LAND BANK BOARD MEETING
August 19, 2024 3:00 p.m.
Training Room 210
City Hall, 903 W Main Street
Blue Springs, Missouri 64015

Anyone wishing to address the Land Bank in the Visitors Section of the Agenda, must fill out a Speaker's Appearance Form. Forms are available online or located at the entrance of the conference room. After completion, the form is to be given to the Board Secretary prior to the start of the meeting.

1. Call to Order
2. Confirmation of a Quorum
3. Approval of the June 17, 2024, Land Bank Meeting Minutes
4. Quarterly Financial Statements
5. Approval of 2024 Budget Amendment and 2024-2025 Annual Budget
6. Acknowledgment of Rules and Procedures and Attendance Expectations
7. Election of Vice Chair
8. Visitors

Posted Thursday, August 8, 2024 at City Hall, 903 W Main Street, Blue Springs, MO and on the City's website. A quorum of the City Council may be in attendance; however no City Council votes will be taken.

Cara Elbert
Board Secretary

CITY OF BLUE SPRINGS, MISSOURI
MINUTES OF LAND BANK MEETING
June 17, 2024

A meeting of the Land Bank of Blue Springs, Missouri was held on Monday, June 17, 2024 at 3:00 p.m. with Chairman White-Baldridge presiding.

COMMISSIONERS IN ATTENDANCE

Tracy White-Baldridge, Chair Kirk Sampson
Jennifer Irey-ABSENT

Also present were Staff Liaisons Christine Cates, Sheryl Morgan, Mike Mallon, Tom Degenhardt and Karen Van Winkle.

CALL TO ORDER AND CONFIRMATION OF A QUORUM

Chair White-Baldridge called the Land Bank meeting to order at 3:00 p.m. She called for the Commission to approve the agenda as presented. Commissioner Sampson moved to approve the agenda. Motion was seconded by Chair White-Baldridge. The Board Secretary confirmed a quorum of the Lank Bank was present.

APPROVE BOARD MINUTES

Commissioner Sampson moved to approve the minutes of the April 15, 2024 Meeting of the Land Bank of Blue Springs. Motion seconded by Chair White-Baldridge and carried with the following votes:

Irey – ABSENT Sampson – Aye
White-Baldridge – Aye

APPOINTMENT OF A BOARD SECRETARY

Chair White-Baldridge requested staff's recommendation for Board Secretary of the Land Bank. Christine Cates recommended Cara Elbert to fill that position. Commissioner White-Baldridge closed nominations as there were no other on the floor. Commissioner Sampson moved to appoint Elbert to Board Secretary of the Land Bank. Chair White-Baldridge seconded. Secretary Elbert proceeded with a roll call vote and the motion was carried with the following votes:

Irey – ABSENT Sampson – Aye
White-Baldridge – Aye

ELECTION OF OFFICERS

Chair White-Baldridge opened the floor for nominations for the 2024-2025 term. Commissioner Sampson nominated Commissioner White-Baldridge as Chair. There were no other nominations on the floor for Chair. Chair White-Baldridge nominated Commissioner Sampson as Treasurer of the Land Bank. There were no other nominations on the floor for Treasurer. Chair White-Baldridge moved to approve the slate and it was seconded by Commissioner Sampson. Secretary Elbert called the roll and the motion carried with the following votes:

Irey – ABSENT Sampson – Aye
White-Baldridge – Aye

DRAFT

CLOSED SESSION

At 3:04 p.m., Commissioner Sampson moved that the Land Bank go into closed session pursuant to Section 610.021, subparagraph (2), Revised Statutes of Missouri, for the purpose of privileged communications between a governmental body for its representative and legal counsel including real estate, and that any minutes, documents and other records discussed or taken during the closed session remain closed, and that this body stand adjourned at the completion of such session. Motion seconded by Chair White-Baldridge and carried with the following votes:

lrey – ABSENT
White-Baldridge – Aye
Sampson – Aye

_____
Tracy White-Baldridge, Chair

_____
Cara Elbert, Board Secretary

DRAFT

CITY OF BLUE SPRINGS
BALANCE SHEET - LAND BANK
FISCAL YEAR 2023-24

FOR THE PERIOD ENDED - JUNE 30, 2024

CATEGORY		LAND BANK
ASSETS		
Cash and investments	$	807,603
Receivables (net of allowances		
Taxes		-
Accounts		
Accrued interest		-
Interfund receivables		-
Land		185,804
Prepaid items		-
TOTAL ASSETS	**$**	**993,408**
LIABILITIES		
Accounts payable	$	-
Accrued liabilities		-
Interfund payable		-
Long term debt		-
TOTAL LIABILITIES	**$**	**-**
FUND BALANCES		
Reserved for:		
Encumbrances		-
Unassigned		993,408
TOTAL FUND BALANCES	**$**	**993,408**
TOTAL LIABILITIES AND FUND BALANCE	**$**	**993,408**

