



**CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN MEETING
WORK SESSION AGENDA
AUGUST 5, 2026
6:00 p.m.**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS FOR DISCUSSION AND CONSIDERATION

1. RBA – Board of Alderman Meeting Start Time – Aldermen Johnson and Waters
2. RBA – Board of Aldermen Procedures – City Administrator Michel
3. Review of 08 05 26 Board of Aldermen agenda

ADJOURNMENT

RBA FORM (OFFICE USE)

MEETING DATE: August 5, 2026

Regular () Work Session (X)

ATTACHMENT: YES () NO (X)

Contract () Ordinance () Other ()

Request for Board Action
By: Alderman Johnson & Walters

Ward – ALL WARDS

• **Description:**

Discussion about moving the start time of Board Meetings to 6:30pm

• **Recommendation:** Staff – Approve () Disapprove () N/A

• **Summary/Explanation:**

With Work Sessions only lasting about a half hour on an average. Move the Board Meeting to 6:30 instead of 7pm

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

Zero cost impact. Keep from having employees waiting around till 7pm when there is not a Work Session.

RBA requested by: Mark Johnson Date: 07/28/2026
Bob Walters

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:  _____

ORDINANCE NO. 2263

**AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE,
MISSOURI, AMENDING CHAPTER 110 OF THE
MUNICIPAL CODE OF THE CITY OF DARDENNE
PRAIRIE BY ENACTING A NEW SECTION 110.195; AND
PROVIDING FOR THE PROCEDURAL RULES FOR
MEETINGS OF THE BOARD OF ALDERMEN**

WHEREAS, pursuant to Section 79.150, RSMo., “The board of aldermen may prescribe and enforce such rules as it may find necessary for the expeditious transaction of its business;” and

WHEREAS, the Board of Aldermen finds and determines that it is necessary for the expeditious transaction of its business to adopt procedural rules for the conduct of meetings of the Board of Aldermen.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF
THE CITY OF DARDENNE PRAIRIE, MISSOURI, AS FOLLOWS:**

SECTION 1. That Chapter 110 of the Municipal Code of the City of Dardenne Prairie shall be and is hereby amended enacting a new Section 110.195, to read as follows:

Section 110.195 RULES OF PROCEDURE

- A. *Order of Business.* The Board of Aldermen, at its regular meetings, shall proceed to transact the business before them in the following order:
1. Call to Order.
 2. Pledge of Allegiance.
 3. Roll Call.
 4. Consent Agenda
 5. Items Removed From the Consent Agenda
 6. Public Comment.
 7. Public Hearing.
 8. New Business.
 9. Old Business.
 10. Officer and Staff Communications
 11. Adjournment.
- B. *Robert's Rules of Order.* Except as otherwise set forth in this Code, the Board of Aldermen shall 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.

1. *Motion to Reconsider.* Upon the declaration of a vote by the presiding officer on any question subject to reconsideration pursuant to this Section, any member who voted with the prevailing side may move for a reconsideration of the matter at the same or the next succeeding regular meeting of the Board of Aldermen, provided that said question must be expressly placed upon the agenda for said succeeding regular meeting consistent with the Requirements of Chapter 610, RSMo.

Notwithstanding any other provision of this Section to the contrary, the following matters may not be reconsidered:

- a. A resolution or ordinance authorizing or relating to any contract that has been fully executed;
 - b. A bill that has been duly passed by the Board of Aldermen and signed by the Mayor pursuant to Section 79.140, RSMo;
 - c. An affirmative vote whose provisions have been partly carried out;
 - d. Any vote that has caused something to be done that it is impossible to undo; and
 - e. A vote on a matter in which the intervening rights of a third-party have vested.
2. *Introduction of Bills.* Any bill, resolution or other matter shall be placed on the agenda for a meeting of the Board of Aldermen at the request of the Mayor or any two (2) members of the Board of Aldermen, subject to, the following:
 - a. Any such request shall be submitted on forms prepared by the City Administrator which contain, the following:
 - i. the proposed date of the meeting(s) of the Board of Aldermen at which the bill, resolution or other matter will be considered;
 - ii. a general description of the nature of the matter to be considered sufficient to enable drafting by City Staff, or exact verbiage if available;
 - iii. a summary explanation of the bill, resolution or other matter to be considered, including any supporting materials;
 - iv. the budget impact, if any;
 - v. the name of the person or persons requesting such action; and
 - vi. acknowledgment of timely receipt of the form by the City Administrator.
 - b. Such forms shall be submitted no later than 5:00 p.m. on the Wednesday immediately preceding any Work Session of the Board of Aldermen at which said bill, resolution or other items are to be discussed.
 - c. 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 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 of Aldermen shall deem appropriate.

