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Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, June 21, 2023

6:30 PM

South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. May 17th, 2023
- 3) Discussion Item
 - a. Friends of Mequon Parks
- 4) Parks and Forestry Superintendent Report
 - a. Discussion
 - b. June Work Plan
- 5) Adjourn

Dated: June 21, 2023

/s/ Jason Cain, Chair

.....
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Parks Department Office at 262-236-2945 Monday through Friday 8:00 am – 4:30 pm.



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Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, May 17, 2023

6:30 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Vice Chair Plier called the meeting to order at 6:30 PM

Present:

Vice Chair Breanne Plier
 Alderman Brian Parrish
 Alternate Alderman Gregg Bach
 Board Member Peter Bratt
 Board Member James Lysaught
 Board Member Anton Usowski
 Board Member Gerald Vite
 Board Member David Wolfson
 Chair Jason Cain -- **Excused**

2) Approval of Meeting Minutes

a. April 19th 2023 Minutes

Also present were Parks and Forestry Superintendent Gies and Administration Assistant Schlereth.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Wolfson

AYES: Plier, Parrish, Bach, Bratt, Lysaught, Usowski, Vite, Wolfson

NOT PRESENT: Cain

Attachment: 5-17-2023 POSB (8524 : May 17th, 2023)

3) Action Item

a. Jewish Food Festival 2023

RESULT: **Approved by Voice Acclamation [Unanimous]****MOVED BY:** Board Member Wolfson**SECONDED BY:** Board Member Lysaught

AYES:	Plier, Parrish, Bach, Bratt, Lysaught, Usowski, Vite, Wolfson
ABSENT:	Cain

b. Gathering on the Green 2023

Thursday night a private event was added to the agreement.

RESULT: **Approved by Voice Acclamation [Unanimous]****MOVED BY:** Alderman Parrish**SECONDED BY:** Board Member Bratt

AYES:	Plier, Parrish, Bach, Bratt, Lysaught, Usowski, Vite, Wolfson
ABSENT:	Cain

4) Discussion Item

a. Parks Priority Top Final 2023

An additional column will be added to the priority list for estimated costs.

A playground assessment will be done at all the parks this summer.

b. Friends Group POSB 2023

Peter Bratt volunteered to be the board member liaison on the Friends of group.

Discussion ensued overlooking a the Library's Friends of bylaws for the June meeting.

5) Work Plan

a. May Work Plan

6) Adjourn

a. Motion to Adjourn at 7:41 PM

RESULT: **Approved by Voice Acclamation [Unanimous]****MOVED BY:** Board Member Wolfson**SECONDED BY:** Board Member Lysaught**AYES:** Plier, Parrish, Bach, Bratt, Lysaught, Usowski, Vite, Wolfson**NOT PRESENT:** Cain

Respectfully Submitted,

*Ren Schlereth**Administrative Assistant*

Attachment: 5-17-2023 POSB (8524 : May 17th, 2023)



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 21, 2023
SUBJECT: Friends of Mequon Parks

Introduction

The 2019 Park and Open Space Plan recommended that a Friends of Mequon Parks group be formed to support Mequon Parks. A Friends Group is a nonprofit 501(c)(3) organization whose members have an interest in supporting a community's natural resources and volunteer their time, services, and support to enhance parks, forests, trails and recreation areas. They provide direct support to individual properties within a park system. Cedarburg and Grafton are examples of two communities that have created Friends Groups to support their parks.

At the May POSB, meeting discussion was had about the creation of a friend's group. In doing some research in the development of a group, the first thing to consider is a "Mission Statement" for the group. The mission statement proves to be the guidance needed to help the group and the POSB control the conversation and direction. The next step in the process would be to develop bylaws to govern the group.

Analysis

Cedarburg

The Cedarburg Friends of Parks and Recreation formed in 2016 as a nonprofit and used the bylaws from the Cedarburg Library and the Cedarburg PTO. They have a leadership of 5 members, with one being an ex-officio member from the Parks Committee. One alderperson is a member, but not in a leadership role.

This group has been doing several smaller events over the past five years. Most of their support comes from fundraising, which they used to help fund a website and to apply for grants. They joined the Cedarburg Chamber of Commerce and found that to be a good way to network. Their focus is raising capital funds for projects that are hard to get funding for. Their 2020-2023 project is to provide matching funding for playgrounds, which sounds familiar to our situation.

Grafton

The Grafton Park Friends was established in 2022. Their board of seven members have been the driving force behind getting private and community support for a new pavilion at Veterans Park. They expect fundraising efforts for this project to be a priority for the group over the next three years.

Recommendation

Mequon Parks would benefit from the creation of Friends Group. This group could raise support for priority projects of the Park and Open Space Board, such as playground redevelopments. Another opportunity would be to fund the replacement of worn-out assets, such as park benches, throughout the system to allow for capital funds to be used for larger projects. Finally, the Friends Group could serve as advocates for the system to fellow community members within Mequon.

The POSB should review the mission statement examples of established friends groups and start formulating a draft statement. Along with starting the review of bylaws from other non-profit entities.

Attachments:

Friends Manual Baltimore (PDF)

By-Laws FNL 04 20 2011 (DOC)

Article 4.03 of the Amended and Restated Bylaws (DOCX)



BALTIMORE CITY
RECREATION & PARKS

Friends of Parks Manual

How to create a sustainable Park Friends Group

Baltimore Park Friends Group Manual

INTRODUCTION

This document is the Friends of Parks Manual created by Baltimore City Recreation and Parks. It aims to guide individuals and/or groups through the process of creating a Park Friends Group and help sustain that new group by providing resources, support, and information. This manual is a living document in which it is expected to continually change in order to meet the needs of the park volunteers.

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CREATING YOUR FRIENDS GROUP

What is a “Friends” Group?

A Friends Group is a community based volunteer group officially affiliated with the Baltimore City Department of Recreation and Parks (BCRP). The Friends Group agrees to holistically plan and recruit resources to support the city in its efforts to maintain and program the park in its entirety, not just a specific area of a park. It is recommended that the Friends Group recruit members and officers from all communities surrounding the park

Working in partnership with BCRP, Friends Groups create welcoming park spaces and positive experiences with nature at the neighborhood level. Successful Friends Groups also engage with community residents and external partners (businesses, schools, foundations) to achieve these goals and serve as the “community” voice for the park.

Friends Groups are essential to the health, cleanliness and vitality of the City’s Parks. Friends Groups invest time and resources to sustain healthy and welcoming park spaces that connect neighbors, build community identity and enhance property values in their neighborhood. Through service projects, fun events, and commitment, Friends Groups enhance their community’s quality of life through their neighborhood park.

The Value of Stewardship

Parks have an enormous impact on the health of a community and the residents living within the community as well as provide economic and environmental benefits for the surrounding neighborhoods. Baltimore City’s parks are available to all city residents and visitors and are used by many people on a daily basis. With the amount of usage these parks receive, it can make it difficult for one agency to meet the needs of all the parks in the city.

A Friends Group can make a tremendous difference in the health of their park and their community’s quality of life by mobilizing volunteers for service days and hosting community events.

How do I start a group?

The first step in creating a new Friends Group or revitalizing a new Friends Group is to contact the Volunteer Office at Baltimore City Recreation and Parks. We would be happy to assist you in forming a Friends Group with your park’s specific community needs taken into consideration.

Volunteer Office
 Baltimore City Recreation and Parks
 Tel:(410) 396-7020
 Email: mary.hardcastle@baltimorecity.gov

The BCRP Volunteer Staff will guide you through the process of creating a new Friends Group and how to sustain your group over time. Through this partnership, your Friends Group will be provided with resources, park information, community engagement tips, and support.

Community Input and Needs Assessment

Being able to understand your community and park needs will help your Friends Group be successful. It may be in the best interest to the group to reach out to individuals who have been very involved within the community and are able to help with assessing the needs of the neighborhood. Although, it would also be beneficial to receive feedback from the broader community in order to have a more inclusive understanding of the community's needs. This can be completed through community meetings and/or a neighborhood survey. Listed below are some ideas to consider when holding a community meeting and utilizing neighborhood surveys.