CITY OF BLUE SPRINGS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - LAND BANK

FISCAL YEAR 2023-24

FOR THE PERIOD ENDED - JUNE 30, 2024

CATEGORY		LAND BANK
REVENUES:		
Farm Lease	$	-
Sale of Land		540,059
Property Taxes		275,598
Interest		9,990
Contributed Capital - Land		-
Other		-
TOTAL REVENUES	**$**	**825,647**
EXPENDITURES:		
Current:		
Personal Services		-
Materials & Supplies		-
Contractual Services		82,737
Capital Outlay		-
Capital Improvements		-
Debt service:		-
Transfer for Debt Payments		-
TOTAL EXPENDITURES	**$**	**82,737**
Excess of revenues over (under) expenditures	$	742,910
OTHER FINANCING SOURCES (USES):		
Issuance of bonds		-
Discount on bond issuance		
Loss on sale of asset		(57,522)
Transfers in		
Transfers (out)		-
TOTAL OTHER FINANCING SOURCES (USES)	**$**	**(57,522)**
NET CHANGE IN FUND BALANCES		685,388
FUND BALANCES - OCTOBER 1, 2023	**$**	**308,019**
FUND BALANCES - JUNE 30, 2024	**$**	**993,408**



The Land Bank Board is being asked to approve an increase in expenditures and revenues for fiscal year 2024. Transfers for Neighborhood Improvement District debt will include all revenues associated with NID properties until all past due assessments are fully reimbursed.

Fiscal Year 2024 Land Bank Budget Amendment		
Account	Description	Amount
Revenue		
Sale of City Property	Sale to JK Larkin 54-200-01-08-01-0-00-000 Sale to JK Larkin 54-200-04-10-00-0-00-000	$ 540,059
	Total Revenue	**$ 540,059**
Expenditures		
Professional Services	Fees for Land Sales & Vac. Sunnyside School Rd	$ 56,582
Insurance Premium & Bonds	Costs associated with Board Member Insurance	$ 10,872
Transfer to City for DS – NID	2023 Property Tax for NID Properties	$ 431,900
	TOTAL	**$ 499,354**

The FY2025 budget is being submitted for your review and approval. Included in this budget is a transfer to the City's general fund for property tax and NID special assessment for those Land Bank post-sale parcels that are in the NID. Although there is a pending contract for the sale of Land Bank property that may be finalized in FY 2025, those funds are not included in the budget. Once the sale is completed, a request for an amended FY 2025 budget will be submitted.

Fiscal Year 2025 Land Bank Budget		
Account	Description	Amount
Revenue		
Property Tax	Three years of property taxes – post sale	$ 339,570
Interest Income	Interest earned on cash in bank	$ 8,000
	Total Revenue	**$ 347,570**
Expenditures		
Tax Collection Services	Jackson County 1% collection fee	$ 3,396
Tax Collection Services - LB	Jackson County 4% fee for costs related to LB	$ 13,583
Tax Assessment Services	Jackson County 0.06% fee for assessing value	$ 198
Insurance Premiums & Bond	Truss	$ 11,372

Transfer to City for NID Debt	Net revenues associated with any NID property	$ 322,394
	Total Expenditures	**$ 350,943**

The 2025 budget does not include non-cash items such as Contributed Capital or Loss on the Sale of Assets. These items will be recorded when properties are either transferred to the Land Bank by the County or when the Land Bank sells a property.

Other Land Bank expenditures that are not included in the budget and that are paid by the City include office supplies, postage, and audit costs.

The proposed budget may be amended throughout the year if additional property sales occur or additional expenditures become necessary.

