

Chapter II

GENERAL GOVERNMENT

- 2.01 TOWN POWERS
- 2.02 VILLAGE POWERS
- 2.03 POLLING PLACES
- 2.04 ELECTION POLL HOURS; WORKERS
- 2.05 POWERS OF TOWN MEETING
- 2.06 ANNUAL TOWN MEETING
- 2.07 SPECIAL TOWN MEETINGS
- 2.08 PRESIDING OFFICER AT TOWN MEETINGS
- 2.09 PROCEDURE AT ALL TOWN MEETINGS
- 2.10 CLERK OF TOWN MEETINGS
- 2.11 ELECTIONS TO TOWN BOARD
- 2.12 GENERAL POWERS AND DUTIES OF THE TOWN BOARD
- 2.13 POWERS AND DUTIES OF THE TOWN BOARD CHAIRPERSON
- 2.14 INTERNAL POWERS OF THE BOARD
- 2.15 MEETINGS OF THE TOWN BOARD
- 2.16 SPECIAL MEETINGS OF THE BOARD
- 2.17 OPEN MEETINGS
- 2.18 QUORUM
- 2.19 PRESIDING OFFICER; ABSENCE OF CHAIRPERSON
- 2.20 ORDER OF BUSINESS
- 2.21 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS
- 2.22 CONDUCT OF DELIBERATIONS
- 2.23 PROCEDURE AT PUBLIC HEARINGS
- 2.24 MOTIONS; VOTING
- 2.25 RECONSIDERATION OF QUESTIONS
- 2.26 PUBLICATION OR POSTING OF ORDINANCES AND RESOLUTIONS
- 2.27 AMENDMENT OF RULES
- 2.28 BOARD OF REVIEW
- 2.29 POLICE AND FIRE DISCIPLINARY REVIEW COMMITTEE
- 2.30 PLAN COMMISSION
- 2.31 GENERAL PROVISIONS REGARDING MEETINGS AND PUBLIC NOTICE
- 2.32 RESIDENCY/ATTENDANCE REQUIREMENTS
- 2.33 PARKS AND FORESTRY COMMISSION¹
- 2.34 CELEBRATIONS COMMITTEE²
- 2.35 DEFINITIONS

¹ Ordinance No. 18-02 adopted 1/15/2018

² Ordinance No. 18-03 adopted 1/15/2018

2.01 TOWN POWERS. The Town holds the legal status and general Town powers as provided for in [Section 60.01](#), Wis. Stats.

2.02 VILLAGE POWERS. The Town Board has all powers afforded under [Section 60.22](#) Wis. Stats.

2.03 POLLING PLACES. The polling places serving wards in the Town of Beloit shall be as follows per [Section 5.25](#), Wis. Stats.:

<u>Wards</u>	<u>Polling Place</u>
1, 2, 3	Beloit Town Hall 2871 S. Afton Road, Beloit, WI 53511
4, 5, 6	McKearn Park Building 2711 Park Avenue, Beloit, WI 53511
7, 8, 9, 10, 11	Turner High School 1231 Inman Parkway, Beloit, WI 53511

2.04 ELECTION POLL HOURS; WORKERS.

1. Poll Hours. The voting polls in the Town of Beloit, Rock County, Wisconsin, shall be open from 7:00 a.m. to 8:00 p.m. for all elections per [Section 6.78](#), Wis. Stats.
2. Number of Election Officials.
 - a. The Town clerk shall be authorized to employ election officials (poll workers) for each election sufficient to conduct said election effectively, in compliance with the requirements of [Section 7.30](#), Wis. Stats., and other applicable state regulations statutes.