1. Community Meetings

- *Spread the word* : Post flyers in public libraries, a neighborhood Rec Center, grocery stores, laundromats, etc
- *Choose a central location* : A Rec Center, library, school, church, etc
- *Reach out to local groups* : Community Associations
- *Create a list of any park issues*
- *Take notes during the meeting*
- *Have a Sign-Up Sheet* : Meeting notes can be shared via email
- *Recreation and Parks can provide you with a short history of your Friends Group's park*
- *Announce important dates*: The next Friends Group meeting, upcoming events, etc.

2. Neighborhood Survey

- *Clear and concise survey questions*
- *Create a clear system for collecting data*
- *Encourage people to attend future Friends Group meetings*
- *Provide results for the community*

Creating a Mission Statement

The mission statement will help your Friends group effectively communicate the purpose of the group not only to the community, but also to other Friends Groups and city residents. The mission should be established by the group as a whole with the help of the community input and needs assessment. There are five items to consider when deciding on a mission statement. These items listed below will help your group simplify your mission statement.

1. Needs and Opportunities to Address
2. Ways to Address These Needs and Opportunities
3. Values to Guide Your Group's Work
4. Short- and Long-Term Goals Included in the Mission
5. Group's Actions Reflected in the Mission

The mission statement should be submitted to the Volunteer Coordinator for feedback and approval. After receiving feedback and approval, the mission statement will be listed on the Recreation and Parks website under your Friends Group description.

Requirements and Guidelines

1. Form a committee (at least 5-8 people)
2. Contact information for your Friends Group (e.g. creating an email address)
3. Mission statement, goals (which can change every year), and objectives for your Friends Group
4. Develop and adopt 'by- laws' for your group
5. Meet and work with park manager
6. Attend Friends meetings, twice a year (Spring and Fall meeting)
7. Report on volunteer hours completed and number of volunteers in park to Recreation and Parks Volunteer Coordinator via email or phone

Group Organization

The organization and delegation of tasks within your Friends Group is essential for having a successful group. It is in the best interest of Friends Groups to have specific leadership roles, such as President, Vice President, Secretary, and Treasurer. By having these roles, it will

increase sustainability and efficiency within the group as well as encourage individuals to take ownership of their park.

Planning Projects and Service Days

Planning projects and service days will be completed by the core members of the Friends Group in coordination with Recreation and Parks. It takes time and substantial planning in order to create a successful event.

It may be a good idea to start with a small project, which can be easily handled, then move onto a larger project. When community members see how successful a small project can be rather than seeing work going undone, they may be more inclined to attend future projects and service days.

Service Days

Service days are important for keeping up with park maintenance and engaging the neighbors in community service. These planned service days can help encourage neighbors to spend the day outside and to keep coming back to the park if they find it to be a safe, clean, and healthy environment for themselves and their family. These service days can occur on a regular basis, such as the first Saturday of every month, in order to keep up with the maintenance of the park and encourage the community to participate.

In order to have a successful service day, it is essential to plan the event with the needs of the community members and park in consideration. Listed below is a *Service Day Checklist* to help your Friends Group plan your upcoming service day.

Service Day Checklist:

1. Prioritize projects within the park
2. Seek in-kind donations, such as snacks and water for volunteers and tools, from local businesses for the service day
3. Notify BCRP (Volunteer Office) about your volunteer day
4. Create a potential volunteer list and send out reminders for upcoming service days
5. Post flyers around the community

6. Email blast the day before the event to remind those who are attending of the time, appropriate clothing, and any items they should bring
7. Welcome table at the service day to greet and register (sign-in sheet and waiver forms) volunteers as well as offer Friends Group membership information
8. Potential bathrooms volunteers can use during the service day
9. Water source for volunteers
10. Introductions the day of the event, include information about the Friends Group, restroom and water source locations, safety when using tools, waiver forms, etc
11. Make it a fun experience for your volunteers

Community Programs and Events

Community programs and events are a great way to attract community members to your park and socialize with other neighbors. Community events can be a good opportunity for your Friends Group to do some fundraising, which could range from selling beverages and snacks to t-shirts and bags with your Friends Group logo.

Considerations for Community Programs & Events:

- Demographics
- Timing
- Permits
- Frequency
- Budget

MOVING FORWARD

Growing your Friends Group

Growing your Friends Group will allow for more opportunity within your park. There are several ways to increase the involvement in your Friends Group, many of these methods have already been mentioned in previous sections; however, listed below are some methods to consider when growing your group.

How do I grow my Friends Group?

- Having regular meetings at central locations (advertising these meeting times)
- Posting flyers in the community
- Hosting events in the park
- Handing out informational material about your Friends Group
- Creating committees (can help people have responsibilities and take ownership)
- Social media (Facebook, blog, twitter, etc)
- Weekly email updates (have people sign up for the email list at events)

Promoting your Park

The more community events and regular service days held at your park, the more familiar people will become with the park. Social Media is also another great way to create awareness about your park. These forms of social media range from creating a simple email address to creating your own Friends Group website. All of these options vary depending on how committed the core members of your Friends Group are and how often they are able to volunteer.

When considering your Social Media options, it is best to only start a form of Social Media when you know your group is able to commit to that form. The reason for this commitment is because it could create confusion about where to access your Friends Group information and you always want to have updated information available to the public.

Primary Internet Communication Forms:

- *Email:* A general email account is a great choice for any Friends Group and will allow for people to easily communicate with your group. It would be in the best interest of your group to designate one member to monitoring and managing your email account. Creating a Gmail account is free and easy to use! Gmail accounts allow for people to share documents, calendar events, and more.

- *Facebook:* Facebook is an effective way to communication with a large number of people. You are able to create a Facebook page and/or a Facebook group. A Facebook page is very easy to manage and monitor, especially if you are planning on posting about a lot of community events and service days. Creating a page also allows for you to see how many people “like” your Friends Group and those people will receive updates about your group in their “news feed”.
- *Blogging:* A blog is a great way to inform people about events and display pictures for people to view as well as sharing stories for people to read. There are plenty of free blogs available online, such as wordpress.org and tumblr.
- *Creating a Website:* If you have the resources and time commitment, creating a website may be a good option for your group. Websites can range from simple and free to complex and a monthly fee. For an example, Friends of Patterson Park is well established group and in result has created a great website, pattersonpark.com

Online Resources:

Facebook Tutorial: <https://fb-public.app.box.com/s/8dxyv66biabfnsvr3jj>

Community Involvement

In order to have sustainable community involvement, it is essential to create purposeful work that will engage the community members. If they feel as if their work is making a difference and interesting to them, then they will be more likely to come back to the park to continue to do service.

Service Days

Service Days are great opportunities to engage your community in projects that will have a positive impact on the environment. They also provide a good time to record the impact the projects are having on the park -- *How many trees are being planted in the park? How many bags of trash have been collected in one day?* -- These measures along with volunteer hours served can help Recreation and Park gage the impact in each individual park and then in a broader scope, their impact on the health of the Chesapeake Bay.

An important aspect of having volunteers at Service Days is acknowledging everyone’s hard work and dedication. This can be done by hosting a volunteer recognition ceremony/celebration or having a picnic in the park. There are plenty of ways to celebrate your Friends Group and park’s volunteers. The more the volunteers are thanked and appreciated by

you, the more they will be encouraged to be a part of the Friends Group and volunteer in the park.

Events

Community events are terrific ways to draw in people from the community, especially for people who may not enjoy doing physical work outdoors. Events are typically planned for one-day, but often with the purpose of attracting a larger crowd. During these events, it may be beneficial to your group to have an informational table, display visuals, make announcements (to draw attention), and introduce the Friends Group.

Programs

Programs are effective ways to get more families involved in the park as well as promote the park as a safe, healthy environment for children. These programs can be creative and cater to the needs of the community. It may be beneficial to complete a community needs and skills assessment, which would involve asking the neighbors what programs they would like to see happen and what skills they have to offer.

Building Partnerships

There are several opportunities for your Friends Group to collaborate with organization, such as schools and local businesses that will help your group thrive. Strong partnerships often occur due to a shared vision has developed and the two partners have a similar interest and concerns. Building partnerships is not always easy and often requires time commitment and investment with the partner.

