



The City of Lee's Summit
Final Agenda
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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF ACTION LETTER
 - A. [2017-1656](#) Approval of November 7, 2017 Action Letter
5. PUBLIC COMMENTS
6. ITEMS FOR DISCUSSION
 - A. [2017-1592](#) Further Defining of Council Roundtable
 - B. [2017-1662](#) Time Limits for Public Comments
7. ROUNDTABLE
8. ADJOURNMENT

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".



The City of Lee's Summit

220 SE Green Street
Lee's Summit, MO 64063

Packet Information

File #: 2017-1656, **Version:** 1

Approval of November 7, 2017 Action Letter



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.

City Council Rules Committee

Action Letter - Draft

November 7, 2017

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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Packet Information

File #: 2017-1592, **Version:** 1

Further Defining of Council Roundtable

This item was previously numbered 2017-1474 - " Unpublished Items and Motions during Council Meetings". After the meeting on October 3, 2017, it was decided to change the title and bring it back to the City Council Rules Committee for further discussion. The new item number is 2017-1592.

At the November meeting of the Committee discussion was held concerning the proper use of the Council Comment and Council Roundtable portions of the City Council agenda. Based upon discussion the City Attorney was directed to provide language generally limiting the Roundtable portion to community announcements and similar items while Council Comments should be used for legislative and ministerial items. The Law Department has provided draft language with this packet as requested by the Committee for further direction.

Draft language for Public comments – Section 2-60.23 through .25

For Discussion Purposes:

Sec. 2-60.23. - Rule 2.3—Council comments.

The Council comments section of the agenda is reserved for legislative or ministerial discussions among the Councilmembers only. Any member of City Council may use this time to introduce new initiatives and issues for further discussion and/or assignment to a Council Committee. Directions to staff, including legal opinions, may result from these discussions.

Sec. 2-60.24. Rule 2.4 council roundtable.

The Council roundtable is reserved for items of general interest, community announcements, and other such information. Legislative or ministerial items not otherwise included on the agenda shall be heard and discussed during the Council Comments section of the agenda.

Sec. 2-60.25. Rule 2.5 staff roundtable.

The staff roundtable is reserved for items of general interest, community announcements and other such information; however, staff may ask for clarification or direction from the Council related to items on the agenda or for items of an immediate nature for which insufficient time exists for adding to the agenda.

Packet Information

File #: 2017-1662, **Version:** 1

Consideration and discussion of adding a per person time limit for the Public Comments portion of the agenda.

At the November meeting of the Committee the Law Department was directed to bring back language for consideration and discussion that would provide a three minute time limit for individuals wishing to address the Council during the Public Comment portion of the agenda. Attached is language for discussion that provides for that limit.

Draft language for Public comments – Section 2-60.22

For Discussion Purposes:

Sec. 2-60.22. - Rule 2.2—Public comments.

During Public Comments, the public may address Council on any matter, except for those matters that are the subject of a public hearing requiring that testimony be sworn. **Any person requesting time to speak to the Council during this portion of the agenda shall be limited to not more than three minutes speaking time. Should the speaker yield to a question from a councilmember, the time yielded shall not be included in the three minutes.** Likewise, any ordinance directed by Council to be drafted as a result of such a public hearing shall not be subject to comment by the public outside a duly advertised public hearing and being duly sworn. Such items shall be placed on the agenda under "~~Ordinances—Previous~~ Public Hearing."

During public comments, Councilmembers may address a speaker on the speaker's issue, unless such matter is the subject of litigation involving the City and/or its employees or officials, and City Council has determined its litigation strategy and/or policy and such Councilmember comments will not act to diminish the City's position in such litigation.