members shall not be eligible to serve as an officer of the respective Citizen Committee.

In the event a majority of the members of a Non-Statutory Committee vote to recommend the nomination of a Member Emeritus to their respective committee, said nomination will be forwarded to the respective Standing Committee of City Council for consideration. The Standing Committee of Council shall review, consider, and forward a recommendation to the full City Council who shall consider such Member Emeritus Appointment in the same manner as other member appointments.

Membership of the Chesterfield Historic and Landmark Preservation Committee (CHLPC) shall consist of six members per ward, plus six "At Large" members, plus up to fifteen total members to serve as "Member Emeritus" and "Ex-Officio".

Due to the technical nature of the subject matter discussed and the need to maintain effectiveness, the composition of the Management Information Systems Citizens Advisory Committee shall be limited to a total of nine members – two per ward and one "At Large".

An individual may concurrently serve on two non-statutory committees, or one statutory and one non-statutory committee; but not on two statutory committees.

Minutes

Individual non-statutory committees shall designate a member of the committee to take minutes.

Funding

There will be no formal program for funding for non-statutory committees, but each committee could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

RECOMMENDED BY:

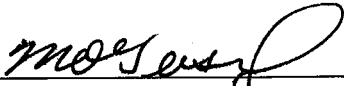
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)

Date

Chesterfield Citizens Environmental Advisory Committee
April 25, 2024

Meeting Results
City Hall, 690 Chesterfield Parkway West
Room 102-103

- I. Meeting was called to order at 6 P.M.
- II. Kari Johnson, City liaison, Jeanne Tevlin Chair, Rob Kilo Vice Chair, Laura Houck, Secretary, Jeanne Clauson, Paul McCool, Donna Pecherski, Vaishali Soneta, Makarand Deo, Councilmember Gary Budoor, Councilmember Merrill Hanson, Paul Barman - Ward 2 citizen guest
- III. March meeting summary reviewed, amended and approved unanimously. Paul McCool first. Vaishali Soneta second.
- IV. Update on April events and deadlines.
 - a. 4/4 deadline for Citizen Newsletter article - Su
 - i. Two articles were submitted. Will mail May 22.
 - ii. Next meeting, discuss topics for August issue. Articles due second week of July.
 - b. 4/26 Arbor Day celebration at Wild Horse Elementary – Vaishali. Arrive at 9:30am.
 - c. 4/26 - Paul will pick up native wildflowers, and present Shari Ragland with NWF recognition plaque. Laura, Jeanne, and Vaishali will attend. Kari will pick up compost.
 - d. 4/27 Earth Day event
 - i. Meet at CFAC parking lot at 8am
 - ii. Kari will assign stations for members. We will also hand educational literature.
 - iii. Native trees and tree guide - Kari & Geoff Wegryzn
 - iv. Wildflower seeds: two mixes "bagged and tagged"
 - v. Garden Club will provide and pass out tomato plants.
 - vi. Rob and Jeanne will set up/tear down informational table at YMCA for Earth Day
 - e. 4/30 Deadline for Mayor's Monarch Pledge proclamation – City Hall
- V. April events recap
 - a. 4/14 NWF Zoom meeting
 - b. 9/16 next Zoom meeting
 - i. Jeanne will attend virtually. Rob is back-up.
 - c. June is pollinator month.
 - i. During May, you can receive 20% off garden signs.
- VI. 100 'Garden for Wildlife 'magazines at City Hall mail room
- VII. Table display is at City Hall lobby
 - a. Topic – gardening
 - b. Terry Grogan (Boy Scouts) plan a honeysuckle removal April 2025. Rob will coordinate the event. Kari stated park staff need to be present.
- VIII. New Business
 - a. Review attached UPCOMING ACTON/DEADLINE DATES sheet for input.
 - i. Purpose - keep a list of upcoming actions / deadlines on our agenda, so they are all in one place for anyone to reference.
 - ii. Discuss CCEAC future direction - next meeting
 - iii. Table top display
 1. Kari would like a different table top display each month & annual schedule.
 2. Use posters printed from environmental organizations, reinforce affiliation.

- VIII. Ideas
 - a. different locations for table tops displays
 - b. schedule displays staffed with CCEAC volunteers at events
 - c. website brochures
 - d. marketing for CCEAC events
- X. Summer Program – Vashali – update 8/3
- XI. Fall ‘Recycling at Schools ’PowerPoint/Republic – Donna & Makarand
- XII. Announcements.
 - a. Unanimous vote to request Darcy Capstick as Member Emeritus. Goes to Gary Budoor for PRA Committee of Council, then City Council review.
- XIII. Adjournment - next meeting May 23, 2024