



**LEE'S SUMMIT**  
MISSOURI

"Draft"

**The City of Lee's Summit**

**Action Letter**

**City Council Rules Committee**

Wednesday, April 26, 2017

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

The original April 24 meeting was rescheduled to April 26, 2017

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1. CALL TO ORDER
2. ROLL CALL

Chairperson Seif mentioned that Councilmember Edson was present as the alternate and does not have voting rights.

**Present:** 4 - Chairperson Diane Seif  
Vice Chair Dave Mosby  
Councilmember Rob Binney  
Alternate Phyllis Edson

**Absent:** 1 - Councilmember Trish Carlyle

**STAFF IN ATTENDANCE**

Steve Arbo  
Christal Weber  
Denise Chisum  
Jackie McCormick Heanue  
Nancy Yendes  
Steve Marsh  
Craig Gentry  
Nick Edwards  
Jina Bellamy

3. APPROVAL OF ACTION LETTER

- A.**     2017-1090     Approval of Action Letter for the March 27, 2017 City Council Rules Committee.

Councilmember Mosby made a motion to approve the March 27, 2017 Action Letter.  
Councilmember Seif seconded the motion.  
Councilmembers Seif and Mosby said "aye", Councilmember Binney abstained. Motion passed.

Councilmember Edson does not vote as an alternate.

4. PUBLIC COMMENTS

There were no Public Comments

5. ITEMS FOR DISCUSSION

- A. 2017-1132 PRESENTATION on changes to the City Council Council Order of Business to be in compliance with the Amended City Charter.

Denise Chisum, City Clerk, did a presentation (attached) on the Order of Business for future City Council agendas highlighting the Charter amendments that were approved in the April election. She further mentioned that the amendments become effective on July 1, 2017.

After the presentation, the City Clerk was asked to clarify some of the proposed changes involving items under the Consent agenda.

Councilmember Binney asked for clarification on Presentations and Ordinances Sections.

Presentation Section: Ms. Chisum stated that the "Presentation" section under the Consent agenda is for those items that are ceremonial in content and don't require a Legislative Act. (i.e. Drug Take Back, EDC Quarterly Report, etc.) This would prevent having citizens wait until the end of the meeting for their specific presentation.

Ordinances placed on the Consent Agenda: The City Clerk explained that the section is for those ordinances that have been to Council, read once, and passed with Council approval. The second reading would then be at the next City Council meeting. However, if a proposed ordinance has received recommendation from a Committee, it can be read twice at the same City Council meeting and would move to the end of the agenda and not be placed under Consent.

Councilmember Mosby inquired about items that are recommended for Council discussion/consideration and not for approval. Ms. Chisum stated those items would go under Presentations. Steve Arbo, City Manager further mentioned that clarity is needed on when readings can happen simultaneously at the Council meeting and believes that only those items that are recommended to Council for approval can be read twice. Ms. Chisum confirmed that if the item had a split vote at the Committee level, it would go before the City Council for a first reading and based on the response be forwarded to another Council meeting for the second reading and not be read twice in the same evening.

With no further questions, the Committee decided to move on to Agenda item 5.B and come back to this item after that discussion.

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After discussion and motion of item number 5.B, the Committee came back to Item 5.A. for a motion.

Councilmember Binney moved to direct staff to draft an Ordinance amending Section 2-54 to incorporate the items regarding the order of Council Business. Chairperson Seif seconded the motion.

After no further discussion, Chairperson Seif called for the vote: All were in favor. Motion passed: Vote 3-0 (Councilmember Edson does not vote as an alternate).

Ms. Heanue, Deputy City Attorney asked for clarification of the motion and stated that the Section should have been to amend Section 2-60 and not Section 2-54.

Councilmember Binney moved to reconsider his previous motion and revise and correct the remarks to Section 2-60 Rule 2.1 Order of Business with discussion. Councilmember Mosby seconded the motion.

Once Councilmember Binney made the motion to reconsider his previous motion, he then made a motion to direct Staff to draft an ordinance amending Section 2-60, specifically Rule 2.1 Order of Business for consideration of this Committee at the next meeting. Chairperson Seif seconded the motion.

However, when Chairperson Seif seconded the motion, she inadvertently directed it to Council instead of back to the Rules Committee. She then clarified the motion to have staff draft and ordinance amending Section 2-60, back to the Rules Committee and called for the vote. All were in favor, motion passed: Vote 3-0. (Councilmember Edson does not vote as an alternate).

At this time Chairperson Seif asked the Committee if they would like to table the remaining items to the next Rules Committee meeting.

Councilmember Binney made a motion to table the remaining items on the agenda until the next meeting on May 22, 2017 at 4:00 p.m. Motion was seconded by Councilmember Mosby.

Chairperson Seif stated that items number C, D, E, and F, will be tabled until May 22 at 4:00 p.m. for discussion and called for the vote. All were in favor, motion passed: Vote 3-0. (Councilmember Edson doesn't vote as an alternate).

**This Discussion Item was approved.**

**B. BILL NO. Options to assist in meeting management  
17-106**

Nick Edwards gave an introduction of the next presentation (see attachments for this item).

Denise Chisum continued the discussion on changes to the Charter. She reminded the Committee that a majority of the Charter Amendments will be in effect July 1, 2017, however there are a few changes that will not go into effect until April 2018 when a new Mayor is elected.

