

103.3 Town Park Committee Policy

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SECTION I - PURPOSE

To design, build, and oversee long-term development, maintenance, use and usefulness of the park for the pleasure, pride, and education of residents of the Town of Berry and the greater community.

SECTION II -ESTABLISHMENT

The Town Park Committee was formed in 2005 for the purposes of planning the use of the land donated by the Curtis Kahl family. The original committee was appointed by the Town Chair with the concurrence of the majority of the Town Board.

SECTION III – MEMBERSHIP

- A. The Park Committee is to consist of a minimum of five members.
- B. A member of the Town Board, appointed by the Town Chair and approved by a majority of the Board, will chair the committee. Citizen members will be appointed from the town residents. One of the citizen members will be a member of the Kahl family if the family desires to be represented until such time as the park is constructed.
- C. All members shall serve a two-year term of office.

SECTION IV - 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 a majority of the members. All actions will require 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.

SECTION V – POWERS AND DUTIES

- A. Conduct site reviews, contact vendors, planners and others as needed to make informed decisions concerning the use of the park land.
- B. Make recommendations to the Town Board and conduct public hearings as deemed necessary.
- C. Oversee construction of the new park design with approval of the Town Board.
- D. Submit a yearly grounds maintenance schedule and estimated up-keep budget to the Town Board by September 1.
- E. The Park Committee may employ experts and incur other expenses as required, with prior approval of the Town Board.
- A. Seek grants and donations from – and act as liaison to – organizations and individuals that help fund creation, maintenance, and use of the park subject to board approval.
- G. Recommend guidelines and procedures for use of the park.

SECTION VI - COMPENSATION

The membership of this committee is volunteers.

SECTION VII – TERM

The Committee is authorized to conduct activities to carry out its duties until the Town Board formally withdraws the authorization.

SECTION VIII – EFFECTIVE DATE

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

Dated this 17th day of December, 2007

Posted: January 3, 2008

Brenda Kahl, Clerk/Treasurer
Chris Upper, Supervisor
Judy Laubmeier, Supervisor

Anthony Varda, Chair
Tim Henneman, Supervisor
Sue Studz, Supervisor