DARDENNE PRAIRIE

CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE MO 63368

BOARD OF ALDERMEN
WORK SESSION MINUTES
AUGUST 19, 2026

CALL MEETING TO ORDER

Mayor Widaman called August 19, 2026, Dardenne Prairie Work Session to order at 6:03 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said.

Roll call vote:

	Present	Absent
Mayor Widaman	X	
Alderman Detweiler	X	
Alderman Gittemeier	X	
Alderman Johnson	X	
Alderman Nay		X
Alderman Waters	X	
Alderman Wilson	X	

Also in attendance: City Administrator Kyle Michel, City Attorney John Young, Manager Rose Maresca and City Clerk Deborah Ryan.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance.

ITEMS FOR DISCUSSION AND CONSIDERATION

1. Board of Aldermen Procedures

City Administrator Michel reviewing section by section with the group and the Board discussing the proposed updates to its procedures in Article 2, Section 110. (Exhibit A)

General discussion centered on work sessions, agenda setting, meeting start times and how formal the procedures should be. The Board agreed upon supporting language so a work session would “not start before six” rather than locking in a single fixed start time. Additional discussion and concurrence to add more flexibility language so staff and Board leadership can better match the agenda to the amount and complexity of business. Discussion regarding how RBA’s are submitted, language in Sections A, B and C in Section 110.195.

Motioned by Alderman Gittemeier, seconded by Alderman Wilson to remove Item 1, in Paragraph C in Section 110.195 for clarity.

All ayes, motion carried.

Staff will bring forward a text amendment ordinance at the September 2, 2026, Board of Aldermen meeting for consideration.

ADJOURNMENT

Meeting adjourned at 6:49 pm.

Approved by the Board of Aldermen on 09 02 26

Respectfully submitted: Deborah Ryan

Deborah Ryan, City Clerk

RBA FORM (OFFICE USE ONLY)
MEETING DATE: 8-5-2026
Regular ( ) Work Session (x)
ATTACHMENT: YES (X) NO ( )
Contract ( ) Ordinance (X) Other ( )

Request for Board Action
By: Kyle Michel, City Administrator

Ward _______NA_______

Description: Proposed amendment to Chapter 110.195 as it relates to the rules and procedures for meeting of the Board of Aldermen

Recommendation: Staff – Approve (X) Disapprove ( )

Summary/Explanation:

In 2023 a series of ordinances were adopted by the Board that enacted certain procedures and policies as they relate to the governance and execution of City business by the Board of Aldermen. While the intent behind these ordinances was to create transparency and lend to efficient and expeditious transactions of the business of the City, we have seen now over a few years of implementation that the targeted goal has not been achieved. In fact, in many instances, these procedures are contrary to the efficient and expeditious transaction of the business of the City.

Specifically, as it relates to this RBA, I am requesting that the Board give consideration to amending Section 110.195 which was created in 2023 by Ordinance 2263. There are a few parts of this policy procedure that prohibit efficient and expeditious business while simultaneously having a negative impact on transparency.

110.955 A Order of Business:

This section establishes a rigid order of business for the Board of Aldermen's regular meeting agenda, limiting the City's ability to adapt the agenda as operational needs arise. While establishing a standard agenda promotes consistency and organization, the current language lacks the flexibility necessary to accommodate special circumstances or additional business that may appropriately come before the Board. This section should be amended to read:

The Board of Aldermen, at its regular meetings, shall proceed to transact the business before them in the following order. Except as otherwise set forth in the Code, this section is intended to establish the minimum business sections appearing on the regular agenda of the Board of Aldermen. Additional items may be added as necessary to meet the needs of the City and to facilitate the efficient and orderly transaction of public business.

This amendment preserves a consistent agenda structure while providing the flexibility to include additional items such as proclamations, special presentations, ceremonial recognitions, closed session matters, or other business that may arise from time to time. The existing language unnecessarily restricts the Board's ability to conduct business in a manner that is responsive to changing circumstances and organizational needs.