Tips for Building a Successful Partnership:

- Good communication is essential
- Show appreciation, saying “thank you” can go a long way
- Stay committed, patient, and flexible
- Celebrate the work you and your partners have done
- Focus on shared goals and how to accomplish them

Gaining Support from Elected Officials

It’s important for Friends Groups to build strong relationship with your local Elected Officials. If your Elected Officials become more involved in your park, then they can speak on behalf of your park and community in order to draw positive attention to the park and Friends Group.

By helping these Officials make parks a positive issue that is in need of community attention, and then your Friends Group could become more involved with important issues affecting the park. Be sure to invite them to community events, programs, and service days occurring in the park.

Fundraising

Fundraising is an important aspect of becoming an effective and sustainable Friends Group. The funds raised by Friends Group can go directly towards park improvements, events, and programs which will have a positive impact on your community. The most essential part of fundraising is having the confidence in the work you and your group is doing and being able to express that value to others.

Setting Financial Goals:

Before asking for donations, your Friends Group must be organized and have a good plan for spending the funds. It is also important for your plan to be discussed with your park manager and for him/her to approve it. The park manager can assist your group with the amount of funding needed for specific park maintenance projects.

Where do I begin fundraising?

- Individuals
- Community Institutions (banks, colleges, hospitals, etc)
- Local Businesses (cash or in-kind donations)
- Fundraising Events (raise money and generate publicity)
- Government Officials
- Website (fundraising website or donation link)
- Community Grants

Fundraising Tips:

- Share your story
- Set a fundraising goal
- Link fundraising page to social media websites
- Thank you cards and/or gifts for donors
- Send out fundraising letters
- Donor recognition on website, flyers, etc (display organization's logo)
- Focus your efforts towards a targeted audience (if fundraising for a specific project)
- Ask the BCRP Volunteer Coordinator for help
- Look for grant opportunities

Fundraising Guidelines:

- The group must meet with park manager before and after the fundraising to discuss priorities for using the funds in the park and to help assist with creating a plan
- Thoroughly plan the project, event, or program you would like to host by creating a timeline, location, budget, and implementation
- Determine % of funds raised can go towards community events and programming
- Determine % of funds raised can go towards park maintenance
- Assign the role of managing the funds to a responsible and reliable Friends Group member
- Create a fundraising committee (which will help share the responsibilities)

BCRP and Friends Group Partnership*Guidelines for Partnership:*

- An 'Adopt-a-Park' agreement will be created and used to establish the responsibilities of the Park Friends and the Department of Recreation and Parks.
- The Park Friends must use the Park Project Guidelines, found in the Forms and Documents section, in order to take the appropriate steps to completing a park project.
- Mary Hardcastle will be the primary point of contact in the department for all of the Park Friends. She will also be able to connect the Park Friends with the appropriate staff member within the department.

GROW Workshops:

There will be about 5-6 GROW Workshops throughout the year alternating between different park locations. The purpose of the workshops is to provide Park Friends with the information and resources to help build their group's capacity. The topic choice of each workshop will be fueled by the needs and requests of the Park Friends.

BCRP Resource List:

- Trees – provided through TreeBaltimore arranged through Volunteer Coordinator
- Mulch for garden beds and trees
- Wood chips for garden paths
- Tree pruning, dead tree removal
- Paper lawn bags for park clean-ups
- Tools– BCRP has a wide variety of tools for a park work day (shovels, rakes, hand trowels, bulb planters, brooms, etc.)
- Benches and picnic tables if available
- All playground equipment repair and painting needs to be implemented by Rec & Parks

FORMS AND DOCUMENTS

Baltimore City Recreation and Parks (BCRP)



Park Project Guidelines

Support for park maintenance is welcome and valued. The following guidelines are intended to help partners and BCRP work together in an effective manner to ensure that a project of any size is time and effort well spent.

Communication is essential for establishing clear expectations about a project. Communication can be as simple as an email/phone call to the BCRP Volunteer Coordinator (VC). For example, even for a small trail maintenance project, the VC can verify that a crew has not already been scheduled to maintain the site. The VC will consult with the appropriate park divisions before a project is implemented (Park Maintenance, Capitol, Forestry, Outdoor Recreation, etc.) and provide coordinated feedback. In addition, the VC will check with the Permits Office to make sure a public event is not taking place during the same time of day. Finally, the VC may be able to provide resources and volunteers for the project. For larger projects, the Volunteer Coordinator will arrange a site visit that includes the appropriate BCRP staff.

There are 3 major steps for planning a successful park project. Whether you are a volunteer group or a non-profit, you will work closely with the Volunteer Coordinator. The VC is your BCRP point person and can connect you to other staff as needed. Mary Hardcastle can be contacted at mary.hardcastle@baltimorecity.gov or 410-396-7020.

One of the goals of every park project is to maintain or enhance a space through sustainable efforts. Projects can be completed by individuals or groups, but most often a group of volunteers or a non-profit dedicated to greening and improving community health will implement a project.

Step 1 – Does your project fulfill a high priority for park maintenance and/or would it be an enhancement that your group can maintain once it is completed?

- a) The Volunteer Coordinator will receive your proposed idea then consult with the appropriate park staff (District Park Manager, Forestry, Capital, Outdoor Recreation, etc.).
- b) The VC will provide feedback and either give you an immediate go ahead or ask for a scope of work that has details commensurate with the size of the project.
- c) When appropriate (tree plantings, gardens, dog parks, etc.), create a maintenance plan. A well thought out maintenance plan is required for the long term sustainability of the project. This plan must include the names of the committed individuals, a maintenance

schedule for the next two years, and contact information for all of the individuals involved in the project. It is important to provide enough detail so the department is assured that the project will be maintained by your group, not by BCRP staff stretching their capacity and altering their work schedule.

Step 2 – Determine the full scope of the work including the timeline. The VC can assist with this. Timeline considerations might include soil testing, calling MISS Utility to mark underground utilities in the case where digging is involved, locating a water source, or hiring a contractor if needed (and approved by BCRP).

Step 3 - Once the scope of the work has been determined, identify the available resources.

- a) If your project involves a clean-up work day (stream clean up, trash pick-up, weeding, etc.), BCRP can provide most of the tools needed as well as paper lawn bags.
- b) For tree planting and tree care, the VC will coordinate with the TreeBaltimore program to determine a site plan and provide free trees up to 2.5 inches in diameter. Mulch, stakes, tree tie and fencing is provided.
- c) For any landscape alteration (asphalt removal, grading, wall installation, major building repairs, etc.), the department's Capital Improvement Division will review the scope of work. They will refer to park master plans or consider how the enhancement will serve the community before approving. Since community members usually know their parks well, the proposal provided in Step 1 should include the case for why an enhancement would serve the community. A Right of Entry document may be required and the VC will provide instructions on how to obtain it through the department's legal office.
- d) For trail restoration (tree removal, grading, bridge building, etc.), the department will review the master plan or consult with a trail expert to determine best practices for successful implementation.
- e) For any other materials needed for the project that the department cannot provide, please consider applying for a Partnership for Parks Grant awarded twice a year.

Adopting a park or some element in a park:

If your group makes a commitment to "adopt" a park and become a Park Friends group, you will fill out a registration form with BCRP. If/when the group forms a 501 (c)3, it can request a more formal agreement with the department. Individuals and groups can also "adopt" smaller sections or features of a park (bench, garden, tree grove, fountain, etc.). Individuals or groups adopting a section or feature should consult with the Friends of Park group if one exists.

