

CHAPTER 71

TOWN PARK AND FORESTRY COMMISSION

71.01 Establishment. There is hereby established a Town of Wilson Park and Forestry Commission which shall consist of seven (7) adult residents of the Town of Wilson, appointed by the Town Board.

71.02 Intent and purpose. The Commission shall be an advisory board and as such shall represent the residents of the Town of Wilson by submitting recommendations for the creation, maintenance, and regulation of Town Parks. The Commission shall formulate policies and objectives and provide a long-range orderly and comprehensive program for development and maintenance of the parks, park facilities, parkways, boulevards and forestry program in the Town of Wilson.

The Commission shall act to co-ordinate concerns for parkland usage utilizing private citizen and public official participation and all available resources.

71.03 Definitions. Whenever the following words or terms are used in this ordinance they shall be construed to have the following meanings:

(a) "Commission" shall mean the Park and Forestry Commission.

(b) "Park facilities" shall include structures and areas both man-made and natural.

(c) "Parkway" shall mean that area between the road, its curb, and including road right-of-way or proposed location of curb, and the property line and tree easement areas.

(d) "Forestry Program" shall mean a comprehensive annual plan including maintenance, inventory, new planting and budget with projections for annual and long-range implementation.

71.04 Appointment. Initial appointment shall be made within thirty (30) days after the effective date of this ordinance.

(a) Six members shall be citizen members. The term of each member shall be three (3) years following May 1st of the year in which the appointment is made and until the appointment and qualification of a successor. The first six members shall be appointed on a staggered term basis so that two (2) members terms shall expire in three (3) years, two (2) members terms shall expire in two (2) years and two (2) members terms shall expire in one (1) year.

(b) the seventh member of the Commission may be a member of the Town Wilson Plan Commission but is not limited to said membership. This member term shall be for a period of one (1) year.

(c) No member of the Commission shall receive any financial compensation for serving on said Commission. Except they may be re-imbursed for expenses incurred in carrying out their duties or for education or similar training seminars upon the recommendation of the Chairperson of the Commission and the affirmative vote of the Town Board.

(d) The Commission may by three-fourths (3/4) majority vote to petition the Town Board to remove a member from the Commission for reason of inability to attend regular meetings and/or to perform responsibilities and duties. If so petitioned, the Town Board may remove said member after granting a hearing to said member if so requested by said member.

(e) When a vacancy occurs, the Town Board shall appoint an individual to complete the unexpired term within forty-five (45) days.

71.05 Duties and Authorities. The Commission shall have the following duties and authorities:

(a) Be responsible for providing advice and counsel on all aspects of development, maintenance, objectives, and policies of the parks, park facilities, parkways, boulevards, forestry programs and such other public areas under the jurisdiction of the Town of Wilson located within or partly within and partly without, the boundary lines of the Town of Wilson, and secure the quiet, orderly and suitable use and enjoyment thereof by the people. The Commission shall submit rules and regulations that require legislation that will promote those purposes to the Town Board of the Town of Wilson.

(b) Encourage and promote gifts, grants and donations of money and property from all available resources for park and forestry programs.

(c) To review and give recommendations to the Town Board on the suitability and suggested use of gifts, grants and donations for park and forestry programs.

(d) To recommend to the Town Board a priority plan of appropriate acquisitions for park and forestry programs.

(e) When authorized by the Town Board may act as an intermediary to facilitate land acquisition for park and forestry programs.

(f) To give recommendations on natural, geological, archaeological features in the Town of Wilson.

(g) To use every available avenue of communication and to keep the public informed concerning the park and forestry programs and to provide informational services.

(h) To meet with the Town Board on a regular basis, to be not less than once a year, to review and discuss the activities of the Commission with the Town Board.

71.06 Administration and Organization.

(a) The Commission shall formulate and recommend policies necessary to carry out the intent and purpose of this ordinance to the Town Board.

(b) A tentative budget for park and forestry programs shall be prepared by the Commission and shall then be submitted to the Town Clerk for incorporation into the proposed annual budget for the township.

(c) The officers of the Commission shall be the Chairperson, Vice-Chairperson, and Secretary; and shall be elected from the members of the Commission to serve for one year. The Commission may appoint such other officers as they deem necessary from their own members. The officers shall be elected annually at the first regular meeting in the month of May. The Chairperson shall preside at the meetings of the Commission and in his/her absence, the Vice-Chairperson shall preside. The Secretary shall provide the minutes to be submitted to the Town Clerk for filing.

(d) The Commission shall hold meetings at least every other month at a regularly scheduled place and time. Meetings may be held at such other times as may be determined to be necessary in the judgement of the Chairperson or upon application to the Chairperson by three (3) members. Notices of meetings shall be given to the Town official newspaper for publication and to the members personally or left at their usual places of residence at least twenty-four (24) hours prior to the time of the meeting.

(e) Four (4) voting members shall constitute a quorum for the transaction of business.

(f) The Commission may make such other bylaws and regulations for the government of the Commission not inconsistent with this ordinance as it may deem necessary and said bylaws and regulations shall be filed with the Town Clerk. Meetings shall be conducted in accordance with Robert's Rules of Order.

