

The Membership Authorization Pathway

What joining the Missouri Clean Energy District actually involves, step by step

DOCUMENT

MGBA-MUN-JA-09

PROGRAM SEGMENT

Segment 6 — For Non-Member Communities

AUDIENCE

Administrators, clerks, city attorneys, elected officials

VERSION

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"How much work is this?" deserves a sequence rather than a reassurance. This sheet sets out the pathway, names who does each step, and gives an honest sense of the time involved.

THE SHAPE OF IT

Membership is a governance decision — typically an authorizing action by your governing body to join the district. Most communities complete the pathway in one to three months, and the great majority of that is your own agenda cycle rather than anything the district requires.

The pathway

#	Step	Who	What happens
1	Initial conversation	Staff + MGB	A call or meeting covering how C-PACE works, what membership does and does not obligate, and what your community would gain. No cost, no commitment.
2	Document request	Staff	You request the review package: district formation documents and bylaws, the cooperative agreement, the program guidelines, a specimen assessment contract, and the model authorizing instrument.
3	Legal review	City attorney	Your attorney reviews the package against your charter and code. MGB and district counsel are available for questions during this period. This is usually the longest step and it is entirely yours to pace.
4	Fiscal review	Finance director	Confirmation that the structure creates no municipal debt, guarantee, or budgetary obligation. MGBA-MUN-JA-03 is written for this purpose.
5	Briefing the governing body	Staff + MGB	A short presentation, in person or remote, ahead of the vote. MGB provides the materials; your staff carries the recommendation.
6	Authorizing action	Governing body	Adoption of the resolution or ordinance authorizing participation in the district, in the form your attorney has approved.
7	Execution and transmittal	Clerk + MGB	The signed instrument and any cooperative agreement counterpart are transmitted to the district.
8	District acceptance	MCED	The district records your community as a member jurisdiction. C-PACE becomes

#	Step	Who	What happens
			available to eligible commercial property owners within your boundaries.
9	Activation	Staff	Optional and recommended. Brief permitting and economic development staff, add a line to your website, and tell the chamber. See MGBA-MUN-JA-07.

What your governing body is actually voting on

It helps to be clear about the content of the action, because it is narrower than officials often expect. The authorizing instrument does three things:

1. Authorizes the municipality's participation in the Missouri Clean Energy District.
2. Confirms that the district may exercise clean energy development board powers within the municipality's boundaries, as the Property Assessment Clean Energy Act permits.
3. Authorizes an officer to execute the cooperative agreement or joinder counterpart on the municipality's behalf.

WHAT IT DOES NOT DO

It does not appropriate funds, pledge revenue, create debt, guarantee any obligation, approve any project, waive any ordinance, or commit any staff position. It also does not bind any property owner — participation remains entirely at each owner's election.

The model authorizing instrument

Missouri Green Banc provides a model resolution and ordinance form on request, prepared for adaptation by your own counsel. We do not publish it as a fill-in-the-blank document, for a deliberate reason: authorizing language should be reviewed against your charter, your code, and your ordinary practice for intergovernmental participation, and a form that appears ready to file discourages that review.

Request the current model instrument from communications@missourigreenbanc.org. It is provided at no cost, with no obligation, and with district counsel available to answer your attorney's questions directly.

Realistic timing

Step	Typical elapsed time	What drives it
Steps 1–2	One to two weeks	Scheduling. The documents go out the same day they are requested.
Steps 3–4	Two to six weeks	Your attorney's and finance director's workload. This is the step communities should not rush.
Steps 5–6	One to two agenda cycles	Your meeting calendar and any first-reading requirement in your code.

Step	Typical elapsed time	What drives it
Steps 7–8	One to two weeks	Execution, transmittal, and district acceptance.

Staff time, honestly estimated

- City attorney: several hours of document review, plus any questions with district counsel.
- Administrator or clerk: preparing the agenda item, and the ordinary execution and transmittal steps.
- Finance director: a short review of the fiscal structure.
- Governing body: one briefing and one action, or two if your code requires a first reading.

That is the entirety of it. There is no application to complete, no fee to budget, no program to design, and no position to fill.

START WHERE IT COSTS NOTHING

The first step is a conversation and the second is a document request. Neither commits your community to anything, and both are the right way to find out whether membership makes sense for you.

Steps and timing described here reflect common practice across Missouri municipalities. The specific instrument, procedural requirements, and any first-reading or publication obligations depend on your charter and code. This is not legal advice; your municipality should proceed on its own counsel's guidance.

Markets set in motion. It all starts with collaboration.

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