Park Project Form

Date of Project: _____ Time of Project: _____

Park: _____

Project Organizer: _____

Phone Number: _____ Email: _____

Tools or Materials	Quantity	Source	Tool/Materials Picked Up

Project Details: _____

Volunteer Group Information:

Group Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Project Reporting:

Number of Volunteers: _____

Number of Volunteer Hours: _____

Number of Trash Bags Collected: _____

Number of Trees Planted: _____

Pounds of Trash Removed: _____

Amount of Acreage Covered: _____



Baltimore Park Friends Annual Registration Form

Group Contact Information

Friends Group Name: _____

Primary Contact Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City/State/Zip: _____

Secondary Contact Name: _____

Phone Number: _____ Email Address: _____

Would you like your contact information shared in the Baltimore Friends Directory? Yes No

Group Meetings, Workdays, and Events

Do you have regular group meetings? Yes No

If 'yes', please provide the day, time, and location for your meetings:

Do you have regularly scheduled workdays? Yes No

If 'yes', please provide the day, time, and location for your meetings:

Do you plan on hosting any events in [insert year]? Yes No

If 'yes', please provide the day, time, and location for your meetings:

Do you plan on hosting any programs in [insert year]? Yes No

If 'yes', please provide the day, time, and location for your meetings:

Please fill out this form electronically and send via email to Mary Hardcastle,
Mary.Hardcastle@baltimorecity.gov or print this form and mail is to the address listed below.

Mary Hardcastle, Volunteer Coordinator,
 Baltimore City Recreation and Parks
 3001 East Drive Baltimore, MD 21217

Thank you for taking the time to fill out this form! We look forward to working with you.



Appointments for Recreation Center volunteers only: 410-396-7605 (Human Resources Division), 3001 East Drive (Druid Hill Park), Mon.-Fri. 9:00 a.m. - 4:00 p.m. You must call the Human Resources Office for an appointment prior to visiting the office. The last appointment of the day will be at **4:00 p.m.** **YOU MUST BRING A VALID ID (MD STATE DRIVERS LICENSE OR MD ID CARD OR A SCHOOL ID ARE ACCEPTABLE)**

Volunteer Application



BALTIMORE CITY
RECREATION & PARKS

Contact Information

Name:	
Street Address:	
City ST ZIP Code:	
Home Phone:	
Company You Work For:	
Work Phone:	
E-Mail Address:	

Availability

During which hours are you available for volunteer assignments?

☐ Weekday mornings

☐ Weekend mornings

☐ Weekday afternoons

☐ Weekend afternoons

☐ Weekday evenings

☐ Weekend evenings

What hours would you like to work?

FROM _____ (AM / PM) TO _____ (AM / PM)

What days of the week would you like to work?

☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

Interests

Tell us in which areas you are interested in volunteering (you can check more than one):

☐ Recreation Centers

Which recreation center(s)?

☐ Aquatics

Which location?

☐ Special Events

Where?

☐ Sports

Which special events interest you?

☐ Parks / park cleanups

Which sports?

☐ Tree Plantings

Which park?

☐ Howard P. Rawlings Conservatory

Where?

☐ Cylburn Arboretum

Which park(s)?

☐ Youth Development

☐ Parent Advisory Council

- ☐ Mentoring youth
☐ Helping people with disabilities
☐ Senior Citizens
☐ Fundraising
☐ Tutoring/Homework assistance
☐ Computers
☐ Field trips
☐ Horticulture/gardening
☐ Marketing/publications
☐ Volunteer coordination
☐ Special facility/soccer arena
☐ Other

Are you a parent of a Center youth? ☐ Yes ☐ No

Area of expertise?

Subject matter expertise?

Area of expertise?

Which facility would you like to serve?

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Attach an additional sheet if necessary.

--

Previous Volunteer Experience

Summarize your previous volunteer experience.

--

Person to Notify in Case of Emergency

Name:	
Relationship to You:	
Street Address:	
City ST ZIP Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Cell phone:			
Do you have any health issues or medications that we should know about in an emergency? Yes _____ No _____ If yes, please identify issues and medications _____ _____			
Background Information			
Have you ever been convicted of a felony?			___ Yes ___ No
To ensure the safety of our children, the Department of Recreation and Parks requires that all volunteers and staff who work directly with youth must be fingerprinted and undergo a background check with the Maryland State Police.			
Do you consent to do this?			___ Yes ___ No
Agreement and Signatures			
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.			
Volunteer Name (printed)			
Birth Date			
Signature			
Today's Date			
Parent Signature if Junior Volunteer (age 14 or under)			
References			
One personal and one professional reference are required in order to be considered for a volunteer position with Baltimore City Recreation and Parks.			
Name:			
Relationship:			
Phone Number:			
Email Address:			
Name:			
Relationship:			
Phone Number:			
Email Address:			

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. If you are volunteering at a Recreation Center, call for an appointment at 410-396-7605 (Personnel Unit) Mon.-Fri. 9:00 a.m. - 4:00 p.m. For all other volunteers, email application to mary.hardcastle@baltimorecity.gov or drop off at Baltimore City Recreation & Parks, 3001 East Drive, Baltimore, MD 21217.

Center/Park Director Signature	
Center/Park/Unit Name	
Date	

OFFICE USE ONLY:	
Date Fingerprinted: _____	by _____
Cleared: _____	Not Cleared _____
(date)	(date)

CONTACT LIST

Forestry

Erik Dihle, Chief of Forestry: 410-396-6110, Erik.Dihle@baltimorecity.gov

Stephanie Helms, Weed Warriors: 301-503-2557, stephaniem.helms@baltimorecity.gov

Charlie Murphy, TreeBaltimore: 410-458-7888, Charles.murphy@baltimorecity.gov

Outdoor Recreation Programs

Peter Childs, Canoeing/Kayaking Coordinator: peterchilds83@gmail.com

Molly Gallant, Outdoor Recreation Programmer: molly.gallant@baltimorecity.gov

Parks

Tom Jeannetta, Chief of Parks: tom.jeannetta@baltimorecity.gov

Bill Vondrasek, Deputy Director: 410-396-7931, William.Vondrasek@baltimorecity.gov

Park District Managers

John Vickers, West and South districts: 410-599-8859, john.vickers@baltimorecity.gov

David Carter, Druid Hill Park, Central and North: 410-292-2816,
david.carter2@baltimorecity.gov

Ronald Daniels, Patterson Park: 410-294-9976

Ron Rudisill, East, Southeast: 410-396-6101, rrudisill@baltimorecity.gov

Permits and Programming

Cortney Weinstock, Permits Manager: Cortney.weinstock@baltimorecity.gov

Fran Spero, Park Programming/Events: 410-396-7012, fspero@baltimorecity.gov

Volunteer Office

Mary Hardcastle, Volunteer Coordinator: 410-396-7020,
mary.harcastle@baltimorecity.gov

You can also use a general BCRP volunteer email: bcrp.volunteers@baltimorecity.gov

BYLAWS
OF THE
MEQUON NATURE PRESERVE, INC.

ARTICLE I
GENERAL

1.01 Purpose

Mequon Nature Preserve, Inc. is established and shall be operated exclusively for charitable, educational and scientific purposes which shall include, but not be limited to: preserving open space and protecting rural character through the restoration of forest and wetlands; providing environmental education and research opportunities for pupils and students at all levels, as well as adult learners, visitors and volunteers; to carry out land stewardship activities; and to engage in any other lawful activities authorized by Chapter 181 of the Wisconsin Statutes or any successor provisions, but only to the extent such activities are permitted under Section 501(c)(3) of the Internal Revenue Code, as amended. The principal locus of such activity shall be the lands designated as the Mequon Nature Preserve in Section 33 in the City of Mequon, Ozaukee County, Wisconsin, although activities in furtherance of such principles and purposes may take place at such locations as shall be determined by the Board of Directors.

1.02 Receipt of Gifts; Making of Gifts.

Mequon Nature Preserve, Inc. shall seek gifts, contributions, donations and bequests (herein generally called "gifts") for its purposes. While the Mequon Nature Preserve shall specifically encourage unrestricted gifts whose principal and/or income may be used for the Mequon Nature Preserve's purposes in the discretion of its Board of Directors,, the Board will accept gifts for a restricted or otherwise designated purpose if such restriction is determined by the Board to be acceptable or otherwise conforms with these Bylaws and any other guidelines established by the Board for such restricted gifts. Mequon Nature Preserve, Inc. may also carry out its purposes by making gifts, grants, or other payments to qualifying organizations, as well as by making distributions in accordance with subsections 181.1302(3) and (4), Wisconsin statutes.

