

TOWN OF NEW GLARUS

PARKS COMMISSION MEETING MARCH 13, 2019 AGENDA

NOTICE IS HEREBY GIVEN that Town of New Glarus Parks Commission, County of Green, will conduct a meeting for the transaction of business as is by law required permitted at such meeting as follows:

LOCATION: New Glarus Town Hall
26 5th Avenue
New Glarus, WI 53574

DATE: Wednesday, March 13, 2019
TIME: 7:00 p.m.

AGENDA

- 1) Call to Order
- 2) Proof of Posting
- 3) Approve Parks Commission Minutes
 - a) 02/20/2019 Parks Meeting
- 4) Kim Tschudy
 - a) Shooting Park Barn Follow up
 - b) Large Photo Collection – Estimated Cost
- 5) Workshops
 - a) Review Workshop Checklist
 - b) Invasive Species Workshop
 - c) Tree Sales
 - d) Photo Contest
 - e) 175th Town Anniversary
- 6) Public Comments
- 7) Mailers
 - a) Early Bird Swimming Pool Incentive
- 8) Review Open Meetings Law
- 9) Tutorial on ATV Equipment
- 10) Adjourn

POSTED: New Glarus Town Hall 03/08/19
New Glarus Garage 03/08/19
New Glarus Post Office 03/08/19

Harry Pulliam, Chair
New Glarus Parks Commission



Pattie Salter, Clerk-Treasurer

Pursuant to applicable law, notice is hereby given that a quorum or a majority of the New Glarus Town Board or Plan Commission Members may attend this meeting. Information presented at this meeting may help form the rationale behind future actions that may be taken by the Town of New Glarus Board. Persons requiring additional services to participate in a public meeting may contact the Town Clerk for assistance at 527-2390.

OFFICE OF
Town of New Glarus
PARKS COMMISSION MEETING
WEDNESDAY, FEBRUARY 20, 2019
MINUTES

ATTENDING: Harry Pulliam, Dana Emmerton, Jason Neton and Andy Elkins. Chris Narveson was absent.

ALSO ATTENDING: Kim Tschudy

- 1) **Call to Order:** H. Pulliam called the meeting to order at 7:00 p.m.
- 2) **Proof of Posting:** H. Pulliam attested to proper posting.
- 3) **Approve Parks Commission Minutes**
 - a) 01/10/2018 Parks Meeting –A. Elkins moved to approve the minutes as presented. D. Emmerton 2nd. Motion carried.
- 4) **Kim Tschudy:**
 - a) Shooting Park Barn - Kim Tschudy reported on the current state of the barn and suggested reaching out to the Tell Guild about the possibility of the Town purchasing the property. Kim was asked to gently broach the subject with the Tell Guild and report back to the group.
 - b) Large Photo Collection – 175th Anniversary of the Town is next year. Kim proposed having a photo exhibit to commemorate the milestone. Possibly hang Poster boards from filament string from the ceiling tiles. Review Photographs at the April meeting.
- 5) **Workshops:**
 - a) **Invasive Species Workshop:** Without objection, due to an ice storm expected on Saturday, low turnout and flyers not getting mailed, the invasive workshop was postponed until another date. J. Neton will reach out to the speakers and H. Pulliam will touch base with someone who had wanted to speak on Feb. 23rd but who was unable to fit it into his schedule. Once we get everyone's availability, we'll set another date--hopefully as soon as possible. D. Emmerton suggested we ask Mr. Eichelkraut whether he'd be interested in having some of the high school students come to the workshop. D. Emmerton will check with him.

P. Salter should update the Town Website and Facebook page to note the postponement.
 - b) **Bee Workshop**
 - i. Saturday, March 2 from 2-4
Without objection, P. Salter should update the Bee Workshop flyer to include the Eventbrite reservation link and get it to Postal Connections as soon as possible.
 - c) **Tree Sale** May 4, from 8 a.m. - Noon
- 6) **Photo Contest** Photo Deadline is May 10. Meet with Judges to finalize project details to get postcard sent out.
- 7) **Mailers:**
Add to agenda for next month.
- 8) **WDNR Outdoor Recreation Grants 2019 – Green County:** H. Pulliam will review this and report back at the next meeting.

OFFICE OF
Town of New Glarus
**PARKS COMMISSION MEETING
WEDNESDAY, FEBRUARY 20, 2019
MINUTES**

- 9) **Schedule Next Meeting:** Tentatively scheduled for March 20. Editors note: The Town Board was scheduled for March 20. The meeting was rescheduled for March 13 at 7 p.m.
- i. Reschedule Invasive Species Workshop
 - ii. Tree Sale
 - iii. Photo Contest
 - iv. Early Bird Swimming pool incentive – add to May workshops flyer
 - v. Review Workshop Checklist
 - vi. Review Open Meetings Law
 - vii. Tutorial on ATV equipment
- 10) Adjourn – J. Neton moved to adjourn, D. Emmerton 2nd. Motion carried.

DRAFT

Workshop Planning Checklist

PRE-GAME: WORKSHOP TIMELINE

8 weeks

- Select the Theme/Topic
- Select the preferred date, time, and location
- Contact Speakers confirm date & availability (_____)
- Gather Pictures and Bio of Speakers (_____)

7 weeks

- Set the budget
- Choose the venue
- Create the guest list
- Create invitations & get quote from Postal Connections (_____)
- Create Facebook Post (_____)
- Create Website Post (_____)
- Create Eventbrite Event for Registration (_____)

6 weeks

- Finalize the guest list
- Reserve the location & discuss any special arrangements: parking, seating, audio/visual equipment, menu (_____)
- Start planning your opening & closing remarks (_____)

5 weeks

- Mail invitations (include directions & parking instructions); ask for a 2-week RSVP (_____)
- Email board and committee members invitation (_____)

4 weeks

- Check-in with Speakers - Is everything coming along ok? Are there any special needs? (_____)

3 weeks

- Begin follow-up calls or emails to invitees who haven't responded (_____)

2 weeks

- Confirm all arrangements with the venue (food, seating, parking, special equipment) (_____)

1 week

- Post reminder on Social Media and Website
- Ensure you have all the material you need for that day: handouts, business cards, name tags, sign-in sheet and thank-you gifts/honorariums (_____)

DAY OF THE EVENT

- Arrive at least an hour early to set up and familiarize yourself with the venue. (_____)
- Greet everyone as they arrive; name tag and sign-in (_____)

POST-GAME: FOLLOW-UP

After the event

- Send a personalized thank-you note to Speaker (_____)
- Review/Critique Event

Shopping List

1-3 Days before event

- Snacks
- Plates, utensils, etc.
-
-
-
-
-
-
-
-
-



WMCA Brochure

OPEN MEETINGS LAW - Are You in Violation?

(Converted to flyer format for website)

Originally Provided by WMCA Special Projects Committee-2004

Wisconsin's Open Meetings Law

Section 19.81-19.98, Wisconsin Statutes

All meetings of all local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.

WHAT IS A GOVERNMENTAL BODY?

A state or local agency, board, commission, committee, council, department or public body corporate, and politics created by constitution, statute, ordinance, rule or order, or a formally constituted subunit of the foregoing. Collective bargaining units, volunteer fire departments organized as nonprofit, and collective bargaining units are excluded from the definition of a governmental body.

