CITY COUNCIL WORK SESSION
September 30, 2024 6:00 p.m.
Administrative Training Room
Blue Springs City Hall
903 W. Main Street
Blue Springs, Missouri

1. Call meeting to order
2. Confirmation of a Quorum
3. Downtown Implementation– Central Park
4. Boards and Commissions
    a. Downtown Review Board
    b. Economic Development Council
    c. Historic Preservation Commission
    d. Solid Waste Management Commission
    e. Transportation/Infrastructure Commission
    f. Human Relations Commission – Wellness Commission
    g. Rules of Procedure
5. Adjourn

Miscellaneous Items

City Council Meeting – Monday, October 7, 6:00 PM
Public Arts Commission Meeting – Wednesday, October 9, 4:00 PM
Planning Commission Meeting – Monday, October 14, 6:30 PM
Economic Development Council Meeting – Wednesday, October 16, 8:15 AM
Land Bank Meeting – Monday, October 21, 3:00 PM
City Council Meeting – Monday, October 21, 6:00 PM

This Agenda was posted at City Hall and on the City's website on Thursday, September 26, 2024.

Erin Ford, City Clerk

TO: Mayor, City Council,
Department Directors, and Press

FROM: Christine Cates
City Administrator

DATE: September 26, 2024

SUBJECT: Agenda Explanations

Item 3 – Downtown Implementation – Central Park
Discussion of Central Park design and cost estimates as directed by City Council at the August 19, 2024 City Council meeting. Refer to Council Information Form from City Parks and Recreation Director Justin Stuart for additional information.

Item 4 – Boards and Commissions
Mayor Lievsay will lead a discussion of items related to Boards and Commissions including (1) Downtown Review Board (2) Economic Development Council (3) Solid Waste Management Commission, (4) Historic Preservation Commission, (5) Transportation/Infrastructure Commission (6) Human Relations Commission – Wellness Commission and (7) Rules of Procedure. Refer to Council Information Form for additional information.

CITY OF BLUE SPRINGS
CITY COUNCIL INFORMATION FORM

DATE SUBMITTED: September 20, 2024

SUBMITTED BY: Justin Stuart **DEPARTMENT: Parks and Recreation**

☐ Ordinance	☐ Resolution	☐ Presentation	☐ Public Hearing
☐ Contract	☒ Discussion	☐ Economic Dev.	☐ Other

ISSUE/REQUEST

Discussion of Central Park design and cost estimates as directed by City Council at the August 19, 2024 City Council meeting.

BACKGROUND/JUSTIFICATION

Central Park is located in the downtown area of Blue Springs at the intersection of Walnut and 10th Street. Central Park currently contains the Community Garden plots which are available for rent to the public during each growing season from March to November. Central Park is also where the historical Chicago and Alton Train Depot building is located. That facility is managed by the Blue Springs Historical Society. There is also a small pond located in the park that is surrounded by vegetation.

The Downtown Master Plan presented in March 2024 identified Central Park as a strategic area for potential improvement as a Downtown gathering space and incorporating nature into an urban area. At the August 19, 2024, City Council meeting, staff was directed to bring information forward regarding the redevelopment of Central Park as a gathering space. Staff contracted with Stantec Consulting to develop a design and cost options for Central Park based off the conceptual designs outlined in the Downtown Master plan.

Stantec has developed conceptual images incorporating features outlined in the Master plan looking at parking and other barriers to development. They are also providing high level cost estimates. The design and cost estimates will be provided at the September 30, 2024 Work Session.

REVIEWED BY:

Requesting Director: ***Justin Stuart***	Budget: ***N/A***
Legal: ***N/A***	City Administrator: ***Christine Cates***

CITY OF BLUE SPRINGS
CITY COUNCIL INFORMATION FORM

DATE SUBMITTED: September 20, 2024

SUBMITTED BY: Mayor Lievsay **DEPARTMENT: Council**

☐ Ordinance	☐ Resolution	☐ Presentation	☐ Public Hearing
☐ Contract	☒ Discussion	☐ Economic Dev.	☐ Other

ISSUE/REQUEST

Mayor Lievsay will lead a discussion of items related to Boards and Commissions including (1) Downtown Review Board (2) Economic Development Council (3) Solid Waste Management Commission, (4) Historic Preservation Commission, (5) Transportation/Infrastructure Commission (6) Human Relations Commission – Wellness Commission and (7) Rules of Procedure.

BACKGROUND/JUSTIFICATION

Copies of Municipal Code sections establishing each of the City's boards referenced below are included as Attachment 1 hereto.

The Downtown Review Board is responsible for enforcing building layout and the Downtown Development Code in the Downtown Zoning Map and making recommendations to the Mayor and City Council. The Downtown Review Board was established by Municipal Code Section 402.060.

The Economic Development Council is responsible for advising and making recommendations regarding the sale, acquisition, and development of property; developing strategies, objectives, and policies to attract and retain business; and general policy guidelines for the City's Economic Development program to the Mayor and City Council. The Economic Development Council was established by Municipal Code Section 120.210.

The Historic Preservation Commission acts in an advisory capacity to the City Council, Planning Commission, and Director of Community Development in carrying out activities required by City ordinances relating to the administration of the Development Code regarding Historic Landmarks, Historic Districts, and Conservation Districts and of the Sign Code regarding Historic Signs and makes recommendations to the Mayor and City Council. The Historic Preservation Commission was established by Municipal Code Section 402.050.

The Solid Waste Management Commission is responsible for reviewing the solid waste activities in Blue Springs and keep informed of changes in solid waste technologies and solid waste requirements and makes recommendations regarding issues concerning solid waste management as they relate to the City so as to promote the health, comfort, and general welfare of the City and to preserve and protect property values throughout the City to the Mayor and City Council. The Solid Waste Management Commission was established by Municipal Code Section 120.340.

Transportation/Infrastructure Commission Discussion to create a Transportation

/Infrastructure Commission that would assist with transportation planning, infrastructure projects, traffic safety, public transit, sustainability initiatives, community engagement, and budget and funding recommendations.

Human Relations Commission – Wellness Commission The Human Relations Commission (HRC) fosters the improvement of human relations among and between citizens of all cultural backgrounds so as to provide all individuals with an equitable opportunity to grow and participate to the best of their ability in our economic, educational, political, and social systems and makes recommendations to the Mayor and City Council. The Human Relations Commission was established by Municipal Code Section 120.500. Discussion to replace the HRC with a Wellness Commission similar to the Commission recently established by Lee's Summit, a copy of which is included as Attachment 2.

Rules of Procedure In November of 2021, an internal Work Group was authorized by the Mayor to review details of each of the City's boards, including the Code establishing the Board, Rules of Procedure, and membership. The Work Group consisted of Councilmembers Jerry Kaylor, Kent Edmondson, and Susan Culpepper, as well as staff liaisons for each of the City's boards. The Work Group met weekly from December through March and reviewed over 75 issues. Recommended Code amendments and highlights of the proposed Rules of Procedure were presented to the City Council on April 4, 2022. On April 18, 2022 the City Council adopted Rules of Procedure for each of the City's Boards and Commissions. A copy of the City Council and Standing Boards Rules of Procedure are included as Attachments 3 and 4, respectively.

FINANCIAL IMPACT

Contractor:	N/A

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
N/A	N/A

STAFF RECOMMENDATION

N/A – Council discussion

OTHER BOARDS & COMMISSIONS ASSIGNED

Name of Board or Commission:	N/A

ECONOMIC DEVELOPMENT PROJECT

N/A

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Code of Ordinances establishing Downtown Review Board, Economic Development Council, Historic Preservation Commission, Solid Waste Management Commission and Human Relations Commission
2. Lee's Summit Ordinance establishing Wellness Commission
3. City Council Rules of Procedure
4. Boards with Standing Meetings Rules of Procedure

REVIEWED BY:

Requesting Director:	Budget: ***N/A***
Legal: ***N/A***	City Administrator: ***Christine Cates***

City of Blue Springs, MO
Tuesday, January 4, 2022

Chapter 402. Review and Decision-Making Bodies

Section 402.060. Downtown Review Board.

[R.O. 1996 § 402.060; Ord. No. 4558 § 1, 8-3-2015]

A. There is hereby created a Downtown Review Board (DRB).

1. Number Of Members. The DRB is to be composed of nine (9) members and one (1) alternate member.

2. Appointment And Terms Of Office.

   a. The Mayor, with the consent and approval of the majority of the City Council, shall appoint two (2) members of the City Council to serve on the DRB.

   b. The Mayor, with the consent and approval of the majority of the City Council, shall appoint two (2) members of the City Planning Commission to serve on the DRB.

   c. The Community Development Director shall serve on the DRB.

   d. The Director of Public Works shall serve on the DRB.

   e. The Mayor, with the consent and approval of the majority of the City Council, shall appoint one (1) member of the City Planning Commission to serve on the DRB as an alternate member. If one (1) of the DRB members appointed from the Planning Commission is unable to serve on the DRB for a specific application due to absence or conflict of interest, this alternate member shall serve as a member of the DRB for the application.

   f. The Mayor, with the consent and approval of the majority of the City Council, shall also appoint one (1) resident, who may be a property owner who lives in T-Zones shown on the Downtown Zoning Map.
   [Ord. No. 4813, 4-15-2019]

   g. The Mayor, with the consent and approval of the majority of the City Council, shall appoint two (2) members who each shall be on the Board of Downtown Blue Springs Main Street, Inc. d/b/a Blue Springs Downtown Alive! or Chamber of Commerce.
   [Ord. No. 4813, 4-15-2019]

   h. All appointed members of the DRB shall serve a term of one (1) year. Appointed members of the DRB may serve more than one (1) term.
   [Ord. No. 4813, 4-15-2019]

3. Authority.
   [Ord. No. 4813, 4-15-2019]

   a. Rules. The DRB shall have power to make whatever rules and guidelines necessary for the execution of its duties as set forth in this Chapter. All rules shall be approved by the City Council by resolution before becoming effective. If no rules are adopted, Robert's Rules (RR) shall apply.

b. Meetings. The DRB shall meet on an as-needed basis, based upon the complete submission of applications.

c. Records. The DRB shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, determinations and decisions. All such material shall be public record.