ARTICLE II
LIMITATION AND PROHIBITION OF ACTIVITIES AND ACTIONS

2.01 No Dividends or Distributions.

No dividends, liquidating dividends, or distributions may be declared or paid by Mequon Nature Preserve, Inc. to any private individual or Board member or officer of the Mequon Nature Preserve, Inc. In the event of dissolution of Mequon Nature Preserve, Inc., the Board of Directors shall pay or make provision for payment of all of the liabilities of the Corporation known to them and shall thereafter distribute the then remaining assets of Mequon Nature Preserve, Inc. as the Board of Directors shall determine for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or successor provision.

2.02 No Political Activity or Lobbying.

No substantial part of the activities of Mequon Nature Preserve, Inc. shall consist of carrying on propaganda or otherwise attempting to influence legislation, unless by appropriate election a greater part is permitted without jeopardizing the corporation's exemption under I.R.C. Section 501(c)(3). Mequon Nature Preserve, Inc. shall neither participate in, nor intervene in, any political campaign on behalf of, or in opposition to, any candidate for public office, including by publishing or distributing any statements.

2.03 No Private Inurement.

No part of the net earnings or net income of Mequon Nature Preserve, Inc. shall inure to the benefit of any private individual or Board member or officer of Mequon Nature Preserve, Inc.; provided, however, that such a person may receive reasonable compensation for personal services rendered, or reimbursement for reasonable expenses incurred, that are necessary to carrying out the exempt purposes of Mequon Nature Preserve, Inc.

ARTICLE III

OFFICES

The principal office of Mequon Nature Preserve, Inc. shall be located at 8200 West County Line Road, Mequon, Wisconsin 53097. Mequon Nature Preserve, Inc. may have such other offices, either within or without the City of Mequon, as the Board may designate from time to time.

ARTICLE IV

BOARD

4.01 General Powers.

The business and affairs of Mequon Nature Preserve, Inc., shall be managed by its Board.

4.02 Number.

The Board shall consist of nine (9) voting members; and may from time to time appoint adjunct non-voting members to advise it, as set forth in Section 4.03 (d).

4.03 Manner of Selection; Tenure.

The members shall be individuals qualified and appointed as follows:

- (a) Three (3) voting members shall be appointed by the City of Mequon.
- (b) Three (3) voting members shall be appointed by and The Ozaukee Washington Land Trust, Inc. (OWLT).
- (c) Three (3) voting members shall be nominated by the Board of Directors of Mequon Nature Preserve, Inc., and shall be confirmed by the City of Mequon and OWLT. In making such nominations, the Board shall endeavor, but not be obligated to nominate a member representing the private donors to the Mequon Nature Preserve and members who shall possess background and skills in land preservation, land restoration, ecology, biology, botany, environmental education, non-profit fund raising or related disciplines.
- (d) The Board of Directors may from time to time, appoint adjunct non-voting advisers to the Board, and may specify terms of such appointment of up to three years, who by reason of specialized knowledge and skills will offer valuable counsel and service to the Board.
- (e) The terms of the initial members of the Board shall be established such that three (3) members shall serve an initial term of one (1) year; three (3) shall serve an initial term of two (2) years; and three (3) shall serve an initial term of three (3) years. Upon the expiration of the initial terms of the initial members of the Board, their successors shall be appointed for terms of three (3) years each. Members of the Board may serve for a maximum of three (3) consecutive three (3) year terms and shall not be eligible to again serve as a member of the Board until the one (1) year anniversary of the expiration of his or her third consecutive three (3) year term.

4.04 Annual Meeting and Regular Meetings.

The Annual Meeting of the Board shall be held on such date, time and place as may be determined by resolution of the Board. Regular meetings of the Board, which shall be held not less frequently than quarterly, shall be held at such times and place as scheduled by the Board, pursuant to prior notice either by general agreement and acknowledgement of the Board members at the last meeting of Board or in accordance with the provisions of Section 4.07.

4.05 Special Meetings.

Special meetings of the Board may be called by or at the request of the Chairperson or any two (2) members. The person or persons authorized to call special meetings of the Board may fix the time for holding any special meeting of the Board called by them, and the place of meeting shall be designated as the principal office of Mequon Nature Preserve, Inc., unless for good cause it is

necessary to designate an alternate meeting place. If no place is designated by the person calling the meeting, the place of meeting shall be the Mequon Nature Preserve's principal office.

4.06 Participation in Meetings by Electronic Means of Communication.

To the extent provided in these Bylaws, the Board, or any committee thereof, may, in addition to conducting meetings in which each member participates in person, and notwithstanding any place set forth in the notice of the meeting or these Bylaws, conduct any annual, regular or special meeting by the use of any electronic means of communication such that a member(s) may participate without physically being present at such meeting, provided (1) all participating members may simultaneously hear each other during the meeting, and/or (2) all communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members. Before the commencement of any business at a meeting at which any members do not participate in person, all participating members shall be informed that a meeting is taking place at which official business may be transacted. A member participating in a meeting by any means pursuant to this Section 4.06, shall be deemed to be present in person at the meeting.

4.07 Notice.

Except for meetings of the Board which are established at a prior meeting of the Board pursuant to Section 4.04 above, notice of any other regular or special meeting shall be given either personally or by written notice delivered personally or by mail to each member at his or her business address, or by electronic transmission by facsimile or e-mail to such member at his or her facsimile number or e-mail address, as the case may be, or at such other number or address as such member shall have designated in writing and filed at the Mequon Nature Preserve's principal office. Such notice shall be given at least four (4) days previous to a regular meeting and at least forty eight (48) hours previous to a special meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice be given by facsimile transmission, such notice shall be deemed to be delivered when the sender receives in-hand a confirmation sheet indicating that the transmission is complete. If notice is transmitted electronically by e-mail, such notice shall be deemed to be delivered when transmitted to the e-mail address shown in the records of the Mequon Nature Preserve for the member. Whenever any notice is required to be given to any member of the Board under the provisions of these Bylaws, a waiver thereof in writing, signed at any time, whether before or after the time of the meeting, by the member entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a member at a meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting and objects thereat to the transaction of the business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting.

4.08 Quorum.

A majority of the number of members then in office shall constitute a quorum for the transaction of business at any meeting of the Board. Although less than a quorum is present at a meeting, a majority of the voting members present may adjourn the meeting from time to time without further notice.

4.09 Manner of Acting.

Except as otherwise specified by law or these Bylaws, the affirmative vote or approval of a majority of the voting members present at a meeting at which a quorum is present, shall be the act of the Board, or of a committee of the Board in the case of a committee meeting. The voting on all matters presented for a vote shall be by voice vote, unless a member requests a role call, in which case the Yeas and Neas shall be entered upon the minutes of the meeting. All resolutions of the Board shall be presented in writing or reduced to writing during or immediately following the meeting and shall be entered in full in the minutes of the meeting.

4.10 Presumption of Assent.

A member of the Mequon Nature Preserve who is present at a meeting of the Board or a committee thereof at which action on any Mequon Nature Preserve matter is taken shall be presumed to have assented to the action taken unless the member's dissent shall be entered in the minutes of the meeting or unless the member files a written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Mequon Nature Preserve immediately after the adjournment of the meeting. The right of dissent or abstention is not available to a member who votes in favor of the action taken.

4.11 Conduct of Meetings.

The Chairperson, and in his or her absence the Vice-Chairperson, and in their absence, any member chosen by the members then present, shall call meetings of the Board to order and shall act as chairperson of the meeting. The Secretary of the Mequon Nature Preserve shall act as secretary of all meetings of the Board, but in the absence of the Secretary, the presiding officer may appoint any member or other person present to act as secretary of the meeting. Except as otherwise provided or contemplated herein, at the request of the Chairperson or any two (2) members present, a meeting shall be conducted by Robert's Rules of Order as revised from time to time.

4.12 Removal.

A member of the Board may only be removed from office before the expiration of his or her term by the person, board or council authorized under Section 4.03 to appoint such member.

4.13 Vacancies.

Any vacancy occurring on the Board shall be filled by the board or council authorized under

Section 4.03 to appoint the member whose office is vacant. Any person appointed to fill a vacancy on the Board shall serve for the remainder of the term of the person who left office as a member.