2.05 POWERS OF TOWN MEETING.

1. Direct Powers. The Annual Town Meeting may exercise all powers afforded pursuant to [Section 60.10](#), Wis. Stats. and be held pursuant to [Section 60.11](#), Wis. Stats.
2. Directives or Grants of Authority to Town Board. Pursuant to [Section 60.10](#), Wis. Stats., directives or grants of authority to the Town Board under this Section may be general and continuing or may be limited as to purpose, effect or duration. Resolutions adopted by a Town Meeting directing or authorizing the Town Board to exercise one of the optional powers of this Section shall include language that makes the intent of those attending the Town Meeting clear. A resolution adopted under this ordinance shall specify whether the directive or grant is general and continuing or whether it is limited as to purpose, effect or duration. A resolution that is continuing remains in effect until rescinded at a subsequent Town Meeting by a number of electors equal to or greater than the number of electors who voted for the original resolution. This ordinance does not limit any authority otherwise conferred on the Town Board by [Section 60.22](#), Wis. Stats.

- 2.06 ANNUAL TOWN MEETING.** The Town of Beloit shall hold an annual Town meeting as provided for in [Section 60.11, Wis. Stats.](#) This meeting is always held on the 3rd Tuesday in April.
- 2.07 SPECIAL TOWN MEETINGS.** A Special Town Meeting may be convened pursuant to [Section 60.12, Wis. Stats.](#)
- 2.08 PRESIDING OFFICER AT TOWN MEETINGS.** The Presiding Officer at Town Meeting shall be the Town Board Chairperson. If the Chairperson is absent, the Presiding Officer may be another Town Board Supervisor, in the absence of any Town Supervisor, the Town Meeting shall elect the Chairperson per [Section 60.13, Wis. Stats.](#)
- 2.09 PROCEDURE AT ALL TOWN MEETINGS.** Town Meetings will follow the procedure specified in [Section 60.14, Wis. Stats.](#)
- 2.10 CLERK OF TOWN MEETINGS.** The Town Clerk shall serve as clerk of the Town meeting. If the Town Clerk is absent, the Deputy Town Clerk shall serve as Town meeting clerk. If the Deputy Clerk is absent, the Town meeting chairperson shall appoint a clerk of the meeting. The Clerk of the Town meeting shall keep a poll list if required by the annual Town meeting under [Section 60.11\(7\), Wis. Stats.](#) The Town meeting minutes shall be filed in the Office of the Town Clerk within five (5) days after the meeting pursuant to [Section 60.15, Wis. Stats.](#)
- 2.11 ELECTIONS TO TOWN BOARD.** The following make-up of the Town Board is pursuant to [Section 60.20, Wis. Stats.:](#)
1. **Membership.** The Beloit Town Board consists of four (4) Supervisors and the Chairperson.
 2. **Elections.**
 - a. There shall be elected one (1) person from the Town at large who shall be designated as the “Chairperson” and whose term shall be for a period of two (2) years.
 - b. Biennially in odd-numbered years, at the annual spring election, there shall be elected three (3) members to the Beloit Town Board, one (1) of whom shall be designated on the ballots as Chairperson and the other two (2) as Supervisors, who shall be elected from the Town at large.
 - c. Biennially in even-numbered years, at the annual spring election, there shall be elected two (2) members to the Beloit Town Board, who shall be elected from the Town at large.
- 2.12 GENERAL POWERS AND DUTIES OF THE TOWN BOARD.** The Town Board of the Town of Beloit has the specific authority, powers and duties, pursuant to [Sections 60.10, 60.20, 60.22 and 60.23, Wis. Stats.,](#) and has, with authorization of the Town meeting, additional statutory authority, powers and duties to manage and direct certain affairs of the Town of Beloit.
- 2.13 POWERS AND DUTIES OF THE TOWN BOARD CHAIRPERSON.** The Town Board Chairperson shall have the powers and duties prescribed under [Section 60.24, Wis. Stats.](#)
- 2.14 INTERNAL POWERS OF THE BOARD.** The Town Board has power to preserve order at its meetings, compel attendance of Supervisors and punish nonattendance.