71.07 The provisions of this ordinance are severable and the holding of any section unconstitutional, illegal or void shall not effect the remainder thereof.

71.08 All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

71.09 This ordinance shall be in full force and effect from and after its passage and publication or posting.

Adopted: May 5, 1979
Amended: March 18, 1985
May 6, 1985

Listing of public town-owned parcels as of June 1, 1994...

Town Wilson Hall. Parking and general area consisting of 2.46 acres adjacent to the Town Hall at 5933 CTH OK/ South Business Drive.

Jervig Conservancy. Consisting of 32.9 acres located at the northeast corner of intersection of Lakeshore Drive/ CTH EE and West Evergreen Drive and CTH EE/Weeden Creek Road.

Kletzien Park. Consisting of 1.6 acres located east of Riverdale Avenue on South 9th Street. Annexed to City of Sheboygan in 1993.

Henry Mueller Conservancy. Consisting of 12.5 acres adjacent to Black River (south of West Evergreen Drive) with access from the east end of Panther Avenue.

Paradise Subdivision Park. Consisting of .56 acre located on the south side of the westerly curve of Paradise Lane.

Fire Department and Jervig Bell Tower Parks. Consisting of 2 acres at the northwest corner of the intersection of Evergreen Drive and Indian Mound Road.

Sommer Vista Open Space. Consisting of 6.92 acres located east of South 12th Street along the southern edge of the Wisconsin Power and Light transmission corridor/ right-of-way. Annexed to City of Sheboygan in 1989.

Flader Hill Cemetery. Consisting of .5 acre on the east side of CTH KK/Middle Road in Section 28.

Mueller Cemetery aka Moenning Koeppe Cemetery. Consisting of .16 acre located on the east side of CTH KK/Middle Road in Section 23.

Town Wilson Landfill Open Space. Consisting of 13.68 acres located along the south side of the Wisconsin Power and Light Transmission Corridor between Moenning Road and South 18th Street. East 300 feet annexed to City of Sheboygan in 1993.

PROPOSED POLICY SHEET (Policies of the Town Wilson Park & Forestry
Commission)

The following policies or guiding principles are standards for deciding all new proposals with regard to subject or situation covered by the policy. These policies are binding until revoked or changed by the Commission.

Date Accepted: _____

Proposed policies shall be read and discussed at one meeting and voted upon at the following meeting.

I. Administration and Organization (~~71-06~~)

1. All Comm. Meetings must, according to the State Anti-Secrecy Law, be duly announced to the public. The Secretary of the Commission will send a notice of Regular Meeting time, place and subject matter to the SHEBOYGAN PRESS, the Town of Wilson official newspaper, at least 24 hours prior to the time of the meeting. The secretary will notify Commission members personally or in writing at their usual places of residence 24 hours before the meeting.
In case of a change, notice must be given two hours before the meeting is scheduled.
2. The Commission as established by Ordinance, Chapter 71, is purposely a small group to carry on all business and decisions within its structure. Specific temporary task assignments shall be given to a member(s) when Chairman or Commission deem it necessary to facilitate a study or an evaluation.
3. The Secretary of the Commission shall follow the following directives:
 - a. Resource guests or people presenting ideas, interests and concerns relative to the development and use of the Town parks and forestry may be quoted in the minutes;
 - b. In order to expedite the Commissions' advisory role to the Town Board and to the Plan Commission, the unapproved minutes shall be sent to the chairman of both named bodies in the same mailing as that to the Commission members.
 - c. When minutes are approved by the Commission, the word "Approved" should be written at the end of the minutes with the Secretary's signature and date. The official minutes should be sent to the Town Clerk.
4. Order of Business for Commission Meetings shall be:
 - a. Call to Order
 - b. Introduction of Guests (Presentation and Discussion)
 - c. Approval of Minutes
 - d. Standing Reports
 - (1) Representative of Planning Commission
 - (2) Town Board ^{other} Communications

- e. Task Reports
- f. Unfinished Business
 - (1) (Any motion or report that was being considered and was interrupted when previous meeting adjourned.)
 - (2) (Any motion or report that was post-poned definitely to the current meeting.)
- g. New Business
- h. Orientation
- i. Announcements (Open Forum)
 - (1) Members of Commission
 - (2) Chairman of Commission
- j. Adjournment

II. Duties and Authorities (~~4.05~~)

- 1. Reference (g). The Commission shall provide information education, and public relations service to the township through the following suggested guidelines:
 - a. Informative releases to news medial. ie: Town Newsletter, BRAA, and the Sheboygan Press, Falls News as appropriate;
 - b. Invitations to resource people when pertinent to a study or an evaluation;
- 2. The Comm. shall hear, by appointment, all those who choose to have ideas, interestes and concerns relative to the development and use of the Town parks and forestry;
- 3. The Comm. shall tour the parks at least once a year to evaluate work accomplished and determine future need.

*Juniper
BRR River Garden Club
#H
Boy Scouts*