4.14 Committees.

(a) Permanent Committees. Permanent Committees shall each consist of at least one member of the Mequon Nature Preserve Board, and may include non-members, and shall act in an advisory capacity and be responsible to the Board. Permanent Committees shall consist of the Finance Committee, the Ecological Planning Committee, and the Fundraising Committee. Such Permanent Committees shall have the purposes, powers and authorities set forth below:

(i) *Finance Committee.* The purpose of the Finance Committee shall be to monitor and administer all financial aspects of the Mequon Nature Preserve's operations and expenditures. Subject to the prior approval of the Board, the Finance Committee shall have the power and authority to perform such tasks as are consistent, or deemed necessary, to accomplish its stated purpose, including, without limitation, review receipts of the Mequon Nature Preserve, review and approve expenditures and disbursements by the Mequon Nature Preserve, review and adopt such accounting and financial practices and procedures it deems appropriate, and any other matter deemed necessary or appropriate by the chairperson of such Committee.

(ii) *Ecological Planning Committee.* The purpose of the Ecological Planning Committee shall be to plan and oversee the implementation of the ecological restoration of the Mequon Nature Preserve. Subject to the direction and prior approval of the Board, the Ecological Planning Committee shall (i) assist in the development of the any plans that affect the ways in which the open spaces on the Preserve are to be used by developing reasonable long-term goals for the reforestation, wetland restoration, and other ecological management aspects of the Preserve; (ii) determine the most effective means of achieving the Restoration Goals and develop work plans, financial budget(s), working relationships with outside individuals and organizations, and other items necessary for the ecological restoration and management of the Preserve.

(iii) *Fundraising Committee.* The purpose of the Fundraising Committee shall be to develop fundraising strategies for the annual and long-term needs of the Mequon Nature Preserve and to plan and oversee the implementation of any and all fundraising efforts for the Preserve. Subject to the prior approval of the Board, the Fundraising Committee shall have the power and authority to perform such tasks as are consistent, or deemed necessary, to accomplish its stated purpose, including, without limitation, request copies of any and all grant applications, letters of inquiry, and requests for assistance; coordinate and document all fundraising efforts including those carried out by other committees or individuals affiliated with or for the benefit of the Preserve; and delegation of proposal-writing, special presentations, and other fundraising efforts to individuals and other committees when appropriate.

Each Permanent Committee and subcommittee of a Permanent Committee ("Subcommittee") shall consist of not more than four (4) individuals who shall have been appointed by resolution adopted by the affirmative vote of the majority of the members of the

Board then in office, of which at least one (1) individual of each such Permanent Committee and Subcommittee shall be a member of the Board. Permanent Committee and Subcommittee members shall be voting or non-voting members of such committee, as determined by the Board in its sole discretion. A quorum of each Permanent Committee and Subcommittee shall consist of at least 50% of the current voting members of the Permanent Committee or Subcommittee, as the case may be. The Board, by the affirmative vote of the majority of the members then in office, shall have the authority to remove any Permanent Committee member or chairperson, or Subcommittee member or chairperson, with or without cause. Each Permanent Committee and Subcommittee shall have a chairperson, who shall be appointed by resolution of the Board. Each Permanent Committee member and chairperson and Subcommittee member and chairperson shall serve a one (1) year term or until his or her successor is appointed by the Board as set forth herein or until his or her removal by the Board or until such Permanent Committee or Subcommittee member shall resign. Each Permanent Committee shall be responsible to the Board and shall make such reports to the Board of such Committee's activities as the Board may request. Similarly, each Subcommittee shall be responsible to its Permanent Committee and shall make such reports to said Permanent Committee of such Subcommittee's activities as the Permanent Committee may request. A Permanent Committee or Subcommittee may be discontinued only upon the affirmative vote of the majority of the members of the Board then in office.

(b) Additional Committees. The Board by resolution adopted by the affirmative vote of the majority of the members then in office may designate one or more additional Permanent Committees or Subcommittees (an "Additional Committee") and may thereafter discontinue any such Additional Committees. Each such Additional Committee shall consist of three (3) or more individuals who shall be appointed by the resolution creating the Additional Committee of which at least one (1) individual of each such Additional Committee shall be a member of the Board. Unless otherwise provided by the enabling resolution or herein, each Additional Committee shall have a chairperson. Each Additional Committee member shall serve a one (1) year term or until his or her successor is appointed by the Committee as herein provided (or by the manner set forth in the enabling resolution) or until such Additional Committee member shall resign. Each Additional Committee which is a Permanent Committee shall be responsible to the Board, and shall make such reports to the Board of the Additional Committee's activities as the Board may request. Likewise, each Additional Committee which is a Subcommittee shall be responsible to its Permanent Committee, but shall fix its own rules governing the conduct of its activities and shall make such reports to said Permanent Committee of the Additional Committee's activities as the Permanent Committee may request. Each Additional Committee, to the extent provided in the enabling resolution as the same may be amended or supplemented from time to time by further resolution adopted by like vote, shall have and may exercise, when the Board is not in session, the powers of the Board in the management of the business and affairs of the Mequon Nature Preserve, except action in respect of election of principal officers of the Mequon Nature Preserve and in filling vacancies in committees created pursuant to this Section 3.14.

(c) Special Committees. Special Committees may be appointed by resolution adopted by the affirmative vote of the majority of the members of the Board to perform such duties and have such authority as may be assigned to them as set forth in such resolution.

4.15 Compensation; Expenses.

Members of the Board shall receive no salaries for their services (acting in their capacities as Board members), but they shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties.

Notwithstanding the foregoing, as a general rule, the Board shall not retain individual Board members, committee members or their respective firms for services for which they are compensated. However, there may be occasions when the special expertise of such Board members, committee members and/or their firms may be advantageous to the Board and the Mequon Nature Preserve. In those circumstances, the Board shall approve (subject to the following restriction) the action and a full and complete accounting of the transaction shall be maintained in the file of the Mequon Nature Preserve documenting the rationale for (i) the selection of the Board member, committee member and/or his/her firm, and (ii) the costs associated with the transaction. Board members shall not vote on matters where the member and/or his/her firm are affected.

4.16 Conflict of Interest Policy.

The Board of Directors shall adopt and keep in full force and effect a conflict of interest policy governing transactions and arrangements between Mequon Nature Preserve, Inc. and Board members or officers or any person or entity with whom members or officers have a direct or indirect financial interest, in order to prevent the occurrence of an excess benefit transaction.

4.17 Effect of Resolutions.

(a) Severability. Unless otherwise expressly provided, if any one or more of the provisions of any resolution of the Board should be determined by a court of competent jurisdiction to be contrary to law, then such provision or provisions shall be deemed and construed to be severable from the remaining provisions therein contained and shall in no way affect the validity of the other provisions of such resolution.

(b) Headings. Any heading preceding the texts of the several articles and sections of any resolution of the Board, and any table of contents or marginal notes appended thereof, shall be solely for convenience of reference and shall not constitute a part of such resolutions, nor shall they affect its meaning, construction or effect.

(c) Effective Date. Unless otherwise expressly provided, each resolution of Board shall take effect immediately upon its adoption in the manner provided by law.

(d) Priority. Unless otherwise expressly provided, each resolution of the Board shall be deemed to rescind and repeal all prior resolutions, rules or other actions, or part thereof, of the Board in conflict with such subsequent resolution insofar (and only insofar) as such conflict exists. This provision shall not apply to conflicts between resolutions and the Bylaws of Mequon Nature Preserve, Inc. which shall be controlling.

(e) No Recourse Under Resolutions. All covenants, stipulations, promises, agreements and obligations of the Mequon Nature Preserve contained in any resolution of the Board shall be deemed to be the covenants, stipulations, promises, agreements and obligations of Mequon Nature Preserve, Inc. and not of any member, officer or employee of Mequon Nature Preserve, Inc. in his or her individual capacity, and no recourse shall be had for any claim based on any resolution of the Board against any member, officer or employee of Mequon Nature Preserve, Inc.

ARTICLE V

OFFICERS

5.01 Designation.

The principal officers of Mequon Nature Preserve, Inc. shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board.

