

ALL PERSONS TAKE NOTICE that this SUMMARY for publication is provided pursuant to K.S.A. 12-3007.

That on the 14 day of February, 2018, the Chapman City Council passed Ordinance Number 1004.

This ordinance adds new article 9 to chapter 1 of the Municipal Code of the City of Chapman, Kansas, municipal committees and boards. The ordinance lists the committees and boards and details their composition and general duties.

This is only a summary. The full text of this ordinance may be viewed and printed from the City of Chapman website: www.chapmanks.com

Persons may also view or obtain a copy of the entire text of the ordinance, free of charge, at the Chapman City Office, 442 N. Marshall St., Chapman, Kansas.

I hereby certify, pursuant to state statute, that this summary is legally accurate and sufficient.

John Purvis
Chapman City Attorney

ORDINANCE NO. 1004

AN ORDINANCE ESTABLISHING ARTICLE 9 UNDER CHAPTER 1 OF THE MUNICIPAL CODE OF THE CITY OF CHAPMAN, KANSAS, ESTABLISHING CITY COMMITTEES AND BOARDS AND DEFINING THEIR GENERAL DUTIES.

BE IT ORDAINED BY THE CITY OF CHAPMAN, KANSAS, THAT THE FOLLOWING AMENDMENT IS MADE TO THE CODE OF THE CITY OF CHAPMAN, KANSAS

New Section 1. The following article 9 is hereby added to chapter one of the Municipal Code of Chapman, Kansas, and shall read as:

ARTICLE 9. ADVISORY BOARDS

1-901. Advisory Boards; Created.

There is hereby created and established the following Advisory Boards, whose general purpose is to advise the Mayor and City Council on issues related to their area of concern. The Advisory Boards shall consist of the following:

1. Economic Development Committee
2. Tree Committee
3. Business Incentive Committee
4. Emergency Management Committee
5. Chapman National Historic Site Committee
6. Parks and Recreation Advisory Committee
7. Planning and Zoning Committee
8. Board of Zoning Appeals
9. Public Housing Authority Board
10. Library Board (K.S.A. 12-1222)

1-902. Member appointments.

Each committee, unless exempt herein or by another statute, shall be made up of seven (7) members. A new chairman shall be picked by the members of the board each year at their February meeting. The chairmanship must go to a new person each year. The Mayor, with approval of the council shall appoint members to each of the city committees. Each member shall take office on the second Monday of January. Beginning in February 2018 the Mayor shall appoint 4 members for 1 year appointments and 3 members for two year appointments. Each position shall thereafter be for two year appointments so that there are staggered terms of 3 appointed one year and two appointed the next year. All appointments thereafter shall be in January pursuant to state statute.

1-902. Ad Hoc Committees

The Mayor or City Council may from time to time establish ad hoc committees to address specific issues on a limited time basis, but in no case for a period of time exceeding one year. The committee may be approved by vote of the council for extensions of time of up to one year each time.

1-903. Exempted.

The Chapman Public Housing Authority Board and Chapman Public Library boards shall have their boards appointed pursuant to state statute and are exempt from the procedures prescribed in this ordinance section.

1-904. Adherence to city policy, rules, and regulations

Any city committee established by the city shall be considered a unit of the municipal government and thereby regulated by all city rules, regulations, and policies.

1-904. Funds

Any funds budgeted to a committee by the city or any compensation, fees, or monies, whatsoever, received by a committee or a function thereof, shall be subject to full accounting procedures and submit to any level of audit at any time the city administrator so requests. Any committee involved in the handling of money shall use acceptable accounting methods to balance their accounts on a regular basis as directed by the city administrator or his designee.

1-905. Contracts.

Any proposed contracts between a committee and another organization shall be reviewed by the city administrator and approved by the city council. The contract itself shall be reviewed by the city attorney for legal sufficiency.

1-906. Spending.

Committees may spend money without prior approval if they are allowed pursuant to an approved written policy signed by the city administrator and which sets amount limitations and restrictions on the types of items which may be purchased.

1-910. Duties.

1. Economic Development Committee.

- A. Serve as ambassadors for the city of Chapman at events
- B. Plan and coordinate public events and celebrations
- C. Plan and develop tourism and cultural programs which will attract new visitors to Chapman

- D. Assist in attracting new business opportunity to Chapman
- E. This committee shall consist of seven (7) members. The Mayor shall appoint in February, 2018, 4 members for 1 year terms and appoint 3 members for 2 year terms. At the conclusion of their initial term the positions shall be for 2 years at a time with staggered appointments each year.

