

## **POLICIES AND PROCEDURES OF THE CITY OF MADISON PARK COMMISSION**

### **Section I. ADMINISTRATIVE.**

#### **A. Rules of Procedure.**

The rules of procedure as amended February 2006 govern the operation of the Board of Park Commissioners.

### **Section II. MEMBERSHIP AND OFFICERS**

#### **A. Membership.**

The Park Commission shall consist of five citizen members appointed, one each year for a term of five years, by the Mayor and confirmed by the Common Council and two Alderpersons approved each April by the Common Council for a two year term. Vacancies shall be filled in a similar manner for the balance of the term so vacated. The Superintendent of Parks shall serve as ex officio, non-voting member of the Commission.

#### **B. Officers.**

A President and Vice-President of the Commission shall be elected at the regular meeting in January and shall officially take office after the elections for the remainder of the regular meeting in January. The President shall preside at all meetings, appoint committee members and perform such other duties as may be ordered by the Commission. In the absence of the President, the Vice-President shall preside. In the absence of both the President and Vice-President, the Commission shall select an acting President from its membership. The Superintendent of Parks shall act as Secretary to the Commission at the pleasure of the Commission. The Superintendent shall execute documents in the name of the Commission, perform the duties hereinafter listed and perform such other duties as the Commission may request. The City Treasurer shall serve as Treasurer of the Park Commission.

### **Section III. MEETINGS.**

#### **A. Regular Meetings.**

Meetings of the Commission shall be held at 6:30 p.m. on the second Wednesday of each month at the Warner Park Community Recreation Center, 1625 Northport Drive, unless otherwise noticed. When the Regular Meeting falls on a legal holiday, the meeting shall be held the next Wednesday, unless the Commission elects otherwise.

#### **B. Special Meetings.**

Special Meetings may be called at the request of the President or three members of the Commission. Notice of Special Meetings shall be given by the Secretary to members of the Commission at least 24 hours prior to such meeting and shall state the business to be considered, time and place of the meeting.

#### **C. Records.**

All Regular and Special Meetings, hearings, records and accounts shall be open to the public.

#### **D. Quorum.**

Four members shall constitute a quorum for the transaction of business and the taking of official action. Whenever a quorum is not present at a Regular or Special Meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present.

- E. Motions.  
Motions shall be restated by the President before a vote is taken. The name of the maker and the seconder of a motion shall be recorded.
- F. Voting.  
Voting shall be by voice and shall not be recorded by "ayes" and "nays" unless requested by a member of the Commission. The President shall be allowed to vote on any and all agenda items.
- G. Reports.  
The Commission may ask for reports and recommendations, if any, from Parks staff on any matters before it. Individual Commissioners may request reports or studies to be done by staff only with the confirmation of the Commission.
- H. Parliamentary Procedure.  
Parliamentary procedure in the Commission shall be governed by Roberts Rules of Order.

#### Section IV. SECRETARY'S DUTIES

- A. Duties of Secretary.  
The Secretary shall keep a record of the Minutes of each meeting.
- B. Communications, Petitions, etc.  
All communications, petitions and reports should be addressed to the Commission and delivered or mailed to the Secretary who shall forward the same to the Commission.
- C. Reports to the City 's Common Council and Others.  
The Secretary shall report the action of the Commission to the City 's Common Council on all matters referred to it by the Common Council.

#### Section V. RULES

- A. Suspension of Rules.  
The Commission by a five (5) member vote may suspend any of these rules.
- B. Amendments.  
These rules may be amended at any regular or special meeting with the consent of five (5) members.

#### Section VI. POLICIES

- A. Agendas.  
Agendas for Park Commission meetings shall be prepared by the Superintendent of Parks as Secretary of the Park Commission, and the President of the Park Commission. Requests for items to be placed on a Park Commission agenda may be made to the Superintendent of Parks or any of the Park Commissioners. It is customary for anyone personally appearing at a Park Commission meeting on a particular matter to be afforded the privilege of being heard as early in the meeting as possible. Agendas are usually available three days before a regular meeting in the Parks Division Office and are mailed to Park Commissioners. Matters requiring prompt action after preparation of the Agenda are included in an Addendum to the Agenda available the day of the meeting. Agendas shall follow the format attached hereto and incorporated herein.

