

CHAPTER 50

PARK BOARD FOR THE CITY OF RICHLAND CENTER

[History: Ord 228, 474, 1988-18, 2016-1]

50.01 CREATION. The powers and duties of oversight, long-term planning, and public engagement of all public parks, parkways, and pleasure drives located within the City of Richland Center, now existing and as may hereafter be acquired, shall be in a Park Board. Notwithstanding the foregoing, the Common Council reserves the right to supersede the Park Board by ordinance or resolution as to any matter pursuant to the powers of the Council under sec. 62.11(5) Wis. Stats.

50.02 COMPOSITION.

(1) Said Park Board shall consist of seven (7) members.

(2) One member of said Park Board shall be a member of the Common Council of the City of Richland Center, appointed by the Mayor and confirmed by the Common Council for a two (2) year term. If during a term on the Park Board such person ceases to be a member of the Common Council, a replacement shall be appointed by the Mayor and confirmed by the Common Council for the remainder of the two year term.

(3) The remaining members shall be residents of the City who shall be appointed by the Mayor and confirmed by the Common Council.

(4) Board members shall be considered local public officials as that term is used in ordinance and statute, and subject to all the provisions of law applicable thereunto, including but not limited to the Code of Ethics found in Wis. Stat. § 19.59.

50.03 TERMS OF OFFICE OF CITIZEN MEMBERS.

(1) **Term of Office.** The full term of each member other than the Common Council member shall be for five (5) years beginning upon confirmation of his or her appointment on the third Tuesday in April and until his or her successor is appointed and qualifies. The commencement of the terms shall be staggered that one member's term expires each year. Upon the ending of any member's full term the Mayor shall appoint his or her successor for a full five-year term and submit the appointment to the Council for confirmation.

(2) **Vacancy During a Term; Replacement.** In the event a citizen member ceases to serve on the Park Board during his or her term, the Mayor shall appoint a successor for the remainder of that member's five-year term, subject to confirmation by the Common Council.

50.04 QUALIFICATION. Each member of the Park Board shall be a resident of the City and shall take and file the official oath.

50.05 OFFICERS OF THE BOARD; OFFICER'S TERMS. The officers of the Park Board shall be a president, a vice president and a secretary. The term of office for the officers shall be for one year. Officers shall be elected at the first meeting of the Board after the third Tuesday in April of each year. Given the advisory nature of the Board, ministerial duties of the secretary may, at the Director's discretion, be performed by the City Parks Director.

50.06 MEETINGS.

- (1) Meetings of the Park Board shall be considered meetings of a governmental body as that term is used in ordinance and statute, and shall be subject to applicable provisions of law, including but not limited to the open meetings law found in Subch. V of Ch. 19, Wis. Stats. (2026).
- (2) Four members of said Park Board shall constitute a quorum to transact business.

50.07 COMPENSATION. Compensation of the members of the Park Board shall be in the amount set forth by the Common Council by resolution or ordinance.

50.08 POWERS. The Park Board shall have all powers and be chargeable with all duties as set by the Common Council by ordinance or resolution. Generally, the Park Board shall exercise powers related to oversight, long-term planning, and public engagement. The role of the Board is advisory, and its recommendations or other provided information shall not delay, limit, or otherwise be binding on associated actions of Council.

- (1) Unless otherwise specified by the Common Council, the Park Board shall have the following powers and duties:
 - a. At least annually, the Park Board shall conduct inspections of City Parks. The results of these inspections shall be documented and reported to Council at least annually. The Board shall evaluate matters such as potential safety concerns, needed or proposed maintenance, accessibility, or other specific matters brought to the Board's attention by City staff, officials, or the public. Information resulting from exercise of the Board's other powers may be included in the annual report, and/or reported independently. The Board shall establish objective performance measures for these matters in order to provide a consistent measure, both for contemplated action and to create a record for future consideration.

- b.** The Park Board shall, prior to the first day of September in each year, issue recommendations to the Parks Director on budget priorities, including any proposed capital projects, for the Director's consideration and potential inclusion in the budget development process.
 - c.** The Park Board shall monitor actions pending before the Common Council affecting the Parks, and shall investigate, consider, and issue recommendations to the Common Council on such matters. Such recommendations shall be in writing when at all possible.
 - d.** The Park Board shall monitor the implementation of the City's Comprehensive Outdoor Recreation Plan (CORP) and any other such long-range planning, and make recommendations to Council regarding their progress or execution.
 - e.** The Park Board shall serve as a conduit for public comment on and engagement with Parks matters, even those then referred to other entities. The Park Board shall hold a public listening session at least annually and include a summary of said session in its report to Council.
 - f.** Pursuant to Rule 2.11 of the Rules of the Common Council, any information requests made of City staff must be directed to the City Administrator, who shall provide the requested information or see that it is provided. Such requests should be made as part of the Board's regular deliberations.
- (2)** Any power not specifically delegated to the Park Board herein or by other action of the Council shall be reserved to Council, including the supervision of City employees, the establishment and collection of fees, and the direction of daily Parks operations.