WHAT IS A MEETING?

The gathering of members of a governmental body for the purpose of exercising responsibilities and authority vested in the body. If one-half or more of the members of a governmental body are present, the meeting is presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. That presumption may be rebutted by competent evidence to the contrary. The use of e-mail by a sufficient number of members of a governmental body, constitutes a meeting and triggers the various requirements of the open meetings law.

Purpose

The gathering must be for the purpose of engaging in government business (i.e., discussion, decision, or information gathering).

Number

The number of members present must be sufficient to determine the body's course of action regarding the subject matter discussed. A **negative quorum** is a meeting of a group, large enough to block passage of a particular action (ex., if a two-thirds vote of an eleven-member body is required to pass a proposal, four could block passage). A **walking quorum** is a series of meetings of groups less than a quorum including telephone conference calls and forwarded e-mails.

When a quorum of a governing body is present at a meeting of a second governmental body merely because all of the individual members of the quorum make up the membership of the second governmental body, separate notice is NOT required. When a regular attendance of a quorum is present such that the gatherings are not social of chance and one or more of the

members of the governmental body is not also a member of the second governmental body separate notice IS required.

WHAT DOES REASONABLY ACCESSIBLE AND OPEN TO ALL CITIZENS AT ALL TIMES MEAN?

"Open session" means a meeting which is held in a place "reasonably accessible to members of the public and open to all citizens at all times." The two phrases, read together, means that "a governmental body must meet in a facility which gives reasonable public access, not total access, and that it may not systematically exclude or arbitrarily refuse admittance to any individual."

- Americans with Disabilities Act (ADA) requires that meetings be in places accessible to the disabled.
- Telephone conference calls are "reasonably accessible" if the public and news media can effectively monitor it, i.e., speaker broadcasting.
- It is preferable to meet in a public building, but a meeting may be held at the home of a governing body member if proper notice is given and the home is reasonably accessible to the public.

HOW IS PUBLIC NOTICE GIVEN?

- As required by statutes (i.e., Class 2 notice is required for hearings on proposed zoning amendments), and
- By communication from the chief presiding officer of a governmental body or such person's designee to:
 - Public. Notice to the public by posting in several public places or through sufficient newspaper publication.
 - News Media. Notice to the news media who have filed a written request for such notice.
 - Official Newspaper. Notice to the designated official newspaper and, if none, to a news medium likely to give notice to the area.

Timing and contents. Notice must be given 24 hours in advance of a meeting unless such notice is impossible or impractical. If there is good cause, shorter notice may be given but in no case may notice be provided less than two hours in advance of a meeting, Section 19.84(3). The notice must include the TIME, DATE, PLACE, and SUBJECT MATTER of the meeting, including that intended for consideration at any contemplated closed session. Separate notice of each meeting must be given.

Exception to public notice requirement. A governmental body which is a formally constituted subunit of a parent governmental body may conduct a meeting without public notice if:

- During a lawful meeting of a parent governmental body, during a recess in such meeting or immediately after such meeting.
- For the purpose of discussing or acting upon a matter, which was the subject of that meeting of the parent governmental body.

The presiding officer of the parent governmental body must publicly announce the time, place, and subject of the meeting of the subunit in advance at the meeting of the parent body.

WHAT HAPPENS IF SUBJECT MATTER IS NOT NOTICED?

Governmental bodies can discuss matters not set forth in the meeting notice if the notice contains items such as “such other matters as are authorized by law.” **Such procedures should be used with restraint.** 66OAG 143 (1977).

Events that come up suddenly or unexpectedly may either be noticed by amended notice with at least 2 hours notice, for good cause, or put off until the next meeting. Matters of interest or importance that arise during the course of the meeting under “such other matters as are authorized by law” should be postponed so that notice can be given and the governmental body should refrain from engaging in any information gathering or discussion or from taking any action on the matter.

HOW TO CONVENE IN CLOSED SESSION

Notice. The notice must specify the subject matter of any contemplated closed session. A governmental body which has convened in open session can convene into an UNANTICIPATED closes session to discuss the subject matter for which the meeting was called if a proper public announcement is made by the presiding officer at the meeting and the closed session is truly not contemplated at the time notice for the open meeting was given. If a governmental body needs to convene into closed session and it was not noticed, it should be dealt with after all other items because the body would be unable to reconvene in open session for at least 12 hours.

Motion. The governmental body must convene in open session before going into closed session. A motion to convene in closed session, properly seconded, must be carried by a majority vote. The vote of each member must be recorded and preserved in the minutes.

Announcement. The presiding office must publicly announce the nature of the business to be considered and the statutory exception. The announcement must become part of the record of the meeting.

When are closed sessions permissible?

- Judicial or quasi-judicial matters
- Discipline and licensing

- Compensation and evaluation
- Crime prevention
- Competitive or bargaining reasons
- Personnel matters
- Conferring with legal counsel
- Ethics advice
- Olympic Ice Training Center support

Who can attend a closed session? Attendance is limited to the body, necessary staff, and other officers, such as the clerk and attorney, and other persons whose presence is necessary for the business at hand.

Proceedings of closed sessions. Discussions in closed session must be limited to only the matters that the presiding officer announced would be the subject of the closed session.

Can governmental bodies vote in closed session? Governmental bodies can take final action and vote in closed session, as long as the voting is an integral part of the deliberation process and is not final ratification or approval of a collective bargaining agreement.

Records of closed session proceedings. Motions and roll call votes of each closed session must be recorded and preserved. The official record must show all motions made, who initiated and seconded the motion, and how each member voted on all votes taken. Records of closed session are open to public inspection. As long as the reasons for convening in closed session continue, the custodian of the record can justify not disclosing information that requires confidentiality. However, the custodian must separate information which can be made public from that which cannot. Typically, the record of the roll call vote would not be confidential. Once the underlying purpose for the closed session ceases, the records of the meeting must be provided to any person requesting access.

Reconvening in open session. A governmental body may not reconvene in open session within 12 hours after completion of closed session unless the original notice of the meeting specified that the body would reconvene in open session.

PENALTIES AND ENFORCEMENT

Enforcement.

- Attorney General
- District Attorney, upon verified complaint of any person
- Individual who filed the complaint may bring an action if the District Attorney fails to commence an action within 20 days after receiving complaint.

Penalties. Members of a governmental body who knowingly attend a meeting in violation of the open meetings law or otherwise violate the open meetings law by some act or omission are subject to a forfeiture of between \$25 and \$300. This is a personal liability and is not reimbursable by the municipality.

However, members may seek reimbursement for costs incurred in prosecutions successfully defended.

“Knowingly” is not limited to positive knowledge but includes the state of mind of one who acts “with an awareness of the high probability” that a violation is occurring.

The open meetings law creates a presumption that meetings of governmental bodies must be held in open session. Although

there are some exemptions to the open session requirement, those exemptions are to be invoked sparingly and only when necessary to protect the public interest. The policy of the open meetings law dictates that governmental bodies convene in closed session only where holding an open session would be incompatible with the conduct of governmental affairs. Public officials must be ever mindful of the policy of openness to ensure compliance with both the letter and spirit of the law.