- B. Minutes.  
The Secretary of the Park Commission is responsible for the preparation of Minutes of each meeting. A copy of the Minutes of the last meeting shall be mailed with the Agenda for the next meeting. The originals of the Park Commission Minutes shall be kept in the Parks Division Office.
- C. Areas of Concern for Park Commission.  
The Park Commission is the policy making and recommending body for the Parks Division. Within its purview is the acquisition and/or maintenance of: general recreation parks, conservation parks, Botanical Gardens, Warner Park Community Recreation Center, forestry, golf courses, beaches, municipal swimming pool, cemeteries, athletic fields, boulevards, greenways, and boating. The Commission assigns items to Committees, participates in long range planning, needs assessments, strategic planning and level of service standards.
- D. SubCommittees.  
The Park Commission is responsible for a wide range of activities. It has a number of standing and ad hoc subcommittees to assist in receiving citizen input and making recommendations to the Park Commission. Reports from each of these subcommittees are presented to the Park Commission. The Commission, along with staff input, decides to approve, reject, or approve with modifications, these reports. Any subcommittee or ad hoc committee may become temporarily inactive during off-seasons or when the need dictates.
1. Standing SubCommittees.
- (a) Facilities, Programs and Fees. Subcommittee Created to advise the Commission and review policies and operation standards. It makes program recommendations. It makes recommendations on new user fees and charges. Subcommittees such as Cross Country Skiing, Dog Issues, and Winter Activities would be under the purview of this subcommittee that meets as needed.
- (b) Golf SubCommittee: Created to advise the Commission regarding policies, rate structure, rules and regulations, capital improvements, user complaints, operations and the selection of Golf Pros. Composed of one Park Commissioner, the Superintendent of Parks (ex-officio), Golf Supervisor (ex-officio and secretary), President or designee representing: Odana Golf Association, Yahara Golf Association, Madison Area Retiree Association, Women's Municipal Golf Association, and two at-large members. All members shall be City of Madison residents. The at-large members shall be appointed by the President of the Park Commission. This committee normally meets from March through November as necessary.
- (c) Habitat Stewardship Subcommittee. Created to advise the Commission and review policies and public tree concerns. Advises and makes recommendations concerning the Conservation Parks. It may be involved in the selection and/or review of the tree variety list. It is in charge of Arbor Day Programs in the city. Participates in the Tree City USA Program. The Tree Board is a subcommittee of this committee.
- (d) Long Range Planning. Subcommittee Created to advise the Commission and review the procedures and policies of the Parks Division. It also solicits input regarding the vision of the Division, provides input on the Mission, strategic planning, levels of service standards, and obtains input on needs assessments. It also solicits input from alders, groups and citizens in assisting the CIP preparation. Subcommittees such as the Park Names/Memorials, are under the purview of this committee that meets as needed

(e) Olbrich Botanical Society: Olbrich Botanical Society is organized to help advance the science of horticulture and give promotional and financial backing to the Olbrich Garden Center in Madison; to promote and/or sponsor educational programs; consonant with the Madison Board of Park Commissioner guidelines; to advise the Madison Board of Park Commissioners with regard to needed changes in rules at the Center, capital operating budget expenditures for the Center, and the development of gardens outside the Center, to jointly confer with the Madison Board of Park Commissioners on expenditure of funds raised by the Society for Center capital and operating budgets and the conduct and purposes of major membership in fund raising campaigns prior to their start; and to establish a nonrestrictive membership organization to promote activities at the Center. The Board of Directors shall include:

- (1) The President of the Madison Board of Park Commissioners, ex-officio, (or his/her designee.)
- (2) The Alderperson of the District that encompasses Olbrich Gardens, ex-officio (or, his/her designee).
- (3) The President of the Atwood Neighborhood Association, ex-officio (or his/her designee).
- (4) The Director of the Olbrich Botanical. Center, ex-officio (or his/her designee).
- (5) The Superintendent of Parks, ex-officio (or his/her designee).
- (6) The President of the Olbrich Garden Club, ex-officio (or his/her designee).
- (7) Fifteen (15) individuals serving three-year terms, elected by the Board.

(f) Warner Park Community Recreation Center Advisory SubCommittee. Created to advise the Park Commission regarding operations, policies and procedures, fees and user concerns, and make program and budget recommendations. The committee includes five citizen representatives from the Northside and at large, the Northside Planning Council, youth, North/Eastside Senior Coalition, MSCR Advisory Board, Park Commission and an Alder. This committee meets bi-monthly. All members shall be City of Madison residents.

