



Items for Beautification and Tree Advisory Board Action

Meeting Date: 7/21/22
From: Josh White/Mike Bellis
Item: Future of Board discussion

Title: Future of Board discussion

Background:

This board is unfortunately in a bit of a state of limbo. Staff is looking for some direction. Mike has suggested that the board switch to quarterly meetings. This would at a minimum, require a change to the bylaws. In my searches though I find no bylaws for this board, might need to develop a simple document to handle this. However Municipal Code seems to require monthly meetings. Staff will look into what it would take to change that if necessary. Here is the default language for boards.

Sec. 2-51. City organizations—Appointments, meetings, officers, qualifications and vacancies.

- (a) *Creation and appointments.* All members of any board, council, task force, committee or commission created by and existing pursuant to this code (hereafter referred to generally as "board") shall be appointed by the mayor with the consent of the board of city commissioners, unless otherwise specifically stated in this code.
- (b) *Regular and special meetings.* Unless specifically authorized and exempted by this code or another controlling authority, every board shall meet regularly once a month at such time and place as designated by the chairperson. Special meetings may be called by the chairperson or upon written request signed by a majority of the members of the board. Notice of any special meeting must be given in accordance with K.S.A. 75-4317 through K.S.A. 75-4320f (the "Kansas Open Meetings Act," hereinafter referred to as "KOMA").
- (c) *Cancellation of meetings.* If there is no business before a board in a given month, the chairperson may elect to cancel that month's regular meeting. Multiple consecutive meetings may be canceled at one time with the consent of the board, such as in the case of a summer hiatus. Notice of cancellations must be made in accordance with KOMA.
- (d) *Election of officers.* Each board shall elect, by majority vote, one of its members as a chairperson, who shall serve for a term of one year or until a successor is elected by the board. Each board shall elect, in the same manner and for the same term, one of its members as a vice chairperson, who shall act as chairperson in the event of the chairperson's absence. The chairperson, or the vice chairperson in the chairperson's absence, shall preside at and be responsible for the conduct of all board meetings. Each board also shall designate a secretary, who may be a member of the board or an employee of the city, to record the minutes of its meetings.
- (e) *Other offices.* Unless specifically authorized and exempted by this code or another controlling authority, no board member may hold any other public office of the city, except membership on no more than one other board as appointed by the board of city commissioners. The planning commission and board of zoning appeals shall be counted as one board for the purposes of this subsection.
- (f) *Vacancies and terms.* In the event a vacancy shall occur during the term of any board member, the successor shall be appointed to the remainder of the unexpired term. Whenever possible, resigning board members shall serve until their successors have been appointed and qualified. The length of terms shall be set for each board within this code. All terms shall be staggered so that the terms of no more than half of the board's membership shall expire in the same calendar year.

(Ord. 2016-10-4419, § 1, 10-18-2016)

I also wanted to share the section of Municipal Code specific to the Board for discussion:

DIVISION 2. BEAUTIFICATION AND TREE ADVISORY BOARD

Sec. 2-88. Creation and term of office.

The beautification and tree advisory board shall consist of at least five members each serving a three-year term.

(Prior Code(2), §§ 2.41.010, 2.41.020; Ord. No. 3648, § 1, 1995; Ord. No. 3715, § 1, 1996; Ord. No. 4138, § 2, 2008; Ord. No. 4246, § 1, 2010; Ord. No. 2016-10-4419, § 2, 10-18-2016)

Sec. 2-89. Duties and responsibilities.

The city beautification and tree advisory board shall:

- (1) Establish a policy for the placement of permanent, artistic, historic, or commemorative displays on public property. Each proposal for a placement shall contain the following minimum information:
 - a. The name of the sponsor;
 - b. Description of the exhibit with artist's rendition as to its appearance (to be attached if available); and
 - c. Specification of desired location.
- (2) The board shall consider the following issues in reviewing any proposed placement:
 - a. Exhibit quality;
 - b. Preferred location;
 - c. Compatibility with surrounding property, traffic, and pedestrian safety;
 - d. Payment of maintenance;
 - e. Proposed financing;
 - f. Appropriateness to community; and
 - g. Permanency.
- (3) Review and make recommendations to the board of city commissioners on any proposed placement.
- (4) Provide information and recommendations to the board of city commissioners and staff on city beautification.
- (5) Provide leadership, public education, and encourage promotions that will improve the beautification of the city and its surrounding environs.
- (6) Promote tree-related beautification initiatives within the city by:
 - a. Developing an inventory of the community's tree stock, including all parks and public grounds, as well as those on private property;
 - b. Providing information and recommendations to the board of city commissioners and staff on sound tree planting and pruning policies;
 - c. Developing plans for tree planting, removal and landscaping, including other plant materials in city parks and other public grounds;
 - d. Providing leadership, public education and coordinate private incentive promotions that will improve the quality of tree planting and husbandry by the citizens of the community; and
 - e. Sponsoring an appropriate Arbor Day celebration.

(Prior Code(2), § 2.41.040; Ord. No. 3648, § 1, 1995; Ord. No. 4246, § 1, 2010)