

CITY OF WASHBURN
Ordinance No. 18-003

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of July 9, 2018, for the purpose of amending Title 2, Section 2-4-7 of the Code of Ordinances, to create a Parks Committee.

1. Amend Title 2, Section 2-4-7 to add as follows:

Sec. 2-4-7 Parks Committee

- (a) **Purpose.** The Parks Committee is created to advise Washburn City Council along with Washburn City Administration and staff with ideas, suggestions and proposals for the improvement, repair, preservation, maintenance, and uses of our City's parks and recreation facilities.
- (b) **Duties and Responsibilities.**
- (1) The committee will become educated and familiar with all previous Park's plans and guidelines in an attempt to provide the best and most accurate analysis of what may be needed in Washburn's Parks. This will be accomplished by first studying the "Study of the Studies" which had been done in regards to the Parks. The Committee may make recommendations or provide information to City Council or City Staff regarding West End Park including campground, Memorial Park including campground, Legion Park, Wikdal Park, Jackie's Field, tennis courts, baseball fields, ice skating area and the Walking Trail, and any other parks or recreational facilities that may be hereafter be established within the city.
 - (2) The Committee may undertake such agenda items (for example) as guidelines for parks maintenance in regards to cutting, trimming and replanting of foliage. Landscaping overviews along with site use are also possible items of interest. Park use guideline suggestions with thought to park rentals, festivals, visitor use etc. ought also to be considered. Volunteer actions and activities may be investigated. Suggestions for needed equipment or services may also be considered. Playground plans and activities are within the Committee's purview, as is promotion of parks along with conduct of park users. This is by no means intended to be a complete iteration of potential Park's Committee activities.
 - (3) The Committee may undertake agenda items without City Council approval, but the Committee has no authority to make independent binding decisions without City Council approval. The Committee may at times be charged by City Council to undertake tasks or studies which the Committee will undertake at their next scheduled meeting.

(c) **Meetings.** The committee will conduct all meetings in accordance with Wisconsin Open Meetings Law stipulations. The Committee shall meet as needed with an assumption of possible monthly meetings. The Committee Chair shall report to the City Administrator and City Mayor if the Committee has not met for 3 (three) consecutive months.

(d) **Composition.**

- (1) The Committee shall consist of up of 5 (five) members of which 4 (four) are citizen members and 1 (one) City Council member. City staff will attend meetings to assist.
- (2) The Mayor will propose committee members as needed to fill vacancies but confirmation will be by majority of City Council vote. Committee members will serve a three-year term with initial members having staggered one, two, and three-year terms so as to promote continuity.
- (3) The appointed City Council member will serve a one-year term and may be reappointed each year at the Annual City Council Re-Organization meeting.
- (4) The Committee shall annually elect a chairperson which may be the City Council representative.
- (5) The Committee will designate a recording Secretary who will take minutes which will accurately and clearly convey the business conducted at the Parks Committee meetings. These minutes will be carefully stored and archived with one copy presented to the City Clerk (digital copies are permitted).

2. Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

Attest:

Richard Avol
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____