



136 North Monroe Street  
Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

### WATERLOO PARKS COMMISSION

DATE: August 19, 2014 TIME: 5:00 P.M.  
LOCATION: Municipal Building – 136 North Monroe Street

to consider the following:

1. Roll Call And Call To Order
2. Approval Of The Past Unapproved Meeting Minutes
3. Citizen Input
4. Updates, Reports And Informational Items
  - a. Waterloo Regional Trailhead - Volunteer Coordinator Update (recurring item, Implementation Team Representative or Clerk/Treasurer)
  - b. Youker Park Landscaping Improvements (recurring item, Kegler)
  - c. Dog Park (Dog Park Committee Representative or Clerk/Treasurer)
5. Unfinished Business
  - a. Firemen's Park Repairs, Improvements – Update From Kunkel/Trustees March Meeting (Joyce)
  - b. Skate Board Facility (Staff follow-up)
  - c. Memorial Display At Veteran's Memorial Park (Springer & Kunkel Engineering) And 720 West Madison Street - Phase 2 Planning
  - d. Waterloo Regional Trailhead – Rental Agreement
6. New Business
  - a. Partnering With The Village Of Marshall For Future Park Administration Services
  - b. 2015 Budget and Fund 225 (Waterloo Trailhead Facility)
7. Announcements, Future Agenda Items And Next Meeting Date
  - a. Parks Commission Project Prioritization & Update Of Comprehensive Outdoor Recreation Plan (Quimby/Clerk-Treasurer)
  - b. Parks Commission Organizational Calendar
8. Adjournment *Mo Hansen*

Mo Hansen, Clerk/Treasurer

**Parks Commissioners: Notify the Clerk/Treasurer's office (478-3025) if unable to attend.**

Posted, Emailed & Mailed: August 18, 2014

-Committee Members: Stinnett, Kegler, Quimby, Springer, Joyce with two vacancies. Advisory Members: Gary Yerges

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

## City Hall

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**From:** Laura Cotting [cottingel@gmail.com]  
**Sent:** Monday, August 18, 2014 10:49 AM  
**To:** Matt Weber; Faville Grove; Richard and Claire Jones; <tbergan@mckaynursery.com>; Seidl, Eric; Joni Crave; Jeff Robbins; Waterloo City Hall; Battenberg, Steven R (46526); Joe Nehmer; Jill Taylor  
**Subject:** Tonight's Meeting Agenda Waterloo Regional Trailhead 6:30

Hello Team,

We are meeting tonight at the Trailhead, at 6:30. The agenda is below: I will distribute printed agendas and minutes at the meeting.

### Agenda

- 1) Call to Order
- 2) Approval of Minutes
- 3) Introducing Chris Doyle, the new Manager of Faville Grove Sanctuary.
- 4) Forming 501(c)(3) corporation- with Attorney Steve Battenberg
- 5) Update on Staffing facility
- 6) Update on outstanding items
  - a) Furnishings (bike racks, bench for plaza, installing plaque, flagpole, parking lot lights, painting garbage cans, installing coat pegs in family bathroom)
  - b) Building Issues (scupper needs redo-ing, low water pressure in all sinks, etc.)
- 7) Budget
- 8) Proposed Fundraising Event some time in Sept-October

See you there!

Laura

# CITY OF WATERLOO

BALANCE SHEET

JUNE 30, 2014

## FUND 225 - SPECIAL REVENUE TRAILHEAD-WRT

### ASSETS

225-11100	TREASURER'S CASH	( 16,090.95 )	
225-13100	ACCOUNTS RECEIVABLE	.00	
225-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	.00	
		<hr/>	
	TOTAL ASSETS		( 16,090.95 )

### LIABILITIES AND EQUITY

#### LIABILITIES

225-21100	VOUCHERS PAYABLE	.00	
		<hr/>	
	TOTAL LIABILITIES		.00

#### FUND EQUITY

225-32600	FUND BALANCE	.00	
	REVENUE OVER EXPENDITURES - YTD	( 16,090.95 )	
		<hr/>	
	TOTAL FUND EQUITY		( 16,090.95 )
	TOTAL LIABILITIES AND EQUITY		( 16,090.95 )