4. Duties And Powers. The DRB will act as the Governing Body for the Downtown Development Code (DDC) and Sign Code within the Downtown Zoning District. Only alterations and additions to the principle structure will be reviewed in the T3 (Sub-Urban) Zoning District. Accessory structures in the T3 (Sub-Urban) Zoning District will be reviewed administratively. Temporary signage will be reviewed administratively in the Downtown Zoning District.
[Ord. No. 4585 § 1, 2-1-2016; Ord. No. 4625 § 1, 11-21-2016]

City of Blue Springs, MO
Tuesday, January 4, 2022

Chapter 120. Commissions Boards, and Committees

Article V. Economic Development Council

Section 120.210. Established.

[R.O. 1996 § 120.210; Ord. No. 4615 § 1, 9-19-2016; Ord. No. 4857, 10-7-2019]
There is hereby established an advisory council to be known as the "Economic Development Council (EDC)." The primary focus of the EDC shall be to assist the City Council and designated City staff in the attraction and retention of businesses complementary of the City's long-term vision for economic development, growth, prosperity, and implementation of programs and policies designed to strengthen business partnerships and entrepreneurial collaboration leading to job growth and a healthy local economy.

Section 120.220. Membership, Appointment, Qualifications, Term.

[R.O. 1996 § 120.220; Ord. No. 4615 § 1, 9-19-2016; Ord. No. 4657 § 1, 4-17-2017; Ord. No. 4813, 4-15-2019]

A. Members. The Economic Development Council (EDC) shall consist of fourteen (14) voting members.

B. Appointment. The Mayor, with the consent and approval of a majority of the City Council, shall appoint ten (10) members to the Economic Development Council. Members not appointed by the Mayor shall be appointed in the manner the entity to be represented customarily appoints members to similar boards. One (1) member shall be appointed by the Central Jackson County Fire Protection District. One (1) member shall be appointed by the Blue Springs School District. One (1) member shall be appointed by the Blue Springs Chamber of Commerce. One (1) member shall be appointed by Downtown Blue Springs Main Street, Inc. d/b/a Blue Springs Downtown Alive!. One Councilmember will be assigned annually to serve as a non-voting liaison.

C. Qualifications. Members should show an interest in economic development and promoting business in the City.

D. Terms. Appointments by the Mayor shall be for terms of three (3) years. Members appointed by other entities shall serve until the entity to be represented appoints a replacement.

E. Staff. The City’s Director of Community and Economic Development shall interact with the Economic Development Council (EDC) to support economic programming, services and development activities.
[Ord. No. 4857, 10-7-2019]

Section 120.230. Meetings.

[R.O. 1996 § 120.230; Ord. No. 4615 § 1, 9-19-2016]

The Economic Development Council shall meet every other month and at such times as adopted in the rules and regulations set out in Section **120.250**.

Section 120.240. Additional Duties.

[R.O. 1996 § 120.240; Ord. No. 4615 § 1, 9-19-2016]

A. Except when assigned by State law to another entity, the duties of the Economic Development Council shall be as follows:

1. Advise and make recommendations to the Mayor and City Council regarding the sale, acquisition, and development of property.

2. Advise and make recommendations to the Mayor and City Council regarding strategies, objectives and policies to attract and retain business.

3. Advise and make recommendations to the Mayor and City Council regarding general policy guidelines for the City's economic development program except where such recommendations are assigned by State law to another entity.

4. (Reserved)
[Ord. No. 4857, 10-7-2019]

5. (Reserved)
[Ord. No. 4857, 10-7-2019]

6. Perform such other duties as from time to time the Mayor and City Council may request consistent with the other duties of the EDC.

Section 120.250. Council To Promulgate Certain Rules And Procedures Subject To Approval Of The City Council.

[R.O. 1996 § 120.250; Ord. No. 4615 § 1, 9-19-2016]
The Economic Development Council hereby established is empowered to promulgate rules and procedures consistent with the ordinances and policies adopted by the City Council of the City of Blue Springs to be followed by it for the conduct of its meetings and to carry out the duties and responsibilities hereby granted it. Any rules and procedures promulgated shall be forwarded to the City Council. Before any such rules and procedures shall become effective, they shall be first approved by resolution of the City Council.

Section 120.260. Report To Mayor And City Council.

[R.O. 1996 § 120.260; Ord. No. 4615 § 1, 9-19-2016; Ord. No. 4857, 10-7-2019]
The Economic Development Council shall make, on or before February 1 of each year, a report to the City Council containing such information and recommendation as requested by the City Council.

City of Blue Springs, MO
Tuesday, January 4, 2022

Chapter 402. Review and Decision-Making Bodies

Section 402.050. Historic Preservation Commission.

[R.O. 1996 § 402.050; Ord. No. 4558 § 1, 8-3-2015]

A. There is hereby created a Blue Springs Historic Preservation Commission.

1. Number Of Members. The Historic Preservation Commission is to be composed of nine (9) members.

2. Appointment. The Mayor, with the consent and approval of the majority of the members of the City Council, shall have the power to appoint all members. One (1) member shall be a representative from the Planning Commission and one (1) shall be a City Councilmember representative.
[Ord. No. 4813, 4-15-2019]

3. Terms of office. Citizen appointments shall be for terms of three (3) years. The Planning Commission and Councilmember representatives shall be appointed annually. Members may serve consecutive terms.
]Ord. No. 4813, 4-15-2019]

4. Qualifications. Members shall be residents of Blue Springs. All members should demonstrate an interest and knowledge of history, architecture or preservation. In addition, every effort should be made to appoint members with the following additional qualifications:
[Ord. No. 4813, 4-15-2019]

   a. An architect who has professional experience in restoration or historic preservation.

   b. A member of the Blue Springs Historical Society.

   c. A property owner in an existing or proposed Historic District or Conservation District.

   d. A merchant in an existing or proposed Historic District or Conservation District.

5. Organization And Authority.

   a. Chairperson. Neither the City Councilmember representative nor Planning Commission representative shall be appointed as Chairperson or Vice Chairperson.
   [Ord. No. 4813, 4-15-2019]

   b. Rules. The Historic Preservation Commission shall have power to make whatever rules and guidelines necessary for the execution of its duties as set forth in this Chapter. All such rules shall be approved by the City Council by resolution before becoming effective.

   c. Meetings. The Historic Preservation Commission shall meet on a periodic basis as determined by the Commission from time-to-time, and may hold any other special meetings as called by the Chairperson or a majority of its members.

   d. Records. The Historic Preservation Commission shall keep minutes and records of all meetings and proceedings including voting records, attendance, resolutions, findings, determination and decisions. All such material shall be public record.

6. Duties And Powers. The Historic Preservation Commission shall act in an advisory capacity to the City Council, Planning Commission, and Director of Community Development in carrying out activities required by City ordinances relating to the administration of this Development Code regarding Historic Landmarks, Historic Districts, and Conservation Districts and of the Sign Code regarding Historic Signs and shall have the following powers and duties:
[Ord. No. 4885, 2-3-2020]

   a. To review amendments, modifications or revisions of this Development Code regarding Historic Landmarks, Historic Districts, and Conservation Districts and make recommendations to the City Council.

   b. To initiate and recommend property and/or properties for proposed designation as a Historic Landmark and/or Historic District.

   c. To review applications for building permits for Historic Landmarks or within a Historic District, or within a Conservation District, and to make recommendations concerning such applications to the Director of Community Development.

   d. To review proposed changes to buildings, structures, street furniture, City parks, civic areas, public facilities or environmental features of a Historic Landmark or within a Historic District, or within a Conservation District, reporting its recommendations to the City staff.

   e. To review applications for demolition permits to demolish buildings or structures within a Historic District or Conservation District, and to make recommendations concerning such applications to the Director of Community Development.

   f. To review applications for conditional use permits for a Historic Landmark or within a Historic District, or within a Conservation District, and to make recommendations concerning such requests to the Planning Commission.

   g. To initiate from time-to-time a comprehensive review of the provisions of this Development Code regarding Historic Landmarks, Historic Districts, or Conservation Districts.

   h. To disseminate to owners or occupants of Historic Landmarks or within Historic or Conservation Districts, or to the general public, information concerning the preservation of Historic Landmarks, Conservation Districts, or Historic Districts.

   i. To support the nomination to the National Register of Historic Places, of local Historic Landmarks and Districts, of Conservation Districts, or any property which the Commission members believe meet the standards herein set forth and have contributed to the history, architecture and culture of Blue Springs.

   j. To establish and maintain a survey and inventory of historic properties in accordance with standards and guidelines established by the Division of Parks, Recreation, and Historic Preservation within the Department of Natural Resources of the State of Missouri. In establishing the foregoing information, the Commission shall place particular emphasis upon evaluating and incorporating the findings and studies and surveys already completed.

   k. To review applications for Master Sign Plans for Historic Signs anywhere within the incorporated limits of the City of Blue Springs and to make recommendations concerning such requests to the Planning Commission.