2.15 MEETINGS OF THE TOWN BOARD. Such dates/times may be modified by resolution of the Town Board. Regular Town Board meetings are held on the first (1st) and third (3rd) Mondays of each month. Any meeting of the Town of Board, including any special or adjourned meetings that are not held at the Town of Beloit Town Hall but at any other substitute location, shall be designated by the Town Chairperson or his/her designee in compliance with the open meeting law. This notice shall occur at least twenty-four (24) hours prior to the meeting of the Town Board, unless in an emergency wherein the proper notice posting shall occur at least two (2) hours prior to the meeting of the Town Board. [Wis. Stats. 19.81.](#)

2.16 SPECIAL MEETINGS OF THE BOARD.

1. Any special meeting of the Town Board may be called by the Chairperson or two (2) members of the Town Board of the Town of Beloit in writing with the written call for the special meeting of the Town Board filed with the Town Clerk at least twenty-four (24) hours prior to the proposed special meeting of the Town Board with the time specified in the written call for the special meeting.
2. No special meeting of the Town Board shall be held unless the notice requirement of the State Open Meeting Law, pursuant to [Section 19.82](#), Wis. Stats., have been complied with by the person or persons requesting the public meeting.
3. The Town Clerk, upon receipt of the written call for the special meeting of the Town Board, shall immediately notify, in writing or through electronic means, each member of the Town Board.
4. Special meetings of the Town Board attended by a quorum of the members shall be considered a regular meeting of the Town Board for the transaction of any Town of Beloit business that may come before the Town Board if such regular Town business was so noted in the written notice to the public as required by the State Open Meeting Law, [Section 19.82](#), Wis. Stats.

2.17 OPEN MEETINGS. All Town Board and official Town committee and commission meetings shall be open to the public and be in compliance with Wisconsin Open Meeting Law, [Chapter 19](#), Subch. IV, Wis. Stats.

2.18 QUORUM. A majority of the Board shall constitute a quorum, but a lesser number may adjourn if a majority is not present. The Chairperson shall be counted in determining whether a quorum exists. If no legal quorum is present at the time of the initial roll call, the meeting of the Town Board shall be thereon adjourned by the members of the Town Board present to a specific date and hour.

2.19 PRESIDING OFFICER; ABSENCE OF CHAIRPERSON.

1. Chairperson to Preside. The Chairperson shall preside at all meetings of the Town Board when present.
2. Absence of Chairperson. In the event of an absence of the Chairperson, the Town Supervisors in attendance shall elect a chair amongst themselves for the duration of the Board Meeting.

2.20 ORDER OF BUSINESS.

1. At all meetings, the following order may be observed in conducting the business of the Town Board:
 - a. Call to Order by presiding officer;
 - b. Roll call;
 - c. Pledge of Allegiance;
 - d. Reading and correcting the minutes of the preceding meeting(s);
 - e. Reports from committees;
 - f. Unfinished business remaining from preceding sessions in the order in which it was introduced (i.e. "Old Business");
 - g. New business; ordinances and resolutions may be introduced and considered;
 - h. Discussion relating to future agenda items;
 - i. Reports from officials of the Town;
 - j. Adjournment.

2. Agenda Preparation.
 - a. The Town Clerk shall prepare, distribute and post, at the direction of the Town Administrator, an agenda incorporating the matters comprising the order of business; and
 - b. The agenda shall include a time for hearing citizens wishing to address the Board.

3. Citizen Comments.
 - a. The presiding member of the Town Board may elect to take up any business on the agenda in an order other than as described in the agenda.
 - b. At meetings of the Town Board no person, other than the members of this Board, shall address the Town Board or any other member of the Town Board. This provision shall not apply to:
 - i. Town Administrator or designee
 - ii. The Town Clerk or designee
 - iii. The Town Finance Director/Treasurer, or designee
 - iv. Police Chief, or designee
 - v. The Town Fire Chief, or designee
 - vi. The Town Director of Public Works or designee
 - vii. Any member of the Town Board
 - viii. Town Engineer or Town Attorney, or their designee(s)
 - c. This provision shall also not apply under the specific orders of business established to recognize residents of the Town or other persons, except if the person has specifically requested the right to address the Town Board and then only after the approval of the presiding officer.
 - d. The Chairperson or presiding officer may impose a time limit on the length of time citizens may address the Board.