ADDITIONAL REFERENCES

Wisconsin Towns Association Handbook, 715/526-3157

Handbook for Wisconsin Municipal Officials, League of Wisconsin Municipalities, 608/267-2380 or 1-800-991-5502

Local Government Services, Inc., Dealing with Requests for Public Records, James Schneider, Editor, 608/835-3944, or www.uwex.edu/lgc/program/pubs

Claire Silverman, Legal Counsel, League of Wisconsin Municipalities, 608/267-2380



Wisconsin Municipal Clerks Association

User Manual and Installation Guide

peerAir™ | PRO

WIRELESS AV MULTI-DISPLAY SYSTEM

Powered by
HD FLOW3



Models:

- HDS300
- HDS300-2
- HDS300-3
- HDS300-4
- HDS300-5
- HDS300-6



peerless-AV®

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SAFETY PRECAUTIONS



Keep the product out of reach of children.



Keep the product away from external heat sources such as heaters or stoves.



If there is any unusual sound, smoke or odor coming from the product, immediately unplug the product and call Peerless-AV Customer Care at 1-800-865-2112.



Keep the battery of remote control out of reach of children.



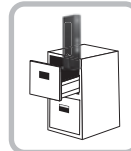
Do not attempt to open the outer case of the Transmitter or Receiver. Doing so will void the product warranty.



Keep the remote control away from humidity and/or liquids.



Do not insert foreign objects into the unit.



Do not place the unit on an unstable surface or in a poorly ventilated area.



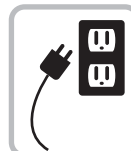
Make sure to plug the AC power adaptors firmly into wall outlets.



Do not use the unit near any flammable substances or combustible sprays.



If any part of the AC power adaptor looks damaged, do not use the product and immediately call Peerless-AV Customer Care at 1-800-865-2112.



Keep the product unplugged if unused for an extended period of time.

Read Before Operating Equipment

Thank you for purchasing our product. Before using it, please read this user manual carefully and follow the instructions correctly for safe operation. Please keep this manual handy for future reference.

Unit Care Recommendations



- Unit can be placed vertically (preferred) or horizontally.
- To clean, use a soft, dry cloth only. Do not use water or other cleaning products as they may cause electrical failure or damage the surface of the product.

INTRODUCTION

PeerAir™ Pro Wireless AV Multi-Display System powered by HD Flow™3 provides Full HD 1080p signal transfer, including 3D signal*, without the hassle of running cables. Create brilliant HD quality multimedia for signage, presentations, or entertainment in any location, completely un-tethered to your source device!

By simply connecting the Transmitter to a multimedia device such as a computer, set-top box, or Blu-ray™ player and connecting the Receiver to a display device, instant high definition digital audio and video can be placed into in any commercial or residential setting. PeerAir™ Pro Wireless AV Multi-Display System transmits through walls and floors to allow the components to be neatly tucked away in an AV rack or media cabinet, and is the ideal solution for quick and easy installation where running cable is cost prohibitive or simply not an option.

* Works with passive 3D signals

Features

- Low latency: ≤ 40 ms.
- Supports both digital (HDMI) and analog (Component, Composite) video/audio.
- Supports Wireless or Wired connection - IEEE 802.11n 5 GHz WiFi, LAN connection.
- Two internal antennas (supporting MIMO).
- HDCP v1.3 compliant.
- Supports DTV and VESA standard resolutions (see "Supported Video Formats" section)
- Supports passive 3D content.
- Plug and play setup requires no software programming.

Package Contents for base HDS300 system

Ensure that the following items are present in the package. If any items are missing or damaged, please call Peerless-AV Customer Care at 1-800-865-2112 (available 7:00am - 7:00pm CST Monday - Friday).



Transmitter



Receiver



Component
Adaptor



Stand (2)



Remote Control



Battery



IR-Extender
(HDS300 only)



AC Adaptor (2)



IR-Flasher



Manual



Quick Start Guide

PRODUCT SPECIFICATIONS

HDS300	
Video Input (Transmitter)	3x HDMI up to 1080p60 1x HDMI pass-thru output (pass-thru port mirrors HDMI 1) 1x PC Video 1x Component & composite (via included dongle)
Video Output (Receiver)	1x HDMI up to 1080p60 1x Component 1x Composite
Encoding	H.264 Baseline Profile
Decoding	H.264 Baseline, Main, High Profile
Wireless Connection	IEEE 802.11n
Wire Connection	RJ45 LAN port, 10/100/1000 Base
USB	Type "A" both Transmitter and Receiver for firmware updates only
Audio	2 CH PCM, 48kHz, 16 Bit
Audio Input	3.5mm Stereo Mini Jack (Transmitter)
Audio Output	3.5mm Stereo Mini Jack and RCA Stereo Jack (Receiver)
Video Resolution	480i/p, 720p, 1080i/p (24/30 fps)
Video Latency	40ms
Frequency	5.18-5.24 & 5.75 - 5.81GHz
Range	210 ft (64M)
Multicast	Up to 6 receivers (Requires additional receiver units)
Security	WPA2 Personal and AES
HDCP Version	1.3
Antenna Type	MIMO, 2x Internal
IR Emitter	3 IR Emitters on a single wire
IR Extender	1 included
Remote Control	17 button IR remote
Power	12 VDC at 2 Amps (both transmitter and receiver)

1. Video Format Supported

- Digital Video
 - HDMI - Up to 1080p
- Analog Video
 - Composite – 480i
 - Component – 1080i
 - VGA – Up to 1920x1080

2. Audio Format Supported

- Analog
- Digital
- Receiver outputs stereo audio

3. Wireless Connection

- Unicast (Peer-to-Peer) Wireless Mode
- Multicast Wireless Mode

4. WiFi Channel Frequencies

- 5.18-5.24 & 5.75 - 5.81GHz

Transmitter Front

1. Power/Link Indicator Light

- Blinking indicator light - Establishing link between the Transmitter and the Receiver.
- Solid indicator light - Link between the Transmitter and Receiver has been established and is ready for signal transmission.

2. HDMI 1

- The HDMI 1 indicator light will be illuminated when the HDMI 1 port is selected for video input.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

3. HDMI 2

- The HDMI 2 indicator light will be illuminated when the HDMI 2 port is selected for video input.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

4. HDMI 3

- The HDMI 3 indicator light will be illuminated when the HDMI 3 port is selected for video input.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

5. PC

- The PC indicator light will be illuminated when the PC In port is selected for video input.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