2. Ad Hoc and Subcommittees.

Ad hoc and subcommittees are established by the President of the Park Commission as the need arises for issues such as special investigations, liaisons or park planning. The number and composition of these subcommittees can change from subcommittee meeting to meeting. Information regarding these subcommittees can be obtained from the Park Commission President or Superintendent of Parks. Each ad hoc and/or subcommittee shall contain at least one member from the Park Commission. Frequently citizens and non-Parks Division personnel are utilized for these subcommittees. All ad hoc subcommittees shall have a defined purpose and an ending date. All subcommittees shall have a defined purpose and are on-going. All citizen members shall have term limits of three years and be approved by the Common Council.

(a) Madison Tree Board. This subcommittee provides a forum for public input on the regulation of trimming, pruning and or removal of the city's trees within the public right-of-way of any street, alley or highway or greenway. It was established by City Ordinance No. 10.101. One Park Commission member, two citizen members and the Superintendent of Parks or his/her designee serve on this committee. This committee, by Ordinance, is scheduled to meet on an as needed basis.

- (b) Park Names Subcommittee: Researches and advises regarding naming of public parks. Naming of parks is pursuant to Madison General Ordinances Sec. 8.28. "NAMING OF PARKS" and the Naming Policy adopted by the Park Commission. The assignment of names to new public parks and the reassignment of names to existing public parks shall be made by Resolution of the Common Council. The Park Commission shall notify the Common Council of the acquisition of new park land requiring names. The Common Council may, by Resolution, reassign names of parks as it deems appropriate. (Cr. by Ord. 43.92, 11/30/72) One Park Commission member, two citizen members and the Superintendent of Parks or his/her designee serve on this committee. This subcommittee meets as needed.

E. Parks Rules And Regulations.

Rules and regulations for parklands within the City of Madison are contained in a number of Madison General Ordinances, Secs. 7.322, 7.37, 8.16-8.20, 8.27, 23.06, and 23.32 for example.

In addition to General Ordinances, the Park Commission under the authority of Wisconsin State Statutes Sec. 27, has established rules and regulations governing the operation of parks under its Jurisdiction. Many of these rules pertain to parklands outside the Madison City limits which would not be regulated by City ordinances.

F. Contracts and Leases.

Contracts and leases to be executed involving parklands or property are reviewed within the context of present usage and current Park Commission policy. Such leases and contracts are subject to Common Council and Mayoral approval.

G. Trust Funds.

Since 1925 or possibly earlier, the Park Commission has been named as the trustee of assorted funds and legacies to be expended for park or park related purposes. Each trust has its own restrictions. At least once a year the Park Commission reviews data regarding these trusts and dispenses funds from these trusts where appropriate.

Citizen Concerns, Compliments or Complaints.

All Park Commissioners and the Superintendent of Parks welcome citizen input. Communications by writing are most helpful and should be addressed to the Park Commission, P. O. Box 2987, Madison, WI, 53701-2987.

I. Appeal Procedure.

The Superintendent of Parks or his/her designee is authorized and directed to revoke a permit or license found to be in violation of any Madison General Ordinance or Park Commission rule and, upon written notification thereof, the permittee/licensee shall surrender such permit/license to the Superintendent. When any permit or license is revoked, no other permit or license shall be granted to such person or organization within twelve (12) months of the date of its revocation nor shall any part of the money paid for any permit or license so revoked be refunded.

Any revocation imposed by the Superintendent of Parks or his/her designee may be appealed within ten (10) days of such notice of revocation to the Park Commission or a subcommittee of the Park Commission by filing a Notice of Appeal with the Secretary of the Park Commission. The Notice of Appeal shall state the basis or bases upon which the permittee or licensee seeks review of the Superintendent's determination. Said Committee shall consist of the entire Park Commission or a subcommittee of the Commission

consisting of the President of the Park Commission or designee, one (1) alderperson and one (1) citizen who are members of the Park Commission appointed by the President of the Park Commission.

At such hearing, the permittee or licensee shall have an opportunity to cross examine witnesses, may call witnesses on her/his own behalf and may be represented by legal counsel. After holding a hearing, the Committee or subcommittee shall by majority vote, make findings of fact and conclusions of law and may by majority vote to affirm, modify or reverse the revocation or decision imposed by the Superintendent of Parks or his/her designee.

Revised 02/08/06  
Revised 01/13/2010