4. Roll Call; Procedure When Quorum Not in Attendance. If it shall appear that there is not a quorum of the Town Board present at any Town Board Meeting, the fact shall be entered on the journal after Roll Call and the Board may adjourn.

2.21 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS.

1. Ordinances to be in Writing. All ordinances submitted to the Board shall be in writing.
2. Subject and Numbering of Ordinances. Each Ordinance shall be related to no more than one (1) subject. Amendment or repeal of Ordinances shall only be accomplished if the amending or repealing Ordinance contains the number and title of the Ordinance to be amended or repealed and title of amending and repealing Ordinances shall reflect their purpose to amend or repeal.
3. Notice. The Town Board may take action on an Ordinance only if it appears on the written agenda for the meeting at which action is requested in order to provide proper legal notice.
4. Board Correspondence. Any correspondence addressed to the Board, Clerk or other Town officer for reference to the Town Board, shall be delivered by the Clerk or designee to the Chairperson or to the presiding officer of the Board as soon as convenient and prior to or at the opening of the next meeting of the Board.

2.22 CONDUCT OF DELIBERATIONS. The Town Board shall, in all other respects, determine the rules of its procedure, which shall be governed by Robert's Rules of Order (Revised), which is hereby incorporated by reference

2.23 PROCEDURE AT PUBLIC HEARINGS.

1. The Chairperson shall first call on those persons who wish to speak for the proposition. Each person wishing to speak on the proposition shall give his or her name and address.
2. Each person speaking on behalf of the proposition shall be limited in time of three (3) minutes.
3. Any person wishing to speak in rebuttal to any statements made may do so with the permission of the Chairperson, provided such rebuttal shall be limited to three (3) minutes by any one (1) individual.
4. When the Chairperson in their discretion is satisfied that the proposition has been heard, he/she shall announce that the hearing is concluded.

2.24 MOTIONS; VOTING.

1. Motions Stated. Prior to any debate on a matter, the members of the Town Board shall be entitled to a clear understanding of the motion before the Town Board. The person making the motion shall clearly state the motion. There shall be a second to any motion prior to any debate or discussion of the motion. Motions made in writing by a member of the Town Board and provided to the Town Clerk prior to the meeting shall be provided priority in the appropriate order of business. The Town Chairperson may restate the motion prior to any debate and discussion.

2. Public Directory Votes. No member of the Town Board shall request, at a meeting of the Town Board, a vote from the general public. Directory votes to require certain actions to be taken by the Town Board may occur at an annual or special Town meeting.

2.25 RECONSIDERATION OF QUESTIONS. It shall be in order for any member if, in the majority, to move for the reconsideration of any vote in question at the same meeting or at the next succeeding regular adjourned meeting. A motion to reconsider being put and lost shall not be renewed.

2.26 PUBLICATION OR POSTING OF ORDINANCES AND RESOLUTIONS.

1. General Requirement. The Town Clerk shall publish as a Class 1 notice under [Chapter 985](#), Wis. Stats., or post in at least three (3) places in the Town likely to give notice to the public, the following within thirty (30) days after passage or adoption:
 - a. Resolutions, motions and other actions adopted by the Town meeting, or in the exercise of powers, under [Section 60.10](#), Wis. Stats.
 - b. Ordinances adopted by the Town Board.
 - c. Resolutions of general application adopted by the Town Board and having the effect of law.
2. Requirement of Forfeitures. If an ordinance imposes forfeiture, posting may not be used in lieu of publication under Subsection (1).
3. Effective upon Publication. An ordinance, resolution, motion or other action required to be published or posted under this Section shall take effect the day after its publication or posting, or at a later date if expressly provided in the ordinance, resolution, motion or action.
4. Affidavit of Posting. If an ordinance, resolution, motion or other action is posted under this Section, the Clerk shall sign an affidavit attesting that the item was posted as required by this Section and stating the date and place of posting. The affidavit shall be filed with other records under the jurisdiction of the Clerk.

