

ORDINANCE NO. 1014

AN ORDINANCE OF THE CITY OF LANSING, KANSAS AMENDING UNDER CHAPTER 13, ARTICLE 3 OF THE CODE OF THE CITY OF LANSING, KANSAS, AND AMENDMENTS THERETO.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS:

SECTION 1. Chapter 13, Article 3 of the code of the City of Lansing is hereby amended to read as follows:

13-301 Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board (PRAB) is to serve as an advisory board to the Governing Body of the City of Lansing on the conduct of parks and recreational activities.

13-302 Definitions

For the purpose of this article, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future. Words in the plural number include the singular number, and words in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

City is the City of Lansing, Kansas.

Governing Body is the Governing Body of the City of Lansing.

Director is a person so designated and in charge of the Parks and Recreation Department.

Park is a park, playground, facility, or any other area in the City owned or leased by the City, and devoted to active or passive recreation, including all planted expressways, parkways, trails, triangles and traffic circles maintained by the City, except the parkway strips between curb or gutter and sidewalks, or, if none, the front property line along the several streets and highways of the City.

Program is any organized parks and recreation activity funded by the City and operated under the auspices of the Parks and Recreation Advisory Board.

PRAB Manual is the compilation of the rules, regulations, report, policies, procedures and other writings as described and called for in Section 13-304: Powers and Duties.

13-303 Establishment of the Parks and Recreation Board

- A. Members shall be appointed by the Mayor with approval from the City Council.
- B. There shall be eleven (11) voting board members that will be community volunteers residing in Lansing USD #469, one of which will be a

- representative of the Unified School District #469.
- C. Six (6) voting members in attendance at a meeting shall constitute quorum.
 - D. Three (3) Governing Body Representatives will be appointed by the Mayor and approved by the City Council and shall serve until the end of their elected term or until replaced by another Governing Body member approved by the City Council. The Governing Body Representatives shall be ex-officio and serve in an advisory capacity.
 - E. Members shall serve without compensation.
 - F. Parks and Recreation Director is an employee of the City and shall serve until the termination of his or her employment and the position shall be filled by a newly hired Director or a duly-authorized designee approved by the Governing Body.
 - G. The Lansing School District USD #469 representative shall be a resident of USD #469 and a community volunteer or district employee appointed by the Lansing School Board and approved by the Governing Body for a term of two (2) years. In the event the Lansing School Board chooses not to appoint a representative to the PRAB, the Governing Body will make such appointment of a community volunteer for a two (2) year term.
 - H. The remaining community volunteers will be recommended by the PRAB and appointed by the Mayor with approval of the Governing Body to a term of two (2) years.
 - I. In the event any member does not complete his or her term, the PRAB will recommend a replacement for Governing Body approval to fulfill the unexpired term.
 - J. A Chairperson and Vice-chairperson of the PRAB will be elected by a majority of the PRAB members at its first meeting of each calendar year. The Chairperson and Vice-chairperson will serve one (1) year terms and may be elected to no more than two (2) consecutive terms. The Chairperson, Vice-chairperson, and Secretary's respective duties will be as follows:
 - 1. Chairperson. The Chairperson shall preside over meetings and shall be entitled to vote upon each issue. In the event a question over procedure arises, the City of Lansing Code of Procedure, January 5, 2006, shall govern the proceedings.
 - 2. Vice-Chairperson. The Vice-chairperson shall assist the Chairperson in directing the affairs of the Advisory Board. In the absence of the Chairperson, the Vice-chairperson shall assume all duties of the Chairperson.
 - 3. Secretary. The Secretary will be an employee of the City and shall keep minutes of all meetings and provide administrative support to the PRAB as needed.
 - K. The Director of Parks and Recreation shall be an ex-officio member of the Board, with the responsibility to participate in discussions but without the right to vote.
 - L. Absence from three (3) consecutive meetings without formal consent of the Board shall be deemed to constitute the removal of that member.