City of Blue Springs, MO
Tuesday, January 4, 2022

Chapter 120. Commissions Boards, and Committees

Article VII. Solid Waste Management Commission

Section 120.340. Commission Established.

[R.O. 1996 § 120.340; Ord. No. 3075 § 1, 9-8-1998]
In accordance with the Missouri Solid Waste Management Law (Sections 260.200 to 260.254, RSMo.), the City of Blue Springs has adopted the Integrated Solid Waste Management Plan which was approved by the Mid-America Regional Council (MARC) Solid Waste Management District, June 19, 1994. The adoption of the plan requires the City of Blue Springs to be responsible for solid waste management within our City boundaries. There is hereby established a citizen advisory committee to be known as the "Solid Waste Management Commission."

Section 120.350. Membership.

[R.O. 1996 § 120.350; Ord. No. 3075 § 1, 9-8-1998; Ord. No. 4813, 4-15-2019]
The Solid Waste Management Commission shall consist of five (5) citizens who shall reside in the City who shall be appointed by the Mayor with the consent and approval of a majority of the City Council. They shall form educational groups and host such topics as: source retardation for both residential and commercial uses, household hazardous waste, composting, buy-recycled program for commercial uses and waste reduction for conditionally exempt small quantity generators (CESQG).

Section 120.360. Meetings.

[R.O. 1996 § 120.360; Ord. No. 3075 § 1, 9-8-1998; Ord. No. 4813, 4-15-2019]
The Solid Waste Management Commission shall meet on an as-needed basis. The Chairperson shall decide the meeting date and time. The Mayor may also call for a meeting of the Commission and set the time and date thereof.

Section 120.370. Duties And Functions.

[R.O. 1996 § 120.370; Ord. No. 3075 § 1, 9-8-1998]
The Solid Waste Management Commission shall act as an advisory committee, and shall continue to keep informed of State and Federal regulation changes and make recommendations to the City Council of changes needed to keep the City in compliance with State and Federal requirements relating to solid waste management. It shall continue reviewing the solid waste activities in Blue Springs and keep informed of changes in solid waste technologies and solid waste requirements. It shall make all recommendations to the Council regarding issues concerning solid waste management as they relate to the City so as to promote the health, comfort, and general welfare of the City and to preserve and protect property values throughout the City, and it shall assist the Council in implementing the City's Solid Waste Management Plan.

Section 120.380. Compensation.

[R.O. 1996 § 120.390; Ord. No. 3075 § 1, 9-8-1998]

The members of the Solid Waste Management Commission shall receive no compensation for the performance of their duties.

[1] *Editor's Note: Original Sections **120.380**, Removal from Commission, derived from R.O. 1996 § 120.380, as amended, which immediately preceded this section, and Section 120.400, Term of Offices – Vacancy, derived from R.O. 1996 § 120.400, as amended, which immediately followed this section were repealed 4-15-2019 by Ord. No. 4813. Ordinance No. 4813 also renumbered Section **120.390** as Section **120.380**.*

Section 120.390. through Section 120.490. (Reserved)

City of Blue Springs, MO
Tuesday, January 4, 2022

Chapter 120. Commissions Boards, and Committees

Article VIII. Human Relations Commission

Section 120.500. Establishment.

[R.O. 1996 § 120.500; Ord. No. 4482 § 1, 3-3-2014]
There is hereby established a Human Relations Commission, which Commission shall be selected, serve and have the powers and responsibilities set forth herein.

Section 120.510. Policy.

[R.O. 1996 § 120.510; Ord. No. 4482 § 1, 3-3-2014]

A. It is declared to be the public policy of the City to fulfill its responsibility in securing for all citizens equal opportunity in employment, public accommodations, public services and housing and to continually strive to eliminate and prevent discrimination, including but not limited to segregation or separation, in these areas against individuals and groups for reasons, including, but not limited to, race, gender, sexual orientation, gender identification, ethnicity, family structure, physical ability, religious affiliation, age, color, language, national origin, veteran status or ancestry.
[Ord. No. 4847, 8-19-2019]

B. To this end, the City firmly believes in and supports the human rights provisions as set forth in Sections 213.040 through 213.070, RSMo., delineating unlawful discrimination practices in housing, commercial real estate loans, employment, public accommodations and other practices as detailed therein. The City will work to prevent or eliminate such conduct and to assist the State, if so requested, in resolving complaints alleging discrimination, as may be necessary, by developing strategies to anticipate, prepare for, and alleviate community tensions arising from intergroup conflict, providing resources and direction to a complainant as necessary, and assisting the State, Federal agencies, and other civil rights organizations in conflict resolution as needed and directed by the Mayor and Council.

C. Furthermore, it is hereby declared to be the policy of the City to promote diversity awareness and inclusion through education, meaningful community partnerships, and the establishment of an open forum for dialogue and discussion of issues affecting the community related to such topics for the primary purpose of eliminating or preventing discrimination and ensuring equal opportunities for each citizen of Blue Springs to live a safe, peaceful life in a community that treats all persons with dignity and respect.

Section 120.520. Human Relations Commission Purpose; Composition; Term Of Members; Organization.

[R.O. 1996 § 120.520; Ord. No. 4482 § 1, 3-3-2014; Ord. No. 4656, 4-17-2017; Ord. No. 4745, 5-21-2018; Ord. No. 4813, 4-15-2019]

A. Purpose. The purpose of the Human Relations Commission is to foster the improvement of human relations among and between citizens of all cultural backgrounds so as to provide all individuals with an equitable opportunity to grow and participate to the best of their ability in our economic, educational, political, and social systems.

B. Members Of Human Relations Commission.

1. There shall be a Human Relations Commission consisting of seven (7) members, appointed by the Mayor, with the consent and approval of a majority of the City Council. Members shall be residents and shall not have been convicted of a felony.

2. Student Members. In addition, there shall be two (2) student members of the Human Relations Commission. The student members must be, at the time of their service on the Commission, a student of a high school within the City limits. The Human Relations Commission shall seek nominations from high schools located within the City limits, review the applications and select candidates for interviews. The Human Relations Commission will recommend for appointment by the Mayor, with the consent and approval of a majority of the Council, student members to serve one-year terms from September 1 to August 31 as non-voting members of the Commission.

C. The Chairperson or Vice Chairperson may resign from office at any time during their term and may do so without resigning from the Commission. In such event, the Mayor, with the consent and approval of a majority of the City Council, shall appoint another voting member to replace the resigning officer, and such person shall serve the unexpired term of the person they replace.

D. A majority of the appointed voting members of the Commission shall constitute a quorum for the purpose of conducting the business thereof.

E. The City Administrator shall assign staff support, and the City shall budget monetary support for the Commission.

Section 120.530. Functions, Duties And Responsibilities Of The Commission.

[R.O. 1996 § 120.530; Ord. No. 4482 § 1, 3-3-2014]

A. The Commission, through its members, agents, and committee task forces, shall have the following functions, duties and responsibilities:

1. Promote mutual understanding and respect among all diverse groups in the City and seek solutions to related problems concerning citizens of the City with the objective to provide an environment in which each citizen shall have the opportunity to grow to their maximum potential and be treated with dignity and respect.

2. Endeavor to eliminate prejudice among various groups in the City and to create harmonious relationships among citizens, groups and agencies within the City.

3. Encourage the cooperation of all community groups, both private and public, and work with civil rights organizations, community organizations, Law Enforcement Agencies, school districts and other community educational institutions and other groups to foster better human relations among the citizenry of Blue Springs and within the surrounding communities when those relations will significantly impact the quality of life in Blue Springs.

4. Initiate or coordinate discussions between individuals or groups in order to lessen tensions and promote human relations understanding in the City.

5. Conduct studies and assemble pertinent data, if specifically requested by the Mayor and City Council, for the purposes of:

a. Developing the most effective means of improving human and community relations;

b. Organizing training materials for use by the Commission to assist civil and human rights and human relations agencies, neighborhood organizations, educational institutions, law enforcement agencies, businesses and others to prevent unfair treatment and encourage harmonious relations among all groups in the City;

c. Providing information to the City's Office of Communication for possible dissemination of such information and research as, in its judgment, will tend to promote good will and minimize or eliminate discrimination in the City; and

d. Measuring effectiveness of programs established to eliminate discrimination in the City.

6. Seek and enlist the cooperation, including financial assistance, of private charitable, religious, labor, civic or benevolent organizations, for the purposes of this Article.

7. Implement and coordinate programs acceptable to the City that may be funded by City, County, State and Federal grants or other programs to effectuate the purposes and policy of this Article.

8. Advise and consult with the Council and the City Administrator on matters involving discrimination to assure effective compliance with non-discriminatory policies and ordinances.

9. Study, advise and make other recommendations for legislation, policies, procedures and practices of the City and other public entities as are consistent with the purposes of this Article.

