



A G E N D A
**CITY OF WAUPUN BOARD OF PARK AND
RECREATION COMMISSION**
Waupun City Hall - 201 E. Main Street, Waupun WI
Monday, January 22, 2024 at 5:30 PM

VIRTUAL AND TELECONFERENCE ACCESS

Join Virtually:

<https://us02web.zoom.us/j/83137360516?pwd=dXZJaVNaWk1Vei9BdzdJV3h1Vk5YUT09>

Join Teleconference: 1 312 626 6799

Meeting ID: 831 3736 0516

Passcode: 563571

CALL TO ORDER

ROLL CALL

CONSIDERATION - ACTION

1. Appointment of President of the Board of Park and Recreation Commission
2. Appointment of Vice President of Board of Park and Recreation Commission
3. Appointment of Secretary of Board of Park and Recreation Commission
4. Establish Day of the Month and Time of Board of Park and Recreation Commission Meetings

PERSONS WISHING TO ADDRESS THE RECREATION BOARD--*State name, address, and subject of comments. (2 Minutes)*

DISCUSSION ITEMS

5. Board of Park and Recreation Commission Purpose and Responsibilities
6. Update of Recreation Facilities and Programming

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



PURPOSE:

The Recreation Board provides direction to the Waupun Common Council on matters pertaining to recreation related activities/programs held on city property or activities that are city endorsed. The Recreation Board monitors city owned activities that are currently offered for all ages and recommends additional and changes to activities to enhance quality of life in Waupun for all ages.

DECISION MAKING:

This board is advisory to the Waupun Common Council. All decisions will be made by consensus of the group with recommendations being presented to the Waupun Common Council for final review and approval.

COMMITTEE STRUCTURE:

The committee shall consist of two members of the Council and five citizens. The Mayor appoints committee members at the annual reorganization meeting following the April election. The Recreation Program Director, City Administrator, and Director of Public Works will attend committee meetings to provide information pertinent to agenda item discussion. Staff members in attendance have no voting rights on this committee. The board may from time-to-time undertake joint projects with the Board of Public Works and Facilities Committee.

MEETINGS:

- Monthly meetings will be scheduled for the 4th Monday of each month from 5:30 p.m. at the Waupun City Hall or via zoom conference.
- Adhoc meetings may be called as needed to advance recreation opportunities within the city.
- All meetings will be held in accordance with WI open meetings law as defined in WI Stat. 19.81.

COMMITTEE RESPONSIBILITIES:

- Review recreation activities/programs that fit for the community. Assessment of the benefits of the recreations activities, as well as the potential costs associated with the activity and impact on existing resources.
- Provide input and guidance during discussion to represent the City's interests while thinking representing public needs and wants.
- Recommend recreation opportunities to the Recreation Program Director for implementation.
- Maintain confidentiality of all work of the board.
- Work collaboratively when needed with the Boards of Public Works and Facilities Committee and other city committees to ensure productive outcomes in support of desired recreation opportunities.
- Support City departments to enhance recreation opportunities for all ages to the community.

STAFF RESPOSIBILITIES:

- Act as a liaison to youth sports organizations, senior citizen activities, and adult recreation leagues.
- Develop and implement a schedule of activities for all ages.
- Manage budget and explore funding sources to for recreation opportunities.
- Develop promotional materials, public relations efforts, surveys and the enhancement of the City's existing web site from a promotion perspective.
- Forge partnerships that support the goals of inclusive recreation in the city.