2. Tree Committec

- A. Inventory and review the health and welfare of the trees throughout the city.
- B. Work toward the Tree City Program certification.
- C. Work with the city to advise on problems with trees or a lack thereof.
- D. Work with the citizens to plant or prune trees.
- E. Submit a yearly report to the governing body on the state of the tree population in Chapman and suggestions for improvements.
- F. This Committee shall consist of 5 members. In February the Mayor shall appoint 3 members for 1 year terms and 2 members for 2 year terms. Thereafter the terms shall be for 2 years.

3. Business Incentive Committee

- A. Work with private entities and public agencies to attract new business to locate in Chapman.
- B. To encourage the expansion of existing business
- C. To locate and coordinate all available business incentives to include financing options and assistance with zoning and public works departments of the city.
- D. Participate in the process to develop a Planning and Development Plan for the city and immediate surrounding area.
- E. Provide a yearly report to the governing body on their projects and needs they may have to be successful.
- F. Actively locate and pursue businesses for relocation to Chapman.
- G. To plan and advocate for facilities which enable business to locate in Chapman such as infrastructure improvements, transportation improvements, and locating suitable utilities.
- H. This committee shall consist of seven (7) members. The Mayor shall appoint in February, 2018, 4 members for 1 year terms and appoint 3 members for 2 year terms. At the conclusion of their initial term the positions shall be for 2 years at a time with staggered appointments each year.

4. Emergency Management Committee.

- A. Memebership shall be the City administrator, one council person appointed for two year terms, and the heads of each city department. This

committee shall see that all preparations and planning are completed and kept updated.

- B. The committee will meet with and coordinate planning and training with the Dickinson County Emergency Manager, as well as state and FEMA personnel.
- C. This committee shall be exempt from the number of members required in 1-901 above. The number of members shall be set by the city administrator.

5. Parks and Recreation Advisory Board

- A. This board shall review major projects for the development of major recreation or parks facilities. They shall pass on their advisory opinion thereon to the city administrator who shall share it with the governing body.
- B. The board shall study the recreational programs and make recommendations for expansion of recreation or the addition of new sports to the city administrator.
- C. The board shall complete any research or projects requested of it by the city administrator.
- D. To locate and assist the city as needed with charitable donations and fundraising, under the direct supervision of the city administrator or his designee and following all auditing and accounting rules, regulations, and policies of the city and state.
- E. This board shall consist of five (5) members. The Mayor shall appoint 2 members for 2 year terms and 3 members for 1 year terms initially. At the conclusion of their initial term the positions shall be for 2 years with staggered appointments each year.

6. Chapman Historic Preservation Committee

- A. The committee shall have all authorities as allowed by state and federal law regarding historic preservation and conservation.
- B. They shall also report to the city on projects to develop public interaction with the historic site and develop plans for highway signage and on-site park amenities, and parking facilities.
- C. The committee will work with the city to implement ways to get visitors here and spending their tourist dollars inside our city.
- D. To work on other duties related to historic research, conservation, and preservation as assigned by the city administrator or governing body.
- E. To locate and apply for grants and donations related to their projects under the supervision and financial regulations and policies of the city.
- F. This Committee shall consist of 5 members. In February the Mayor shall appoint 3 members for 1 year terms and 2 members for 2 year terms. Thereafter the terms shall be for 2 years.

7. Planning Commission.

The planning commission shall consist of 5 appointed members unless the city has enacted extraterritorial planning and zoning authority, in which case two additional members from the area outside the city limits, but within the extraterritorial jurisdiction area, reside. (Reference K.S.A.12-744) The Planning Commission shall have, in addition to other powers, those powers and responsibilities listed in K.S.A. 12-745 et seq. This commission shall be exempt from the number of members set in sect. 1-901 above.

This Committee shall consist of 5 members. In February the Mayor shall appoint 3 members for 1 year terms and 2 members for 2 year terms. Thereafter the terms shall be for 2 years.

8. Board of zoning appeals.

The Board of Zoning Appeals shall consist of three (3) members living within the city limits. If the City enacts extraterritorial zoning, then at least one person from the exterritorial area of zoning jurisdiction must be appointed to the board.

The Board of Zoning Appeals shall have all the duties and responsibilities listed in K.S.A. 12-759

This Committee shall consist of 3 members. In February the Mayor shall appoint 2 members for 1 year terms and 1 member for 2 year terms. Thereafter the terms shall be for 2 years.

1-911. Compensation.

Unless otherwise provided for in other city ordinances, the committee members shall serve without compensation. They may be reimbursed, however, with prior approval of the city administrator for genuine costs related to their service for their board.

SECTION 2. This ordinance may be published by lawfully constituted Summary in the city newspaper.

SECTION 3. All ordinances, resolutions or policies or parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

SECTION 4. This ordinance shall take effect and be in force from and after passage and publication in the official city newspaper.

PASSED and APPROVED by the Governing body this 14 day of February, 2018.



Jeff Bixt Mayor

ATTEST:



Erin Tilton, City Clerk

(SEAL)