10. Upon specific direction of the Council, create advisory agencies, conciliation councils (a subcommittee made up of Commission members), and task forces.

    a. These groups will aid in effectuating the purposes of this Article; to study the problem of discrimination in all or specific fields or instances of discrimination because of race, religion, color, sex, familial status, sexual preference or orientation, age, disability, ethnicity, national origin, ancestry, language, or veteran status; to foster through community effort, or otherwise, good will, cooperation and conciliation among the groups and elements in the population of the City; and to make recommendations to the City for the development of policies and procedures, and for programs of formal and informal education, which the Commission may recommend to the City.

    b. Such advisory agencies, conciliation councils (a subcommittee made up of Commission members) and task forces may be composed of Commission members and representative citizens serving without pay. Every effort shall be made to ensure that each district of the City shall be represented by at least one (1) member of each advisory agency, conciliation council or task force.

    c. The Commission may itself make the studies and perform the acts authorized by this Subsection. It may, by voluntary conferences with parties in interest, endeavor by conciliation and persuasion, to eliminate discrimination in all the stated fields and to foster good will and cooperation among all elements of the population of the City. The Commission, as a whole or a committee thereof, may also serve as a resource to citizens who believe they have suffered discrimination.

11. Provide to the City's Office of Communication for possible dissemination such publications and results of its investigations and research that in its judgment will tend to promote good will and minimize or eliminate discrimination because of race, religion, color, sex, familial status, sexual preference or orientation, age, disability, ethnicity, language, national origin, ancestry, disability or veteran status.

12. Prepare an annual report for the City Council concerning the Commission's activities under the provisions of this Article, with recommendations and pertinent comments.

13. Regularly advise the City Administrator or the City Administrator's designee, through distribution of agendas, minutes, memoranda, reports and other pertinent documents, of the items of business before the Commission, the ongoing status of such items, and the dispositions of such items.

AMENDED BILL NO. 22-225 **ORDINANCE NO. 9537**

AN ORDINANCE AMENDING THE CODE OF ORDINANCES BY ENACTING A NEW DIVISION 4. WELLNESS COMMISSION. OF ARTICLE V. BOARDS AND COMMISSIONS. OF CHAPTER 2. ADMINISTRATION. OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT, MISSOURI, CONSISTING OF TWO NEW SECTIONS RELATED TO THE ESTABLISHMENT OF A NEW WELLNESS COMMISSION AND REPEALING CERTAIN ORDINANCES, RESOLUTIONS AND SECTIONS OF THE MUNICIPAL CODE IN ORDER TO CONSOLIDATE CERTAIN EXISTING BOARDS AND COMMISSIONS INTO THE NEWLY CREATED WELLNESS COMMISSION.

WHEREAS, over the last three years the Staff has reviewed the various boards, committees and commissions of the City; and,

WHEREAS, during that review, staff determined that in some instances duties and authorities were overlapping and redundant; and,

WHEREAS, in order to provide increased efficiency and better allow for staff support of boards, committees and commissions the staff has recommended that certain existing boards, committees, and commissions be combined; and,

WHEREAS, it is the desire of the City Council to combine the Human Services Advisory Board, the Health Education Advisory Board and the Livable Streets Advisory Board into the Wellness Commission.

NOW, THEREFORE, be it ordained by the City Council of the City of Lee's Summit, Missouri, as follows:

SECTION 1. That Resolution 01-14, establishing the Health Education Advisory Board, be and hereby is repealed.

SECTION 2. That Sections 2-266 through 2-270, inclusive, of the Code of Ordinances of the City of Lee's Summit, Missouri, establishing the Human Services Advisory Board, be and hereby is repealed.

SECTION 3. That Section 26-56, of the Code of Ordinances of the City of Lee's Summit, Missouri, establishing the Livable Streets Advisory Board, be and hereby is repealed.

SECTION 4. That all Ordinances inconsistent with this Ordinance are hereby repealed.

SECTION 5. That there is hereby enacted a new Division 4. Wellness Commission. of Article V. Boards and Commissions. of Chapter 2. Administration. of the Code of Ordinances of the City of Lee's Summit, Missouri, consisting of two new sections related to the establishment of a new Wellness Commission to read as follows:

"Division 4. Wellness Commission

Sec. 2-273. Purpose and Key Functions

The purpose of the Commission is to advise and recommend to the City Council plans, programs, and projects which improve the health and well-being of City residents in alignment

with the 2020 Ignite Strategic Plan's Community Health and Well-being goals and objectives; and shall serve as the City's Livable Streets Advisory Board for related purposes. The Commission supports, promotes, and develops community resources in mental health, fitness, walkability, bike-ability, multi-modal transportation, and community well-being.

Role:

- Identify and assess the mental and physical health and well-being needs of the community.
- Educate and advise the City Council, public, community and government agencies about the mental and physical health and well-being needs of the community.
- At the direction of City Council, develop plans and reports that support the creation of community health and well-being programs, activities or infrastructure.
- Evaluates the effectiveness of these efforts in addressing community health and well-being.
- Promote, educate, and encourage livable streets and safe use thereof throughout the community and greater metropolitan area.
- Advise City Council and Staff on positive community design and planning that promotes safe and accessible walking and biking streetscapes, trails systems and other modal uses considering all abilities, vehicles, and trip purposes.
- Review and evaluate the application and implementation of the Livable Streets Policy.
- Upon approval of the City Council, establish subcommittees to assist in accomplishing the objectives of the Commission and may appoint nonmembers to serve on those subcommittees.

Sec. 2-274. Membership, term and qualifications.

The Wellness Commission shall consist of thirteen (13) members appointed by the Mayor with the advice and consent of the City Council as provided by Section 4.4(e) of the Charter of the City of Lee's Summit, Missouri and this code of ordinances. The terms of the members shall be for three (3) years commencing from the date of appointment and until their successors are duly appointed and qualified Members shall be qualified Lee's Summit residents and, when possible, representatives of governmental entities, not-for-profit organizations, service agencies, organizational alliances, or other groups whose mission and purpose is to meet the many health and wellness needs of the residents of Lee's Summit." To the extent possible, at least five (5) members shall have a demonstrated experience, competence, or knowledge in Livable Streets (a.k.a. Complete Streets), accessibility, bicycling, walking, and/or transit and every effort should be made to appoint these members for a diverse Wellness Commission representing multi-modal interests.

SECTION 6. Initial Terms. The initial terms of all members shall be staggered with one-third serving one year, one-third serving two years, and one-third serving three years. The Mayor shall designate the initial term of each member at the time of appointment. Thereafter all terms shall be as provided herein above.

SECTION 7. That this Ordinance shall be in full force and effect from and after its passage, adoption, and approval by the Mayor.

SECTION 8. That this Ordinance shall be effective on and after January 1, 2023.

SECTION 9. Should any section, sentence, or clause of this Ordinance be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining sections, sentences or clauses.

PASSED by the City Council of the City of Lee's Summit, Missouri, this 1st day of November, 2022.

Mayor *William A. Baird*

ATTEST:

City Clerk *Trisha Fowler Arcuri*

APPROVED by the Mayor of said city this 1st day of November, 2022.

Mayor *William A. Baird*

ATTEST:

City Clerk *Trisha Fowler Arcuri*

APPROVED AS TO FORM:

City Attorney *Brian W. Head*

Wellness Commission
Purpose and Key Functions

Reorganization Plan

Human Services Advisory Board, Health Education Advisory Board, and Livable Streets combine into new Wellness Commission.



**Wellness Commission will serve as the Livable Streets Advisory Board. (Statutory requirement.)*

Wellness Commission Purpose Statement

To advise and recommend to the City Council plans, programs, and projects which improve the health and well-being of City residents in alignment with the 2020 Ignite Strategic Plan's Community Health and Well-being goals and objectives. The Commission supports, promotes, and develops community resources in mental health, fitness, walkability, bike-ability, multi-modal transportation, and community well-being.

Key Functions Summary

- Identify and asses the community's needs in relation to mental and physical health and well-being.
- Recommend strategies that bring awareness to or address the mental, physical and well-being needs of the community.
- Uphold the City's Livable Streets Policy.
- Advise City Council and Staff on positive community design that promotes safe and accessible walking and biking streetscapes and trails systems.

Membership

- Nine (9) but no more than fifteen (15) members.
- Three (3) year terms commencing from the date of appointment.
- Members should be representatives of governmental entities, not-for-profit organizations, service agencies, organizational alliances, or other groups whose mission and purpose is to meet the many health and wellness needs of the residents of Lee's Summit.

The City of Blue Springs Missouri

RULES OF PROCEDURE
CITY COUNCIL

Adopted by City Council by Resolution No. 25-2022 on April 18, 2022

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Authority

Section 3.12.B of the Blue Springs Home Rule Charter (Charter) provides that the City Council shall determine its own rules and order of business. Any Rules, Bylaws or Procedures previously adopted, including Board of Aldermen Meeting Procedures dated April 4, 1979 are hereby repealed and replaced with these Rules approved by the City Council by Resolution No. 25-2022 on April 18, 2022.

These Rules shall be in effect upon their adoption by the City Council by Resolution and until such time as they are amended or new Rules are adopted by Resolution.

Mayor

The Mayor shall be elected by the registered, qualified voters of the City at large. The Mayor shall preside at meetings of the City Council and shall have the right to vote. The Mayor shall notify staff as early as possible if he is unable to attend a Council meeting and to prepare the Mayor Pro Tempore to preside at the meeting.

Councilmember

Each Council District shall be represented by two (2) Councilmembers elected by the registered, qualified voters of their respective districts, making a total of six (6) Councilmembers.