2.27 AMENDMENT OF RULES. The rules of this Chapter shall not be rescinded or amended unless the proposed ordinance amendment or motion to rescind has lain over from a regular meeting, and then it shall require a vote of two-thirds (2/3) of all members of the Board.

2.28 BOARD OF REVIEW.

1. Composition. The Board of Review shall consist of five (5) citizens appointed by the Chairperson at the Town Board's first regular meeting in April, subject to confirmation by the Town Board. Members shall serve staggered three (3) year terms, with three (3) members initially appointed for a three (3) year term of office and two (2) members initially appointed for a two (2) year term of office.
2. Duties. The duties and functions of the Board of Review shall be as prescribed in Sections [70.46](#) and [70.47](#), Wis. Stats.

3. Meetings. The Board of Review shall meet annually on the second Monday of May, or any day within the next thirty (30) days, at the Town Hall of the Town of Beloit, and notice of such meeting shall be published pursuant to the State Statutes. The Board, through its Clerk, shall establish its meeting hours pursuant to [Section 70.47\(3\)\(b\)](#), Wis. Stats. The Board may adjourn from day to day or from time to time, until such time as its business is completed, providing that adequate notice of each adjournment is so given.
4. Compensation. Compensation for Board of Review members shall be as established by the Town Board.

2.29 POLICE AND FIRE DISCIPLINARY REVIEW COMMITTEE.

1. Police and Fire Disciplinary Review Committee Established. Pursuant to [Section 60.56\(1\)\(am\)](#), Wis. Stats, a Police and Fire Disciplinary Review Committee is hereby established.
2. Members. The Committee shall consist of three (3) members, one of whom shall be Chair of the Committee and another of whom shall be Secretary of the Committee, appointed by the Town Board. None of the members may be an elected or appointed official of the Town or be employed by the Town.
3. Duties. The Committee shall act under [Section 62.13\(5\)](#), Wis. Stats., in place of a Board of Police and Fire Commissioners to hear disciplinary proceedings.
4. Compensation. The Town Board may provide for some payment to each member for the member's cost of serving on the Committee at a rate established by the Town Board.
5. Safekeeping of Records. All records of the Committee shall be filed with the Town Clerk for safekeeping.

2.30 PLAN COMMISSION.

1. Composition. The Plan Commission shall consist of seven (7) citizens, and be comprised of a chairperson who shall be the presiding officer, one (1) Supervisor and five (5) citizens.
2. Appointment.
 - a. Election/Appointment of Supervisor Member. At its first regular meeting following the spring election of each year the Town Board shall, by a two-thirds (2/3) majority vote of its members, elect one (1) of its number as a member of the Town Plan Commission for a period of one (1) year from and after the first day of May next ensuing.
 - b. Appointment and Terms of Citizen Members. The chairperson and five (5) citizen members shall be appointed by the Town Board Chairperson, subject to Town Board confirmation, on the third Monday of April in each year to hold office for a staggered term of three (3) years commencing with the third Tuesday of April. No more than two (2) such citizens' terms shall expire in any one (1) year.
 - c. Organization of Commission. The Chairperson shall serve as presiding officer. The Plan Commission shall organize by the election of a vice-chairman, secretary and such other officers as necessary.