- d. Notwithstanding any provision herein to the contrary, the procedures provided herein shall not apply to any bill, resolution or other matter that:
 - i. was previously considered by the City's Planning and Zoning Commission;
 - ii. involves the acquisition by the City of any right-of-way or easement interests in real property, the cost of which are contained within the authority granted the Mayor, City Administrator, or any other person authorized under the budget or other ordinances of the City;
 - iii. involves any budgeted items unless the same is in excess of the authority granted to the Mayor, City Administrator or other person authorized by existing ordinances;
 - iv. is an escrow agreement, escrow release, annexation agreement or PUD agreement;
 - v. is a communication from the Mayor to the Board of Aldermen, a mayoral proclamation, a mayoral appointment, or a mayoral certificate of recognition;
 - vi. are minutes of any meeting of the Board of Aldermen, or any notice of public hearing required by ordinance or law;
 - vii. is a report or acknowledgment required by law;
 - viii. is an action required pursuant to a previously approved contract, resolution or memorandum of understanding;
 - ix. is an approval of a license or permit;
 - x. is an administrative action the procedures for which are required by ordinance or law; or
 - xi. is a closed meeting item.
- e. Notwithstanding any provision herein to the contrary, subject to the requirements Chapter 610, RSMo., the Mayor or any three (3) members of the Board of Aldermen may consent to the addition of any item to the agenda of any Work Session, Regular or Special Meeting of the Board of Aldermen in the case of an emergency. An "emergency" for the purposes of this paragraph refers to unforeseen circumstances that, if not addressed immediately by the Board of Aldermen, will likely result in injury or damage to persons or property, substantial financial loss to the City or if the effectiveness of the proposed action will be significantly diminished if delayed to future meetings. The purpose of the declaration of emergency shall be set forth in the form submitted, and any action taken by the Board in reliance upon that declaration shall be deemed consent and concurrence of the Board of the existence of such emergency.

C. *Public Comment.* The general public shall be afforded an opportunity to address the Board of Aldermen during the portion of the order of business set aside for public comment. Any person desiring to address the Board of Aldermen shall first, before the announced conclusion of public comments, fill out a public comment speaker card containing the name of the speaker and the topic of his or her comments and submit it to the City Clerk. When called by the City Clerk, the person wishing to speak shall approach the designated microphone and provide their name and address in an audible tone. Each speaker shall be allowed three (3) minutes to speak. The Mayor will be responsible for enforcing time limits. All remarks shall be addressed to the Board of Aldermen as a body and not to any individual member thereof. No person, other than the person having the floor, shall be permitted to speak during the time allowed.

1. If a member of the public asks a direct question of a member of the Board of Aldermen or the Mayor, time will be set aside on the agenda for the Mayor or any member of the Board of Aldermen to respond to such a question with brief response as facilitated by the Mayor as chair of the meeting.

D. *Public Hearing.* At each public hearing required by law or ordinance, the applicant or petitioner for the matter set for public hearing shall be given, collectively, fifteen minutes to present their request to the Board of Aldermen. The Mayor and Board of Aldermen may ask questions of the applicant or petitioner. If such questions are asked of the applicant, petitioner, the Mayor, or the Board of Aldermen, may, in their sole discretion, extend the time for the applicant or petitioner to make their presentation to the Board of Aldermen. For purposes of this subsection, the terms "applicant or petitioner" shall include the applicant or petitioners employees, agents and representatives. All other speakers shall be subject to the same rules and procedures as set forth in subsection C of this Section.

