

CHAPTER 11  
Town of Lake Mills Park's Committee

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5-11-1: PURPOSE: The Town of Lake Mills Parks Committee is created to assist the Town Board in the prioritization and implementation of the Capitol Improvements for the Town of Lake Mills parks system as outlined in the Town of Lake Mills Comprehensive Park and Outdoor Recreation Plan 2005-2010.

5-11-2: STATUTORY AUTHORITY: Pursuant to the authority granted by Wisconsin Statutes Sections 60.10 (2) (c), 60.22 (3), and 27.13 thereby allowing the Town to utilize all of Chapter 27 in the maintenance of its parks and specifically Section 27.08 which allows for the creation of a parks board that shall be governed as provided by this Ordinance; the Town Board of the Town of Lake Mills hereby exercises its powers to enact this Ordinance providing for the creation of a Parks Committee to act as an advisory body on issues related to the Town of Lake Mills parks system.

5-11-3: ESTABLISHMENT, MEMBERSHIP AND ORGANIZATION:

1. Establishment: The Parks Committee is hereby established upon the adoption of this ordinance by the Lake Mills Town Board. The Committee may be altered or reorganized by the amendment of this ordinance enacted by the Town, which, establishes this Committee. The Committee may be abolished by the repeal of this ordinance establishing this Committee.
2. Membership:
  - a. The Parks Committee shall consist of five voting members and such other non-voting, ex-officio members designated from time to time by the Committee. Up to one Town Board member may be a voting member and hold a position on the committee.
  - b. The five voting members shall be Town of Lake Mills residents and shall be appointed by the Town Board.
  - c. The terms of office of the members initially appointed shall be staggered, such that two of the five appointees shall be appointed for a two year term, and three appointees shall be appointed for a three year term. When these initial terms expire, all the vacancies on the Committee shall be filled for two-year

terms. Each term of office expires on April 30 in the appropriate year of expiration of a term.

- d. If a member's position on the Committee becomes vacant for any reason, the appointing authority may appoint a successor to complete the remaining term of office.
3. Organization:
- a. The voting members of the Committee, upon its organization, and annually thereafter by no later than May 31, shall elect a Chairperson, Vice Chair and Secretary from among their numbers to serve in that capacity for one year. Ex-officio members are not eligible to hold an office on the Committee.
  - b. The Committee may adopt such rules as the Committee may deem necessary to carry out the duties of the Committee, provided those rules do not contravene any provision of the ordinances establishing the Committee and any other ordinances enacted by the Town or any state statutes.
  - c. The Town Clerk shall serve as the Records Custodian of the Committee.
  - d. The Committee Chairperson shall serve as the person responsible for providing proper public notice of meetings of the Committee.

5-11-4: COMPENSATION AND OATH:

1. Members shall receive no compensation for their service on the Committee. Each voting member shall take and file his or her written oath of office with the Clerk of the Town of Lake Mills within ten (10) days of notice of appointment and prior to exercising the duties of office.
2. Members will be reimbursed for approved registration fees and approved expenses associated with educational seminars and events related to parks. Members shall obtain Town Board approval before attending any seminars and events if reimbursement of expenses is expected. Covered expenses shall be registration fee, mileage to and from the event as well as lodging and meals while attending the event.

5-11-5: MEETINGS:

1. The Committee shall meet at least monthly at a regular meeting at the Town Hall and such meeting shall be open to the public and properly noticed. Proper notice of a regular meeting may be accomplished by posting a notice, including an agenda, in three public places and by providing a copy of the notice, including an agenda, to the Clerk of the Town by no later than seven days prior to the meeting. Proper notice of a regular meeting also shall include publication of the notice, including an agenda, in the local newspaper in the weekly issue published during the week preceding the meeting.

3. Special meetings of the Committee may be called by the Committee Chair, provided the place of the meeting is the Town Hall or other public place and provided proper notice of the special meeting is accomplished no later than three days prior to the special meeting. Proper notice of a special meeting shall consist of posting the notice, with agenda, in three public places, and by providing copies of the notice with agenda to the Clerk of the Town. If time permits to have the notice and agenda published in the official newspaper prior to the special meeting, such publication shall be made.
4. No business, except adjournment, may be conducted at any meeting unless a quorum of three voting members is present at a properly noticed meeting. Discussion without a decision is defined as business, which requires the presence of a quorum at a properly noticed meeting.

5-11-6: POWERS AND DUTIES:

1. The Parks Committee shall administer the Town of Lake Mills Comprehensive Park and Outdoor Recreation Plan 2005-2010. The committee shall review the Capitol Improvement portion of the plan and prioritize the proposed improvements listed. Each year in September the committee shall present the Town Board with an outline of the projects the committee plans to undertake within the following year along with a projected budget for approval.
2. The Committee shall prepare plans for the improvements of the Parks System and shall submit the plans with recommendations to the Clerk of the Town for forwarding to the Town Board.
3. The Committee shall annually prepare and submit recommended budget proposals for all activities conducted on or for the benefit of the Parks System to the Clerk of the Town no later than September 1. Such recommended budget proposals shall reflect as sources of revenue any and all other sources of anticipated funding, including gifts, grants, in-kind labor and fund-raising dollars contributed by volunteer organizations. Any unexpended funds from the previous year shall be shown in the annual budget proposal prior to budget submission to the Town Board. The adoption of an approved budget which allocates funds for activities or projects related to the Parks System shall be undertaken by the Town Board.
4. The Town Board shall administer the funding of any budgeted item relating to the Parks System. The Committee may not contract, purchase, sell, or otherwise encumber any funds or property for any purpose, as all funding of all activities or projects shall be administered by the Town Board.
5. The Committee shall apply for grants or other funding sources for feasibility studies, and improvement or maintenance projects, when authorized to do so by the Town Board.

6. The Committee may provide reports and recommendations to the Town Board regarding public education for the safe and lawful use of the Parks and regarding public education efforts designed to increase public involvement in or awareness of issues impacting on the preservation or improvement of the Parks System.
7. The Committee shall maintain communications with the State and County Parks Department, and any other organizations or entities with an interest in the Town of Lake Mills Parks. Any such written communication from or to the Committee shall be placed on file with the Town Clerk.
8. All members of the Committee shall comply with applicable state statutes regarding conduct in public office, open meeting and open records laws, and regarding duties of public officials.

This ordinance shall be in full force and effect upon passage and publication as provided by law.

(Adopted April 12, 2005)