- d. Record. The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Town Clerk. Four (4) members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.
3. Duties.
- a. The Master Plan.
 - i. The Plan Commission may recommend amendments to the Master Plan, subject to Town Board approval, for the physical development of the Town including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Town.
 - ii. The Commission may adopt the Master Plan as a whole by a single resolution, or, as the work of making the whole Master Plan progresses may, from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by the Town Board.
 - b. Mandatory Referrals to Commission. The Town Board or officer of the Town having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Board, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the Town or within the territory over which the Town is given platting jurisdiction by [Chapter 236](#), Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the Commission is made within thirty (30) days, or such longer period as may be stipulated by the Town Board, the Board or other public body or officer may take final action without it.
 - c. Miscellaneous Powers. The Commission may make reports and recommendations relating to the plan and development of the Town to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Town Board programs for public improvements. All public officials shall, upon request, furnish to the Commission, within a reasonable time, such available information as it may require for its work. The Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Town Board.
 - d. Vacancies. Vacancies shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.
 - e. Compensation. Compensation shall be as established by the Town Board. Citizen members shall take the official oath as required by [Section 19.01](#), Wis. Stats., said oath to be filed with the Town Clerk.

2.31 GENERAL PROVISIONS REGARDING MEETINGS AND PUBLIC NOTICE.

1. Regular Meetings; Public Notice. Every Board, Committee and Commission created by or existing under the ordinances of the Town shall fix a regular date, time and place for its meetings.
2. Notice of Meetings.
 - a. Every meeting of any board or commission of the Town of Beloit, and/or any committee appointed or created by the Chairperson or Town Board of the Town of Beloit shall be preceded by public notice and shall be held in open session at a place acceptable to the public in accordance with the provisions of [Chapter 19](#), Subchapter IV Open Meetings of Governmental Bodies, Wis. Stats., unless otherwise authorized by law.
 - b. Such notice shall be given in writing to the official newspaper, and in addition thereto, shall be posted in at least one (1) location likely to give notice to the public of such meeting.
 - i. A separate public notice shall be given for each meeting at a time and date reasonably proximate to the time and date of the meeting, but not less than twenty-four (24) hours prior to the commencement of such meeting unless otherwise authorized by law.
 - ii. Such notice shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session which may be authorized by law.
 - c. Notice to Members. Every member of any board, commission or committee of the Town of Beloit shall be notified by the secretary thereof or designee, that a meeting is to be held, and the time and place of such meeting and the subject to be considered thereat. No member shall be intentionally excluded from any meeting by a failure to give proper notice or a reasonable attempt to give proper notice to such member.
 - d. Minutes. Every board, commission and committee shall keep a record of the minutes of its proceedings with the Town Clerk. The Town Clerk shall furnish a copy of all minutes to the Chairperson and to each member of the Town Board. All such minutes shall be public records after approval by the pertinent board, commission or committee.

2.32 RESIDENCY/ATTENDANCE REQUIREMENTS.

1. Residency. No person not a resident of the Town of Beloit shall be appointed in a voting capacity to any Town board, committee or commission. Any such member who moves from the Town shall be removed from such position, but may be appointed to serve in an ex officio capacity.
2. Attendance Standard. Members of boards, committees and commissions are required to attend a minimum of two-thirds (2/3) of the meetings in each six (6) month period of their respective bodies, unless excused by the membership of their body. Failure to comply with this requirement may result in the removal and replacement.
3. Member Subject to Removal. Any member of any board, committee or commission who violates any provision of this Section or who knowingly attends a meeting held in violation

hereof may be removed as a member of such board or commission after being granted a public hearing, by the appointing authority and upon concurrence of the Town Board.

