



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

Tuesday, November 7, 2017

5:30 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

1. **CALL TO ORDER**

Councilmember Carlyle called the meeting to order at 5:33 p.m.

2. **ROLL CALL**

Present: 4 - Vice Chair Rob Binney
Chairperson Trish Carlyle
Councilmember Phyllis Edson
Councilmember Fred DeMoro

Staff in Attendance:
Mayor Randy Rhoads
Brian Head
Jina Bellamy

Guests in Attendance:
Dale Coy

3. **APPROVAL OF AGENDA**

Councilmember Binney made a motion to approve the agenda as written. The motion was seconded by Councilmember Edson. All were in favor, motion passed with a vote of 4-0.

4. **APPROVAL OF ACTION LETTER**

A. **[2017-1577](#)** Approval of October 3, 2017 Action Letter

Councilmember Edson made a motion to approve the October 3, 2017 Action Letter. The motion was seconded by Councilmember Binney. All were in favor, motion passed with a vote of 4-0.

5. **PUBLIC COMMENTS**

Mr. Dale Coy, Lee's Summit resident came before the Committee seeking direction. He expressed his desire to see all the Boards and Committees have "formally stated expectations for the conduct of Boards, Commissions,

Committees, etc. other than those for statutory entities." His emphasis was on "transparency, understability and uniformity in the conduct and documentation of Boards, Commissions, Committees, etc."

The Committee deferred Mr. Coy's question to Staff. Mr. Coy stated that he would send Staff an email of his concerns. City Attorney Brian Head mentioned that many of Mr. Coy's concerns may be cleared up with the new website design, however he will present these concerns to Management Team.

This was read into the record.

6. ITEMS FOR DISCUSSION

A. [2017-1592](#) Further Defining of Council Roundtable

The Committee discussed clarifying the City Council Rules and Procedures relative to "Roundtable" and the "Council Comments" Sections of the agenda in an effort to ensure transparency and consistency regarding appropriate placement and timing of items to be discussed on the Agenda.

Roundtable:

It was suggested that the Council "Roundtable" have its own stand-alone definition. The specific concern is regarding making motions and approving items in a single meeting without giving the public prior notice. Even though the Council has authority to introduce new items for discussion at any time, these new items shouldn't be approved in a single meeting unless there is justification for the short notice.

The Committee would like Staff to draft a definition that would include specific topics that can be discussed during the Council Roundtable portion of the agenda. Some suggestions included: Boy Scouts, Girl Scouts, Community Announcements, news, and so forth.

General Discussion:

The Committee also requested that City Staff give Council 24 hours notice or as much as possible prior to introducing a new item or request to Council. An example of recent activity where more notice and explanation would have been beneficial was regarding a budget change to temporarily expand the FTE counts. One Committee member mentioned that their vote may have been different had there been more information given with more notice.

City Staff mentioned that the Sunshine Law definition requires anyone adding a last minute item, without prior notification, has to give a clear reason why it didn't go through normal notification process in order to be considered.

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Council Comments:

The Committee would like Staff to tweak the Council Comments definition by adding "ministerial actions".

Final Action:

The Committee requested Staff to prepare draft definitions for "Roundtable" and "Council Comments" and bring them back to the next Committee meeting for further review and discussion.

This Discussion Item was continued to the City Council Rules Committee due back on 12/5/2017.

- B. [2017-1595](#) Changing the day of the City Council meetings

After general discussion, the Rules Committee decided not to take any further action on this item.

This discussion item was withdrawn.

7. ROUNDTABLE
8. ADJOURNMENT

Councilmember Carlyle adjourned the meeting at 6:37 p.m.

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