



**The City of Lee's Summit**  
**Action Letter**  
**City Council Rules Committee**

Monday, March 27, 2017

5:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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**1. CALL TO ORDER**

**2. ROLL CALL**

**Present:** 3 - Chairperson Diane Seif  
Vice Chair Dave Mosby  
Alternate Phyllis Edson

**Absent:** 2 - Councilmember Rob Binney  
Councilmember Trish Carlyle

**Staff in Attendance**

Brian Head

Jina Bellamy

**3. APPROVAL OF ACTION LETTER**

- A. [2017-0937](#)** Approval of Action Letter for the January 23, 2017 City Council Rules Committee

**On motion of Councilmember Mosby and Seconded by Councilmember Edson, the Action Letter for January 23, 2017 was unanimously approved by the Committee.**

**4. PUBLIC COMMENTS**

**5. ITEMS FOR DISCUSSION**

- A. [2017-1062](#)** Action Letter Approval Process (requested by Chairperson Seif)

Chairperson Seif wanted to discuss the Action Letter approval process as she had received comments from residents who couldn't find the minutes for meetings on the web page. She used the example of the Rules Committee meeting stating that when the Committee meets monthly, and one of those meetings is cancelled, Action letters are not approved and posted until the next meeting is held, which makes the information two month's old. City Attorney Brian Head mentioned that minutes could be posted in "draft" form and once the meeting is held and the minutes are approved, the staff liaison could post them as "final".

After general discussion, it was determined that a process would be helpful

City Council Rules Committee

Action Letter

March 27, 2017

---

for all the Boards and Committee Staff Liasons to follow with a timeline for posting the draft and final action letters.

Staff offered to bring this topic to a Management Team meeting for discussion regarding getting the staff liasion's together and deciding on a timeline for draft and final action letters to be posted that each Board and Committee could use in the future.

**This Discussion Item was continued to the City Council Rules Committee in April.**

**B. 2017-0938 Conflict of Interest**

Chairperson Seif opened the discussion on Conflict of Interest. The question at the last meeting was when should someone declare they have a conflict of interest at Committee or Council?

City Attorney Head drafted the following bolded language to be added to Section 2-61, amending the current ordinance for disclosure of potential conflicts.

*Conficts of Interest.* The mayor or any councilmember who has a substantial personal or private interest, as defined by RSMO 105.450 (10), (11), **(12)** Missouri Revised Statutes, in any bill shall disclose, on the records of the City Council the nature of his or her interest and shall disqualify himself or herself from voting on any matters relating to this interest. ***For the purposes of this provision, any disclosure required above shall occur prior to any participation in the matter by the mayor or councilmember with such interest before a City Council Committee or the City Council, whichever comes first.***

After general discussion, the answer: When you first beleive you have a conflict, before the item is voted on either in writing to the City Clerk, or directly before the item is discussed at a meeting. Further clarification on recusing yourself was needed. City Attorney Head stated you can recuse yourself, by pushing away from the table and not voting to enabling you to still be part of a quorum.

**Councilmember Edson made a motion to present the "Conflict of Interest" bill to the full City Council. Seconded by Councilmember Mosby. This was unanimously approved by the Committee.**

**C. [2017-0963](#) AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-51 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE**

PURPOSE OF EXPANDING THE ROLE OF THE ALTERNATE.

Councilmember Seif gave a brief history of when alternates were added to Committees and wanted to discuss the role of the alternate when it comes to quorums and voting.

General consensus of the Committee was that if the alternate attends the meeting and was not needed to meet quorum, they are considered part of the meeting and can vote.

There was also discussion regarding Councilmembers notifying the Chair or Staff in advance so that an alternate can be notified if they are needed to meet quorum.

**Councilmember Mosby made a motion to have Staff change the language defining an alternate's role, allowing the alternate to make up the 3rd or 4th member of Committees and have voting rights in either of those two roles. Seconded by Councilmember Edson. Motion passed unanimously.**

- D. [2017-0964](#) AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-54 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE PURPOSE OF CLARIFYING THE DUTIES AND AUTHORITY OF THE CHAIR OF COMMITTEES.

There was general discussion:

Staff was asked to prepare bullet points listing the Chair's roles and responsibilities to discuss at a future meeting. Items mentioned as part of the bullet points are:

1. Working with Staff to set agendas
2. Asking the Committee as a group, if a meeting should be cancelled
3. Asking the Committee as a group, when adding items to the agenda
4. Keeping the alternate informed (in advance of the meeting) when they were needed to meet quorum.

This Discussion Item was continued to the City Council Rules Committee in April.

6. ROUNDTABLE

There were no roundtable items discussed.

City Council Rules Committee

Action Letter

March 27, 2017

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7. ADJOURNMENT

Meeting adjourned at 5:45 p.m.

FUTURE AGENDA ITEMS

Creating a formal ethics policy for the City Council - Cont. from 9-26-16

Review City Council Agenda Format (Roundtable/Motions) - Cont. from 1-23-17

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