5.02 Election and Term of Office.

The Chairperson, Vice-Chairman, Secretary and Treasurer (the "Elected Officers") of Mequon Nature Preserve, Inc. shall be elected by the Board at the Annual Meeting of Mequon Nature Preserve, Inc.. If the election of such officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be held. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified, or until his or her death or resignation or until he or she shall have been removed from office in the manner hereinafter provided.

5.03 Removal.

Any officer or agent elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of Mequon Nature Preserve, Inc. will be served thereby.

5.04 Vacancies.

A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled by the Board for the unexpired portion of the term.

5.05 Chairperson.

The Chairperson shall be the chief executive officer of Mequon Nature Preserve, Inc. and shall have such duties, responsibilities and powers as may be necessary to carry out the directions and policies of the Board or prescribed in the Bylaws or otherwise delegated by the Board and shall at all times be subject to the policies, control and direction of the Board. The Chairperson shall, when present, preside at all meetings of the Board. The Chairperson may sign and execute, in the name of Mequon Nature Preserve, Inc. any instrument or document consistent with the foregoing

general delegation of authority or any other instrument or document specifically authorized by the Board, except when the signing and execution thereof shall have been expressly delegated by the Board or by these Bylaws to some other officer or agent of Mequon Nature Preserve, Inc.; provided, that neither the Chairperson nor any other officer may sign any deed or instrument of conveyance or endorse any security or execute any checks, drafts, or other orders for payment of money, notes, acceptances, or other evidence of indebtedness without the specific authority of the Board pursuant to Article V below of these Bylaws dealing with such matters. The Chairperson shall be an ex-officio member of all the Mequon Nature Preserve's committees. The Chairperson shall, whenever it is in his or her opinion necessary, prescribe the duties of other officers of the Mequon Nature Preserve, in a manner not inconsistent with the provisions of these Bylaws and the directions of the Board.

5.06 Vice-Chairperson.

In the absence of the Chairperson or in the event of the Chairperson's death or inability or refusal to act as directed by the Board, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall have such other powers and duties as may be prescribed from time to time by the Board, or by these Bylaws.

5.07 The Secretary.

The Secretary shall: (a) keep the minutes of the meetings of the Board in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws; (c) be custodian of the Mequon Nature Preserve's records and see that books, reports, statements, certificates and all other documents and records required by law and these By-Laws are properly kept and filed; (d) keep a register of the telephone number(s), post office address(es) and e-mail address(es) of each member of the Board and each officer, which shall be furnished to the Secretary by each such person; (e) sign with the Chairperson and/or a Vice Chairperson, bonds, notes, agreements, deeds, instruments, certificates and other documents of the Mequon Nature Preserve which shall have been authorized by resolution of the Board; and (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Board.

5.08 The Treasurer.

The Treasurer shall: (a) have charge and custody of and be responsible for all of the Mequon Nature Preserve's funds and securities; (b) receive and give receipts for money due and payable to Mequon Nature Preserve, Inc from any source whatsoever, and deposit all funds of Mequon Nature Preserve, Inc. in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws; (c) exhibit for inspection upon request the relevant records of Mequon Nature Preserve, Inc. to any member of the Board for any proper purpose at any reasonable time; (d) render interim statements of the condition of the finances of Mequon Nature Preserve, Inc. upon request, and render a full financial report at the annual meeting of the Board; and (e) in general perform all of the duties incidental to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Board. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum

and with such surety or sureties as the Board shall determine.

5.09 Other Personnel.

The Board may, from time to time, by resolution adopted by the affirmative vote of the majority of the voting members then in office, appoint and employ such personnel as may be deemed necessary to exercise the powers, duties and function of Mequon Nature Preserve, Inc. The qualifications, duties and numbers of such personnel shall be consistent with the policies determined by the Board.

5.10 Salaries.

Officers shall receive no salaries for their services (acting in their capacities as officers of Mequon Nature Preserve, Inc.), but they shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties.

ARTICLE VI

CONTRACTS, LOANS, CHECKS AND DEPOSITS

6.01 Contracts.

Except as in these Bylaws otherwise provided, the Board may authorize any officer or officers, agent or agents, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of Mequon Nature Preserve, Inc., and such authorization may be general or confined to specific instances. Except as so authorized, or as in these Bylaws otherwise expressly provided, no member, officer or agent shall have the power or authority to bind Mequon Nature Preserve, Inc. by any contract or engagement or to pledge its credit or to render it liable for any purpose in any amount.

6.02 Loans.

No loans shall be contracted on behalf of Mequon Nature Preserve, Inc. and no evidences of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board. Such authorization may be general or confined to specific instances. No loans shall be made to any officer or member of the Board, directly or indirectly, except that reasonable advances of reimbursable expenses may be made in the discretion of the Board.

6.03 Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of Mequon Nature Preserve, Inc. shall be signed by such officer or officers, agent or agents, of Mequon Nature Preserve, Inc. and in such manner as shall from time to time be determined by or under the authority of a resolution of the Board.

6.04 Deposits.

All funds of Mequon Nature Preserve, Inc. not otherwise employed shall be deposited from time to time to the credit of Mequon Nature Preserve, Inc. in such banks, trust companies or other depositories as may be selected by or under the authority of the Board.

6.05 Regulations with Respect to Evidence of Indebtedness.

The Board shall have the power and authority to make all such rules and regulations not inconsistent with the statutes of the State of Wisconsin as it may deem expedient concerning the issue, transfer and registration of evidence of indebtedness of Mequon Nature Preserve, Inc.

ARTICLE VII

INDEMNIFICATION

7.01 Mandatory Indemnification.

(a) Successful on the Merits. The Mequon Nature Preserve shall indemnify a member or officer of Mequon Nature Preserve, Inc. to the extent he or she has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable expenses incurred in the proceeding, if the member or officer was a party because he or she is or was at the time of the events upon which the proceeding was based a member or officer of Mequon Nature Preserve, Inc. A member or officer shall exercise his or her right to indemnification under this Section 7.01 by delivering a written demand for indemnification to the Treasurer, or the Chairperson if the party seeking indemnification is the Treasurer.

(b) Good Faith. In all cases not included in Section 7.01, the Mequon Nature Preserve shall indemnify a Board member or officer against liability incurred by the member or officer in a proceeding to which the member or officer was a party because he or she is or was at the time of the events upon which the proceeding was based a member or officer of Mequon Nature Preserve, Inc., provided that there is a determination that the member or officer acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of Mequon Nature Preserve, Inc. and provided that such act or omission by the member does not constitute a violation of the criminal law, unless the member or officer had reasonable cause to believe his or her conduct was lawful or had no reasonable cause to believe his or her conduct was unlawful. Whether a member or officer of the Mequon Nature Preserve, Inc. shall be entitled to indemnification under this Section 7.01(b) shall be determined in accordance with the procedures established in Section 7.02.

(c) No Presumption. The termination of a proceeding by judgment, order, settlement or conviction, or upon a plea of no contest or an equivalent plea, does not, by itself, create a presumption that indemnification of the member or officer is not required under this subsection.

7.02 Determination of Right to Indemnification.

A Board member or officer seeking indemnification under this Article VII shall first make a written request to the Mequon Nature Preserve's Treasurer, or the Mequon Nature Preserve's Chairperson, if the person seeking indemnification is the Treasurer, for such indemnification. Determination of whether indemnification is required shall be made by one of the following means:

(a) By a majority vote of a quorum of the Board consisting of members who are not at the time parties to the same or related proceedings with respect to which the indemnification claim has been made. If such quorum of disinterested members cannot be obtained, by a majority vote of a committee duly appointed by the Board and consisting solely of three (3) or more members who are not at the time parties to the same or related proceedings. Members who are parties to the same or related proceedings may participate in the designation of members of the committee.

(b) By independent legal counsel selected by a majority vote of a quorum of the Board or its committee consisting of members who are not at the time parties to the same or related proceedings or, if such a quorum cannot be obtained, by a majority vote of the full Board, including members who are parties to the same or related proceedings.