An additional consideration for this section is the organization of agenda items related to legislative action. Currently, resolutions are grouped under the "New Business" section alongside ordinances and bills. Because resolutions are procedurally distinct and generally do not require a roll call vote, combining them with ordinances and bills often creates unnecessary confusion during meetings.

To improve clarity and streamline meeting procedures, resolutions should either be established as a separate agenda section or the "New Business" section should be subdivided into clearly identified categories, such as **"Bills and Ordinances – Introductions and First Readings"** and **"Resolutions."** This distinction more accurately reflects the different procedural requirements applicable to each type of legislative action and promotes a more orderly and understandable meeting process for the Board, staff, and the public.

110.195 B Robert's Rules of Order

As with Section A, the current language of this section is unnecessarily rigid and limits the Board's flexibility in conducting its meetings. While the City strives to conduct its meetings in accordance with *Robert's Rules of Order*, the Board does not currently employ a parliamentarian and has historically applied those rules as a guide rather than as a strict procedural mandate. The Code should more accurately reflect this long-standing practice while preserving an orderly and consistent framework for conducting public meetings. This section should read:

Except as otherwise set forth in the Code, the Board of Aldermen shall generally conduct its meetings in accordance with ~~Henry M. Robert III, et al.,~~ Robert's Rules of Order Newly Revised (12th Ed., PublicAffairs 2020) or any subsequent edition thereof ~~and in accordance with the provisions of Chapter 610, RSMo~~. This section is intended to establish the general procedural framework for the conduct of Board meetings and is not intended to require the rigid application of Robert's Rules of Order. The Board of Aldermen may, when appropriate and consistent with applicable law, reasonably deviate from the strict application of Robert's Rules of Order to facilitate the efficient, orderly, and expeditious transaction of City business."

This amendment maintains *Robert's Rules of Order* as the Board's governing procedural authority while recognizing the practical realities of conducting municipal meetings. It provides the Board with the flexibility necessary to efficiently manage routine business without creating procedural disputes over technical parliamentary requirements that have little impact on the substance or legality of Board actions. At the same time, it preserves an established framework for maintaining order, fairness, and consistency during meetings while ensuring compliance with Missouri's Sunshine Law and all other applicable statutory requirements.

B.2 Introduction of Bills

This section currently establishes the process for introducing bills, resolutions, and other matters of business before the Board of Aldermen. Under the existing procedure, any proposed item must first be placed on a workshop agenda for discussion before the Board may vote on whether to place the item on a regular business meeting agenda. While well-intended, this process has resulted in unnecessary delays, inefficient use of staff and Board resources, and reduced transparency.

From an efficiency standpoint, agenda items are frequently discussed multiple times before ever reaching a meeting where formal action can be taken. Matters that could be adequately presented through the Request for Board Action process during a regular business meeting are instead subject to repeated discussions across one or more workshops. This often requires scheduling additional work sessions for relatively brief conversations, increasing administrative workload and delaying Board action without providing a corresponding benefit.

From a transparency standpoint, substantive discussions regarding Requests for Board Action often occur during workshop sessions, where public attendance is typically limited. By the time the item appears on a regular business agenda, much of the deliberation has already occurred, resulting in little or no meaningful discussion during the public meeting at which the Board is expected to take official action. This can create the perception that decisions are being made outside of the regular public meeting process.

A more effective approach would be to present Requests for Board Action directly on the regular business agenda. During the meeting, the Board would retain full discretion to discuss the matter, take action, provide direction to staff, or, if additional analysis or deliberation is warranted, refer the item to a future work session. This process would improve efficiency by allowing routine matters to be addressed without unnecessary delay while ensuring that substantive discussions occur during the Board's regular public meetings whenever practical. Work sessions would then be reserved for complex or policy-level issues requiring more extensive discussion than is appropriate during a regular business meeting. This is specifically the intent of work sessions.