The following changes mentioned were regarding the Mayor's voting rights and how all votes will have to be roll call votes, in random order and electronically recorded.

Councilmember Mosby requested clarification on the changes to the Mayor voting on all issues. Ms. Chisum stated that in the past, Mayor would vote to break a tie. With this change, the Mayor will vote on Ordinances and Resolutions but now has a choice to vote on any other issue. The Mayor will also now vote last on all issues.

Steve Marsh, Chief Technology Officer, ITS Department continued with the presentation by discussing some solutions to real time voting, agenda management and next day minutes capability, as well as an upgrade to our Granicus program. He stated that an upgrade would add a "meeting manager" tool that could assist with the changes needed to assist with the Charter amendments. The upgrade needed will involve a contract modification for an additional estimated \$1,615 per month to upgrade from iPad to Microsoft Surfaces/Illegislate.

Mr. Marsh also went through several of the issues that have been occurring with the current iPad and sees this as a way to alleviate those problems. If the upgrade is approved, there would be onsite training of the new Microsoft Surfaces and mock City Council meetings scheduled in June so that the upgrade to Granicus could go "LIVE" on July 1, 2016.

Councilmember Mosby asked if requiring a roll call vote on everything, if that would include items such as a lunch invitation. The City Clerk confirmed that as correct, if it is decided in an open meeting, there will be a roll call vote.

Councilmember Binney had a question about the electronic voting and how

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the notification system works. Ms. Chisum stated that after everyone has voted, it would show up on the screen so that all the viewers of the meeting could see the vote at one time. She further explained that the vote would go directly into Granicus which would assist with the production of action letters.

Councilmember Binney inquired about what would happen if someone wants to change their vote after it is captured. Ms. Chisum stated that the votes would not be released for viewing until locked in by everyone. Craig Gentry, ITS Department, also confirmed that the program could be reset for everyone to vote again if needed. Mr. Arbo stated that after a vote was locked in and if someone didn't understand something and wanted to make a motion to reconsider the vote, they could, if others, after discussing the situation of what caused the councilmember to want to redo the vote, agreed. Steve Marsh added that he will need to confirm, but believes the system will prompt the voter and automatically ask if they want to confirm the vote, before it is electronically captured and recorded, which would allow them an opportunity to change their vote at that time.

Councilmember Binney also inquired about being able to pull up different applications at the same time with the new system. Mr. Marsh stated that as many applications as needed could be open at the same time.

Councilmember Binney also asked about how the mover and seconder of motions would work. Mr. Gentry responded that it depends on how the program is setup and how the Council would like it done. One option is that everyone would see a mover and seconder choice on their Surface, if someone makes a motion, they would check the "mover" box. Once that happens, the mover choice will disappear from everyone else's Surface and they can only select "seconder", if they wish to second the motion. Once someone has checked the box - the choice for the others disappear. Another option is to have the City Clerk manually add the information for whomever moves and seconds motions.

Chairperson Seif asked about how absences, late arrivals, or if someone is away from the Dias for a particular vote, would work with the new proposed system? Ms. Chisum stated that it would be done manually by either herself or the Deputy City Clerk.

In answer to Councilmember Edson's question regarding absentee voting? Ms. Nancy Yendes, Chief Council of Planning and Infrastructure, responded that absentee voting is not an option. The person must be physically present to vote.

Chairperson Seif asked for any additional questions or for a motion.

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Mr. Nick Edwards, asked the Committee if Staff could move forward and bring a contract modification to the City Council to start the Granicus process while the Rules Committee is working on the ordinance resolving the Council business items, thereby assisting with meeting the July 1 target date and allowing plenty of time for implementation?

Councilmember Binney made a motion to direct staff to proceed with a contract modification to bring to the full council for consideration regarding the Granicus system and the use of the Surface product. Seconded by Councilmember Seif.

Chairperson Seif asked for further discussion:

Councilmember Mosby wanted to know if the alternative was to continue tabulating as is current practice and the City Clerk confirmed that was correct and stated that it would be a roll call vote on every motion.

A vote was taken on Councilmember Binney's previous motion. Councilmember's Binney and Seif said "aye", Councilmember Mosby - "no". Councilmember Edson as an alternate does not vote. Motion passed: Vote 2-1.

The Committee went back to Agenda item number 5.A to discuss a motion, now that Item 5.B had been discussed.

- C.     2017-0864     Review City Council Agenda Format (Roundtable/Motions)  
This Discussion Item was tabled to the City Council Rules Committee on 5/22/2017 at 4:00 p.m.
- D.     2017-1062     Action Letter Approval Process (requested by Chairperson Seif)  
This Discussion Item was tabled to the City Council Rules Committee on 5/22/2017 at 4:00 p.m.
- E.     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.  
This Discussion Item was tabled to the City Council Rules Committee on 5/22/2017 at

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- F.        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.

This Discussion Item was tabled to the City Council Rules Committee on 5/22/2017 at 4:00 p.m.

6.        ROUNDTABLE

There were no comments during Roundtable.

7.        ADJOURNMENT

Chairperson Seif Adjourned the meeting at 4:52 p.m.

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Internet site at "[www.cityofls.net](http://www.cityofls.net)".

**FUTURE AGENDA ITEMS**

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

This item will be added to the May 22, 2017 City Council Rules Committee agenda for discussion.