6. AV

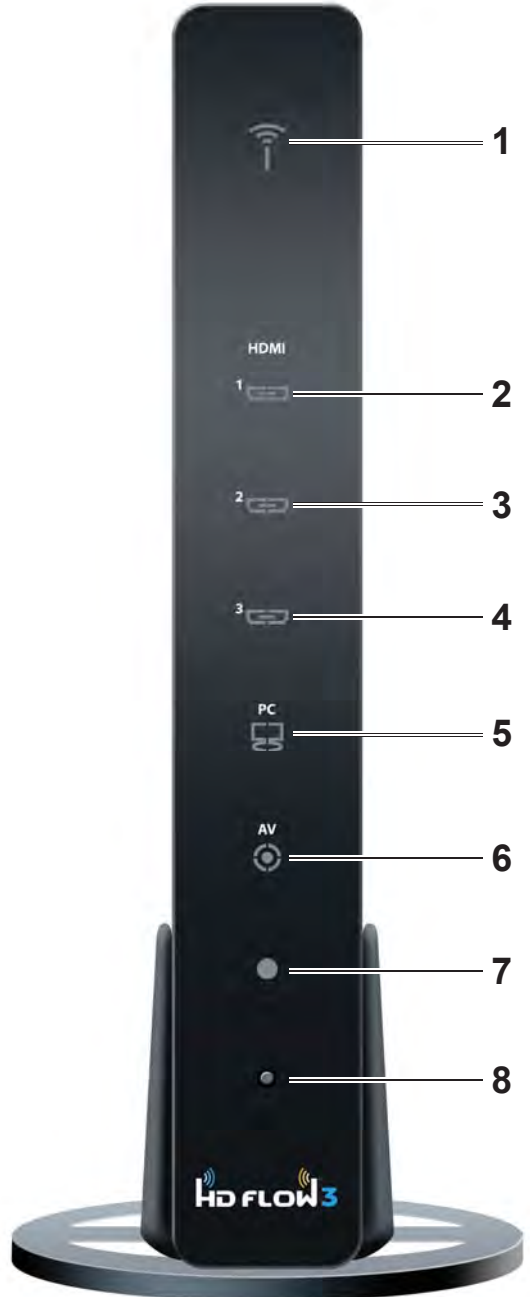
- The AV indicator light will be illuminated when the AV In port (Composite) is selected for the video input.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

7. IR Window

- IR receiving window enables remote control of the transmitter and the receivers.

8. Link/Source Selection Button

- When powered on: Press for one second to select the video input source. Each press of the button will cycle through the available video input "HDMI1→HDMI2→HDMI3→PC→AV→HDMI1" in sequence.
- Press and hold for 8 seconds until all indicator lights blink synchronously, you are now in Scan/Pairing Mode.

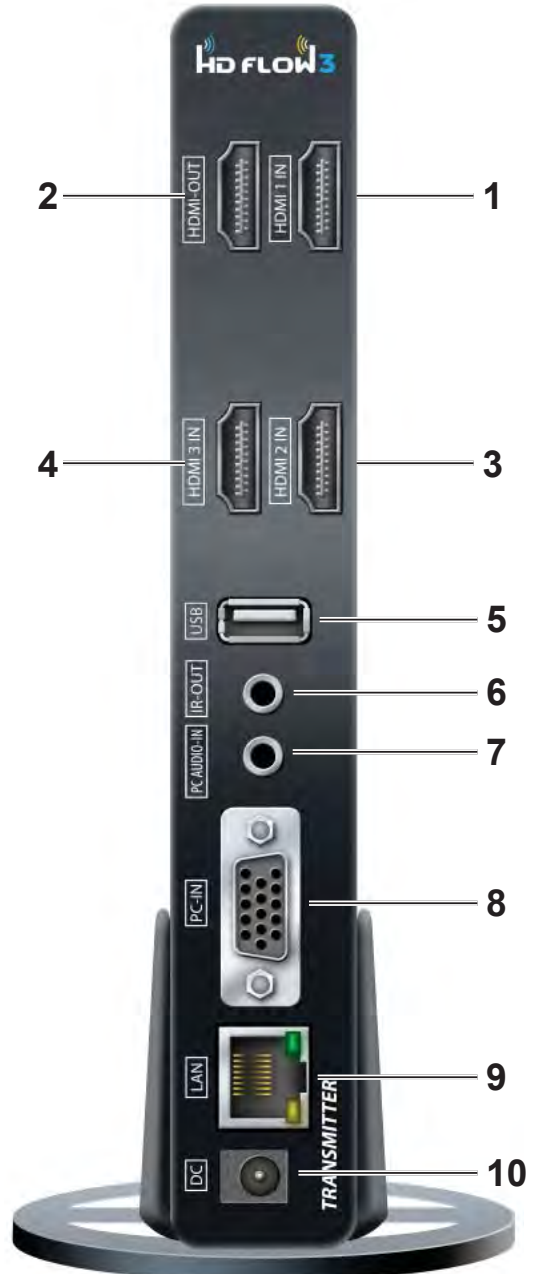


Transmitter Back

- HDMI 1 IN**
 - HDMI1 input port.
- HDMI OUT**
 - Pass-Thru for a local display from HDMI 1 input.
- HDMI 2 IN**
 - HDMI2 input port.
- HDMI 3 IN**
 - HDMI3 input port.
- USB**
 - USB port is used for service only.
- IR-OUT**
 - Connects IR Flasher to the Transmitter for remote control of external devices which are connected to the Transmitter (i.e. Blu-Ray player, DVD, STB, etc).
- PC AUDIO-IN ***
 - Stereo audio input port for PC, component, or composite source.
- PC-IN (VGA)****
 - Supports component and composite input with included Component/Composite Adaptor.
- LAN**
 - LAN port used for wired connection alternative.
- DC**
 - 12V DC power input.

* For the audio part of a component media source, use the PC Audio input port with a 3.5mm to RCA cable (not included).

** If using the PC Video input port for component (YPbPr) or composite media source, use the included Component/Composite to VGA adaptor. For composite, use the green jack on the adaptor for the yellow video plug.



Receiver Front

1. Power/Link Indicator Light

- Blinking indicator light - Establishing link between the Transmitter and the Receiver.
- Solid indicator light - Link between the Transmitter and Receiver has been established and is ready for signal transmission.

2. HDMI

- The HDMI indicator light will be illuminated when the HDMI port is selected for video output.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

3. COMPO

- The COMPO (component) indicator light will be illuminated when component output is selected for video output.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

4. AV

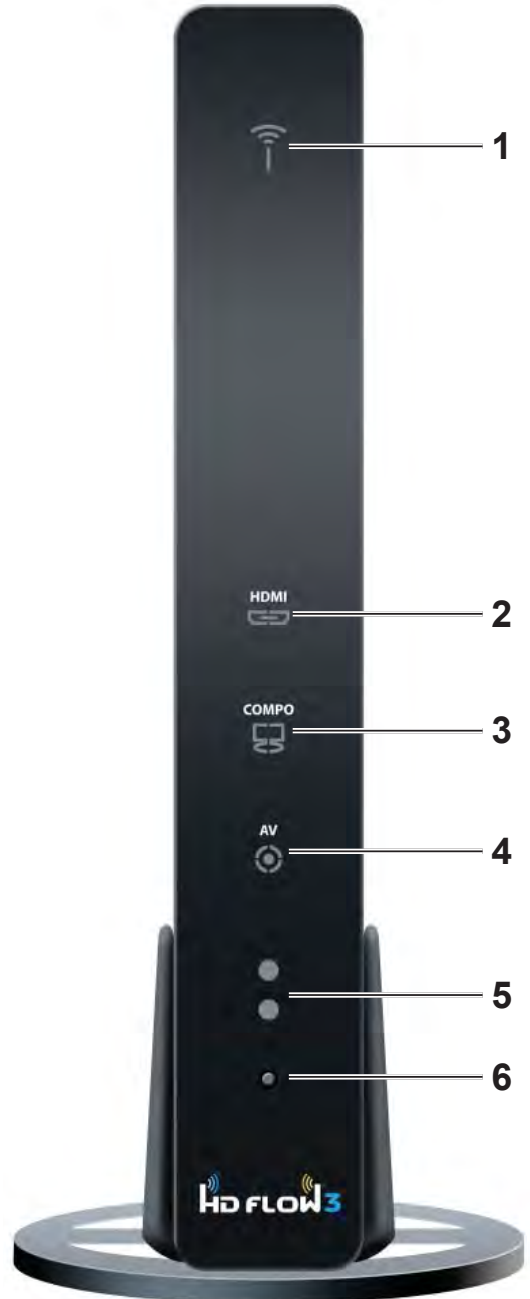
- The AV indicator light will be illuminated when the AV port (composite) is selected for the video output.
- If there is no signal, and/or the cable is not connected, the indicator light will blink.