To achieve reasonable change, B.2, letter b should strike Work Session and replace it with Regular Meeting. Letter c, should be changed to the following:

Upon timely receipt of the form required herein, the bill, resolution, or other matter shall be placed on the agenda for the next ~~Work Session~~ Regular Meeting of the Board of Aldermen. ~~at which time the Board of Aldermen may vote to direct its inclusion on a Regular or Special Meeting of the Board of Aldermen, on a subsequent date, for consideration or take such other action as the Board shall deem appropriate~~. At that meeting, the Board may discuss the matter, take final action, direct staff to conduct additional research or analysis, refer the matter to a future Work Session or Special Meeting for further deliberation, or take such other action as the Board deems appropriate.

This amendment streamlines the legislative process by allowing matters to be introduced directly during a Regular Meeting, where discussion and action may occur in an open public forum. At the same time, it preserves the Board's discretion to defer action and schedule a Work Session or Special Meeting when additional discussion, research, or deliberation is warranted. This approach improves efficiency, enhances transparency, and reserves Work Sessions for their intended purpose: addressing complex or policy-level issues that require more in-depth discussion than is appropriate during a Regular Meeting.

110.955 C Public Comment:

While reviewing this section, I also noted that the City is not currently operating in accordance with its requirements regarding public comment. Specifically, this section requires the Mayor to set aside time during each meeting agenda to address questions or matters raised during the Public Comment portion of the meeting. This practice is not currently being followed.

Accordingly, I recommend that Section C.1 be removed to reflect the City's current meeting procedures. Alternatively, if the Board wishes to retain a mechanism for addressing issues raised during Public Comment, the section could be amended to provide that the Mayor or any member of the Board of Aldermen may request that a matter raised during Public Comment be placed on a future agenda for discussion or consideration (by way of the Request for Board Action process). This approach maintains flexibility, ensures compliance with the adopted procedures, and preserves the Board's ability to address matters of public concern through the normal legislative process.

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

While the primary purpose of this Request for Board Action is to improve legislative efficiency and transparency, the City's current process also carries a measurable financial cost.

The Board currently holds approximately twenty-four (24) Regular Meetings each year. Section 110.195 contemplates that most items requiring Board consideration must first appear on a Work Session agenda. As a result, the City generally conducts approximately twenty-four (24) Work Sessions annually.

Assuming attendance by the typical administrative staff—including the City Administrator, City Clerk, IT Manager, City Engineer, and Executive Assistant—these additional Work Sessions represent approximately **$6,500** in annual payroll costs. In addition, I estimate approximately **$2,500** in annual City Clerk payroll costs associated solely with preparing a second agenda twice monthly, publishing meeting materials, and preparing minutes for each Work Session. This estimate is conservative, as many Work Sessions involve lengthy agendas that require substantially more administrative time to prepare and document.

Some may argue that these costs would largely be incurred regardless because the same discussions would simply occur during Regular Meetings. However, the reality is that many Work Sessions consist of only a few agenda items that could be efficiently addressed during the Regular Meeting without requiring a separate meeting. Maintaining a separate Work Session for brief discussions results in unnecessary staff time, increased administrative effort, and underutilized meeting resources.

There is also an operational cost that is more difficult to quantify. Staff members routinely remain at City Hall between the end of the workday and the start of Work Sessions, often continuing to work while waiting for the meeting to begin. In the absence of a Work Session, many employees would otherwise have the opportunity to return home, have dinner with their families, attend to personal responsibilities, and then return for the Regular Meeting if necessary. Although this cost is not reflected in the City's payroll records, it represents a meaningful impact on employee morale, work-life balance, and overall organizational efficiency.

The same is true for the elected officials serving on the Board of Aldermen. As public servants, Board members volunteer a significant amount of their personal time to fulfill their official responsibilities. Requiring an additional meeting twice monthly for matters that could reasonably be addressed during a Regular Meeting unnecessarily increases that commitment and reduces the time available for their families, careers, and other personal obligations. By reserving Work Sessions for only those matters that genuinely require extended discussion or policy development, the City can make more effective use of both staff resources and the valuable time contributed by its elected officials while maintaining the Board's ability to thoroughly deliberate on complex issues.

RBA requested by:______________________ CA: _Kyle Micha_________