

**TOWN OF NEW HAVEN  
DUNN COUNTY, WISCONSIN**

**Resolution # 2019-02**

**Establishment of a Parks and Recreation Committee**

The Town Board of the Town of New Haven, by this resolution adopted by the majority of the Town Board on roll call vote with a quorum present and having given proper notice resolves and orders as follows:

**Section One:** Creation of Committee: The Town of New Haven hereby creates the Town of New Haven Parks and Recreation Committee.

- A. The Parks and Recreation Committee shall consist of five members, a Town Board Supervisor, and four citizens. All members must be residents of the Town of New Haven. Citizen members shall be persons of recognized experience and qualifications. The Town Board and citizen members shall be appointed by the Town Chairperson with approval by the Town Board. The citizen members shall serve for staggered three year terms. The purpose of the Committee shall be to provide planning, promotion and budgetary advice to the Town Board on all matters concerning parks and community recreation in the Town.
- B. The Committee shall elect a Chairperson and a Secretary, who shall keep records of its proceedings. These records shall be filed with the Town Clerk and shall be public records. The Committee shall be subject to all Open Meeting notice requirements under State law
- C. All action taken shall require the affirmative vote of a majority of the members of the Committee in attendance.
- D. All costs and expenses of the Committee shall be approved by the Town Board before they are incurred by the Committee.
- E. The Town Board may remove any Committee member without cause.
- F. The Committee may adopt rules governing its own proceedings.

**Section Two:** Responsibilities and duties of the Parks and Recreation Committee. The Committee shall be an advisory committee, making recommendations to the Town Board. Areas of responsibility will include: (a) investigating and applying for grants and funding sources for the Town Parks; (b) allocation and budgeting of Park funds; (c) long range planning and special event planning; (d) developing rules and regulations for Park use; (e) work with outside consultants and contractors as required; and (f) other functions as may be directed by the Town Board.

The Committee shall report its findings and recommendations to the Town Board for final approval.

Annually at the Town budget meeting, the Committee shall present to the Town Board for its consideration a work plan for the ensuing calendar year together with a detailed recommended budget. The work plan and budget adopted by the Town Board at this meeting shall serve as a directive to the Committee and shall establish the limits as well as purpose for which expenditures may be made.

- A. Long Range Plan. The Committee shall prepare and present to the Town Board for its consideration a long range plan for each Town Park. This plan shall be updated periodically as needed.
- B. Reports. The committee shall prepare and present reports of its activities to the Town Board monthly at the monthly Town Board meeting.

**Section Three:** Meetings. The Committee shall set monthly meetings, except as the Committee may adjourn or postpone meetings from time to time. Meeting dates are determined by the Committee, with agenda items posted as required in Wisconsin Statutes. Whereas one member of the Committee is a Town Supervisor, and that Supervisor may not be able to attend every meeting, another Supervisor may attend and act in his or her behalf.

**Section Four:** Severability. A judicial determination that any portion of this article is invalid shall not invalidate the entire article but only the portion identified by the court. Any such determination of invalidity shall not operate retroactively.

**Section Five:** Effective Date. This resolution shall take effect and be in force from and after its passage and publication as provided by law.

ADOPTED this 12<sup>th</sup> day of February, 2019.

By the Town Board:

Marv Prestrud  
Marv Prestrud, Chairman

Jeff Carlsrud  
Jeff Carlsrud, Supervisor

Tom Schoonover  
Tom Schoonover, Supervisor

Attested by Town Clerk:

Diane Duerst  
Diane Duerst, Town Clerk

Posted on 2/20/19 at the Town Shop, Town Hall, Connorsville Cheese Store and Town of New Haven website @ [www.townofnewhavenwi.com](http://www.townofnewhavenwi.com).