5. IR Window

- IR receiving window enables remote control of the transmitter and/or source components.

6. Link/Output Selection Button

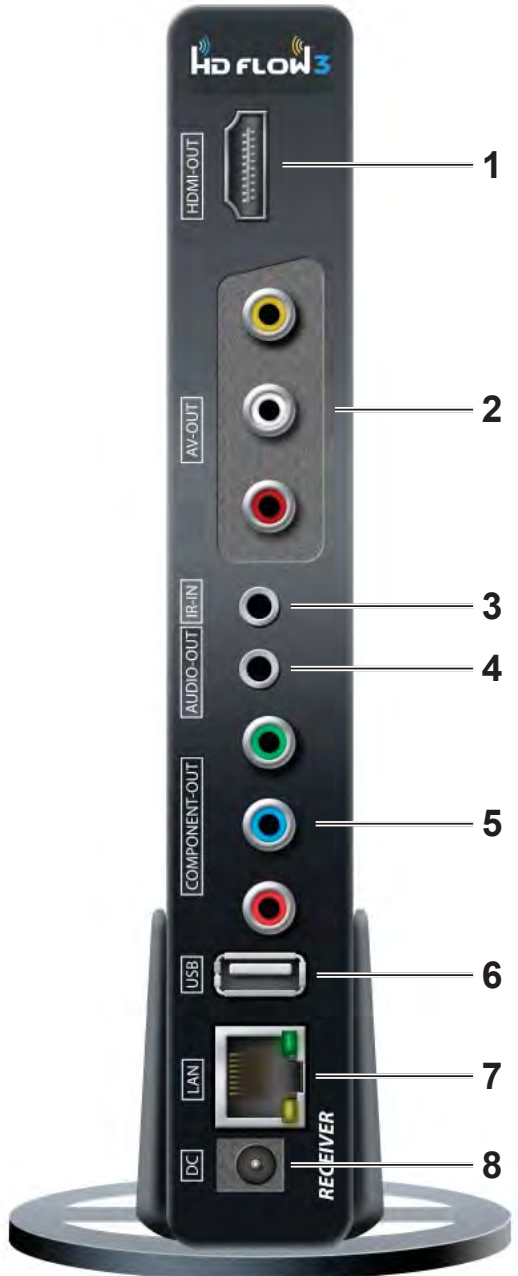
- When powered on: Press for 1 second to select the video output source. Each press of the button will cycle through the available video outputs "HDMI → COMPO → AV → HDMI" in sequence.
- Press and hold for 8 seconds until all indicator lights blink synchronously, you are now in Scan/Pairing Mode.



Receiver Back

- HDMI-OUT**
 - HDMI output port
- AV-OUT**
 - Composite video output port
- IR-IN**
 - Connects IR Extender in order to extend IR reception range.
- AUDIO-OUT***
 - 3.5mm stereo audio output port for component output.
- COMPONENT-OUT***
 - Component Video output port
- USB**
 - USB port used for service
- LAN**
 - LAN port used for wired connection alternative
- DC**
 - 12V DC Power Input

* For the audio part of a component media source, use the PC Audio Output port with a 3.5mm-to-RCA cable (not included).



Remote Control

1. POWER ON Button

- Turns the Transmitter and Receiver power ON

2. POWER OFF Button

- Turns the Transmitter and Receiver power OFF

3. INFO/OK*

- Displays the following information on the screen:
Transmitter - WiFi IP, LAN IP, frequency, Single/
Bonded Channel, Source Resolution, and software
version.

Note: The Transmitter unit's information will only be displayed if the connection between the Transmitter unit and Receiver has been established.

Receiver - WiFi IP, LAN IP, MAC Address, WiFi Quality, SSID, Display Resolution, and Software Version.

Monitor - Model number and EDID information of connected display.

IR - IR Frequency

*Displayed information will disappear automatically after 30 seconds.

4. VIDEO OUT (Receiver)

- Selects the Audio/Video output port of the Receiver.
HDMI - Selects HDMI as the Audio/Video output.
Component - Selects Component as the Audio/Video output.
AV - Selects AV as the Audio/Video output.

Note: Remote must be pointing directly at the Receiver to control its output settings. This may also be accomplished without the use of the remote control by toggling between outputs via the Link/Output Selection Button on the Receiver.

5. VIDEO IN (Transmitter) - Selects the Video input port of the Transmitter.

- HDMI1 - Selects HDMI1 as the Audio/Video input.
- HDMI2 - Selects HDMI2 as the Audio/Video input.
- HDMI3 - Selects HDMI3 as the Audio/Video input.
- PC - Selects VGA/Component as the Audio/Video input.
- AV - Selects Composite as the Audio/Video input (requires included Component/Composite adaptor).

6. Scan

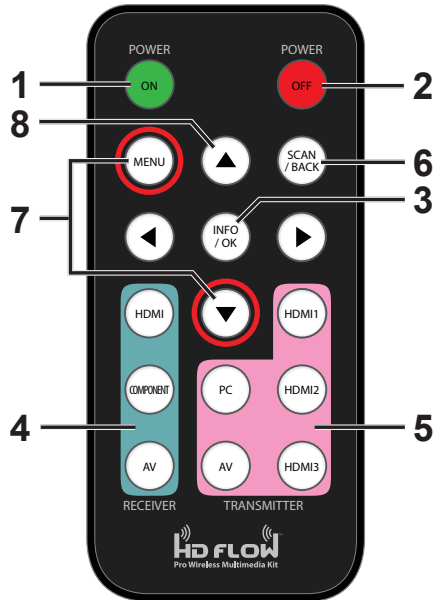
- Selects Scan/Pairing mode. System will re-scan among 8 possible WiFi frequencies and select the best available channel. The channel selected will be displayed when "Info" is pressed.

7. MENU and DOWN Buttons

- Disabled - for future use.

8. UP Button

- This will scroll through the possible IR frequencies. This device accommodates most IR protocols in use today. To do so it will require selecting the one of four possible carrier frequencies available for IR control. Press the UP arrow to scroll between 31 KHz, 38 KHz, 47 KHz and 57 KHz frequencies.
- Select a frequency and try your source remote. If the control responds, then you have selected the correct one. If the device does not respond, try another frequency. If no frequencies seem to work, ensure the IR emitter is located in the correct location on the source component.



Remote Control Battery Installation And Replacement

The battery clip is located on the bottom of the remote control.



