

**CITY OF LEXINGTON
WORKSHOP AGENDA
Thursday, April 18, 2024
Immediately following Council meeting
City Hall**

- 1. Call to Order:** Mayor Grote
- 2. Roll Call:** DeVries – Harris – Winge - Benson
- 3. Discussion Items:**

A. Discuss Park Board Ordinance and Duties

**Councilmember DeVries
pp. 1-8**

- 4. Staff Input**
- 5. Council Input**
- 6. Adjourn**

position shall then be filled as for any other vacancy. The Chairperson shall notify the City Manager of any vacancies. The City Manager shall coordinate activities of the Board or Commission toward filling the vacancy, including recruiting, interviewing and recommending candidates. Whenever possible appointments to any Board or Commission should be made and confirmed within thirty days. Each Board and Commission shall hold its regular meeting at a time established and approved by the Council. Ex-officio members may be appointed for annual terms, provided that membership on the Board or Commission shall terminate with the office from which ex-officio membership is derived, to serve at the pleasure of the Council or as otherwise appropriate. Except as otherwise provided, this Section shall apply to all Boards and Commissions.

SECTION 2.31. BOARDS OF ADJUSTMENTS AND APPEALS. (Note: The Board of Adjustments and Appeals is provided for in Chapter 11 of the City Code.)

SECTION 2.32. PLANNING COMMISSION. (Note: The Planning Commission is provided for in Chapter 11 of the City Code.)

SECTION 2.33. PARK BOARD.

Subd. 1. Establishment and Composition. A Park Board is hereby established. The Board shall be composed of five (5) members who shall serve staggered three-year terms. In addition, one member from the Council and one member from the City administrative staff may be appointed ex-officio.

Subd. 2. Duties. The Park Board shall have the responsibility to recommend expansion and plans for the maintenance and development of the park system to the Council, through the City Manager's office. The Board is authorized to receive and accept, in the name of the City, gifts or devises of real or personal property to be used for park purposes.

Subd. 3. Written Communication All written communication from or through the Park Board will be routed through City Staff. City staff will prepare minutes of Park Board meetings and all outgoing communications.

SECTION 2.34. REPEALED.

SECTION 2.35. PERSONNEL COMMITTEE

Subd. 1. Establishment and Composition. A Personnel Committee is hereby established and shall consist of the Mayor, City Clerk, City Attorney, and one member of the City Council. The Board shall convene only when necessary to fulfill its duties.

Subd. 2. Duties. The Personnel Committee shall have the responsibility to make recommendations to the Council for the hiring, termination or suspension of any Department Head. The Committee may take interim action to suspend any Department

BY-LAWS
of the
LEXINGTON PARK BOARD

WHEREAS, the Lexington City Council has created a Park Board by Ordinance No. 17, dated May 26, 1954, and amended by Ordinance No. 114, Dated January 6, 1983.

NOW THEREFORE BE IT ENACTED BY THE LEXINGTON PARK BOARD OF THE CITY OF LEXINGTON:

Section 1. Qualifications of Members; Terms of Office. In accordance with the above referenced City Ordinances, the Park Board shall consist of 5 members appointed by the City Council from among the residents of the City of Lexington serving without compensation.

In addition to this membership, two shall be appointed as ex-officio, one to be appointed from the administrative membership of the city government and one from the membership of the City Council to serve as liaison with the Park Board.

Terms of office for members other than ex-officio shall be for three years with the term expiring on the last day of the year. Initial terms of the Board shall be as follows:

- Two (2) members for a term of three (3) years each and
- Three (3) members for a term of two (2) years each

Ex-officio members shall be appointed for annual terms, provided that membership on the Board shall terminate with the office from which ex-officio membership is derived; to serve during the pleasure of the City Council or as may otherwise be appropriate.

Members other than ex-officio shall be appointed from among persons in a position to represent the general public interest, and no person shall be appointed with private or personal interests likely to conflict with the general public interest. If any person appointed shall find that his private or personal interests are involved in any matter coming before the Board, he shall disqualify himself from taking part in action on the matter, or he may be disqualified by the Chairman of the Board.

Section 2. Chairperson. The Chairperson shall be appointed annually from among those of its members who are not appointed ex-officio except for the year 1983. For 1983, the City Council shall appoint the Chairperson to begin. ~~The Chairperson may be removed by the Mayor with the majority consent of the Council.~~ The Chairperson shall assure fulfillment of the following responsibilities in addition to those otherwise described.

a. Preside over meetings of the Board and conducted in accordance with the parliamentary rules contained in Roberts Rules of Order, Revised, unless otherwise provided by statute or by these by-laws.

III. **Conclusion:** As you can see, the suggestions are primarily restricted to the correction of typographical errors. With the changes described above, I recommend approval of these By-Laws.

b. Appear or appoint a representative to appear as necessary before other city advisory commissions and the City Council to present the viewpoint of the Park Board on matters pertaining to park and recreation functions as they relate to business under consideration by said commissions or City Council.

c. Review all City Council, Planning Commission and other advisory commission minutes and inform the Park Board of matter therein relevant to the parks and recreation function.

d. Provide the liaison with other governmental and volunteer units in matters relating to the park and recreation function for the purpose of obtaining and providing timely information.

