



CITY OF
**EAU
CLAIRE**

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COMMUNITY SERVICES DEPARTMENT

Parks | Forestry | Cemetery Division

910 Forest Street, Eau Claire WI 54703

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Recreation Division

915 Menomonie Street, Eau Claire, WI 54703

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January 9, 2024

Dear New Member,

Welcome! On behalf of the City of Eau Claire and the Waterways and Parks Commission, thank you for your service to the community by serving on the Commission. As members, it is our mission to protect, enhance, and promote the city's waterways and parks.

Attached is information that will assist you in providing this service. These attachments include the by-laws for the Waterways and Park Commission, a roster of current members, and minutes from the last meeting. You may review all agendas and minutes from past meetings on our website at:

www.eauclairewi.gov and search for Waterways.

The Waterways and Parks Commission is made up of 11 members; which includes 9 members appointed by the City Manager, confirmed by the City Council and 2 City Council members. The ex-officio members are represented by city staff. The Commission meets each month on the fourth Wednesday at 7:00pm in the North Conference Room at City Hall.

If you would like to submit an item for an agenda, please contact the Director of Community Services or contact the Chairman on the Commission.

Please review the bylaws, as they do include the responsibilities of all members of the Commission as well as other procedures.

We are pleased to have you as a new member and look forward to working with you!

Sincerely,

Lane Berg, Director
Community Services Department

CITY OF EAU CLAIRE
Waterway and Parks Commission

BY-LAWS

Article I – Purpose

The responsibilities of the Waterway and Parks Commission shall include:

- A. Promote community awareness of Eau Claire’s waterways, parks and greenways.
- B. Advise the Plan Commission and City Council on appropriate zoning regulations for waterway, parkland and greenway related development.
- C. Initiate guidelines for waterway, parkland and greenway related development.
- D. Advise the Plan Commission and City Council on waterway, parkland and greenway policies to be incorporated into the City Comprehensive Plan.
- E. Review and make formal recommendations prior to the Plan Commission, City Council or Zoning Board of Appeals. Review of all development proposals for property abutting parkland and greenways as defined in the Comprehensive Plan, and the Chippewa River, Eau Claire River, Half Moon Lake or such other waterways or waterway corridors as may be designated by the City Council. Such review shall be mandatory and shall include proposed public capital improvements that affect parks, waterways and greenways.
- F. Use its discretion to initiate and coordinate fund raising and special events to support and publicize improvements for the waterways, waterway corridors, parks, greenways or related trail systems.
- G. Advise the City Council on priorities for public waterway investment and economic revitalization along the waterways.
- H. Review and comment on matters pertaining to the development and policies of City parks and Parks and Recreation Programs and review of all matters which would be acted on by the City Council, excluding consent agenda items.
- I. Advise the City Council on public safety and security policies and procedures in all public park, greenway and waterway areas.

Article II – Meetings

The Waterway and Parks Commission will meet monthly on the fourth Wednesday of each month at a time established by the Commission.

Special or additional meetings may be held at the call of the Commission Chairperson or upon request of the City Council or City Plan Commission. Such meetings may also be held upon written request of the majority of Commission members.

All meetings will be held in compliance with Wisconsin open meeting law found in Wis. Stat. 19.81 to 19.97.

The Commission may choose to hold a public hearing on any matter within its authority. Notice of any public hearing held by the Commission must give the date, place, time and subject matter of the hearing. Notice must be given to all parties in interest.

A simple majority of the appointed Commission members shall constitute a quorum for the transaction of business.

Article III – Filling Vacancies

Member vacancies shall be filled as specified by ordinance.

The Commission shall fill vacancies for officers by the majority vote of the Commission. Such election will be for the remainder of the officer's term only.

Article IV – Duties of Officers

Chairperson

1. Call the meeting of the Commission to order when a quorum is present.
2. Preside over all formal business meetings and conduct all meetings in accordance with the Wisconsin Open Meeting Law and Robert's Rules of Order.
3. When directed by the Commission, the Chairperson or a designee shall present Commission recommendations to the City Plan Commission and/or City Council.
4. Supervise all committee chairs.
5. Assist the City staff in the preparation of agendas and shall solicit agenda item input from Commission members each month.

Vice-Chair

1. Preside over all formal business meetings in the absence of the chairperson.

Advisors

The directors of Parks and Recreation, Community Development and Public Works, or their designees, shall serve as non-voting advisors to this Commission.

An advisor shall serve as a recording secretary and shall:

1. Keep attendance records of all meetings
2. Write and present minutes of the meetings; and
3. Keep records of Commission meetings as submitted by the Commission.

Article V – Voting Procedures

The vote of a simple majority of voting Commission members present at any meeting at which there is a quorum shall constitute the acts of the Commission.

Article VI – Committees

The Commission, by simple majority vote, may establish such committees as it may determine necessary. The Chairperson shall point the members thereof.

Article VII – Remote Attendance

Remote attendance at City of Eau Claire Waterways and Parks Commission meetings is permitted through full compliance with Wisconsin Open Meetings Law, City of Eau Claire Ordinance 2.04.055, and by the adoption and application of these rules. The Waterways and Parks Commission recognizes that Wisconsin Open Meetings Law requires the public have the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.¹ As such, Waterways and Parks Commission will strive to provide as much advance notice of meetings with virtual attendance as is reasonably possible and all proceedings shall be open and accessible to the public.