1. Push the tab, located on the left of the battery clip, to the right and pull out the clip.



2. Place the battery into the clip, positive (+) end facing up as shown.



3. Place the clip back into the remote to complete the installation.

INSTALLATION AND OPERATION

Before starting the installation, please ensure that all source components (Blu-ray player, cable box, etc.) and the display equipment (TV, display, projector, etc.) are turned off.

For initial setup of your PeerAir™ Pro system complete steps A, B, C, D, E and F in order.

A) Connecting Source Components To The Transmitter

1. HDMI Media Source

- **Note:** It is recommended that the HDMI1 input port be used if only one HDMI source component is present.
- Connect HDMI cable from the source components output to the Transmitter's HDMI1 or HDMI2 or HDMI3 input port.
- Connect HDMI cable from the Transmitter's pass-thru output port to the input of the display device to enjoy the video coming through HDMI1 only.



2. VGA Media Source

- Video - Connect the VGA cable from the media source's VGA output to the Transmitter's VGA input.
- Audio - A 3.5mm stereo audio cable is required (not included) to transmit audio when using this input. Connect the 3.5mm stereo audio cable from the VGA source component's audio output to the Transmitter's PC AUDIO-IN port.



3. Component Media Source

- Video – Connect the Component Video output (YPbPr) from the source, into the Component/Composite Adaptor (included). Connect the Component/Composite Adaptor to the PC-IN port on the Transmitter.
- Audio - A 3.5mm stereo audio cable is required (not included) to transmit audio when using this input. Connect the 3.5mm stereo audio cable from the VGA source component's audio output to the Transmitter's PC AUDIO-IN port.



4. Composite Media Source

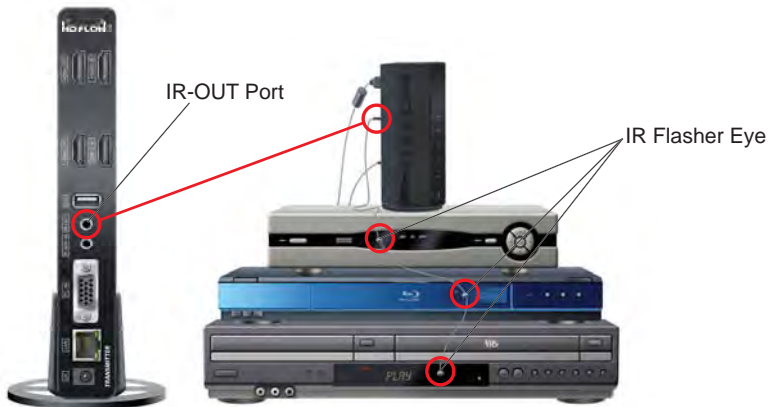
- Video – Connect “yellow” composite video RCA to green port on Component/Composite Adaptor.
- Audio – A 3.5mm stereo audio cable is required (not included) to transmit audio when using this input. Connect the 3.5mm stereo audio cable from the VGA source component’s audio output to the Transmitter’s **PC AUDIO-IN** port.



B) IR Flasher Installation (Setting Up IR Remote Control Capabilities for Source Devices)

IR Flashers are provided to allow for control of up to three source devices using the device's original remote control at the Receiver location.

1. Connect the provided IR Flasher to the IR-OUT port of the Transmitter.
2. Find the location of the IR window on your component and adhere the IR Flasher Eye directly over the IR window of your component.
 - **Note:** One IR Flasher Eye is to be used for one component device.
 - **Tips:** Most often the IR window on the source device is easier to locate with direct light shining on sections of the front panel of the device (a small flashlight or a camera phone flashlight works well).



C) IR Extender Installation (Optional)

Install the IR Extender by plugging in the provided IR Extender into the IR-IN port on the Receiver. (IR Extender use is optional. Use the IR Extender when the Receiver is out of sight or to extend the range of the Receiver's IR reception range.)

D) Connecting The Receiver To The Display Device

Note: Connect the Receiver to the display device using the port with the highest capable resolution; HDMI port is preferred. The PeerAir™ Pro is a video switch, and as such will upconvert all inputs with resolutions of 480p, 720p, and 1080i/p through the HDMI Output.

1. HDMI Output to Display

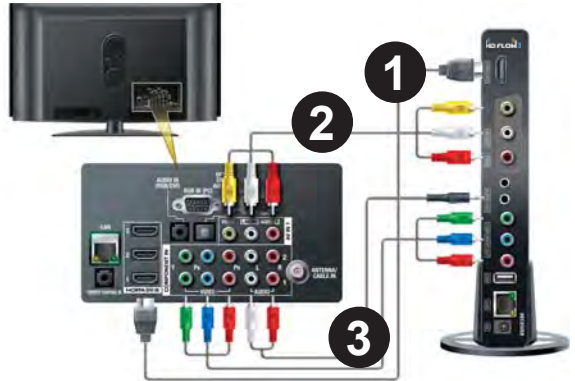
- Connect the HDMI cable from the Receiver's HDMI output to the display device's HDMI input.

2. Composite Output to Display

- Connect the composite RCA cable from the Receiver's AV output to the display device's composite input.

3. Component Output to Display

- Video - Connect the component video (YPbPr) cable from the Receiver's COMPONENT-OUT to the display device's component input.
- Audio - A 3.5mm-to-RCA stereo audio cable is required (not included) to transmit audio when using this input. Connect the 3.5mm end of the cable to the Receiver's AUDIO-OUT port, then connect the RCA side of the cable to the RCA ports on the display device.



E) Powering-up The PeerAir™ Pro Wireless AV Multi-Display System

1. Plug in the power adaptors for the Transmitter and the Receiver to available power outlets.
2. Plug in the other end of the power cables to the Transmitter and then to the Receiver. The units will automatically turn on.
3. Turn on your display device (TV, monitor, projector, etc.).
4. While turning on the display device, the PeerAir™ Pro System will be going through the start up process. The process takes approximately 45 seconds to complete. The Power/Link Indicator Light on the Transmitter and Receiver should be flashing at first. Flashing indicates that the units are establishing a secure connection. Wait until the connection is successfully established, indicated by a solid Power/Link light on the Receiver.

NOTE!! The first time the system is connected it is best practice to do a Scan Pairing. This will ensure that the system chooses the best available channel and also pairs itself under a unique SSID (network name).

5. To Scan Pair the units wait for the units to establish a secure connection, indicated by a solid Power/Link light on the Receiver. Then aim the remote at the receiver and press the Scan/Back button. You should see the lights on the Receiver and Transmitter blink sequentially from top to bottom; then in various patterns. After about 30 seconds the Receiver will successfully link with the Transmitter and then shut off and reboot itself. The entire process will take under 1 ½ minutes and video will not appear on the display until the process is complete.



F) Input and Output Selection

1. Select the output used to connect the Receiver to the display. There are two ways to choose output sources on the PeerAir™ Pro Receiver:
 - a. Using the provided remote - Press the desired output while pointing the remote at the Receiver.
 - b. Using the Link/Output Selection Button on the Receiver - To toggle between outputs press the Link/Output Selection Button for one second on the unit and release.At this time the Output Indicator Light will become solid and the HD Flow™3 logo will appear on the display device if there is no source providing content. The HD Flow™3 logo is only displayed when the receiver is working with the display, but no content is coming from the transmitter.
2. Turn on the desired media source device that is connected to the Transmitter.
3. Select the desired media source input on the Transmitter. There are two ways to select the source input on the PeerAir™ Pro Transmitter:
 - a. Using the provided remote - Press the desired input while pointing the remote at the Transmitter.
 - b. Using the Link/Source Selection Button on the Transmitter - To toggle between Inputs press the Link/Source Selection Button for one second on the unit and release.
4. Play the source device media content and enjoy up to a Full HD 1080p wireless entertainment experience.

