

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

Tuesday, December 5, 2017

5:30 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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**1. CALL TO ORDER**

Vice Chairperson Binney called the meeting to order at 5:32 p.m.

**2. ROLL CALL**

**Present:** 2 - Councilmember Phyllis Edson  
Councilmember Fred DeMoro

**Absent:** 1 - Chairperson Trish Carlyle

Staff in attendance:

Brian Head

Jina Bellamy

Steve Arbo

**3. APPROVAL OF AGENDA**

Councilmember Edson moved to approve the agenda. Seconded by Councilmember DeMoro.  
Motion passed. Vote: 3-0 (Councilmember Carlyle absent).

**4. APPROVAL OF ACTION LETTER**

A. [2017-1656](#) Approval of November 7, 2017 Action Letter

Councilmember DeMoro made a motion to approve the November 7, 2017 Action Letter.  
Seconded by Councilmember Edson. Motion passed. Vote 3-0 (Councilmember Carlyle absent).

**5. PUBLIC COMMENTS**

There were no public comments

**6. ITEMS FOR DISCUSSION**

A. [BILL NO. 18-36](#) AN ORDINANCE AMENDING SECTION 2-60.23-RULE 2.3 COUNCIL COMMENTS AND ENACTING TWO NEW SECTIONS; SEC. 2-60.24.-RULE 2.4 COUNCIL ROUNDTABLE. AND SEC. 2-60.25.-RULE 2.5 STAFF ROUNDTABLE. OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT, MISSOURI TO PROVIDE GUIDANCE FOR THE ORDER AND CONDUCT OF BUSINESS FOR THE COUNCIL OF THE CITY OF LEE'S SUMMIT, MISSOURI. (Rules 2-12-18)

City Attorney Brian Head shared a brief update regarding the draft definitions of the "Roundtable" section of the Agenda and the changes since the last Committee

City Council Rules Committee

Action Letter

December 5, 2017

---

meeting. He mentioned the Committee requested adding the language "ministerial functions" to Council Comments provision which would allow a section where the Council could discuss legislative or ministerial items. "Roundtable" would be reserved for community announcement type items. Having made those changes, he also went ahead and drafted a definition for "Staff Roundtable" to allow the City Manager a section where he could ask for clarification/direction on an item, or bring a last minute item to the Council's attention.

Most of the discussion revolved around the "Staff Roundtable" definition. Councilmember DeMoro, after general discussion regarding differences in the words "immediate vs. emergency" believed the Council would appreciate more information on an item and be able to ask questions and not rush to take action. Councilmember Edison was fine with the current definitions for Council Comments and Roundtable.

City Attorney Head stated that if the Committee didn't want to say immediate, they could say emergency and then let the Council decide if it truly constitutes an emergency.

Councilmember Demoro inquired about the definition of emergency and the six criteria listed that constitute an emergency.

City Attorney Head stated that the Council has the ability to decide if it is an emergency or not.

City Manager Arbo stated that the current draft definition of Staff Roundtable is very helpful, since there isn't one presently. With this definition, the City Manager can now have a conversation to determine if the item is something of an immediate nature.

He also mentioned that rules can be changed if needed in the future if it isn't working the way the Council desires. He further stated that typically there is a 24 hour process.

Councilmember DeMoro questioned if the two definitions could be split up as he believed there would be more discussion needed.

Councilmember DeMoro stated that he didn't have a problem with moving forward with Sec. 2-60.25 Rule 2.5 Staff Roundtable to the City Council for two readings and have it vetted for the general reason that there are no parameters. Councilmember Edson asked Councilmember DeMoro if he wanted to change the word "immediate" to "emergency", he stated yes. City Attorney Head reminded the Committee that we currently do not have a definition for Council Roundtable. The only thing in the Rule book is "Council Comments" and then at the end of that section - "directions to staff, including legal opinions may result from these

City Council Rules Committee

Action Letter

December 5, 2017

---

discussions, however items of general interest, community announcements and other such information shall be reserved for the roundtable section of the agenda."

Councilmember Binney clarified if that was just a motion to move to the full Council Sec. 2-60.25 Rule 2.5 Staff Roundtable amending the word "immediate" and replacing it with the word "emergency"? Councilmember DeMoro stated "yes" and Councilmember Edson stated "yes". There appeared to be some confusion about the motion at which time, Chairperson Binney requested a brief recess at 5:54 p.m.

Chairperson Binney reconvened the meeting at 6:00 p.m. where the discussion continued.

Councilmember Binney stated that Councilmember DeMoro had a motion on the table to move to the full Council Sec. 2-60.25 Rule 2.5 Staff Roundtable, Councilmember Edson seconded the aforementioned motion and wanted to confirm the word "immediate would be changed to "emergency."

Councilmember Binney asked for the vote: All in favor, signify by stating "aye", both Councilmember DeMoro and Edson stated "aye", Councilmember Binney, "no". Motion passed with vote 2-1.

City Attorney Head inquired if "Council Comments" definition should come back to another meeting. Councilmember Binney stated "yes".

**The definition of Staff Roundtable was approved and Council Comments was to be continued at the next Committee meeting..**

**B. [2017-1662](#) Time Limits for Public Comments**

After general discussion, this item died for lack of motion.

**7. ROUNDTABLE**

**8. ADJOURNMENT**

**Councilmember Binney adjourned the meeting at 6:16 p.m.**

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