2.33 PARKS AND FORESTRY COMMISSION.³

1. Organization and Appointment.
 - a. The Parks Commission shall be comprised of seven residents of the Town of Beloit; one (1) of whom is to be a Town Board Member.
 - b. At its first regular meeting following the spring election of each year the Town Board shall, by a two-thirds (2/3) majority vote of its members, elect one (1) of its members as a member of the Town Parks Commission for a period of one (1) year from and after the first day of May next ensuing.
 - c. Six (6) citizen members shall be appointed by the Chairperson of the Town Board of Supervisors, subject to Town Board confirmation. Regular appointments shall be made to the Parks Commission on the first regular meeting following the spring election of each year, for staggered terms of three (3) years commencing the first day of May next ensuing. No more than two (2) such citizen's terms shall expire in any one (1) year.
 - d. The Parks Commission shall, at its first meeting in May, elect from its appointed members a presiding officer to serve a one (1) year term as Chairperson.
 - e. Vacancies in the Parks Commission shall be filled as soon as is practical by appointment of a resident for the remainder of the unexpired term in the same manner as appointment for a full term.

2. Duties. The Parks Commission is responsible to:
 - a. Make plans and maps of a comprehensive Town park system.
 - b. Plan improvements and maintenance of parks in the Town.
 - c. Prepare and recommend an annual park budget.
 - d. Recommend to the Town Board the enactment of such ordinances as it deems necessary to protect and preserve the Town's parks, parkways, boulevards and pleasure drives under its charge, or to secure the free and reasonable use and enjoyment thereof by the public.
 - e. Prepare and submit an annual report on its activities to the Town Board.
 - f. Review, revise and update the Parks Master Plan, subject to Town Board approval, as needed.
 - g. Responsible for oversight regarding the Town's care of trees including the updating of a comprehensive inventory, maintenance planning, planting and removal.³
 - h. Make arrangements for public education regarding the benefits of trees in the community and possible dangers to the health of existing trees in the community.³

2.34 CELEBRATIONS COMMITTEE.⁴

1. Members. The Committee shall consist of six (6) members and one (1) Supervisor. Members shall have staggered 3-year terms and subject to Town Board confirmation. The Supervisor shall be assigned annually by the Town Chairperson. The make-up of the committee may be

³ Ordinance No. 18-02 adopted 1/15/2018

⁴ Ordinance No. 18-03 adopted 1/15/2018

amended from time-to-time by the Committee and may include Town staff when necessary to carry-out its mission.

2. Officers. The Committee shall have a chairperson and secretary who shall be elected by Committee members annually on or around May 1st. The Chairperson shall serve as the presiding officer of the Committee. The secretary shall keep a record of the proceedings of the Committee and file a copy of the record with the Town Clerk.
3. Meetings. The Committee shall decide the dates and times of its meetings.
4. Duties. The Committee shall plan, organize and operate all large community events each year including, but not limited to, the Annual Tree Lighting and Holiday Party and the Festival on the Rock.
5. Purchases. Purchases shall be approved by a simple majority vote of the Committee. The Town Administrator may unilaterally grant purchases up to Three Thousand Dollars (\$3,000.00) annually.
6. Compensations. Committee members shall serve without compensation. The Committee may make contracts including those to hire full-time, part-time and contracted staff, secure vendor services and make other long-term agreements necessary to carry out its mission provided those contracts would not negatively affect Town finances or operations.
7. Use of Funds. The Committee shall have total control of funds raised as a result of the Committee's activities. These funds are restricted solely for use in providing community-wide events and improvements within the Town's park system.
8. Festival Grant. The Celebrations Committee shall receive applications for a grant annually to be made to a local non-profit, school or government agency. The Committee has designated ten percent (10%) of the previous year's Festival on the Rock profits not to exceed Two Thousand dollars (\$2,000.00) for this purpose.

2.35 DEFINITIONS.

1. In this Code of Ordinances:
 - a. Annual Town Meeting. Town meeting held under [Section 60.11](#), Wis. Stats.
 - b. Special Town Meeting. A Town meeting, other than the annual Town meeting, held under [Section 60.12](#), Wis. Stats.
 - c. Town Meeting. The annual Town meeting or a special Town meeting.