Notes:

1. Audio and video sources will switch simultaneously whether using the remote or Link/Source Selection Button.
2. Inputs on the Transmitter and Receiver can be switched by pointing the remote at the Transmitter or Receiver ONLY if the connection between Transmitter and Receiver has been established, indicated by a solid link light. If the connection between Transmitter and Receiver has not been established, the inputs need to be selected at the location of each unit using either of the above input and output selection methods.

Multicast Mode - Pairing Additional Receiver(s) With The Transmitter (Optional)

Multicast Wireless Mode enables the Transmitter to stream AV media from one Transmitter to up to six Receivers.

Available Multicast Models		
Model	Capability	Mode
HDS300-2	streams to two display devices	Multicast Wireless
HDS300-3	streams to three display devices	Multicast Wireless
HDS300-4	streams to four display devices	Multicast Wireless
HDS300-5	streams to five display devices	Multicast Wireless
HDS300-6	streams to six display devices	Multicast Wireless

Use the following instructions to pair the Receiver(s) to the current system, or follow the steps in the HDS300-R manual. The system can have receivers added at any time.

Each Receiver will have to be paired with the Transmitter one at a time. Do not begin pairing another Receiver until the previous Receiver has rebooted after pairing as described in the steps below. A maximum of 6 Receivers may be paired to one Transmitter.

1. Press and hold the "Link/Source" button on the transmitter for 8 seconds. The lights will blink sequentially from top to bottom. The transmitter will remain in pairing mode for 2 minutes or until it senses a Receiver trying to link.
2. Press and hold the "Link/Output" button on the desired Receiver for 8 seconds. The lights will first blink sequentially from top to bottom; then in various patterns. After about 30 seconds the Receiver will successfully link with the Transmitter and then shut off and reboot itself. The entire process will take under 1 ½ minutes and video will not appear on the display until the process is complete. Video on the additional paired Receivers will be lost during this process.
3. Repeat steps 1 and 2 for each additional Receiver, if any.

Note: For 3 or more Receivers the system will change its mode from single channel to bonded channel. If Receivers are removed from the system making it 2 or fewer Receivers total, the system should be factory reset to put it back into single channel mode. Factory reset instructions can be found on page 16.

Peer-To-Peer LAN (Wired) Mode Installation

1. Connect the LAN cable between the LAN ports on the Transmitter and Receiver.
2. Plug both the Transmitter and Receiver into power.
3. When the PeerAir™ Pro system powers up it will detect the wired connection upon power up and not enter wireless mode. The boot process should be complete in about 45 seconds. The WiFi indicator lights on the front of both the Transmitter and the Receiver will be solid.



Note:

To return the units back to WiFi mode, unplug power on both Transmitter and Receiver, then unplug the LAN cable, and re-power the Transmitter and Receiver. The video and audio will be lost during this process.

Tips

If the Transmitter and Receiver are not establishing a connection:

1. It is recommended to unplug the power to both units for 30 seconds and then plug them back in.
2. If the above tip does not assist, please reference the Factory Reset section of this manual.

If the connection has been established and the HD Flow™3 logo can be seen on the display device, but content is not playing when initiated:

1. Ensure that source cables are properly connected.
2. Ensure the Transmitter is set to the proper input port and that the Receiver is set to the proper output port.
3. Ensure the source is operating.
4. The display device needs to be able to support the resolution of the media source that is being streamed. Utilizing the INFO button, while connected via HDMI, will allow you to see the EDID resolution data that the display device accepts. (Example - If the display device supports the highest resolution of 720p but the source device is outputting 1080p content, the content needs to be downscaled to the maximum resolution of the display device, in this case 720p).

If pixelation is occurring on the screen aim the remote at the receiver and hit the Scan/Back button. The system will reboot and scan for the best available channel.

If the HD Flow™3 logo nor the video content are being displayed, verify that the output selection on the Receiver and input selection of the display are correct. Also, make sure cables are completely pressed into place and secure, and that the selected source content is playing.

Indicator Lights Decoded

1. Transmitter/Receiver
 - Power/Link Indicator Light:
Solid - Link between the Transmitter and Receiver(s) has been established and is ready for signal transmission.
 - All Indicator Lights:
Flashing - Units are booting or resetting and establishing a secure connection for AV transfer.
Lights blinking sequentially from top to bottom - Unit is in Scan Pairing Mode searching for other PeerAir™ Pro devices.
2. Transmitter:
 - HDMI1, HDMI2, HDMI3, PC, AV - The indicator light will be lit to indicate the input that is currently selected. If the selected input does not have a connection or the signal from the media source is not present, the selected input indicator light will be flashing.
3. Receiver:
 - HDMI, COMPO, AV - The indicator light will be lit to indicate the output that is currently selected. If no output device is connected to the selected output port the indicator light will be flashing.

Factory Reset

CAUTION: Factory reset will revert all settings to factory defaults. It is not recommended to perform a factory reset on multicast systems (systems with two or more receivers) as the pairing will be forgot. One will have to re-pair the additional receivers if a factory reset is completed.

To complete a factory reset, complete each of the steps below for both the transmitter and receiver. These do not need to be done at the same time.

1. Unplug the device from its power source.
2. Press and hold the Link/Source or Link/Output Selection button on the front panel. Plug the DC power back into the unit being reset.
3. Continue holding the Link/Source or Link/Output Select button until the lights on the front of the unit blink at least 6 times.
4. Allow the system to re-start and show content.

How To Check S/W Version

1. Make sure the PeerAir™ Pro System is up and running.
2. Using the PeerAir™ Pro remote supplied, point it at the Receiver IR window. Press the Info/OK button. In the list of information there will be stated "S/W Version:"

Supported Video Formats

Notes:

- 1600 x 1200p60 is a reduced format.
- PeerAir™ Pro simply relays the input format of the video from the Transmitter to the Receiver. PeerAir™ Pro does not change the video format. If you want to change the output resolution, you should change the format on the external device which is connected to the Transmitter.
- When transmitting NTSC:480i or PAL:576i from the Transmitter, COMPONENT-OUT MUST be used at the Receiver.
- Only HDMI 480i resolution input will provide composite AV-OUT signal at the Receiver. For all other resolutions, use HDMI-OUT or COMPONENT-OUT at the Receiver.
- PC-IN fully supports resolutions noted above ONLY when HDMI-OUT is used at the Receiver.