(c) By a court of competent jurisdiction upon application by the Board member or officer for an initial determination of entitlement to indemnification or for review by the court of an adverse determination. Indemnification shall be ordered if the court determines that the member or officer is entitled to indemnification under Section 7.01 or that the member or officer is fairly and reasonably entitled to indemnification in view of all the relevant circumstances. If the member or officer is successful in obtaining indemnification by order of the court, in addition to indemnification against all other expenses and liability, the member or officer shall be reimbursed for expenses reasonably incurred in pursuing his or her request for indemnification.

The member or officer of the Mequon Nature Preserve seeking indemnification shall designate in his or her request for indemnification the method of making the indemnification determination.

7.03 Advance of Expenses as Incurred.

Mequon Nature Preserve, Inc. shall, upon written request by the Board member or officer, pay for or reimburse the reasonable expenses incurred by a member or officer who is a party to a proceeding, as those expenses are incurred, if the member or officer furnishes Mequon Nature Preserve, Inc. a written affirmation of his or her good faith belief that he or she has not breached his or her duties to Mequon Nature Preserve, Inc. and the member or officer furnishes Mequon Nature Preserve, Inc. with a written undertaking, executed personally or on his or her behalf, to repay the allowance to the extent that it is ultimately determined that the indemnification is not required. Mequon Nature Preserve, Inc. may accept the undertaking without reference to his or her ability to repay the allowance, and the undertaking may be secured or unsecured.

7.04 Insurance.

Mequon Nature Preserve, Inc. may purchase and maintain insurance on behalf of its Board members and officers, or to reimburse itself, against liability asserted or incurred and expenses incurred by the member or officer in connection with a proceeding brought against the member or officer in his or her capacity as a member or officer or arising from his or her status as a member or officer, regardless of whether Mequon Nature Preserve, Inc. is required or authorized to indemnify the individual against the same liability pursuant to the provisions hereof.

7.05 Definitions.

The following terms used in this Article VII shall have the indicated meanings:

(a) "Member" or "officer" means an individual who is or was a Board member or officer of Mequon Nature Preserve, Inc. and includes the estate or personal representatives of a member or officer.

(b) "Expenses" include all fees, costs, charges, attorneys' counsel fees and other expenses and disbursements incurred in connection with a proceeding.

(c) "Liability" includes the obligation to pay a judgment, settlement, penalty, fine, assessment or forfeiture, including an excise tax assessed with respect to or on an employee benefit plan, and reasonable expenses.

(d) "Party" includes an individual who was or is, or who is threatened to be made, or is at risk of becoming, a named defendant or respondent in a proceeding.

(e) "Proceeding" means any threatened, pending or completed action, suit, claim, litigation, appeal, arbitration or other proceeding, whether civil, criminal, administrative or investigative, formal or informal, predicated on foreign, federal, state or local law, brought by or in the right of the Mequon Nature Preserve or by any other person or by any governmental or administrative body.

7.06 Savings Clause.

To the extent any court of competent jurisdiction shall determine that the indemnification provided under this Article VII shall be invalid as applied to a particular claim, issue or matter, the provisions hereof shall be deemed amended to allow and require indemnification to the maximum extent permitted by law.

7.07 Deemed Contract.

This Article VII shall be deemed to be a contract between Mequon Nature Preserve, Inc. and each previous, current or future Board member or officer. The provisions of this Article VII shall apply to all proceedings commenced after the date hereof, whether rising from any action taken or failure to act before or after such adoption. No amendment, modification or repeal of this Article VII shall diminish the rights provided hereby or diminish the right to indemnification with respect to

any claim, issue or matter in any then pending or subsequent proceeding that is based in any material respect on any alleged action or failure to act prior to such amendment, modification or repeal.

ARTICLE VIII

AMENDMENTS

8.01 Express Amendments.

The Board may from time to time, by vote of a majority of the voting members then in office, alter, amend or repeal any and all of these Bylaws, except as to the number, manner of selection and terms of the directors of Mequon Nature Preserve, Inc., as provided in Article IV above, which may be amended only with the prior written consent of the City of Mequon and The Ozaukee Washington Land Trust, Inc.

8.02 Implied Amendments.

Except with respect to the limitations or prohibitions of activities provided in Article I Section 1.01, Article II, and the provisions of Section 8.01 next above, any action taken or authorized by the Board which would be inconsistent with the Bylaws then in effect, but which is taken or authorized by affirmative vote of not less than the number of members required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended as far, but only as far, as is necessary to permit the specific action so taken or authorized.

ARTICLE VIX

SEAL

The Board shall by resolution, if it deems necessary, adopt a seal for Mequon Nature Preserve, Inc.

Date Adopted: April 20, 2011

Christine Nuernberg, Secretary and Treasurer of Mequon Nature Preserve, Inc.

[Amended and Restated Bylaws]

4.03 Manner of Selection; Tenure.

The members shall be individuals qualified and appointed as follows:

(a) ~~Three~~One (~~3~~1) voting ~~members~~member shall be appointed by the City of Mequon.

(b) ~~Three~~One (~~3~~1) voting ~~members~~member shall be appointed by The Ozaukee Washington Land Trust, Inc. (OWLT).

(c) ~~Six~~~~(6)~~The remaining voting members shall be appointed by Mequon Nature Preserve, Inc.

(d) The Board of Directors shall consist of twelve (12) individuals who shall be voting members of the Board. The directors shall be divided into three (3) classes with each class consisting of four (4) directors. One (1) class of directors shall be elected at each annual meeting of the corporation. Each director shall serve a term of three (3) years.

(e) In selecting directors, the appointing authorities shall endeavor, but not be obligated to nominate a member representing the private donors to the Mequon Nature Preserve and members who shall possess background and skills in land preservation, land restoration, ecology, biology, botany, environmental education, non-profit fund raising or related disciplines.

(f) The Board of Directors may from time to time, appoint adjunct non-voting advisers to the Board, and may specify terms of such appointment of up to three years, who by reason of specialized knowledge and skills will offer valuable counsel and service to the Board.



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 21, 2023
SUBJECT: Discussion

- Villa Grove
- Pickle Ball
- Rotary Dog Park



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 21, 2023
SUBJECT: June Work Plan

Attachments:
June 2023 Work Plan (PDF)

**Park and Open Space
June 21, 2023, Work Plan**

Month	Agenda Topics
June	• Friends of Parks- Discussion- Mission Statement • Discussion: Villa Grove- Paddle raise, Rotary Dog Park, Pickle Ball
July	• No Meeting
August	• Budget Review: Review of proposed City budget (if released prior to meeting) • Donation/Dedication Agreement – Heat Baseball Rennie Batting Cage • Annual Report- Draft • Playground inventory- review and needs assessment. • Review and Approve: Annual Report (submission to Common Council)
September	• Consultant RFP- Review
October	• Annual Report – Completed and Submitted • Review and Approve RFP
November	• RFP- release Comp Plan, award in January
December	• No Meeting
	•
	•
	•

Future Agenda Topics

- Inventory of park field usage for consideration of redistribution of youth sports groups
- Continued discussion/updates on Community Park/Mequon Civic Campus
-
- Discuss future partnership potential County/ MMSD, plans for park usage
- Discuss future needs of Rennie Field?
- MNP/MMSD Land Acquisition

Status Report

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
Parks, Recreation and Open Space Plan	RFP- October 2023 for consultant	Incorporate comments into 2020 Work Plan

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
Community Group Engagement	Complete	Incorporate comments into CPROSP update
Develop Prioritized Project List	Complete	Approve Prioritized List for 2021 action items
Policy Discussion		
City Naming Rights for donated infrastructure	Complete	Approval by Board and Common Council
Standard document for ownership, operation and maintenance of donated infrastructure	Complete	Document/ in use
Volunteer coordination	Form subcommittee for handout, draft adopt a park format	Draft handout, Draft adopt a park format
Standard Park signage plan	Draft Needed	Draft policy language
Park Rental Fee Schedule	Updated for 2022	Comprehensive review for 2023
Rotary Pavilion Holding Tank	Complete	

Ongoing Park Projects:

- Pier Completion
- Restroom Painting and Refinishing at River Barn
- Epoxy Floor installation at Rotary Pavilion Bathrooms
- Observation Pier- Trinity Creek