City of Blue Springs
Land Bank Fund Budget Summary
FY 2024-25 Annual Budget

LAND BANK FUND	2022-23 Actual	2023-24 Adopted Budget	2023-24 Year End Projection	$ Budget vs. YE Projection Variance	% Budget vs. YE Projection Variance	2024-25 Budget Request	$ Change from 2024	% Change from 2024
REVENUES								
Taxes	442,797	351,099	275,598	(75,501)	-22%	339,570	(11,529)	-3%
Charges for Service	-	-	25	25	0%	-	-	0%
Interest	17,835	10,000	9,465	(535)	-5%	8,000	(2,000)	-20%
Sales & Rental	8,820	-	540,059	540,059	0%	-	-	0%
Other Income	-	-	-	-	0%	-	-	0%
TOTAL REVENUES	**469,452**	**361,099**	**825,147**	**464,048**	**129%**	**347,570**	**(13,529)**	**-4%**
EXPENDITURES								
Supplies and Materials	-	-	-	-	0%	-	-	0%
Contractual Services	62,471	18,990	82,737	63,747	336%	28,549	9,559	50%
Capital Outlay	178	-	57,522	57,522	0%	-	-	0%
TOTAL EXPENDITURES	**62,649**	**18,990**	**140,259**	**121,269**	**639%**	**28,549**	**9,559**	**50%**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**406,803**	**342,109**	**684,888**	**342,779**	**100%**	**319,022**	**(23,087)**	**-54%**
OTHER FINANCING SOURCES (USES):								
OPERATING TRANSFERS IN								
From General Fund	-	-	-	-	0%	-	-	0%
TOTAL OPERATING TRANSFERS IN	**-**	**-**	**-**	**-**	**0%**	**-**	**-**	**0%**
OPERATING TRANSFERS OUT								
	419,363	328,905	760,805	431,900	131%	322,394	(6,511)	-2%
TOTAL OPERATING TRANSFERS OUT	**419,363**	**328,905**	**760,805**	431,900	131%	**322,394**	**(6,511)**	**-2%**
TOTAL OTHER FINANCING SOURCES (USES)	**(419,363)**	**(328,905)**	**(760,805)**	**(431,900)**	**131%**	**(322,394)**	**6,511**	**-2%**
NET CHANGES IN FUND BALANCES	**(12,561)**	**13,204**	**(75,917)**	**(89,121)**		**(3,372)**		
FUND BALANCES - BEGINNING OF YEAR	**320,580**	**308,019**	**308,019**			**232,102**		
FUND BALANCES - END OF YEAR	**308,019**	**321,223**	**232,102**			**228,730**		
	2022-23 Actual	**2023-24 Adopted Budget**	**2023-24 Year End Projection**	**$ Budget vs. YE Projection Variance**	**% Budget vs. YE Projection Variance**	**2024-25 Budget Request**	**$ Change from 2024**	**% Change from 2024**

Revenue Budget Summary
Land Bank

Account	Account Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Adopted Budget	2023-24 Year End Projection	2023-24 Budget Amendment	2024-25 Budget Request	$ Change from 2024	% Change from 2024
770-00000-401100	PROPERTY TAX - CURRENT	111,848	237,083	442,532	343,947	273,254	-	327,933	(16,014)	-5%
770-00000-401190	PROPERTY TAX - INTEREST		50	265	7,152	2,344	-	11,637	4,485	63%
Total Taxes		**111,848**	**237,133**	**442,797**	**351,099**	**275,598**	**-**	**339,570**	(11,529)	-3%
						-	-	-	-	0%
Total Licenses and Permits					**-**	**-**	**-**	**-**	-	0%
						-	-	-	-	0%
Total Intergovernmental					**-**	**-**	**-**	**-**	-	0%
770-00000-430140	PURCHASE APPLICATION FEE	-	-		-	-	-	-	-	0%
Total Charges for Service		**-**	**-**	**-**	**-**	**-**	**-**	**-**	-	0%
						-	-	-	-	0%
Total Fines and Penalties					**-**	**-**	**-**	**-**	-	0%
770-00000-450100	INTEREST INCOME	6,541	2,385	17,835	10,000	9,465	-	8,000	(2,000)	-20%
Total Interest Earnings		**6,541**	**2,385**	**17,835**	**10,000**	**9,465**	**-**	**8,000**	(2,000)	-20%
770-00000-460300	SALE OF CITY PROPERTY	980,203	100		-	540,059	540,059	-	-	0%
770-00000-460610	LEASE REVENUE	5,600	-	8,820	-	-	-	-	-	0%
Total Sales & Rentals		**985,803**	**100**	**8,820**	**-**	**540,059**	**540,059**	**-**	-	0%
770-00000-480999	CONTRIBUTED CAPITAL					-	-	-	-	0%
Total Other Income		**-**	**-**		**-**	**-**	**-**	**-**	-	0%
						-	-	-	-	0%
Total Operating Transfers In					**-**	**-**	**-**	**-**	-	0%
TOTAL LAND BANK REVENUES		**1,104,192**	**239,618**	**469,452**	**361,099**	**825,122**	**540,059**	**347,570**	(13,529)	-4%

