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 Chairperson with the concurrence of the majority of the Town Board.

SECTION III – MEMBERSHIP
A. The Park Committee is to consist of a minimum of three members.
B. A member of the Town Board or a citizen of the Town, appointed by the Town Chairperson and approved by a majority of the Board, will chair the committee. Citizen members will be appointed from the town residents.

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 semiannually 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 and/or published 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 any 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 1st. All invoices are to be submitted directly to the Town Clerk.
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 take effect and be in force from and after the day after passage and publication as required by law.

Dated this 21st day of April, 2025 Posted: April 28, 2025

Brenda Kahl, Clerk/Treasurer
David Evert, Supervisor
Nichole Schwoerer, Supervisor

Duane Haag, Chairperson
Michael Statz, Supervisor
Derek Statz, Supervisor