Pursuant to City of Eau Claire Ordinance 2.04.055, and acknowledging the necessity of full compliance with that ordinance, the Waterways and Parks Commission establishes the following standing rules governing remote attendance:

1. Understanding that Wisconsin Open Meetings Law requires transparency and accessibility for the public, the preference for meeting attendance by committee members shall be in person. Remote attendance shall be utilized only when a committee

¹ Wis. Stat. §19.81(1).

member is unable to attend a meeting in person to allow for the greatest public access and understanding of Waterways and Parks Commission proceedings.

2. A request to add a virtual attendance option to a meeting shall be considered from the Waterways and Parks Commission chairperson or if submitted from at least two members of the Waterways and Parks Commission. Requests must be submitted to the staff liaison or City Clerk at least 96 hours (4 days) prior to the scheduled meeting.
3. A request for virtual attendance made in a timely manner and properly publicly noticed shall result in a meeting held entirely virtually.
4. Committee members attending remotely shall be located in an environment with technology that allows the member to hear and speak in the meeting.
5. Committee members attending remotely shall remain on screen with video on in order to vote and count for quorum.

As required by City of Eau Claire Ordinance 2.04.055, virtual attendance shall not be permitted for meetings involving quasi-judicial proceedings, closed session, or any other proceeding where in-person attendance is necessary to fully participate in the proceedings.

Article VIII – Amendments

These by-laws may be amended by the 2.3 majority vote of all Commission members.

Before amendments can be voted on, they must be presented at two regularly scheduled monthly meetings of the Commission.

APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES
(Excerpt from a Memo to Council from the City Manager on January 10, 2002)

The City has had a Tenure Rule in effect since 1973. The Tenure Rule specifies that membership shall be "limited to two consecutive terms or six years of consecutive service, whichever is greater." There are some boards created under State Statute which are exempt from this Tenure Rule, but it does apply to all Boards and Committees created by the City Council.

Citizens give of their time to serve on a City Council board, committee or commission. When an individual's full term expires, he or she is eligible for reappointment. Unless the Tenure Rule were to be changed or there was some specific problem, it might appear that the City Council is not appreciative of that individual's contributions if they were not asked if they would be willing to serve another term.

Each April, City Council members are provided with a complete set of all Citizen Resource Bank forms on file. As new forms are received in the City Manager's Office these are copied and sent to all City Council members. Prior to Advisory Committee on Appointments meetings, Citizen Resource Bank listings are sent to all Council Members with the names of individuals who have specified an interest in serving on the committees listed on the Advisory Committee on Appointments agenda. Council Members may contact any of the Advisory Committee on Appointments members to share their thoughts on possible appointees.

In the past, recommendations for appointments were made by the City Manager. In the late 1980's, at the request of the City Manager, this process was changed and the Advisory Committee on Appointments was set up to include two members of the City Council and the City Manager.

City staff members who work with these individual committees may, from time to time, share their thoughts with the Advisory Committee on Appointments as to what kind of expertise would be helpful. Sometimes staff may indicate that a committee could benefit from a broader representation of neighborhoods or with membership from all sides of the city, sometimes there is a need for a more even gender balance, sometimes specific professional expertise or personal experience would be helpful. The Advisory Committee on Appointments looks at current membership on the board or committee, takes into consideration any suggestions, and then reviews all Citizen Resource Bank forms for those specifying an interest in serving on the committee being discussed. They then come up with a recommendation to the City Council.

The data base for the Citizen Resource Bank is maintained in the City Manager's Office and is always available to the City Council and members of the public. Public Notices is given for all Advisory Committee on Appointment meetings and anyone is welcome to attend.

Don T. Norrell
City Manager

2024 Waterways and Parks Commission Meeting Dates

| Agenda Item Wording Due Date | Packet Material Due Date | Posted on Web Site | Meeting Date |
|---|-------------------------------------|---------------------------|---------------------|
| January 17 | January 18 | January 19 | January 24 |
| February 21 | February 22 | February 23 | February 28 |
| March 20 | March 21 | March 22 | March 27 |
| April 17 | April 18 | April 19 | April 24 |
| May 15 | May 16 | May 17 | May 22 |
| June 19 | June 20 | June 21 | June 26 |
| July 17 | July 18 | July 19 | July 24 |
| August 21 | August 22 | August 23 | August 28 |
| September 18 | September 19 | September 20 | September 25 |
| October 16 | October 17 | October 18 | October 23 |
| November 27 | November 28 | November 29 | December 4 |

*All dates are subject
to change

| 2024 Waterways and Parks Commission (Updated 01/09/2024) | |
|--|-------------|
| Meredith Ball | |
| Ellen Faulkner | Chair |
| Megan Holmes | Secretary |
| Christopher Johnson | Vice-Chair |
| Roderick Jones Roderic.Jones@EC-CityCouncil.com | Council Rep |
| Gina Keenan | |
| Joe Maurer | |
| Jessica Schoen Jessica.Schoen@ec-citycouncil.com | Council Rep |
| Mark Stanley | |
| Don Wisner | |