



# CITY OF TOPEKA

CITY COUNCIL COMMITTEE  
MEETING MINUTES

## POLICY AND FINANCE COMMITTEE

CITY COUNCIL  
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Date: August 19, 2016

Time: 2:00 p.m.

Location: Holliday Conference Room, 620 SE Madison St.

Committee Members Present: Councilmembers Karen Hiller (Chair), Richard Harmon and Tony Emerson.

Others Present: Mayor Larry Wolgast, City Attorney Lisa Robertson, Deputy City Attorney Mary Feighny, City Council Assistant Angela Horn.

- 1) Chairperson Karen Hiller called the meeting to order.
- 2) The July 26, 2016 meeting minutes were approved by a vote of 2-0-1. Councilmember Richard Harmon abstained; he was not in attendance at the July 26, 2016 meeting.
- 3) Continued discussion and possible action on proposed revisions to the City Council Rules and Procedures to reflect changes to Charter Ordinance No. 117 that became effective on April 23, 2016, as well as changes recommended by The Citizens Government Review Committee.

The Committee reviewed and discussed an updated draft of the City Council Rules and Procedures (attached) that legal staff revised to incorporate the changes recommended by the Committee at the July 26, 2016 Committee meeting.

### 1.1 Charter

(b) is a new section proposed by Chairperson Hiller, regarding the governing body establishing work groups or task forces to discuss issues with city staff. Richard Harmon opposes this addition; he does not see a reason for this section, since the governing body is already allowed to meet with people. Chairperson Hiller explained she had

suggested the language because new members are not certain of what they can do.

The Committee agreed on the following proposed changes:

2.5 Duties of City Manager Relative to Governing Body. Changes clarify when communication between city staff and the governing body is acceptable.

2.7 Duties of City Attorney Relative to the Governing Body. Changes clarify the role of the City Attorney.

5.2 Addition and Removal of Items from the Agenda. Changes clarify the need for an explanation.

5.5 Public Comment.

The Committee discussed the 5:00 p.m. deadline to sign up to speak at a council meeting and the 4 minute limit rule.

Councilmember Harmon suggested that the deadline for citizen's to sign up to speak at a City Council meeting should be changed from 5:00 p.m. to 6:00 p.m. Citizens could still sign up before 5:00 p.m. through the City Clerk's Office, but they could also sign up in the Council Chamber, prior to the 6 p.m. start of the City Council Meeting.

6.2 Motions.

(e) To Amend a Motion. Adding the language 'An amendment to a motion cannot be amended' is not necessary since it is mentioned elsewhere in the document.

8.5 Procedure for Committee Items.

(a) Reference to Committee; Initiation by Committee. Make 'reference to committee' item (a)(1) and 'initiation by committee' item (a)(2).

(b) Referred Item Action Deadline. Change 60 days to discharge from committee to 90 days. Change 'council agenda' to 'governing body agenda' in last line. (c) Committee Action (2) Placement on Governing Body Meeting Agenda has been moved to section (d). Change 'pursuant to section 8.5(a)' to 'pursuant to sections 8.5(a)(1) and (2)'.

#### 8.10 Minutes.

Change wording to state that if the committee does not meet within 30 days, the chairperson may approve the minutes if there are no objections or changes from other committee members.

The Committee agreed to discuss section 2.6 further at the next meeting.

2.6 Duties of the Deputy Mayor, is a new section proposed by Chairperson Hiller.

Chairperson Hiller proposed a change to the Charter Ordinance regarding the Deputy Mayor duties, and to remove proposed section 2.6 from the Council Rules and Procedures document. Legal staff advised against amending the Charter Ordinance. Councilmember Harmon objected to any additions to the Deputy Mayor duties. He stated that many of these proposed duties should be covered by the City Manager's Office and not the Deputy Mayor. Lisa Robertson suggested removing any duties with no legal authority.

4) There were no other items before the Committee.

Meeting was adjourned at 3:52 p.m.

The full meeting video can be viewed at:

Part 1: <https://www.youtube.com/watch?v=qY0nf1DBcuQ&feature=youtu.be>

Part 2: <https://www.youtube.com/watch?v=ca2NryeGd00&feature=youtu.be>