**CITY OF WATERLOO**  
 DETAIL REVENUES /EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2014

**FUND 225 - SPECIAL REVENUE TRAILHEAD-WRT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUES</u>					
<u>MISCELLANEOUS REVENUES</u>					
225-48-4820-000 FACILITY RENTAL	500.00	935.00	500.00	435.00	187.00
225-48-4850-000 DONATIONS - PUBLIC	.00	5.29	74,500.00	( 74,494.71 )	.01
TOTAL MISCELLANEOUS REVENUES	500.00	940.29	75,000.00	( 74,059.71 )	1.25
TOTAL FUND REVENUE	500.00	940.29	75,000.00	( 74,059.71 )	1.25
<u>EXPENDITURES</u>					
<u>PARKS</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	374.46	2,558.23	2,100.00	( 458.23 )	121.82
225-55-5520-222 TRAILHEAD-WRT HEAT	23.55	802.88	900.00	97.12	89.21
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	77.98	291.76	900.00	608.24	32.42
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	450.93	852.34	1,250.00	397.66	68.19
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	45.00	225.00	540.00	315.00	41.67
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	.00	778.20	900.00	121.80	86.47
225-55-5520-294 TRAILHEAD-WRT INTERN HOUSING	46.45	2,219.79	12,000.00	9,780.21	18.50
225-55-5520-296 TRAILHEAD-WRT INTERN STIPEND	.00	2,664.77	16,500.00	13,835.23	16.15
225-55-5520-310 TRAILHEAD-WRT OFFICE SUPPLIE	477.68	1,046.67	200.00	( 846.67 )	523.34
225-55-5520-330 TRAILHEAD-WRT MILEAGE	.00	.00	200.00	200.00	.00
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	170.37	1,282.75	3,360.00	2,077.25	38.18
225-55-5520-350 TRAILHEAD-WRT CLEANING SUPPLY	3.99	313.97	.00	( 313.97 )	.00
225-55-5520-390 TRAILHEAD-WRT PROGRAMS	.00	20.00	4,000.00	3,980.00	.50
225-55-5520-810 TRAILHEAD-WRT OUTLAY	720.00	3,974.88	2,240.00	( 1,734.88 )	177.45
TOTAL PARKS	2,390.41	17,031.24	45,090.00	28,058.76	37.77
TOTAL FUND EXPENDITURES	2,390.41	17,031.24	45,090.00	28,058.76	37.77
NET REVENUES OVER EXPENDITURES	( 1,890.41 )	( 16,090.95 )	29,910.00	( 46,000.95 )	( 53.80 )

# CURRENT

**WATERLOO REGIONAL TRAILHEAD**  
**760 McKay Way, Waterloo, WI 53594**  
**Warming Room & Back Patio Rental Agreement**

\_\_\_\_\_  
Name (First, Last)

\_\_\_\_\_  
Address (Street Name & Number, City, State, Zip)

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Alternate Phone Number or Email

\_\_\_\_\_  
Name of Group (if applicable)

\_\_\_\_\_  
Event Type

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Expected Number of People

Rental Times: From: \_\_\_\_\_ am/pm

To: \_\_\_\_\_ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 2 hours)	\$20.00/hour
\$50.00	Hourly (less than 2 hours) non- profit organizations	\$10.00/hour
\$50.00	Half Day (2 to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

Reservation of the facility requires two separate checks, one for the rental fee and one for the refundable deposit. The deposit check will be returned following inspection of the facility after its use. All checks should be made payable to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). Your reservation is only guaranteed when the fee has been paid in full and the Rental Agreement has been signed by the renter.

Rental Fee Amount: \$ \_\_\_\_\_ + \$ 50.00 Deposit

Received On: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Keys to the Facility:**

If your group is issued a key, return the key to the facility comment box in the atrium or the municipal drop box immediately after using the facility. The drop box is located in front of the municipal building at 136 N. Monroe Street.

**Policy Acknowledgement:**

I agree to abide by the **WATERLOO REGIONAL TRAILHEAD - Facility Use Rules & Procedures.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Rental Agreement: WATERLOO REGIONAL TRAILHEAD**  
**760 McKay Way, Waterloo, WI 53594**  
**Warming Room & Back Patio Rental Agreement**  
**Facility Use Rules & Procedures**

It is the goal of the city to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of its community. Generally, the facility will be rented out on a first-come, first-serve basis. See fee schedule below for applicable fees and deposits, which are payable by check to the City of Waterloo and deliverable to the Clerk/Treasurer's Office at City Hall, 136 N. Monroe Street, Waterloo, WI 53594.