City Council

Section 3.2 of the Charter defines the City Council as the Mayor and six (6) City Councilmembers, two (2) from each of the three (3) Council Districts. Section 100.030 of the Municipal Code states “whenever the words "City Council," "Council," "this Council," or "the Council" are used, they mean the entire City Council of the City of Blue Springs, Missouri, as defined in Section 3.2 of the City Charter.”

Mayor Pro Tempore

The City Council shall elect annually from among the City Councilmembers a Mayor Pro Tempore. The Mayor Pro Tempore shall assume the powers and duties of the Mayor during the absence or disability of the Mayor and, if a vacancy occurs, shall become Mayor until the next regular municipal election. The election shall occur in accordance with the election laws of the State of Missouri

Absence of both Mayor and Mayor Pro Tempore

Section 110.195 of the Municipal Code provides that in the event that both the Mayor and the Mayor Pro Tempore are unable to perform the functions and duties of their positions due to absence, incapacitation, or disability, a majority of the remaining City Council members in attendance at the next regular meeting, or at a special meeting as set forth in Section 110.195(B), shall elect an Acting Mayor to temporarily perform all functions of the Mayor until the Mayor or Mayor Pro Tempore is able to resume their position. The City Administrator or their designee shall call the meeting to order and preside at the meeting until the Acting Mayor is elected. For the first order of business, the City Administrator or their designee shall call for nomination of an Acting Mayor, who shall immediately preside at the meeting after elected.

Duties of Presiding Officer

The Mayor or Mayor Pro Tempore (hereinafter "Presiding Officer") shall be responsible for the conduct of the meeting. It is their duty to maintain order and decorum. They shall follow the agenda unless a change of order is acceptable to a majority of the City Council. They shall have the responsibility to limit lengthy and repetitive orations, but shall allow all interested parties an opportunity to discuss and present their position. The City Attorney shall provide the Presiding Officer guidance on parliamentary procedure subject to overrule by the City Council.

Communications among a quorum of the Council is considered a public record and should be copied to the City's repository email: cityclerk@bluespringsgov.com. More than one communication among a quorum of the Council is considered a meeting and is in violation of the Missouri Sunshine Law.

Staff

City Clerk. The city clerk, or designee, shall attend all meetings and record the proceedings thereof; shall keep and preserve records and files belonging to the City Council and perform such other services that may be provided. The city clerk's signature and the city seal attest that an ordinance and resolution has been properly adopted and oaths of office that verify officials were properly sworn in. The city clerk must ensure that proper notice is posted within 24 hours of a meeting along with a tentative agenda. The city clerk is also responsible for the minutes, attestations, legal and public notices, and is the keeper of the city seal. In the absence of the city clerk at a meeting, they shall select another qualified staff member to sit in as acting city clerk for the meeting.

City Administrator. The city administrator or their designee shall attend all meetings, unless excused; shall provide advice or opinions on all matters before the City Council or oversee the same from other city staff; and perform such other services as required.

City Attorney. The city attorney, or their designee, shall attend all meetings of the City Council, unless excused. Any Councilmember may call upon the city attorney for their opinion as to law, ordinances or parliamentary procedure, but the final decision as to the matter of parliamentary procedure shall be the responsibility of the Presiding Officer.

Meeting Schedule

Regular meetings of the City Council shall be held the first and third Monday of each month in the Council Chambers at the Howard L. Brown Public Safety Building at 1100 SW Smith Street, at 6:00 p.m. Meeting dates may be moved due to the City's holiday schedule. All meetings shall be in person with the exception of a declared State of Emergency suspending the Missouri Sunshine Law. Any members attending the meeting virtually must be seen by video in order to participate in a roll call vote.

Work Sessions

Work Sessions of the Council shall be held on the fifth Monday of any month or may be convened at the request of the Mayor or by any two City Councilmembers. When a Work Session is called for, notice shall be given by the staff to all members of the City Council at least twenty-four (24) hours prior to the start of the meeting.

Special Meeting

Special meetings of the Council may be convened at the request of the Mayor or by any two City Councilmembers. When a special meeting is called for, notice shall be given by staff to all members of the City Council at least twenty-four (24) hours prior to the start of the meeting.

Emergency Meeting

In case of emergency, as determined by the Mayor or any two Councilmembers, an emergency meeting may be called at the request of the Mayor or two members of the City Council; staff shall notify all members of the City Council of the emergency meeting by phone. Phone information shall include date, time and place of the meeting, in addition to the item to be discussed and acted upon as well as the reason for the emergency action. Said meeting may be adjourned by the City Council without action if it is their determination the matter is not of an emergency nature and action can await a regular meeting.

Quorum for Attendance

A majority of the entire City Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in the manner. All members of the Council shall attend all meetings. A majority of the entire City Council must be present to discuss items on the agenda.

Majority for Voting

Section 3.12 of the Charter states that except as otherwise provided in the Charter, the affirmative vote of a majority of the entire City Council (four (4) members) shall be necessary to adopt any ordinance or resolution.

Parliamentary Rules of Procedure

The purpose of parliamentary procedure is for the assembly to conduct its businesses in the most efficient way possible while considering the rights of its members. The City Council shall refer to the current edition of Robert's Rules of Order Newly Revised to answer procedural questions not resolved in these rules, so long as it does not conflict with the Blue Springs Municipal Code or Missouri Law.

Open Meetings and Records Policy

All meetings and meeting records shall be open to the public, except for executive sessions, as provided by the Statutes of the State of Missouri and Chapter 122 of the Municipal Code.

Getting the Floor

Every member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall be confined to the question under debate.

Interruptions

A member, once recognized, shall not be interrupted when speaking unless to be called to order by the Presiding Officer, or as hereinafter provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined and if in order, shall be permitted to proceed.

Conflicts

If a member of the City Council believes they have a conflict and would be unable to vote on an agenda item, the member should consult with the City Attorney to confirm the conflict. Once the conflict is confirmed, the City Attorney would assist in the preparation of a statement to be used by the member to recuse themselves prior to any discussion, public hearing, introduction and vote on the conflicting matter. The member would read the statement regarding the conflict and recuse themselves from the item. The member would leave the Council Chambers prior to the initiation of the matter on the agenda and would remain absent until the final vote on the matter. The recusal may affect the quorum required for the meeting; however all matters would still require an affirmative vote of four (4) members of the City Council.

The City Council does not have an option to abstain from a vote due to a conflict but should recuse prior to the agenda item. If the member of the Council did not recuse themselves prior to the agenda item and participated in discussion and abstains from voting on the item, the City Attorney would advise the member that abstaining is not an option at that time. If the member continues to abstain or refuses to vote, the City Clerk would record the vote as "AYE" and note in the journal that the member refused to vote.

If a member of the City Council does not believe they have enough information to make a decision on a matter, they may move to continue the matter to a future meeting requesting staff to provide the needed information. The motion would require a majority vote of the entire Council to continue. If the motion to continue fails, all members of the City Council must vote either aye or nay.

Order of Business and Preparation of Agenda

A description of items for a City Council agenda shall be forwarded to the City Clerk no later than three weeks prior to the Council meeting. General business items such as contracts and Planning applications shall be added by staff. The remainder of agenda items must be approved by the Mayor or at the request of two (2) Councilmembers.

The order of business on the agenda is as follows:

- Confirmation of a Quorum
- Consent Agenda
    - Approval of previous meeting Minutes
    - Resolutions of a general nature that would not require debate
- Public Hearings and associated proposed ordinances
- Proposed ordinances for development
- Proposed ordinances amending the Municipal Code
- General proposed ordinance
- Presentations
- Items for Information – Board/Commission annual reports and recommendations; items to be available for inspection at the City Clerk's Office.
- Mayoral Comments
- Visitor's Section
- Adjournment

Prior to approval of a consent agenda, any Councilmember may request that any item included on the consent agenda be removed from the consent agenda or amended. The Mayor may change the order of agenda items at their discretion.

The Items for Information on the Council agenda may be included on an agenda for a future Council meeting at the request of the Mayor or two Councilmembers for review or consideration.

The agenda may be amended by majority vote of the City Council at the beginning of the meeting. Emergency matters may be added to the agenda, with a description of the nature of the emergency noted in the journal of the meeting. The agenda of a special meeting may not be amended except by unanimous consent of the Council present.

Agendas shall be posted on the Notice Board in the lobby of City Hall, and on the City's website. The agenda shall note at the bottom the date it was posted. The agenda posted on the website shall be published and sent to email addresses requesting to be notified of the Council agendas.

Meeting Shall be Open to the Public

All meetings shall be open to the public, except for closed sessions, as provided by the Statutes of the State of Missouri and the Ordinances of the City of Blue Springs. No meeting of the Council may be closed without an affirmative public vote of a majority of the City Council. The motion to move to closed session must contain the statutory authority, including specific subsection of Section 610.021 to close the meeting. The vote of each member shall be announced publicly at an open meeting and entered into the record.

All votes taken in any closed meeting shall be by roll call vote. Council shall not discuss items that are closed under the Sunshine Law outside of the closed session meeting until the City Attorney has confirmed that item is open and can be discussed.

Motions

Unless operating under procedures provided by the Code of Ordinances, the City Charter, Missouri statute or other legal regulations, all motions shall be open to debate without restriction, shall require a second (except as noted in the Rules), and shall require a simple majority vote for passage. A motion requires that a Councilmember makes a motion by stating "I move to…" and another Councilmember seconds the motion. If a motion does not receive a second, the motion will not be considered.