Section 3. Removal from Office; Vacancies. In accordance with City Ordinance, any member of the Board may be removed from office for just cause and on written charges by a two-thirds vote of the entire City Council, but such member shall be entitled to a public hearing before such vote is taken. In addition, any member may be removed for non-attendance at Park Board meetings without action by the City Council. Three unexcused absences in one year from duly called Park Board meetings shall constitute automatic removal from office.

It shall be the duty of the Chairman of the Park Board to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 30 days for the unexpired term of the original appointment.

Section 4. Officers. Officers of the Park Board shall be a Chairperson, Vice Chairperson, and Secretary. Except as provided in Section 2, each officer is to be elected annually by members of the Board who are not appointed ex-officio at the first regular meeting of the year. Terms of all elected offices shall be for one year, with eligibility for re-election.

The Vice Chairperson shall perform such duties as may be assigned by the Chairperson and shall assume the responsibilities of the Chair in absence of the Chairperson.

The Secretary shall record the minutes of meetings, motions, resolutions, findings, and reports which shall be reduced to writing and a copy forwarded to the City Council. The Clerk-Administrator shall maintain the original records of the Board upon submittal by the Secretary.

Section 5. Meetings. Regular meetings shall be held monthly on a day and time set by resolution of the Board at its first meeting of the year. The Chairperson may call a special meeting at his/her discretion, or by written request by at least two (2) members of the Board or at the request of the Mayor or City Council. Special meetings shall require at least 24 hours written notice. To be considered excused from a meeting, members must notify the Clerk-Administrator's Office no later than close of business on the day of the scheduled meeting. Three members shall constitute a quorum.

Section 6. Duties and Responsibilities. As serving in an advisory capacity to the Council on parks and recreation matters, the responsibilities of the Park Board shall be to:

- a. Develop and recommend to the City Council, and upon their adoption, monitor the execution of a comprehensive plan and park classification system for the park and recreation function in the City of Lexington and from time to time make recommendations for any changes it deems necessary.
- b. Annually report to the City Council regarding achievements toward fulfillment of such comprehensive plan and recommended amendments.
- c. Frequently visit city parks and keep informed of current recreation programs in order to continually review and evaluate the parks system development and recreation programming.
- d. Develop and recommend methods to stimulate positive public interest in park and recreation functions.
- e. Develop and recommend feasible methods of discouraging vandalism and destruction of park facilities.
- f. Develop and recommend feasible methods of financing recommended park improvements.
- g. Serve as a forum for the citizens of Lexington to voice their opinions regarding park and recreation activities and functions.
- h. Promote coordination with the school district encouraging the interchangeable use of city and school district facilities and program to the best interest of citizens.
- i. Encourage dissemination of information and coordination with Lexington organizations interested in the park and recreation functions such as garden clubs, athletic groups, civic organizations and the like.
- j. Encourage coordination with other communities and agencies to the extent appropriate in matters pertinent to the park and recreation function.
- k. Develop and transmit recommended capital improvements annually to the City Council for inclusion in the Capital Improvements Program.
- l. Review and make recommendations to the City Council on development proposals, consistent with adopted policies, ordinances, regulations, and comprehensive plan.
- m. Review and recommend items to be included in the parks and recreation annual budget.
- n. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

Section 7. Expenditures. The City Council has adopted for the City of Lexington a Chart of Accounts which provides for a "Culture and Recreation" account. Into this account are deposited all gifts, bequests or endowments or money as donations

or grants from persons, firms or corporations, including government agencies for the specific purpose of park and recreation functions, and all fees and charges for recreational services or facilities. The Park Board by action taken at regular or special meetings of the Board may recommend to the City Council desire expenditures from said account; however, all expenditures shall be subject to approval of the City Council prior to any obligations being incurred.

Section 8. Adoption of By-Laws and Amendments. The Park Board may adopt those by-laws and amendments felt needed that identify organization, rules, regulations and procedures of the Board. Such adoption or amendment requires the majority vote of the entire Park Board with ratification by a majority vote of the entire City Council.

Passed and adopted by the Lexington Park Board this 9th day of February, 1983.

FOR THE LEXINGTON PARK BOARD:



Chairman

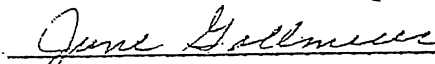
ATTEST:



Secretary

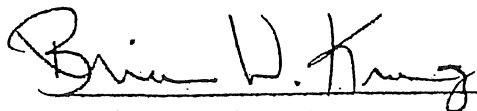
Ratified by the Lexington City Council this 17th day of February, 1983.

FOR THE LEXINGTON CITY COUNCIL:



Mayor

ATTEST:



Clerk-Administrator

5. Discussion Item: Comprehensive Plan - What does the Park Board want for Parks in Next 20 Years (Expansion, More Acreage, Trails, etc.)

Chairperson Koepke requested this issue be placed on your agenda for discussion. No documentation is attached.

6. Discussion Item: Schedule Holiday Decorations for Berm

Chairperson Koepke requested this issue be placed on your agenda for discussion. No documentation is attached.