<b>Refundable Deposit</b>	<b>Rental</b>	<b>Rental Fee</b>
\$50.00	Hourly (less than 2 hours)	\$20.00/hour
\$50.00	Hourly (less than 2 hours) non- profit organizations	\$10.00/hour
\$50.00	Half Day (2 to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

**\*\*Please note – Fees are subject to change based on current market prices and facility updates.**

1. Contact the Clerk/Treasurer's office (920-478-3025) to ensure the facility is available for the dates and times of your event. Municipal staff will hold the shelter for a maximum of 10 business days; if the shelter rental agreement, rental fee, and applicable deposits are not received within 10 business days, the shelter will be reopened to the public for rental.
2. Deposits must be paid by check, separate from rental fee checks. Checks should be made out to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the facility after use, the deposit check will be returned within 5 business days of the reservation.
3. Reservation must be made a minimum of 2 business days before the first day of a reservation.
4. All fees will be retained in full unless the reservation is canceled at least 10 business days in advance of the reservation date. Fees for reservations made less than 10 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
5. Facility reservation hours are from 6:00 a.m. to 10:00 p.m.
6. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renters' responsibility to remove all personal items from the rented facility by the end of the rental day. Failure to remove all items by the end of the day will result in collection of the shelter deposit and other potential charges.
7. The clean-up checklist provided each group for each reserved date must be completed by the authorized representative of the organization using the facility. It is understood that the renter's responsibility to clean and restore the premises must be completed within the specified rental time.
8. If the facility has sustained damages through an organization's use of the facility, or if municipal personnel must clean the facility after such use, all or any portion of the deposit will be retained

by the municipality to cover costs. Organizations will be billed for any damages in excess of the deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.

9. All reservation applications must be signed by an adult at least 18 years of age. An adult, 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
10. Should a key to the Waterloo Regional Trailhead be issued to an authorized representative, this key must be returned to the municipal drop box located at 136 N. Monroe Street at the end of the rental period. The organization will be responsible for any attendant costs if the key is lost (e.g. changing the locks) while still signed out to that organization.
11. Reservations entitle your group to exclusive use of the facility's warming room and back patio. The general public may use the restrooms. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
12. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted (920) 478-2343.
13. The use of the facility must be in accordance with local and state law. Consult the Clerk/Treasurer's office at (920) 478-3025 for details. Use of tobacco is prohibited in and around the building. Fire and safety laws must be observed. Firearms are not allowed on the Waterloo Regional Trailhead premises.
14. Any emergency occurring while using the facility must be reported to the City of Waterloo Clerk/Treasurer office (920-478-3025).
15. All dogs must be on a leash.
16. Vehicles are restricted to designated roadways and parking areas.
17. The City of Waterloo reserves the right to review and/or refuse future use of this facility for a group's previous infringement of the rules or policies governing facility use. In the event a dispute arises regarding the use of the facility, the final decision rests with the Clerk/Treasurer and his/her designee.
18. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the Waterloo Regional Trailhead, 24 hours' notice may not be possible. It is recommended that all organizations contact the Waterloo Regional Trailhead at 920-350-5234 or the City of Waterloo at 920-478-3025 if inclement weather threatens.

# PREVIOUS

**WATERLOO REGIONAL TRAILHEAD**  
760 McKay Way, Waterloo, WI 53594  
Warming Room & Back Patio Rental Agreement

\_\_\_\_\_  
Name (First, Last)

\_\_\_\_\_  
Address (Street Name & Number, City, State, Zip)

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Name of Group (if applicable)

\_\_\_\_\_  
Event Type

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Expected Number of People

Rental Times: From \_\_\_\_\_ am/pm

To \_\_\_\_\_ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (1-2 hours) – for profit organizations	\$20.00/hour
\$50.00	Hourly (1-2 hours) – non- profit organizations	\$10.00/hour
\$50.00	Half Day (2- 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

Reservation of the facility requires two separate checks, one for the rental fee and one for the refundable deposit. The deposit check will be returned following inspection of the facility after its use. All checks should be made payable to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). Your reservation is only guaranteed when the fee has been paid in full and the Rental Agreement has been signed by the renter.

Rental Fee Amount: \$ \_\_\_\_\_ + \$ 50.00 deposit

Received On: \_\_\_\_\_

**Keys to the Facility:**

If your group is issued a key, return the key to the municipal drop box immediately after using the facility. The drop box is located in front of the municipal building at 136 N. Monroe Street.