Powers and Duties

The Parks and Recreation Advisory Board shall have the following powers and perform

the following duties:

- A. It shall act principally in an advisory capacity to the City staff and the Governing Body in all matters pertaining to parks and recreation; shall acquaint itself with and make a continuous study and review of the complete parks & recreation services of the City; and shall advise staff and the Governing Body from time to time as to the present and future maintenance, operation, planning, acquisition, development, enlargement, and use policies of the City's park and recreation services.
- B. It shall study and encourage the development of parks and recreation areas and study and encourage the development of wholesome recreation for all residents of the City of Lansing and the patrons of USD #469.
- C. It shall advise the Parks and Recreation Director on problems of development and/or maintenance of recreation areas, facilities, programs, and improved recreational services.
- D. It shall recommend the adoption of standards, areas, facilities, programs and financial support.
- E. The members of the Board shall study and review the Lansing Comprehensive Plan for parks and recreation and become familiar with such plan and its relation to existing and proposed facilities and shall become aware of and participate in any revision or updating thereof.
- F. It shall advise and recommend to the Parks and Recreation Director on the development of the 5-year capital improvement program updated annually and, when in its opinion the need exists for additional park and recreation facilities, grounds, or premises, it shall make appropriate recommendations to the Governing Body. It shall also recommend the acquisition of additional parks, park and recreational equipment and supplies. It shall make any other recommendations to the Governing Body regarding park and recreation matters that it considers advisable.
- G. It shall develop, for Governing Body review, rules and regulations and policies governing the use of park and recreational facilities and program. Such rules, regulations, and policies shall be outlined in the PRAB Policies and Procedures Manual.
- H. It may solicit for the City, gifts, revenues, bequests, or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the Governing Body.
- I. It may recommend to the Governing Body amendments to or change in this Article.
- J. PRAB, through its Chairperson, shall provide approved minutes of all meetings to the Governing Body.
- K. PRAB's authority shall not extend to the direction, supervision, employment, or termination of employees of the Parks and Recreation Department. No supervisory power of the Board is created or should be implied.
- L. The PRAB shall develop and recommend written policies and procedures for the Parks and Recreation Director to follow in the conduct of all recreational activities, which policies and procedures shall be subject to approval by the Governing Body and outlined in the PRAB Policies and Procedures Manual.
- M. The PRAB will assist in the development of the proposed budget for the Parks and Recreation Department. However, the Board is not authorized to add,

delete, or change in any way the budget as prepared by the Parks and Recreation staff and approved by the Governing Body.

N. PRAB will develop for Governing Body approval a set of governing rules of procedure for its meetings and operation as outlined in the PRAB Policies and Procedures Manual.

O. PRAB shall not have the power to obligate the City or any funds or expenditures or incur any debt on behalf of the City.

13-305 Meetings, rules and regulations

The PRAB shall meet at such times and places as it shall agree upon or upon call by the Governing Body. The Board shall elect a chairperson and vice-chairperson at its first meeting of each calendar year. The Governing Body must approve any bylaws or other rules and regulations relating to its meetings and procedures. The Board shall keep minutes of its meetings and provide a copy thereof to the Governing Body. A majority of the members appointed to the PRAB shall constitute a quorum for the transaction of the business of the committee.

SECTION 2. AMEND. This ordinance shall amend Chapter 13, Article 3 of the Lansing City Code.

SECTION 3. SEVERABILITY. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 4. This ordinance shall take effect from and after its passage, approval and publication in the official City newspaper.

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 20th day of December 2018.

{SEAL}

Michael W. Smith, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: *Leavenworth Times*
Date Published:

CITY OF LANSING

FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1014: An Ordinance of the City of Lansing Kansas Amending Under Chapter 13 Article 3, of the Code of the City of Lansing, Kansas and Amendments Thereto.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 1014 Summary:

On December 20, 2018, the City of Lansing, Kansas, adopted Ordinance No. 1014, amending Chapter 13 Article 3 of the Code of the City of Lansing, Kansas and amendments thereto. A complete copy of this ordinance is available at www.lansing.ks.us or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: December 20, 2018

Gregory C. Robinson, City Attorney