

CHAPTER 47. PARKS AND RECREATION COMMITTEE.

47.01. Purpose. The Parks and Recreation Committee was created to advise the City of Ashland's Parks and Recreation Department, Ashland Common Council and other City of Ashland Departments to provide and improve the recreational resources of the City for the enhancement of the quality of life for residents, the larger regional community, and visitors. The goals of this ordinance will be accomplished through preserving, maintaining, and improving services, facilities, park lands, parkways, trails, campgrounds, and open spaces within the City of Ashland and building collaborations with regional partners.

The Parks and Recreation Committee will also serve as the Tree Management Advisory Committee which shall serve in an advisory capacity to the City of Ashland. The Parks and Recreation Committee shall study and make recommendations regarding recreation issues affecting Ashland community members; advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland; and undertake such projects as requested by the City's governing body.

47.02. Membership and Organization.

(a) The Ashland Parks and Recreation Committee (PRC) shall be composed of seven (7) members appointed by the Mayor and confirmed by the Common Council to serve terms commencing on May 1st.

(1) Six (6) members of the Committee shall be citizens of the City of Ashland (or work in the City of Ashland) and serve staggered three year terms. The Mayor shall appoint and Council approve members at the reorganizational meeting of the Common Council. No less than two, of the six, members of the committee will have knowledge/background in forestry and/or natural resources.

(2) The Mayor shall appoint, and the Council shall confirm one (1) member of the Common Council to serve on the Committee; the Council appointment shall be appointed annually at the reorganizational meeting of the Council and shall serve by virtue of his/her seat on the Council.

(3) Of the initial citizen appointments:

(A) Two (2) shall be for three (3) years.

(B) Two (2) shall be for two (2) years.

(C) Two (2) shall be for (1) year.

(4) Following the initial citizen appointments, each successive appointment shall be for a three year term.

(5) Members shall serve until their successors have been appointed.

(b) Members of the Committee shall elect their own Chair and Vice-Chair annually at the committee's first meeting in May.

(c) If any committee member has three (3) unexcused absences or resigns, the Committee may declare the position vacant and request the Mayor to fill the vacancy (for the remainder of the term) pursuant to the provisions of this section.

47.03. Duties. The Parks and Recreation Committee shall:

(a) Establish policies and procedures for the proper administration of the parks and recreation programs of the City.

(b) Recommend to the Common Council the acquisition of certain lands and buildings deemed necessary for use of City Parks and Recreational programs, the location of which shall be reviewed by the City Plan Commission.

(c) Cooperate with all agencies, groups, clubs and individuals concerned with parks, conservation and recreation in the City.

(d) Unless otherwise expressly provided, the Committee may perform its duties without first obtaining the consent of the Common Council but in no event is the committee empowered to financially obligate the City of Ashland in any manner without the consent of the Common Council.

(e) Encourage citizen participation.

(f) Present or discuss policies and programs affecting parks and recreation; to study issues.

(g) Provide input on the values, goals, and objectives of a program; develop program plans; and contribute to continuous feedback.

(h) Make recommendations to both the Parks and Recreation Department and the Common Council for maintaining and improving overall quality program/service deliveries.

(i) Advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland.

(j) Oversee the development and maintenance of an Urban Forestry Management Plan and make recommendations to the City for policy, regulation, or ordinance changes necessary to implement such a plan.

(k) Recommend actions to improve, maintain, and equip the playgrounds and recreational spaces of the City of Ashland.

(l) Recommend recreational programs, activities, exhibitions, games, contests, and festivals, etc. for the recreation of residents and visitors.

(m) Recommend the adoption of suitable rules, regulations and bylaws for the use of City recreational facilities and parks, and the conduct of all persons while on or using same.

47.04. Meetings and Public Notice.

(a) The Committee shall meet as determined by the Committee.

(b) All agenda items will be reviewed by the Committee Chair and staff for validity and urgency of the request and determine when and if that item should be placed on a Committee agenda.

(c) The Committee shall operate under Robert's Rules of Order.

(d) All regular and special meetings of the Committee shall comply with the public meeting requirements of Wisconsin Statutes.

(e) All meeting notices shall comply with the public meeting notice requirements of Wisconsin Statutes.

(f) All meeting notices and agendas shall be issued by the Parks and Recreation Department.

47.05. Quorum. A quorum shall be a majority of the full Committee.

47.06. Reports and Record Keeping.

(a) Committee members shall select one among themselves, or a Parks and Recreation Department staff member, to record the minutes of each meeting of the Committee. A written record of all meetings shall be kept and approved at the next subsequent meeting of the Committee.

(b) Committee reports and recommendations shall be reduced to writing and shall not be included on a Council agenda until reduced to writing and submitted by the Committee to the City Clerk.

(c) The City Clerk is the record custodian for the City. All committee minutes and records shall be filed with the City Clerk.

47.07. Referrals to the Committee. The Common Council of the City of Ashland may refer any matter pertaining to City parks and recreation projects, programs, services or tree and landscape planting, maintenance, and removal in the City to the Parks and Recreation Committee for review, study and reports.

ADOPTED: 47 (2019-1915) 3/26/2019

