



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

Tuesday, September 4, 2018

6:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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1. Call to Order

Chairperson Carlyle called the meeting to order at 6:00 p.m.

2. Roll Call

**Present:** 4 - Chairperson Trish Carlyle  
Councilmember Phyllis Edson  
Vice Chair Bob Johnson  
Councilmember Diane Forte

**Guests in Attendance**

Brian Head  
Stephen Arbo  
Jina Bellamy

3. Approval of Agenda

Councilmember Forte made a motion to approve the agenda, seconded by Councilmember Edson. Motion passed unanimously with a vote of 4-0.

4. Approval of Action Letter

A. 2018-2252 Draft Action letter from August 7, 2018 City Council Rules Committee meeting.

Councilmember Forte made a motion to approve the Action Letter from the August 7, 2018 City Council Rules Committee. Seconded by Councilmember Edson. Motion passed unanimously with a vote of 4-0.

5. Public Comments

There was no one in attendance, therefore no public comments.

6. Items for Discussion

A. 2018-2157 Discussion of Charter Section 3.5 Administrative Policy Matters and definition of the term "inquire".

Councilmember Johnson wanted to discuss the process that councilmembers are currently utilizing when processing constituent concerns and to obtain clarification on when he should inquire directly of staff and not have to go to the City Manager.

He mentioned that he had experienced a few instances where his concerns were not addressed in any specific time frame. Other Councilmembers mentioned utilizing the current CityManager's email system that tracks concerns, whereby they email the details and express a day they would like a response back, or they flag the email to check back on a response if they didn't receive one.

The City Manager explained how the system works and that Staff receive's 100's of emails. He also mentioned that the Assistant City Managers work on different issues and one may not have the answer on a project where another will and that it is best to utilize the system in place so that concerns can be directed to the appropriate person.

After general discussion, it was decided that no further action would be required on this item.

**B. 2018-2264** Discussion related to limiting the topics addressed during the Public Comment portion of the agenda

City Attorney Brian Head gave a brief update on this item and provided some suggested changes to the the Amended Ordinance regarding content of Public Comments.

After some debate on whether or not to limit items to agenda topics only and if there was a need to make any changes at all to the amended ordinance, there was a consensus to list both options (see underlined content): "During public comments, the public may address Council on any matter listed in the Council agenda for the meeting or directly related to the operations of the City of Lee's Summit."

It was noted that some citizens are not sure when they can and can not address the Council on an item and this language will help clarify that concern.

City Staff was going to make the change and bring the draft amended ordinance back to the next Rules Committee meeting in October. Councilmember Johnson wanted to go on record as stating that he does not want to approve or send anything for approval to the Council without first seeing the final in writing.

**This Discussion Item was continued.to the City Council Rules Committee due back on 10/4/2018**

**C. 2018-2265** Discussion related to formalizing the Newly Elected Official Orientation.

City Attorney Brian Head mentioned that the previous session agendas on Council orientation and documents were attached to the agenda for discussion.

Councilmember Edson clarified her original request regarding the New Council

Orientation, stating that the concern was directed more toward having tours of the community.

Suggested locations to include were: Airport, City Hall (especially all the conference rooms), Lee's Summit Police Headquarters, Lee's Summit Fire Headquarters, Animal Control, Public Works, Parks and Recreation, KC Cass pump station and the New Water Utilities building.

Councilmember Forte also mentioned that when scheduling orientation that Staff should wait until after the candidate filing is closed to ensure being able to include all potential newly elected officials in the orientation.

City Attorney Head mentioned that if anyone thought of any other tour locations, to email them to Jina Bellamy and she will include them on the list.

D. 2018-2267 Discussion related to prohibiting certain types of communications and forums in the period before City elections

City Attorney Brian Head explained that the Committee shared a concern about expending City funds on public communication and District Forums prior to the last day of filing for an elected office. The Committee would like to see a rule created that would assist in preventing an incumbent councilmember from having an unfair advantage.

**After general discussion and debate on a good timelimit and what to include in a rule (all public communication or specific to a district), it was decided to have Staff draft a rule specifically regarding District Forums not being funded by City resources nor attended by City Staff from Feb 1 until after the April election.**

7. Roundtable

Councilmember Johnson would like to have a discussion regarding amending the number of council districts the current Charter requires.

Councilmember Forte would like to have a discussion on the process of choosing a councilmember to take someone's place. How they are appointed. To define a process.

Staff informed the Committee, that once the Council meetings moved to Tuesdays starting in October, the Rules Committee would need to change their regular day and wondered if they would like to move to the first Thursday each month. It was decided to move to the first Thursday each month starting in October.

8. Adjournment

Chairperson Carlyle adjourned the meeting at 7:16 p.m.