**Policy Acknowledgement:**

I agree to abide by the rules and regulations for facility use of the Waterloo Regional Trailhead.

renter's responsibility to clean and restore the premises must be completed within the specified rental time.

8. If the facility has sustained damages through an organization's use of the facility, or if municipal personnel must clean the facility after such use, all or any portion of the deposit will be retained by the municipality to cover costs. Organizations will be billed for any damages in excess of the deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.
9. All reservation applications must be signed by an adult at least 18 years of age. An adult, 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
10. Should a key to the Waterloo Regional Trailhead be issued to an authorized representative, this key must be returned to the municipal drop box located at 136 N. Monroe Street at the end of the rental period. The organization will be responsible for any attendant costs if the key is lost (e.g. changing the locks) while still signed out to that organization.
11. Reservations entitle your group to exclusive use of the facility's warming room and back patio. The general public may use the restrooms. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
12. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted (920) 478-2343.
13. Use of tobacco is prohibited in and around the building. Fire and safety laws must be observed. Any emergency occurring within the group while using the facility must be reported to the City of Waterloo Clerk/Treasurer office (920-478-3025).
14. Firearms are not allowed on the Waterloo Regional Trailhead premises.
15. The use of the facility must be in accordance with local and state law. Consult the Clerk/Treasurer's office at (920) 478-3025 for details.
16. All dogs must be on a leash.
17. Vehicles are restricted to designated roadways and parking areas.
18. The following organizations shall have use of the facility free of charge: the Glacial Heritage Area, Friends of the Glacial Heritage Area, **Mauneshia River Alliance**, and Madison Audubon Society. However, in the event that another party should wish to use the facility, revenue-generating events for the facility shall take priority. This contingency will take precedence over the policy to rent the facility on a first-come, first-serve basis.
19. The City of Waterloo reserves the right to review and/or refuse future use of this facility for a group's previous infringement of the rules or policies governing facility use. In the event a dispute arises regarding the use of the facility, the final decision rests with the Clerk/Treasurer and his/her designee.
20. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the Waterloo Regional Trailhead, 24 hours' notice may not be possible. It is recommended that all organizations contact the Waterloo Regional Trailhead at 920-350-5234 or the City of Waterloo at 920-478-3025 if inclement weather threatens.
21. **Who can use the facility for free and when?**
  - a. **Private Individuals:** No charge during regular hours of operation, or when attending an event that that no admission charge.
  - b. **Organizations on the "free list" in item 18.**
  - c. **Organizations or Individuals invited by the City of Waterloo.**

- d. **Organizations holding an Event that is free and open to the public, with City approval.**
- e. **Organizations using the facility during normal hours, if their event does not prevent others from using the facility for different purposes.**

EXAMPLE: The PTO holds a bake sale on part of the patio.

EXAMPLE: The Chamber of Commerce holds a "Meet and Greet".

EXAMPLE: Employees have an informal discussion in part of the Warming Room.

**TITLE: 2015 BUDGET - DEPT. SUBMITTALS**

7/28/2014

ACCT NO	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	6/30/2014 YTD	2014 ESTIMATED	2014 BUDGET	2015 SUBMIT	% CHANGE 14-'15	2016 SUBMIT	2017 SUBMIT	NOTES
225-43-4360-000	STATE GRANTS PARKS	0	0	0	0	0	0					
225-48-4820-000	FACILITY RENTAL	0	0	0	935	1,870	0					
225-48-4850-000	DONATIONS - PUBLIC	0	0	0	5	10	0					
225-49-4930-000	FUNDS APPLIED TO BUDGET	0	0	0	0	0	0					
225-49-4935-000	DESIGNATED FUNDS APPLIED	0	0	0	0	0	0					