A motion must be made and seconded before the City Council can debate the motion. Debate is limited to the motion immediately on the floor.

Amending or withdrawing a motion. If a main motion is on the floor and a Councilmember moves to amend that motion, and the motion to amend receives a second, discussion must be limited to the amendment first. If the amendment is not seconded it will not be considered. A motion to amend must specify the exact changes to the pending motion; the City Attorney will restate the motion to amend prior to the Presiding Officer calling for a vote.

If the motion to amend is passed, the main motion, as amended, can now be discussed.

A sample of commonly used motions are included on **Attachment 1.** No motion shall violate these Rules of Procedure. It is the Presiding Officer's duty to rule a motion out of order. These include: 1) conflicts with federal, state or local law and rules of the City; 2) an action outside of

the City's scope unless approved by two-thirds vote to allow it; 3) conflicts with a motion previously adopted and still in force; 4) presents the same question that was rejected during the same meeting; and 5) conflicts or presents the same question as one that was postponed or tabled.

Voting

Motions not requiring a roll call vote shall be passed by a voice vote where the Presiding Officer calls for ayes and nays and estimates which response is stronger.

For motions requiring roll call votes, the City Clerk shall call the roll, the name of each Councilmember being called in seating order and the name to be called first shall be advanced one position, with the name of the Presiding Officer being called last for each vote. Upon the name being called, each Councilmember and the Mayor shall answer, and their name shall be entered by the Clerk upon the journal. When a roll call vote is called for, a member must vote either aye or nay. Members may not "pass" their vote until the remainder of the City Council casts their vote.

The City Clerk records the results of each vote in the meeting Minutes.

Procedure for Passing Ordinances

As provided in Section 3.12.H of the Charter, except in the case of emergency ordinances, every proposed ordinance shall be read by title in open City Council meeting two (2) times before passage. These readings may occur at the same meeting.

A proposed ordinance must be introduced by a Councilmember and be read by title in an open City Council meeting two (2) times before passage and assigned an Ordinance number. Both readings may take place at a single meeting. After each reading the proposed ordinance may be discussed, amended, and voted upon in the manner prescribed previously for resolutions. Councilmembers desiring further information should request same from the City Administrator and move to continue the matter to the next meeting prior to the vote on the second reading of the proposed ordinance. If the motion to continue fails, all members of the Council must cast an Aye or no vote after each reading. If the proposed ordinance passes, the City Clerk shall assign an ordinance number and the ordinance will become effective upon the signature of the Presiding Officer and City Clerk, or at any later date specified therein.

The steps for consideration and adoption of ordinances shall be as follows:

- Introduction – Presiding Officer calls for an introduction of the proposed ordinance by a Councilmember
- First Reading - City Clerk announces the first reading of the Bill number and reads the full title of the proposed ordinance
- Motion to Approve First Reading - Councilmember moves to approve the proposed ordinance on its first reading and proceed with the second reading
- Second of Motion to Approve First Reading - A different Councilmember makes a second of the motion to approve the first reading of the proposed ordinance
- Council Discussion and Amendments – Presiding Officer calls for Council discussion on the proposed ordinance. Any motion to the amend the proposed ordinance is appropriate at this time amended using the same procedure as for amending Motions.

- Vote on First Reading - Presiding Officer calls for a voice vote by asking those in favor to state “Aye” simultaneously and then calls for those in opposition to state “Nay” simultaneously. If the outcome is unclear, the Presiding Officer may call for a roll call vote
- Results of the Vote on the First Reading – Presiding Officer announces the results of a voice vote. If a roll call vote was requested, the City Clerk calls the roll and announces the results of the vote
- Second Reading - If the motion approving the first reading passes, the City Clerk announces the second reading of the Bill number and reads the full title of the proposed ordinance.
- Motion to Approve Second Reading - Councilmember moves to approve the proposed ordinance on its second reading and assign the appropriate Ordinance number
- Second of Motion to Approve Second Reading - A different Councilmember makes a second of the motion to approve the second reading of the proposed ordinance
- Council Discussion – Presiding Officer calls for Council discussion on the proposed ordinance
- Vote on Second Reading - Presiding Officer calls for a roll call vote
- Roll Call Vote on Second Reading - The City Clerk calls the roll
- Results of the Vote on Second Reading - The City Clerk announces the result of the vote, and if the motion passes will assign an Ordinance number

If no motion is made, second received, or a vote fails, the proposed ordinance is considered dead and no further action is needed.

If the City Council adopts an amendment to a proposed ordinance that constitutes a change in substance, any member of the City Council may require that the proposed ordinance, as amended, be placed on file for public inspection in the office of the City Clerk for an additional one (1) week before passage. In the absence of such a request, the City Council may consider the amended ordinance at the same meeting.

Procedures for Resolutions

Resolutions, not part of the Consent Agenda, shall be announced by the Presiding Officer. After receiving a motion and second to approve the Resolution, the Presiding Officer accepts comments and discussion from members of the Council. After due discussion, the resolution may be amended using the same procedure as for amending Motions. Approval of a Resolution does not require a Councilmember introduction, readings by the City Clerk, or a roll call vote.

Procedures for Public Hearings

If the applicant or staff has requested a continuance of a public hearing to another date, the Presiding Officer will not open the public hearing, but accept a motion, second and vote to continue the public hearing. The public hearing will not require newspaper publication if continued to a date certain. Staff will include information regarding the continuation on the agenda the public hearing is continued to allow the public to follow the status of a published public hearing.

Order of Public Hearing

- The Presiding Officer announces the opening of the public hearing
- Any Councilmembers with conflict will read the statement of conflict and remove themselves from the Council Chambers during the public hearing and vote on the associated proposed Ordinance.

- The City Clerk reads the exhibits into the record
- Swearing in – including City staff, applicant, attorneys, public, etc. May choose to swear in as a group if large number of speakers for one item
- Staff report and Council questions
- Applicant and representatives and Council discussion
- In Support of – if sworn as group, ask them to state their name, address and confirm they were sworn in
- In Opposition to – if sworn as group, ask them to state their name, address and confirm they were sworn in
- Presiding Officer announces public comment section of the hearing is over
- Presiding Officer asks applicant and staff if they have any remarks prior to Council discussion to address statements made during hearing
- Council discussion
- Close public hearing
- A motion to amend the proposed Ordinance can be made after the motion and second on the first or second reading. The motion to amend must be approved by a majority of the entire City Council
- Reopen public hearing if additional discussion or comments are made after the public hearing is closed and prior to the final vote on the proposed Ordinance. The Court Reporter should stay until the final vote has been taken

All discussion and testimony should be given while the public hearing is open. If additional comments are made after the public hearing has been closed, a motion to reopen the public hearing is in order to capture the comments on the record.

Speakers - All speakers for public hearings shall complete a Speaker Appearance Form prior to the start of the Council meeting. This will include attorneys, architects, applicants, residents, etc.

If a large number of speakers are present for a public hearing, the Presiding Officer may ask everyone wishing to provide testimony on “XXX” public hearing to stand and be sworn in at once by the Court Reporter.

When called by the Presiding Officer, the speaker will step to the podium, state if they were sworn in with the larger group and if not be sworn in by the Court Reporter individually. The speaker shall give their name and address in an audible tone for the Court Reporter to add to the transcript and shall limit their remarks to five minutes or less. The Presiding Officer may remind speakers to not repeat information previously presented by another speaker. When addressing the Council, members of the public shall direct all remarks to the Presiding Officer and shall confine remarks to the matters that are specifically before the Council at that time.

Overriding Mayor’s Veto

Every ordinance or resolution adopted by the City Council shall be presented to the Mayor for their approval; and if the Mayor shall sign the same, it shall be deemed approved and adopted. The Mayor may return an ordinance or resolution with objections to the City Council unsigned prior to the beginning of the next regular meeting; and such ordinance or resolution shall stand vetoed and shall not take effect without the approval of the Mayor unless adopted over their veto in the following manner:

At the regular meeting next following receipt of a disapproved ordinance or resolution, the City Clerk shall cause the objection of the Mayor to be entered upon the journal of the City Council and the Mayor Pro Tempore shall put to the City Council the question, "Shall the ordinance or resolution take effect, the objections of the Mayor notwithstanding?" The question may not be tabled, and after debate, the City Clerk shall proceed to call the roll. Should two-thirds (2/3) of the City Councilmembers cast their votes in favor of overriding the Mayor's veto, the ordinance or resolution shall take effect; otherwise it shall not take effect. The Mayor shall not vote on any action to override the Mayor's veto.

Should the Mayor neither sign nor return with objections any ordinance or resolution prior to the beginning of the next regular meeting of the City Council, it shall be deemed approved and adopted.

Members Leaving Council Chambers During Meeting

With the exception of a member of the City Council recusing themselves and leaving the Council Chambers due to a conflict, the Presiding Officer and all City Councilmembers shall remain in their designated places during the meeting unless a recess is called or the member is excused by the Presiding Officer with cause. A vote shall not be taken during a member's absence from their chair.

Visitors

The City Council may, although not required to do so, allow the public to speak during the Visitors' section of the agenda. Anyone wishing to address the Council must complete a Speaker Appearance Form. If the Speaker Appearance Form is completed online, it must be submitted prior to 4:00 on the day of the meeting; otherwise the speaker will need to complete a paper form and submit to the City Clerk in the Council Chambers prior to the start of the meeting.