Expenditure Budget Summary
Land Bank

Account	Account Description	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Adopted Budget	2023-24 Year End Projection	2023-24 Budget Amendment	2024-25 Budget Request	$ Change from 2024	% Change from 2024
	OFFICE SUPPLIES					-	-	-	-	0%
	POSTAGE					-	-	-	-	0%
Total Supplies and Materials						**-**		**-**	**-**	0%
770-00000-530100	PROFESSIONAL SERVICES	61,526	2,272	38,247	-	56,582	56,582	-	-	0%
	LEGAL SERVICES	-	-	-	-	-	-	-	-	0%
	AUDIT SERVICES	-	-	-	-	-	-	-	-	0%
770-00000-530200	TAX COLLECTION SERVICES	1,149	2,371	4,428	3,475	2,756	-	3,396	(79)	-2%
770-00000-530200	TAX COLLECTION SERVICES - LAND BANK 4%	4,597	9,485	17,711	13,900	11,023	-	13,583	(317)	-2%
770-00000-530210	TAX ASSESSMENT SERVICES	104	680	1,711	1,115	1,004	-	198	(917)	-82%
	TRAINING AND EDUCATION	-	-	-	-	-	-	-	-	0%
	MEETING & BUSINESS EXPENSES	-	-	-	-	-	-	-	-	0%
	DUES & MEMBERSHIPS	-	-	-	-	-	-	-	-	0%
770-00000-530410	INSURANCE PREMIUMS & BONDS	500	500	375	500	11,372	10,872	11,372	10,872	2174%
	INSURANCE DEDUCTIBLES	-	-	-	-	-	-	-	-	0%
	PRINTING & DUPLICATING	-	-	-	-	-	-	-	-	0%
	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	0%
	LICENSES, FEES & PERMITS	-	-	-	-	-	-	-	-	0%
Total Contractual Services		**67,876**	**15,308**	**62,471**	**18,990**	**82,737**	**67,454**	**28,549**	**9,559**	50%
	LAND	-	-	-	-	-	-	-	-	0%
770-00000-549000	GAIN/LOSS ON SALE OF LAND	52,901	-	-	-	57,522	-	-	-	0%
Total Capital Outlay		**52,901**	**-**	**-**	**-**	**57,522**	**-**	**-**	**-**	0%
	TRANSFER TO CITY FOR NUISANCE VIOLATIONS	-	-	-	-	-	-	-	-	0%
770-00000-550400	TRANSFER TO CITY FOR DS PAYMENTS - NID	1,017,661	224,196	419,363	328,905	760,805	431,900	322,394	(6,511)	-2%
					-	-	-	-	-	0%
Total Operating Transfers Out		**1,017,661**	**224,196**	**419,363**	**328,905**	**760,805**	**431,900**	**322,394**	**(6,511)**	-2%
TOTAL LAND BANK EXPENSES		**1,138,438**	**239,504**		**347,895**	**901,064**	**499,354**	**350,942**	**3,047**	1%

The City of Blue Springs Missouri

RULES OF PROCEDURE

LAND BANK OF BLUE SPRINGS, MISSOURI

Adopted by the Land Bank of Blue Springs, Missouri on June 21, 2022

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Authority

Any Rules or Bylaws previously adopted are hereby repealed and replaced with these Rules approved by the Land Bank of Blue Springs, Missouri on June 21, 2022. These Rules shall be in effect upon their adoption by the Land Bank and until such time as they are amended or new Rules are adopted.

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 Land Bank Board of Commissioners shall appoint a Chair, Vice Chair, and Treasurer 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 Treasurer shall 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 four (4) 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 Land Bank's repository email: contact@landbankbluesprings.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 make 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

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.

ADDITION – addition of specific words or phrases or sentences to perfect the intent or meaning of the pending main motion.

SUBSTITUTION – substituting provisions, sections or the entire language of the original motion and providing in lieu thereof new provisions, sections or language; substantially, offering a new motion relevant to the subject of the original main motion properly in possession of the body.

REFER – enables any pending question or matter to be referred to a committee, agency or department, or another entity for review, comment and possibly recommendation.

POSTPONE – postponing consideration (or further consideration) of a measure to a certain motion and carries a time limit and can be debated as to the merits of postponement.

POSTPONE TO A CERTAIN TIME/POSTPONE DEFINITELY – set the date and time when the motion will be acted upon

TABLE – temporarily setting aside a pending motion (or series of pending motions) to take care of something else deemed urgent; if the motion laid on the table is not taken from the table by the next regular meeting, the motion dies

Pending motion. When a main motion has been made, members can amend it, postpone it, etc. All of the actions that take place while the main motion is pending are subsidiary motions.

LAND BANK

I acknowledge receipt of a copy of the Rules of Procedure for the Land Bank approved by the City Council on April 18, 2022, which includes the attendance policy for serving as a member of the Land Bank.

Tracy White-Baldridge	Date
Kirk Sampson	Date
Jennifer Irey	Date
Brian Bough	Date
Printed Name	Date