E. *Decorum.* In addition to the rules, regulations and procedures established by Robert's Rules of Order, the Board of Aldermen shall abide by the following with regard to maintaining order at public meetings:

1. In the event any member of the public becomes belligerent, intimidating or threatening or otherwise seeks to or does disrupt the orderly process of the meeting in a manner obviously hostile to the announced purpose of the meeting to any member of the governmental entity or to any member of the general public, the presiding officer shall have the authority and discretion to warn the offending member of the public to refrain from the abusive or offensive behavior.
2. If the offending member of the public refuses to abate the offensive behavior, the presiding officer may request that the member leave the meeting. In the event that the member refuses to do so, the presiding officer may order his or her removal by any attending Police Officer who shall proceed to escort the offending member from the meeting premises.
3. If in the presiding officer's judgment removal of the offending member is required and no Police Officer is in attendance to effect such removal, the presiding officer

may suspend the meeting to request the attendance of a Police Officer and the removal of the offending member or the Board may adjourn the meeting as may be appropriate.

4. All authority, discretion and actions of the Chair stated in Subsection(E)(2), (3) and (4) above shall also apply to a majority vote of the members at the meeting.

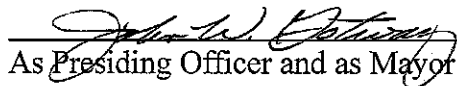
F. Noncompliance with the provisions of this Section shall not invalidate any action by the Board of Aldermen, irrespective of whether the rules of procedure provided for in this Section were suspended, waived or tacitly ignored.

SECTION 2. Savings Clause: Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

SECTION 3. Severability Clause: If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION 4. Effective Date: This Ordinance shall take effect and be in force from and after its passage by the Board of Aldermen and its approval by the Mayor of the City of Dardenne Prairie, Missouri.

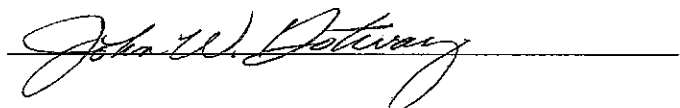
Read two (2) times, passed, and approved this 19th day of July, 2023.


As Presiding Officer and as Mayor

Attest:


City Clerk

Approved this 19th day of July, 2023.



Mayor

Attest:

Kim Clark
City Clerk



**CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN
AGENDA
AUGUST 5, 2026
7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor Widaman
Alderman Detweiler
Alderman Gittemeier
Alderman Johnson
Alderman Nay
Alderman Waters
Alderman Wilson

CONSENT AGENDA

1. Board of Aldermen Regular Session Minutes – 07 15 26
2. Expenditures Report dated - 08 05 26
3. Treasurers Report dated – 06 30 26
4. Destruction of Records for City records that have met the required retention period per the Missouri Secretary of State – Administration, Parks, Building and Engineering

ITEMS REMOVED FROM CONSENT AGENDA

PUBLIC COMMENT

PUBLIC HEARING

Providing a Public Presentation / Review and Receive Public Comment on the City's Draft Stormwater Management Plan (SWMP) prepared in Connection with the Renewal of the City' Missouri department of Natural Resources Phase II Municipal Separate Storm System (MS4) Permit, Permit No. MOR04C067.

NEW BUSINESS

1. Resolution 404 –

A Resolution Of The City Of Dardenne Prairie, Missouri, To Approve The Scope Of Services To Assist With Replacement Of The Playground Safety Surfaces At City Hall Park



CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE MO 63368

BOARD OF ALDERMEN
AGENDA
AUGUST 5, 2026

2. Bill No. 26-33

An Ordinance Of The City Of Dardenne Prairie, Missouri, Authorizing The City Administrator To Execute A Contract With Essential Network Technologies, For Replacement Security Camera Equipment And Services

OLD BUSINESS

No Old Business

OFFICER & STAFF COMMUNICATIONS

1. City Attorney
2. City Engineer
3. City Administrator
4. Aldermen
5. Mayor
6. Monthly Reports

CLOSED SESSION

Closed session pursuant to RSMo Section 610.021(1), for the purpose of legal actions, causes of action or litigation involving the City and confidential or privileged communications by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT