



City of Milton 2020 – 2024 Comprehensive Outdoor Recreation Plan Project Charter & Work Plan



City of Milton, Wisconsin
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Project Charter

Background

The City of Milton previously had a Comprehensive Outdoor Recreation Plan (CORP) that covered 2001 to 2005. An updated plan was drafted for 2006 to 2010, but the plan was never approved by the Parks & Recreation Commission, Plan Commission, or Common Council. Subsequently, the process to update the plan has started and stopped multiple times without any formal approvals taking place due to lacking adequate information related to the parks and the Americans with Disabilities Act (ADA).

Goals

- Establish a transparent and inclusive planning process that involves the Parks & Recreation Commission, Plan Commission, elected officials, staff, and community members.
- Adopt a comprehensive outdoor recreation plan that serves as a guide for decision making in all parks and recreation areas owned by the City of Milton.
- Provide regular communication about the planning process.
- Follow the guidelines established by the State of Wisconsin Department of Natural Resources (WisDNR) for CORP development to have the plan certifiable by the department so the City of Milton will qualify for matching grant funds through the Federal Land and Water Conservation Fund (LWCF), the Federal Recreation Trails Act (RTA), and the Knowles-Nelson Stewardship Local Assistance Grant Programs (State of Wisconsin).
- Develop a plan to review and update the CORP every five years to retain the WisDNR certification and to ensure the plan accurately depicts the needs of the community.

Scope

- Establish the project charter and work plan to develop a CORP for the City of Milton.
- Perform inspections of all parks in the City of Milton.
- Engage the community in the process of developing the CORP.
- Finalize a completed document that summarizes the information obtained through planning process, and that showcases the finalized recommendations for all parks in the City of Milton.

Project Team

Project Management

Title	Name	Phone	Email
Project Manager / Admin. Services Director	Inga Cushman	(608) 868-6900 ext. 5	icushman@milton-wi.gov

Department Heads

Title	Name	Phone	Email
City Administrator	Al Hulick	(608) 868-6900 ext. 6	ahulick@milton-wi.gov
Finance Director / Treasurer	Dan Nelson	(608) 868-6900 ext. 3	dnelson@milton-wi.gov
Police Chief	Scott Marquardt	(608) 868-6910	smarquardt@milton-wi.gov
Public Works Director	Howard Robinson	(608) 868-6914	hrobinson@milton-wi.gov
Library Director	Ashlee Kunkel	(608) 868-7462	kunkel.ashlee@als.lib.wi.us
City Clerk	Leanne Schroeder	(608) 868-6900 ext. 2	lschroeder@milton-wi.gov

Elected Officials

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
Mayor	Anissa Welch	(608) 751-7198	awelch@milton-wi.gov
Aldersperson	Lynda Clark	(608) 290-5674	lclark@milton-wi.gov
Aldersperson			
Aldersperson	Ryan Holbrook	(608) 577-0492	rholbrook@milton-wi.gov
Aldersperson	Larry Laehn	(920) 540-9927	llaehn@milton-wi.gov
Aldersperson	Theresa Rusch	(608) 295-5468	trusch@milton-wi.gov
Aldersperson	Bill Wilson	(608) 868-9180	bwilson@milton-wi.gov

Parks & Recreation Commission

<i>Title</i>	<i>Name</i>	<i>Phone</i>
Chairperson	Ryan Peterson	(608) 868-9896
Aldersperson		
Public Works Director	Howard Robinson	(608) 868-6914
The Gathering Place Exec. Dir.	Dave Fisher	(608) 868-3500
Commissioner	James Bostwick	(608) 436-1560
Commissioner	Andrea Christianson	(608) 718-0838
Commissioner	Lee Ann Hare	(608) 371-4993
Commissioner	Karen Reed	(608) 868-2205
Commissioner	Annette Smith	
Commissioner	David Snow	(608) 580-0669
Student Representative		

Community Focus Group

This group will convene during the planning process for the City of Milton 2020 – 2024 Strategic. The plan is to also ask questions of the group to assist in the planning process for the CORP. This group will be representative of the community. The goal is to have a representative from the following organizations (in no particular order):

Milton Area Chamber of Commerce (MACC)	Milton Historical Society / Milton House Museum	The Gathering Place Senior Activity Center
School District of Milton	Milton Area Youth Center	Rock County Supervisor
Milton College Preservation Society	Milton Masonic Temple	Milton Lions Club
Milton Optimist Club	United Way	Community Action
Rock County Economic Development	Milton Food Pantry / Milton Community Action	Janesville Area Convention & Visitors Bureau (JACVB)
Local Businesses (Five Representatives)	Faith Community (Three Representatives)	Citizens (Five Representatives)

Those interested in serving will be asked to complete an application. The Mayor will review the applications for the focus group, and then make a recommendation to Council.

High School Student Focus Group

This group will convene during the planning process for the City of Milton 2020 – 2024 Strategic. The plan is to also ask questions of the group to assist in the planning process for the CORP. This group will be representative of the Milton High School population with three representatives from each grade level, 9-12. The City of Milton will work with the School District of Milton on promoting this community service opportunity to the students. The City of Milton will inquire whether this opportunity will qualify for Silver Cord Hours. The Mayor will review applications for the focus group, and then make a recommendation to Council.

Key Stakeholders

	Low Support	High Support
High Impact	<ul style="list-style-type: none"> • Staff and elected officials who lack “buy-in” for the CORP planning process or who don’t understand the process or need. • Community members who view the CORP as a “waste of time.” 	<ul style="list-style-type: none"> • Staff, elected officials, and Parks & Recreation Commissioners who are motivated to complete the CORP planning process and see the value in its completion (grant qualification, guiding document future projects and development, etc.). • Community members who are in support of the organization spending time to complete a CORP planning process. • Media who are interested and supportive of the process.
Low Impact	<ul style="list-style-type: none"> • Individuals who don’t follow news about the City of Milton. • Employees who are not invested in the progress of the City of Milton as a community or organization. • People who live in surrounding townships. 	<ul style="list-style-type: none"> • People from outside of the community who are interested and supportive of the process, such as other local government professionals. • People who live in surrounding townships.

Project Milestones

- Community Survey (in conjunction with 2020 – 2024 Strategic Planning Process)
- Community Focus Group (in conjunction with 2020 – 2024 Strategic Planning Process) – Applications will be accepted for those interested in serving. Mayor Welch will make a final decision who will be on the focus group.
- High School Student Focus Group (in conjunction with 2020 – 2024 Strategic Planning Process) – Applications will be accepted for those interested in serving. Mayor Welch will make a final decision who will be on the focus group.
- Employee Survey (in conjunction with 2020 – 2024 Strategic Planning Process)
- Employee Focus Group (in conjunction with 2020 – 2024 Strategic Planning Process) – Department Heads will determine who will serve as representatives for their departments.
- CORP Completed

Project Budget

There is not specified budget for this process. The main items needed to complete this process will be paper, printing, markers, dry erase boards, flip chart paper, and computers.

Constraints, Assumptions, Risks, and Dependencies

The major constraint will be time. Will the Parks & Recreation Commission, elected officials, staff, and others involved in the process have enough time to dedicate to the CORP planning process? The assumption is that all involved believe this is an important process in order to qualify for grants and to have a document to guide the development of parks and open spaces in the community, and those involved will make time in order for the process to be successful. The assumption leads to the risk those involved are not committed or motivated to follow through with the process. This process will be dependent upon the buy-in from the Parks & Recreation Commission, elected officials, staff, and others involved. Leaders in the organization will need to educate commissioners, staff, and community members about the importance of CORP planning.

Project's Criteria for Success

All deadlines will be met or adjusted as necessary to keep the project on track. The final CORP will be approved by Council on or before September 1, 2020 to ensure it is ready before 2021 budget decisions are made.

Work Plan

Action	Tasks	Timeline	Lead
<i>Phase 1: Preparation</i>			
Meeting 1: Parks & Recreation Commission	<ul style="list-style-type: none"> • Review and approve the project charter and work plan. • Review the 2001 – 2005 Comprehensive Outdoor Recreation Plan. • Begin discussing questions to include on community survey. 	Monday, March 9, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 2: Parks & Recreation Commission	<ul style="list-style-type: none"> • Review and approve the draft questions to include on the community survey. 	Monday, April 20, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Inventory City of Milton Parks	<ul style="list-style-type: none"> • Complete an inventory of amenities and equipment at each park. • Complete an ADA inspection of each park. • Photos will be taken at each site. 	May 19, 20, 21, 26, and 27	Inga Cushman, Administrative Services Director
Meeting 3: Department Head Team	<ul style="list-style-type: none"> • Discussion with the Department Head Team about the strengths of the parks and areas for improvement. • To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. 	Monday, May 18, 2020, at 10 a.m.	Inga Cushman, Administrative Services Director
Meeting 4: High School Student Focus Group	<ul style="list-style-type: none"> • Discussion with a High School Focus Group about the strengths of the parks and areas for improvement. 	Week of May 18, 2020	Inga Cushman, Administrative Services Director

	<ul style="list-style-type: none"> To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. 		
Meeting 5: Common Council	<ul style="list-style-type: none"> Discussion with the Common Council about the strengths of the parks and areas for improvement. To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. 	Tuesday, June 2, 2020, at 5 p.m.	Inga Cushman, Administrative Services Director
Meeting 6: Employee Focus Group	<ul style="list-style-type: none"> Discussion with the employees about the strengths of the parks and areas for improvement. To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. 	Thursday, June 4, 2020, time TBD	Inga Cushman, Administrative Services Director
Meeting 7: Community Focus Group	<ul style="list-style-type: none"> Discussion with the Community Focus Group about the strengths of the parks and areas for improvement. To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. 	Thursday, June 11, 2020, at 6 p.m.	Inga Cushman, Administrative Services Director
Community Survey	<ul style="list-style-type: none"> To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. Distribute the survey and collect responses. 	Distribute: May 20, 2020. Response Deadline: June 19, 2020 Report Deadline: June 24, 2020	Inga Cushman, Administrative Services Director

	<ul style="list-style-type: none"> • Review responses and develop a report. 		
Employee Survey	<ul style="list-style-type: none"> • To be completed in conjunction with the 2020 – 2024 Strategic Planning Process. • Distribute the survey and collect responses. • Review responses and develop a report. 	Distribute: May 20, 2020. Response Deadline: June 19, 2020 Report Deadline: June 24, 2020	Inga Cushman, Administrative Services Director
Meeting 9: Parks & Recreation Commission	<ul style="list-style-type: none"> • Present information obtained from the community engagement steps above. • The commission will have an opportunity to provide feedback on the information and the process. • Discuss recommendations for parks to include in the CORP. 	Monday, July 13, 2020 at 6 p.m.	Inga Cushman, Administrative Services Director
Complete DRAFT copy of CORP for distribution to the Parks & Recreation Commission	<ul style="list-style-type: none"> • Incorporate the discussion from Meeting 9 into the document, and send out to the commission to review. 	Send out DRAFT copy by Monday, July 20, 2020 to the Parks & Recreation Commission.	Inga Cushman, Administrative Services Director
Meeting 10: Parks & Recreation Commission	<ul style="list-style-type: none"> • Parks & Recreation Commission will review the plan and recommend changes to the CORP. 	Monday, July 27, 2020 at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 12: Community Presentation of Completed CORP	<ul style="list-style-type: none"> • This will be done in conjunction with the presentation to the community of the 2020 – 2024 Strategic Plan 	Meeting: Thursday, August 13, 2020, at 6 p.m. Community Feedback Report Deadline: Friday, August 14, 2020, at 9 a.m. for Parks & Recreation Commission packet	Inga Cushman, Administrative Services Director

Meeting 13: Parks & Recreation Commission	<ul style="list-style-type: none"> • Parks & Recreation Commission will review the feedback received from the community on the draft CORP. • Parks & Recreation Commission will provide direction to staff regarding what to modify in the draft plan based on the feedback. • Final opportunity for the Parks & Recreation Commission to provide their own feedback on the draft plan. • Recommend approval of the draft plan to the Plan Commission and Common Council. 	Monday, August 17, 2020 at 6 p.m.	Inga Cushman, Administrative Services Director
Meeting 14: Plan Commission	<ul style="list-style-type: none"> • The Plan Commission will review the CORP and recommend approval of the plan to the Common Council 	Tuesday, September 1, 2020 at 4 p.m.	Inga Cushman, Administrative Services Director
Meeting 15: Common Council	<ul style="list-style-type: none"> • The Common Council will review the CORP and approve the plan. 	Tuesday, September 1, 2020 at 6 p.m.	Inga Cushman, Administrative Services Director