The Presiding Officer may ask speakers to not repeat comments made by others, and to limit their comments to no more than three minutes at the discretion of the Presiding Officer. The Council should not engage in discussion with the speaker but take the matter under advisement for a future meeting.

Visitors are not required to be residents of the City but the Presiding Officer may advise that the Council may not give the same weight to the testimony as it would a resident.

Conduct during Meetings

Any Councilmember desiring to speak shall be recognized by the Presiding Officer and shall confine their remarks to one subject under consideration or to be considered.

Any discussion on issues must be relative to the specific topic at hand to allow adequate time to fully discuss scheduled issues.

Avoid using your cell phone or computer to text or use social media during meetings.

Avoid discussion or sharing your opinion of matters on social media or outside of public meetings. If emails are received regarding a project outside of the public meeting, share the date the meeting the item will be discussed, and encourage them to attend the City Council meeting where the item will be discussed to hear all testimony or to address Council. The City Attorney will assist in drafting a response for citizens and developers who wish to speak with you outside of the public hearing once an application has been filed.

How and When Rules of Procedure May be Suspended

These rules may be suspended if the City Council determines such action is necessary in case of an emergency that effects the general well-being, health or welfare of the City of Blue Springs or its citizens. Such consent will be by a 2/3 majority of the elected Council present and voting.

Attachment 1 - Sample Motions

Main Motions. Motions that bring business before the City Council are debatable and amendable and as a general rule need a majority vote to pass.

APPROVE – official action to endorse a proposal

AUTHORIZE – official approval to empower an action or a person to act on behalf of the City Council in a specific manner

DENY – official action to reject a proposal

RESCIND/REPEAL – official action to nullify previous action taken by the City Council; requires a two-thirds vote or a majority of the entire membership

Privileged motions. Motions that warrant interrupting all other motions, take precedence over other questions and are not debatable.

FIX THE TIME TO WHICH TO ADJOURN – sets the time for continuation of the present meeting in order for another meeting to continue business, but does not adjourn the present meeting or set the time for its adjournment; requires a majority vote

Example: I move that when this meeting adjourns, it adjourns to meet on (date and time) at (place).

ADJOURN – a privileged motion to close a meeting that must be seconded and is not subject to debate; discussion must be halted and a vote taken

RECESS – Short interruption which does not close the meeting; motion is not required if recess is included on the agenda

CLOSED SESSION – allows for a closed session for those purposes stated in RSMo 610.021; motion must be made in an open session, must be seconded, and is subject to limited debate as to the date and/or time and general purpose

Incidental motions. Motions that arise out of another pending question that takes precedence and must be decided before the question is answered or are incidental to a question that should be decided before any other business is taken up.

POINT OF ORDER – enables a Councilmember to bring attention to a potential breach of order or to question a procedure or rule; it does not require a second and is not debatable

SUSPENSION OF THE RULES – enables the City Council to temporarily set aside its rules, or any specific portion of its rules, in order to proceed to the consideration of a question or matter; it must not extend past the matter acted upon or the meeting, must state the purpose for the suspension and requires a second

DIVIDE A QUESTION – enables the City Council to divide a complex question or proposal and to consider the matter by section or paragraph; it must be seconded and is not subject to debate

Subsidiary motions. Motions that set aside a motion temporarily and permanently.

AMEND – to improve or clarify the intent or substance of a pending motion that must be made while a motion is on the floor. Amendments must be relevant to the question under consideration and shall be acted upon in reverse order. Motions can be amended only to a third degree, that is, one can amend an amendment, but can go no further.

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The City of Blue Springs Missouri

RULES OF PROCEDURE

BOARDS WITH STANDING MEETINGS

Economic Development Council
Park Commission
Public Art Commission
Public Safety Citizens' Advisory Board

Adopted by City Council by Resolution No. 29-2022 on April 18, 2022

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Authority

Section 402.020.C of the Blue Springs Municipal Code provides that Rules of Procedure shall be adopted by the City Council. Any Rules or Bylaws previously adopted are hereby repealed and replaced with these Rules approved by the City Council by Resolution No. 29-2022 on April 18, 2022. These Rules shall be in effect upon their adoption by the City Council by Resolution and until such time as they are amended or new Rules are adopted by Resolution.

These Rules govern and provide guidance to the City's Boards and Commissions (hereinafter "Commission") that do not hold regularly-scheduled meetings, but at the call of the Chair or Staff. Those Commissions include, but are not limited to Appearance Review Commission, Community Development Block Grant Advisory Committee, Development Advisory Committee, Downtown Review Board, Historic Preservation Commission, Human Relations Commission, Solid Waste Management Committee, Technical Review Committee, Visitor and Tourism Advisory Board.

The Commission may review and recommend amendments to the Rules of Procedure to the City Council by a majority vote of the members of the Commission. Proposed amendments must be submitted in writing to each member of the Commission at least three (3) days prior to the meeting at which such action is to be taken. The Commission-recommended amendments shall be presented to the City Council for consideration and approval by Resolution. The amendment of the Rules of Procedure shall take effect immediately following a successful vote of the City Council unless otherwise noted.

Commission Establishment and Purpose

Each Commission is established by the Blue Springs Municipal Code outlining the members and the purpose for the Commission.

Chair and Vice Chair

The Mayor shall appoint a Chair and Vice Chair, annually on or about May 1 for a term of one year. No member shall serve more than two consecutive terms as Chair or Vice Chair. The Mayor's appointment shall be approved by a majority of the City Council.

Where both the Chair and Vice Chair are absent from a meeting, the remainder of the members of the Commission shall elect a Chair Pro Tem from among their own number by majority vote to serve as Presiding Officer for the meeting.

Duties of Presiding Officer

The Chair or Vice Chair (hereinafter "Presiding Officer") shall be responsible for the conduct of the meeting. It is their duty to maintain order and decorum. They shall follow the agenda unless a change of order is acceptable to a majority of the Commission. They shall have the responsibility to limit lengthy and repetitive orations but shall allow all interested parties an opportunity to discuss and present their position. The City Attorney or Staff Liaison shall provide the Presiding Officer guidance on parliamentary procedure subject to overrule by the Commission. The Presiding Officer shall sign documents of the Commission.

Membership

Citizen members of the Commission shall be residents of the City of Blue Springs appointed by the Mayor and approved by a majority of the City Council. Community partner appointments are not required to be residents, but must be a current employee or active member of the agency.

Terms of Members

The members of the Commission shall be appointed by the Mayor for three (3) year terms, expiring April 30. When a position on the Commission becomes vacant, the person filling that vacancy shall be appointed for the duration of the term. Members are requested to continue serving until a replacement has been appointed. Former employees of the City shall not be considered for an appointment to a Commission until the expiration of two years from their separation from employment.

Conduct of Members of the Commission

1. Members of the Commission shall take such time as to prepare themselves for hearings and meetings
2. The regularly scheduled meetings shall be established by the Municipal Code or Commission and posted on the City's website. Absent extenuating circumstances, a member may be removed from the Commission after missing 20% of meetings in a rolling calendar year. A member of the Commission who shall not be able to attend a scheduled meeting of the Commission shall notify the Staff Liaison at the earliest possible opportunity. City staff shall notify the Chairman in the event that the projected absences shall produce a lack of a quorum.
3. If a Commission member is unable to fulfill their appointed term, a communication shall be sent to the Mayor, with a copy to the staff liaison and copy to the City Clerk resigning from the Commission.
4. At the beginning of each appointment term, members shall execute a letter confirming the details of their appointment, including term and attendance expectations.

Support

Council/Commission Liaison. If a Council or Commission liaison is appointed to the Commission, the liaison shall update the Commission and participate in meetings at the request of the Presiding Officer.

Staff Liaison. A City Administrator shall select an employee to serve as a Staff Liaison to the Commission. The Staff Liaison shall:

1. Select a Recording Secretary to assist the Commission
2. Communicate with the Presiding Officer regarding items for discussion on an upcoming agenda and poll members
3. Prepare all necessary documents for presentation to the Commission
4. Carry out the directives and officially present the Commission's recommendations to the City Council

Recording Secretary. The Staff Liaison shall supply a qualified staff member to be designated as the Recording Secretary to perform all general corresponding and recording secretarial duties for the Commission. The Recording Secretary will:

1. Keep the minutes of the Commission.

2. Prepare and post notices/agenda packets for all meetings as required by the Missouri Sunshine Law
3. Maintain the permanent records of the Commission
4. Perform such other duties as the Commission may require.

City Attorney. The City Attorney or their designee shall:

1. Serve as legal counsel to the Commission
2. Prepare memoranda of law as requested by the Commission
3. Review motions and draft documents of the Commission
4. Attend meetings of the Commission as requested, and during meetings be available to provide opinion as to law, ordinances or parliamentary procedure, but the final decision as to the matter of parliamentary procedure shall be the responsibility of the Presiding Officer.

Meeting Schedule

Meetings of the Commission shall be held at the call of the Chair and at such other times as determined by the Staff Liaison. All meetings shall be in person with the exception of a declared State of Emergency suspending the Missouri Sunshine Law.

Quorum for Attendance

A majority of the entire Commission, excluding vacancies, shall constitute a quorum for its business. All members of the Commission shall attend all meetings.. If a quorum is not present, the meeting shall be adjourned.

