LAKESIDE PARK EXPLORATORY COMMITTEE AGENDA
CITY OF FOND DU LAC, WISCONSIN

August 26, 2014
6:00 p.m.

Meeting Rooms D & E
City-County Government Center

160 South Macy Street
Fond du Lac, Wisconsin

I. OPENING CEREMONIES BY COUNCIL PRESIDENT SAM MEYER

A. Attendance

B. Declaration Quorum Present

C. Oath of Office

D. Introductions

II. CITY MANAGER REVIEW OF LAKESIDE PARK EXPLORATORY CHARTER

III. OVERVIEW OF PARLIAMENTARY PROCEDURES

IV. DISCUSSION OF COMMITTEE LEADERSHIP

Election of Officers

1) Chairperson
2) Vice-Chairperson

V. DISCUSSION OF MEETING TIMES-LOCATION AND OTHER BUSINESS

IV. ADJOURN TO TOUR LAKESIDE PARK

CITY OF FOND DU LAC - Memorandum

City Manager

Date: August 15, 2014

To: Lakeside Park Exploratory Committee Members

From: Joe Moore, City Manager

Re: Committee Guidelines

Congratulations on your selection to the Lakeside Park Exploratory Committee and thank you for volunteering to serve in this capacity. Your role is extremely important and it will, most likely, be challenging and time consuming as well.

With this memo I have attached a description of your charter, which has been endorsed by the City Council.

The City Staff and I will support your work in whatever way possible. Please feel free and do not hesitate to contact me or any staff member for advice or information. Our City website provides a superb resource of staff contact information, where you can find the email address of any Department Head and Division Chief as well as their phone numbers. That will help you make contact with our subject matter experts who are available to answer your questions and to provide information you need.

Again, thank you. I look forward to seeing you at your organizational meeting on Tuesday, August 26th at 6PM.

THE COMMITTEE'S CHARGE

The City Council created the Lakeside Park Exploratory Committee (LPEC) to function in an advisory capacity to the Council regarding utilization options for Lakeside Park, and to present its recommendations to the Council.

The LPEC shall explore, study and investigate all aspects of past, continuing and potential utilization of Lakeside Park (including, but not limited to: public events, public/private concessions, rental/lease/ agreements and potential commercial development) and present a written report to the City Council that encompasses recommendations regarding said exploration of utilizations.

Answer these questions:

- Can Lakeside Park be better used for the benefit of the City's residents, stakeholders and visitors?
- If so, how?

RATIONALE

Why has the City Council taken this initiative?

- Ultimately, you will inform the plan for Lakeside Park for the foreseeable future. You may determine that the Park should not change in any way. If so, we encourage you to make that recommendation. Alternatively, you may discover improvements or changes that would enhance it. If that's your conclusion, then define key ideas, determine justifications and prioritize your recommendations.

BACKGROUND

There have been opinions, claims and representations that the City of Fond du Lac's Lakeside Park is "underutilized" mostly without factual bases. In part, the LPEC has been appointed to explore the park's utilization to provide the Council and City residents with the factual basis needed to guide future discussions with respect to the utilization of the park.

The Lakeside Park boundaries have and currently encompass a variety of public, private and public/private/personal uses and concessions. These concessions include, but are not limited to: the FDL Yacht Club, personal boat houses, city and yacht club boat slips in the marina, boat landings, rentals for canoes, train and carousel rides as well as rentals for the pavilion and various shelters throughout the park. The park also has many free first-come-first-served picnic areas.

Within walking distance from the park are a full-service restaurant, a drive-in restaurant, a convenience store and a private club. Downtown Fond du Lac is easily accessed by automobile and taxi services. Although not within the park boundaries, these privately-owned private/commercial entities form an integral part of the Lakeside Park area.

An exploration of all these elements of park utilization and private/commercial entities by the Committee will, hopefully, lead to a better understanding of Lakeside Park's current utilization and could lead to a better utilization of this resource. A recommended period of park utilization

would be for one year – i.e.: September 1, 2013 through August 30, 2014. A calendar of public/private events should be constructed to show utilization of the park. Such a calendar will include days of park facility rental utilization (pavilion, shelters, etc., public events (i.e.: Walleye Weekend, Fireworks, Christmas displays) and days when concessions were running to support any Committee utilization determination.

Also, consider other communities and parks, brainstorm ideas, explore how ideas could impact the community financially and evaluate how park development in other cities affected their communities.

COMMITTEE OPERATON/FACILITATION

The Council expects the LPEC to operate independently. However, the following guidelines apply to the LPEC:

- As a committee created and appointed by the Fond du Lac City Council, this advisory Committee must operate within the view of "the Public Eye." All of its meetings must be open to the public and it cannot have the option of an "Executive Session." Parliamentary procedures must guide all discussions and deliberations.
- Open meetings and open records statutes apply to the LPEC. Public notification of meetings and publication of an agenda are required as is taking of minutes at each meeting. The LPEC should consult the City Attorney when any uncertainty exists.
- Except for its organizational meeting, the LPEC must provide for audience comment at some of its meetings and should seek other means for engaging with the public.
- The committee will establish a regular meeting place and time to provide predictability for the public. It should meet at least monthly having held its organizational meeting no later than September 5, 2014. The City Clerk will coordinate the scheduling and meeting location of the first meeting with the committee members.
- As for the City Council, a quorum for the LPEC is a simple majority of its membership and recommendations may be approved by a majority of members voting.
- The committee will choose its own leadership: Once operational, it may operate on its own and with assistance from City Staff when needed. Since this committee is larger than normal, the appointment of an outside facilitator to help keep it on track could be an alternative the committee considers. If the LPEC does request the services of an outside facilitator, any costs associated with this request must be submitted to the City Manager for consideration and a recommendation to the Council.
- Its existence is temporary and it will be disbanded at a time to be determined by the Council.
- It is prohibited from committing City resources for any purpose and it has no decision making authority regarding any asset or aspect of Lakeside Park or its environs.
- It should rely upon the City Staff for information and advice, but it may not exercise direction or supervision of City employees. Also, the LPEC should coordinate any

engagements or conversations involving State or other regulatory agencies with City Staff.

- Committee members should anticipate significant interest in it operations from the public and from the press. Therefore, the committee members should determine how the LPEC will interact with the public and the press before, after and between meetings.
- As with other boards, commissions and committees of the City Council, the City Clerk will record the minutes of LPEC meetings. They will be distributed via the Council Communications published by the City Manager.

STAFF COORDINATION

The LPEC's work will often depend upon interaction with and support from the City Staff. You can expect a member of the following departments to attend your meetings: Public Works, Community Development, the City Attorney and the City Clerk. They will assist you in acquiring information and documentation.

DELIVERABLES

- The LPEC will provide an oral report of its operations and progress to the City Council every other month at a regularly scheduled Council meeting. The LPEC chairperson and the City Manager will coordinate the scheduling of this requirement.
- Any time prior to, but no later than June 1, 2015, the LPEC will draft and submit a written report to the City Council containing its findings, recommendations and any other information it deems appropriate for the Council to consider. However, if at any time the LPEC contemplates the sale of Park land, the LPEC must advise the City Council of such a consideration as soon as possible to elicit guidance from the Council.