

CITY OF BELLE PLAINE, KANSAS  
ORDINANCE NO. 1665

AN ORDINANCE CREATING AND ESTABLISHING A  
BELLE PLAINE PARKS ADVISORY BOARD.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BELLE  
PLAINE, KANAS:

SECTION 1. There is hereby created and established a Parks Advisory Board for the City of Belle Plaine, Kansas.

SECTION 2. Membership of the Belle Plaine Parks Advisory Board shall consist of six residents within the City of Belle Plaine appointed by the Mayor with approval of the City Council. The City Council shall select one of its own members to serve as a non-voting ex officio member of the Parks Advisory Board. The council member serving on the board shall give a report to the council no less than once a month.

SECTION 3. The Mayor, with approval of the City Council, shall initially appoint three board members for terms of two years each and three board members for terms of one year each. The ex officio member shall be appointed for a term of two years. Thereafter, the board members shall be appointed for terms of two years each. Members may only serve for two consecutive terms, but may serve additional consecutive terms if an interval of one term expires before being reappointed by the Mayor with the approval of the City Council. In the event of the death, resignation or other disqualification of any member, his or her successor shall be appointed by the Mayor with the approval of the City Council to fill the unexpired term caused by such vacancy. Any member of the board may be removed by the City Council for the same cause as any appointive officer.

SECTION 4. Any member of the board may be removed from office by the City Council after due notice and hearing for nonattendance at three consecutive meetings, or for absences of more than 50% of the meetings held during any 12 months' period of time. A meeting canceled for lack of a quorum is considered a meeting for purposes of recording attendance. The Board Secretary will provide written notice to the non-attending board members, the Mayor, and City Clerk. A vacancy shall be declared unless the board member requests a hearing before the City Council within 10 days after notice is provided.

SECTION 5. The Parks Advisory Board shall be an advisory board and shall submit recommendations to the City Council pertaining to City parks and activities.

SECTION 6. The board shall meet at least once each month. Regular meetings of the board shall be held on the same week day each month at 7:00pm or at any other time

designated at the previous meeting by the board. When the date of a regular meeting comes on a legal holiday, the chairperson of the board shall designate the date of the next regular meeting.

SECTION 7. The Board Secretary or other authorized officer shall prepare a notice of the meeting and an agenda of all matters to come before the board and mail or email the same to the board members. A copy of the agenda shall also be furnished to the Mayor and City Clerk.

SECTION 8. Special meetings of the board may be called by the chairperson at any time by giving suitable notice of the time and place of such meeting to all the members thereof, and may also be called upon the request of any three members.

SECTION 9. A quorum shall consist of a majority of the members of the board appointed and qualified at any given time.

SECTION 10. All meetings of the board shall be conducted in accordance with Robert's Rules of Order.

SECTION 11. The officers of the board shall be as follows:

- (a) Chairperson who shall be by the board elected from its number and shall preside at all meetings of the board and shall sign, execute, act and deliver for the board all documents of any kind required or authorized to be signed or delivered by the board. The Chairperson is a non-voting position, except in the event of a tie.
- (b) Vice-Chairman who shall be by the board elected from its number and, in the absence or disqualification or disability of the chairperson, shall perform the duties of the chairperson.
- (c) Board Secretary who shall be by the board elected from its number and, shall be present at all meetings and shall keep a complete record of all proceedings of the board and shall perform such other duties as may be required by law or ordinance. Upon final approval by the board, meeting minutes shall be given to the City Clerk for permanent records.

SECTION 12. The annual election of officers shall be held at the first meeting following appointments made by the Mayor on the first Thursday in February.

SECTION 13. The Parks Advisory Board shall have the following duties and responsibilities:

- (a) Make recommendations concerning the planning coordination, and execution of parks programs and facilities.
- (b) Make recommendations concerning budget priorities for the parks.
- (c) Make recommendations on projects and their priority for the capital improvement program.

- (d) Solicit grants and gifts of sites, facilities and funds and seek the cooperation of agencies and groups in the development and maintenance of the parks with the prior written approval of the City Council.
- (e) Coordinate fundraising efforts with the prior written approval of the City Council.
- (f) Establish rules and regulations of conduct in the parks with the prior written approval of the City Council.
- (g) Make recommendations to the City Council regarding contracts related to park activities and functions.
- (h) Make recommendations for lease agreements for the use of the parks which agreements are of a routine nature.
- (i) Such other responsibilities as may be assigned from time to time by the City Council.

**Passed by the Belle Plaine City Council on the 1st day of March, 2018.**

**Approved by the Mayor this 1st day of March, 2018.**

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Rob Narron, Mayor

ATTEST:

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Linda Stinnett, City Clerk