Voting

All members, including the Presiding Officer, shall have a vote and shall vote when present except that any member shall automatically disqualify themselves from voting on any decision in which there might be a conflict of interest as defined by the City Charter, Ordinances, and State Statutes. Refer to “Conflicts” in these Rules for additional information.

The Presiding Officer shall restate the motion before a vote is taken. The name of the maker and supporter of a motion shall be recorded. Each member shall vote Aye or No; members will not have an option to Pass. All roll call votes shall be taken by the Recording Secretary in random order, except that the Presiding Officer shall vote last.

The affirmative vote of a majority of the voting members present and able to vote is necessary to approve a motion. In the event of a tie vote, the motion shall have been defeated.

Parliamentary Rules of Procedure

The purpose of parliamentary procedure is for the assembly to conduct its businesses in the most efficient way possible while considering the rights of its members. The Commission shall refer to the current edition of Robert’s Rules of Order Newly Revised to answer procedural questions not resolved in these rules, so long as it does not conflict with the Blue Springs Municipal Code or Missouri Law.

Open Meetings and Records Policy

The Commission shall keep a record of its resolutions, transactions, findings, and determinations. All meetings and meeting records shall be open to the public.

Communications among a quorum of the Commission is considered a public record and should be copied to the City's repository email: cityclerk@bluespringsgov.com. More than one communication among a quorum of the Commission is considered a meeting and is in violation of the Missouri Sunshine Law.

Getting the Floor

Every member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall be confined to the question under debate.

Interruptions

A member, once recognized, shall not be interrupted when speaking unless to be called to order by the Presiding Officer, or as hereinafter provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined and if in order, shall be permitted to proceed.

Conflicts

If a member of the Commission believes they have a conflict and would be unable to vote on an agenda item, the member should consult with the City Attorney to confirm the conflict. Once the conflict is confirmed, the City Attorney would assist in the preparation of a statement to be used by the member to recuse themselves prior to any discussion, public hearing, introduction and vote on the conflicting matter. The member would read the statement regarding the conflict and recuse themselves from the item. The member would leave the Council Chambers prior to the initiation of the matter on the agenda and would remain absent until the final vote on the matter. The recusal may affect the quorum required for the meeting and majority affirmative vote.

The Commission does not have an option to abstain from a vote due to a conflict but should recuse prior to the agenda item. If the member of the Commission did not recuse themselves prior to the agenda item and participated in discussion and abstains from voting on the item, the City Attorney would advise the member that abstaining is not an option at that time. If the member continues to abstain or refuses to vote, the Recording Secretary would record the vote as "AYE" and note in the journal that the member refused to vote.

If a member of the Commission does not believe they have enough information to make a decision on a matter, they may move to continue the matter to a future meeting requesting staff to provide the needed information. The motion would require a majority vote of the entire Commission to continue. If the motion to continue fails, all members of the Commission must vote either aye or nay.

Order of Business and Preparation of Agenda

Deadlines for filing for placement on a Commission agenda shall be in accordance with deadlines established by the Staff Liaison.

The order of business on the agenda shall be as follows:

- Call to Order
- Confirmation of a Quorum/Roll Call
- Approval of previous meeting Minutes
- Presentation of requests agenda items
- Other business to be considered at a future meeting
- Visitors (if the Commission so chooses)

- Adjournment

A motion from the floor must be made and passed in order to dispense with any item on the agenda.

Where the volume of agenda items may require such action, the Chair may postpone discussion of certain agenda items until sufficient time is available for the members to give proper review to such subjects. If public interest warrants, the Chair may rearrange the order of the agenda.

An item not included on a Commission agenda shall not be discussed by the Commission. Direction shall be given to the Staff Liaison to include on a future Commission agenda.

Agendas shall be posted on the Notice Board in the lobby of City Hall, and on the City's website. The agenda shall note at the bottom the date it was posted. The agenda posted on the website shall be published and sent to email addresses requesting to be notified of the Commission agendas.

Meeting Shall be Open to the Public

All meetings shall be open to the public, except for closed sessions, as provided by the Statutes of the State of Missouri and the Ordinances of the City of Blue Springs.

Motions

Unless operating under procedures provided by Missouri statute or other legal regulations, all motions shall be open to debate without restriction, shall require a second (except as noted in the Rules), and shall require a simple majority vote of the members present and able to vote for passage. A motion requires that a Commissioner makes a motion by stating "I move to…" and another Commissioner seconds the motion. If a motion does not receive a second, the motion will not be considered.

A motion must be made and seconded before the Commission can debate the motion. Debate is limited to the motion immediately on the floor.

Amending or withdrawing a motion. If a main motion is on the floor and a Commissioner moves to amend that motion, and the motion to amend receives a second, discussion must be limited to the amendment first. If the amendment is not seconded it will not be considered.

If the seconder disagrees with the amendment, they may withdraw the second and the amendment must be seconded by another Commissioner. The motion maker may withdraw their motion for lack of a second, or the withdrawal of the second.

If the motion to amend is passed, the main motion, as amended, can now be discussed.

A sample of commonly used motions are included on **Attachment 1**. No motion shall violate these Rules of Procedure. It is the Presiding Officer's duty to rule a motion out of order.

Members Leaving Meeting Room During a Meeting

With the exception of a member of the Commission recusing themselves and leaving the meeting room due to a conflict, the Presiding Officer and all Commissioners shall remain in their designated places during the meeting unless a recess is called or the member is excused by the Presiding Officer with cause. A vote shall not be taken during a member's absence from their chair.

Visitors

The Commission may, although not required to do so, allow the public to speak during the Visitors' section of the agenda. Anyone wishing to address the Commission must complete a Speaker Appearance Form. If the Speaker Appearance Form is completed online, it must be submitted prior to 4:00 on the day of the meeting; otherwise the speaker will need to complete a paper form and submit to the Recording Secretary in the meeting room prior to the start of the meeting.

The Presiding Officer may ask speakers to not repeat comments made by others, and to limit their comments to no more than three minutes. The Commission should not engage in discussion with the speaker, but take the matter under advisement for a future meeting.

Visitors are not required to be residents of the City, but the Presiding Officer may advise that the Commission may not give the same weight to the testimony as it would a resident.

Procedure for Recommendations to City Council

If the Commission votes to submit a recommendation to the City Council for consideration, the recommendation shall be documented and submitted to the City Clerk by the Staff Liaison three weeks prior to the Council meeting. The recommendation shall be included with the Council Agenda in the Information section. The Commission may be requested to present the recommendation at a future meeting of the City Council if either the Mayor or two Councilmembers request.

Conduct during Meetings

Any Commissioner desiring to speak shall be recognized by the Presiding Officer and shall confine their remarks to one subject under consideration or to be considered.

Any discussion on issues must be relative to the specific topic at hand to allow adequate time to fully discussed scheduled issues.

Cell phone or computer use to text or use social media during meetings should be avoided.

Commissioners should avoid discussion or sharing their opinion of matters on social media or outside of public meetings. If emails are received regarding a project outside of the public meeting, information regarding the date of the meeting at which the item will be discussed should be shared. Commissioners should encourage the individual to attend the Commission meeting where the item will be discussed to hear all comments or to address the Commission. The City Attorney will assist in drafting a response for citizens and developers who wish to speak with Commissioners outside of a public meeting.

How and When Rules of Procedure May be Suspended

These rules may be suspended if the Commission determines such action is necessary in case of an emergency that effects the general well-being, health or welfare of the City of Blue Springs or its citizens. Such consent will be by a 2/3 majority of the Commission present and voting.

Attachment 1 - Sample Motions

Main Motions. Motions that bring business before the Commission are debatable and amendable and as a general rule need a majority vote to pass.

APPROVE – official action to endorse a proposal

AUTHORIZE – official approval to empower an action or a person to act on behalf of the Commission in a specific manner

DENY – official action to reject a proposal

RESCIND/REPEAL – official action to nullify previous action taken by the Commission; requires a two-thirds vote or a majority of the entire membership

Privileged motions. Motions that warrant interrupting all other motions, take precedence over other questions and are not debatable.

FIX THE TIME TO WHICH TO ADJOURN – sets the time for continuation of the present meeting in order for another meeting to continue business, but does not adjourn the present meeting or set the time for its adjournment; requires a majority vote

Example: I move that when this meeting adjourns, it adjourns to meet on (date and time) at (place).

ADJOURN – a privileged motion to close a meeting that must be seconded and is not subject to debate; discussion must be halted and a vote taken

RECESS – Short interruption which does not close the meeting; motion is not required if recess is included on the agenda

CLOSED SESSION – allows for a closed session for those purposes stated in RSMo 610.021; motion must be made in an open session, must be seconded, and is subject to limited debate as to the date and/or time and general purpose

Incidental motions. Motions that arise out of another pending question that takes precedence and must be decided before the question is answered or are incidental to a question that should be decided before any other business is taken up.

POINT OF ORDER – enables a Commissioner to bring attention to a potential breach of order or to question a procedure or rule; it does not require a second and is not debatable

SUSPENSION OF THE RULES – enables the Commission to temporarily set aside its rules, or any specific portion of its rules, in order to proceed to the consideration of a question or matter; it must not extend past the matter acted upon or the meeting, must state the purpose for the suspension and requires a second

DIVIDE A QUESTION – enables the Commission to divide a complex question or proposal and to consider the matter by section or paragraph; it must be seconded and is not subject to debate

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