

FOX CROSSING PARKS & RECREATION COMMISSION

The Parks and Recreation Commission guides and directs the operations of the Parks and Recreation Department. The Commission's overall responsibility is to ensure the citizens of the Village of Fox Crossing receive an optimal level of park and recreation services within the budgetary parameters established by the Village Board of Trustees.

Parks and Recreation Commissioner Duties and Responsibilities

- Regularly attend meetings
 - Meetings occur on the second Wednesday of every month
 - During the month of July, a second monthly meeting will occur on the fourth Wednesday
 - Meetings are scheduled to begin at 6:00PM
- Be prepared to actively participate
- Vote according to your convictions
- Understand the significance of the Parks and Recreation Department to your community
- Develop long term vision and direction
- Develop overall policies
- Familiarize yourself with individual parks and the overall park system
- On a rotation, and when available, represent the Commission by being present at Village Board Meetings

Park and Recreation Commission Policies

- Commission members are appointed by the Village Board to a three (3) year term.
- Once a commission term expires, the member may submit their name for reappointment and will be considered, along with any other interested citizens.
- The Commission elects a Commission Chairperson and Vice Chairperson, each year during the second meeting in June, to take office during the first meeting in July.
- The Commission Chairperson shall preside during the meetings. In the event the Commission Chairperson is unable to attend, the Vice Chairperson shall facilitate the meeting.
- A quorum of four (4) Parks and Recreation Commission members shall be present to constitute an official meeting. If a quorum is not obtained by the established meeting time, no official business may be conducted.

- The Parks and Recreation Commission shall understand and follow all provisions of the Wisconsin Open Meetings Act, as well as any and all other applicable statutes governing the conduct of the Commission and appointed officials.
- Parks and Recreation Commission members are expected to attend all meetings. If three successive absences without a legitimate excuse occur, the member may be asked to resign.
- Each Commissioner shall receive a per diem of \$35 for each regularly scheduled Parks and Recreation Commission Meeting that he or she attends in its entirety.

Volunteer Involvement

The Parks and Recreation Commission has a long history of being involved in projects and events. When available, Commission members will volunteer their time to help with park clean-ups or assist with special events hosted by the department. While Commission members are not expected to participate in all available opportunities, members shall understand the importance of being involved in the Parks and Recreation Department's functions.

Fox Crossing Municipal Code

§ 15-1 Park Commission

- A. The Village of Fox Crossing Park Commission shall consist of seven members. Commissioners shall be appointed by the Village President and confirmed by the Village Board. Commissioners shall serve a term of three years, with two Commissioners being appointed/reappointed in each calendar year, except that in every third year, three Commissioners shall be appointed/reappointed.
- B. Terms shall commence on July 1 in the year appointed. Each Commissioner shall take an oath of office.
- C. The Village Park Commission shall oversee and be responsible for the planning, physical development, operation, and maintenance of all recreational facilities within the Village of Fox Crossing, to include its parks, trails, conservancy areas, park shelters, and other associated facilities. The Park Commission shall also be responsible for the establishment and oversight of recreational programs offered by the Village, and the management of all trees located within Village parks, open spaces, and along the trails. To that end, the Park Commission shall be authorized and charged with the responsibility to perform the following duties:
 1. Not later than August 15 of each year, the Park Commission shall develop annual operating and capital budget proposals for all projects and operations related to parks, recreation and forestry and submit the same to the Village Administrator and the Village Board for their consideration in development of the succeeding year's budget.
 2. The Park Commission shall advise the Village Board as to recommended changes to ordinances governing the use and operation of parks and park facilities.

3. The Park Commission shall prepare for Village Board approval a Comprehensive Outdoor Recreation Plan (CORP) which shall contain an inventory and analysis of existing Village parks and recreational facilities and make recommendations as to future park, conservancy, facility and cultural needs of the Village. The CORP shall be prepared in accordance with the requirements of Ch. NR 50, Wis. Adm. Code. The plan shall be updated as needed, but at least once every five years.
4. The following are powers delegated to the Park Commission which it may exercise independently of the Village Board. The Park Commission may:
 - a. Authorize the establishment of recreation programs based on assessment of community needs and establish a schedule of fees and charges pertaining thereto.
 - b. Establish rules and regulations governing park use and recreational programs, except that Village Board approval is required for any rule or regulation which involves a penalty or which requires creation and/or amendment of an ordinance.
 - c. Establish a schedule of rental fees for use of park shelters, ball diamonds, soccer fields, and other recreational facilities.
 - d. Accept cash and personal property donations made for purposes of contributing towards park projects, programs and memorials. The Commission shall deposit all cash donations with the Village Treasurer, who will deposit them into a segregated account designated for such donations.
 - e. Apply for and accept any grant which does not require the commitment of current, or future, public funds or personnel.
 - f. Name any park or park facility.
 - g. Create advisory subcommittees comprised of Park Commissioners, Village residents, or any combination of persons deemed qualified by the Park Commission to conduct studies or perform specific tasks under the authority and direction of the Commission.
5. The following are powers which may be exercised by the Park Commission with the approval of the Village Board. With Village Board approval, the Park Commission may:
 - a. Lay out and improve Village parks, to include determination of types of facilities required, specific design and location, and removal and/or relocation of existing facilities. Such improvements shall be limited to those for which funds have been appropriated in the annual budget.
 - b. Acquire land for park and conservancy use in the name of the Village by purchase, land contract, lease, condemnation, or otherwise. No land acquired by the Commission may be disposed of by the Village without the consent of the Commission. If the land is disposed of, all money received for the land shall be paid into a Village park fund.
 - c. Accept donations of land for park and conservancy use in the name of the Village.

- d. Accept donations of cash or land made in return for naming rights, unless authorized in a previously approved project plan.
- e. Apply for and accept any grant requiring commitment of current, or future, public funds or personnel.