

TOWN OF BERRY
Policy 2005-3
October 17, 2005

Title: Town Park Committee

1. Establishment

- a. The Town Park Committee is appointed by the Town Chair with the concurrence of the majority of the Town Board.

2. Membership

- a. The Park Committee is to consist of five members.
- b. One member will be from the Town Board and will chair the committee. Four citizen members will be appointed from the town residents. For the purposes of planning for the donation of land by the Curtis Kahl family, one of the four citizen members will be a member of the Kahl family if the family desires to be represented.
- c. The Town Board member will serve a two-year term of office corresponding to their election date. The member of the Kahl family will be allowed to serve as long as necessary to plan the use of the donated property. The three remaining members will serve no more than two consecutive two years terms of office.

3. Organization

- a. The Park Committee, as a recognized sub-committee of the Town, shall operate under Roberts Rules of Order.
- b. Meetings may be held monthly or as decided by a majority of the committee. If necessary, additional meetings may be called by the Chair or a request made by a majority of the committee.
- c. Notice of the time and location of each meeting shall be posted at the regular town posting boards and/or published in the official Town newspaper and in compliance with the state open meetings law.
- d. A quorum shall be three (3) members, with all actions requiring a majority vote of the quorum present.
- e. The Park Committee shall keep a written record of all meetings showing all actions taken, findings, determinations, transactions, and recommendations made. A copy shall be filed with the Town Clerk as a public record.

4. Powers and Duties

- a. Conduct site reviews and contact vendors, planners and others as needed to obtain sufficient information to make informed decisions in the best use of the park land being studied.
- b. Make recommendations to the Town Board and conduct public hearings as deemed necessary.
- c. Oversee construction of the new park design after final approval is received from the Town Board.

- d. Submit a yearly grounds maintenance schedule and estimated up-keep budget to the Town Board.
- e. The Park Committee may employ experts and incur other expenses as required, with prior approval of the Town Board.

5. Compensation

- a. The membership of this committee is volunteers.

6. Sunset Clause

- a. The work of this committee will be considered finished when the Town Board has accepted a design proposal and the construction has been completed.

7. Effective Date

This policy shall be effective after adoption by the Town Board and posting.

Attest: Brenda Kahl, Clerk/Treasurer

Melvern L. Bankes, Chair

Adopted: October 17, 2005

Mark Hellenbrand, Supervisor

Posted: October 18, 2005

Judy Laubmeier, Supervisor