**EXPENSE - SUBTOTAL**

ACCT NO	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	6/30/2014 YTD	2014 ESTIMATED	2014 BUDGET	2015 SUBMIT	% CHANGE 14-'15	2016 SUBMIT	2017 SUBMIT	NOTES
225-55-5520-221	TRAILHEAD-WRT ELECTRIC	0	0	0	2,558	5,116	0					
225-55-5520-222	TRAILHEAD-WRT HEAT	0	0	0	803	1,606	0					
225-55-5520-223	TRAILHEAD-WRT WATER/SEWER	0	0	0	292	584	0					
225-55-5520-240	TRAILHEAD- WRT BLDG MAINT	0	0	0	852	1,704	0					
225-55-5520-290	TRAILHEAD-WRT CLEAN CONTRACT	0	0	0	225	450	0					
225-55-5520-291	TRAILHEAD-WRT SECURITY CONTR	0	0	0	778	1,556	0					
225-55-5520-294	TRAILHEAD-WRT INTERN HOUSING	0	0	0	2,220	2,220	0					
225-55-5520-296	TRAILHEAD-WRT INTERN STIPEND	0	0	0	2,665	2,665	0					
225-55-5520-310	TRAILHEAD-WRT OFFICE SUPPLIE	0	0	0	1,047	1,047	0					
225-55-5520-330	TRAILHEAD-WRT MILEAGE	0	0	0	0	0	0					
225-55-5520-341	TRAILHEAD-WRT COMMUNICATION	0	0	0	1,283	2,566	0					
225-55-5520-350	TRAILHEAD-WRT CLEANING SUPPLY	0	0	0	314	314	0					
225-55-5520-390	TRAILHEAD-WRT PROGRAMS	0	0	0	20	40	0					
225-55-5520-810	TRAILHEAD-WRT OUTLAY	0	0	0	3,975	3,975	0					

**EXPENSE - SUBTOTAL**

**REVENUE LESS EXPENDITURES**

940 1,880

17,032 23,843

(16,092) (21,963)

**TO:** PARKS COMMISSIONERS  
**FROM:** CLERK/TREASURER  
**SUBJECT:** DRAFT OUTLINE – CITY OF WATERLOO COMPREHENSIVE OUTDOOR RECREATION PLAN, EXECUTIVE SUMMARY  
**DATE:** APRIL 14, 2014

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## Draft Outline City of Waterloo Comprehensive Outdoor Recreation Plan Executive Summary

The purpose of this memo is to combine the Park Prioritization process with the update of the Comprehensive Outdoor Recreation Plan in order to bring current municipal priorities relating to park and outdoor recreation.

This allows the Parks Commission to identify and recommend a clear set of priorities for the period 6/1/2014 to 12/31/2018.

### 2014 – 2018 Goals and Objectives

1. **FIREMEN'S PARK:** Funding & implementing a multi-year Firemen's Park Capital Improvement Plan.
2. **WATERLOO REGIONAL TRAILHEAD:** In partnership with local and regional project supporters, establish and fund a five-year plan with non-levy dollars.
  - a. 2014: Fundraise and set up facility, install interactive displays, organize initial programs, plantings & signage (phase 1).
  - b. 2015: Fundraise for recurring expenses, playground & install playground, plantings & signage (phase 2), install interpretive kiosks, additional programming.
  - c. 2016: Complete outdoor amenities, continue programming, fundraise for recurring expenses & special projects, building regional support.
  - d. 2017 - 2018: Continue facility fundraising & programming.
3. **STAFFING:** Identify sustainable funding to bring additional staff support to current park & recreational activities including those currently provided by the Waterloo Youth Sports Organization and others.
4. **PARK MAINTENANCE:** Seek adequate funding for existing parkland maintenance.
5. **NEW PUBLIC SPACES & BIKE ROUTES:** Develop park space and public space along the Maunasha River including 720 West Madison Street and 333 West Madison Street, 203 East Madison Street and establish a Dog Park in Firemen's Park between the Maunasha River pedestrian bridge and the Wastewater Treatment Plant. Also prepare for bike and pedestrian routing opportunities resulting from Jefferson County grant applications for a Waterloo to Watertown bike route.

## **6. ADD UW-MILWAUKEE PROPOSED STRATEGIES? (see attached)**

**DRAFT**  
**Waterloo Parks Commission**  
**Annual Calendar Year 2014**

<b>JANUARY</b> -monitor Progress Measures
<b>FEBRUARY</b> - notify Mayor of reappointment interest - review and realign Progress Measures as needed
<b>MARCH</b> - notify Mayor of reappointment interest
<b>APRIL</b> - Mayoral appointments - review and realign Progress Measures from Comprehensive Outdoor Recreation Plan and its Executive Summary
<b>MAY</b> - Commission selects Chair - review and realign Progress Measures from Comprehensive Outdoor Recreation Plan and its Executive Summary - update annual calendar
<b>JUNE</b> - future year budget planning and requests
<b>JULY</b> - future year budget planning and requests
<b>AUGUST</b> - future year budget submittal
<b>SEPTEMBER</b>
<b>OCTOBER</b>
<b>NOVEMBER</b>
<b>DECEMBER</b>