Video Standard	Resolution	HD Flow Transmitter			HD Flow Receiver		
		HDMI	D-Sub	AV(CVBS)	HDMI	COMP	AV(CVBS)
"VESA Format (PC standard)"	640 x 480p60	o	o	X	o	X	X
	640 x 480p70	o	o	X	o	X	X
	640 x 480p85	o	o	X	o	X	X
	800 x 600p60	o	o	X	o	X	X
	800 x 600p70	o	o	X	o	X	X
	800 x 600p85	o	o	X	o	X	X
	1024 x 768p60	o	o	X	o	^	X
	1024 x 768p70	o	o	X	o	X	X
	1024 x 768p85	o	o	X	o	X	X
	1152 x 864p60	o	o	X	o	^	X
	1152 x 864p70	o	o	X	o	X	X
	1152 x 864p85	o	o	X	o	X	X
	1280 x 800p60	o	o	X	o	X	X
	1280 x 960p60	o	o	X	o	^	X
	1280 x 960p70	o	o	X	o	X	X
	1280 x 960p85	o	o	X	o	X	X
	1280 x 1024p60	o	o	X	o	^	X
	1360 x 768p60	o	o	X	o	X	X
	1440 x 900p60	o	X	X	o	X	X
	"DTV Format (TV standard)"	1600 x 1200Rp601	o	o	X	o	^
1600 x 900p60		o	X	X	o	X	X
1680 x 1050p60		o	o	X	o	X	X
720 x 480i60(NTSC)		o	o	o	X	o	o
720 x 576i50(PAL)		o	o	o	X	o	o
720 x 480p60		o	o	X	o	o	X
720 x 576p50		o	o	X	o	o	X
1280 x 720p60		o	o	X	o	o	X
1280 x 720p60		o	o	X	o	o	X
1920 x 1080i50		o	o	X	o	o	X
1920 x 1080i60		o	o	X	o	o	X
1920 x 1080p24		o	o	X	o	X	X
1920 x 1080p25		o	X	X	o	X	X
1920 x 1080p30		o	X	X	o	X	X
1920 x 1080p50	o	o	X	o	X	X	
1920 x 1080p60	o	o	X	o	X	X	

O - Compatible X - Not Compatible ^ - Compatibility varies based on output device settings

COMPLIANCE STATEMENTS

FCC Compliance

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to:

1. Relocate the receiving antenna.
2. Increase the separation between equipment and Receiver.
3. Connect the equipment into an outlet on a circuit different from that to which the Receiver is connected.
4. Consult the dealer or an experienced radio/TV technician for help.

CE Compliance

This device has been tested and found to comply with the following European Union directives: Electromagnetic Capability (89/336/EMC), Low Voltage (73/23/EEC) and R&TTED (1999/5/EC).

WARRANTY

1 YEAR LIMITED WARRANTY

The HDS300 is distributed by Peerless Industries, Inc. using the highest quality components and technology available. The Product is warranted to be free from defects in material and workmanship, given normal use and care, for 1 Year from the original purchase date with proof of purchase. Please retain a copy of your receipt as you will need this to obtain warranty work. We will repair or replace the product which fails as a result of such a defect during the warranty period. The accessories are not covered by this warranty.

This warranty is the customers' exclusive remedy for product defect and does not apply to:

- Any modifications made to the product in any way by the customer
- Attachments to the product by the customer that causes product damage
- Any product which the seals/and or serial numbers and/or logos have been broken, removed, or tampered with, defaced, or altered in any manner
- Damage caused by abuse, misuse, accident, water, or theft
- Physical damage
- Loss of the Accessories

Except as stated above, Peerless Industries, Inc. makes no express or implied warranties as to any product, in Particular, makes no warranty of merchantability or fitness for any particular purpose. Peerless Industries, Inc. shall not be liable for consequential or incidental damages arising from any product defect. Our liability is limited to replacement of any defective product as stipulated under the warranty conditions. Peerless Industries, Inc. expressly disclaims all warranties not satisfied in this limited warranty. Any implied warranties that may be imposed by law are limited to the terms of this limited warranty.

CONTACT INFORMATION

Customer Care

Need help with installation or set up? Call Peerless-AV Customer Care
1-800-865-2112 (available 7:00am- 7:00pm CST, Monday - Friday), or email us at info@peerless-av.com.

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January 23, 2019

TO: Potential Grant Applicants –

- Stewardship Local Assistance grants
- Land & Water Conservation Fund grants
- Recreational Trails Program (RTP) grants

FROM: Cheryl Housley, Community Services Specialist – South Central Region

SUBJECT: Grant Applications must be postmarked May 1, 2019

The Department of Natural Resources is pleased to inform you that application materials for Stewardship Local Assistance, Land & Water Conservation Fund (LWCF), and Recreational Trails grants are available on the DNR website at <http://dnr.wi.gov/topic/stewardship/grants/applylug.html> (see application tab). The application materials are combined again this year for all three programs.

Applications must be postmarked or dropped-off no later than May 1 to be considered for funding. PLEASE clear cached data/history on your internet browser, or these new forms will not display accurately.

The following sections are somewhat different from previous years and are fillable forms:

- Section 1& 2 (Project Information & Background): <http://dnr.wi.gov/files/PDF/forms/8700/8700-191.pdf>
- Stewardship, LWCF & Rec. Trails ranking questions (see guidance doc. pgs. 16-29 & answer template)

Guidance with ranking questions:

https://dnr.wi.gov/topic/stewardship/documents/2019_FY20_StewLUGRTALWCFAppBook_DIST.pdf

Answer Template: <http://dnr.wi.gov/files/PDF/forms/8700/8700-338.pdf>

We encourage you to obtain the application materials from our website. A limited number of paper copies are available from our office. Again this year, we ask that you submit both paper and electronic copy (CD or flash drive) of the completed application. Please provide each document as a separate electronic file, rather than one large electronic file (such as a scanned PDF of the entire application).

State Stewardship and Federal LWCF Applications. FY20 Stewardship is pending a new biennial budget year, however we anticipate that local assistance funding level will remain at \$6 million. The Federal LWCF grant funding level is unknown at this time due to the ongoing federal budget process, but applications for this program will be accepted anticipating funds will be delegated National Park Service to Wisconsin. Successful projects may be reimbursed for up to 50% of the eligible total costs. If your community is planning to acquire recreational land, develop outdoor recreation facilities, or update existing facilities to ensure accessibility, an application form is available at the above link. The application covers the state Stewardship subprograms of Acquisition and Development of Local Parks, Urban Rivers, and Urban Green Space as well as the federal LWCF grants.

If your community has a LWCF-only eligible project, i.e. active recreation such as new or renovated ballfields, splash pads, tennis courts, etc. Please prepare a LWCF-only unique application for these types of projects.

Federal Recreational Trails Applications. Recreational Trails funding will be available again this year. At this time, the funding allocation is also unknown due the ongoing federal budget process. Successful projects may be reimbursed for up to 50% of the eligible total costs. **This year, there is a maximum grant award amount of \$45,000 per project.** This program can be used as a funding match for projects in the Stewardship Program as well as the Snowmobile, ATV and UTV programs; however, separate applications must be submitted for Snowmobile and ATV grants.

A prerequisite for applying for state Stewardship or Federal LWCF grant funds is to have a current (within the last 5 years), local comprehensive outdoor recreation plan that has been adopted by your unit of government and submitted to DNR for eligibility approval. Your plan must include a specific reference to the project(s) for which you will be seeking grant assistance. If you plan to apply for grant assistance in 2019 but do not have current eligibility or are uncertain of your eligibility, please contact us to review your outdoor recreation planning needs and status as soon as possible.

If you intend to apply for grant assistance to acquire land or an easement, please contact us as soon as possible. Acquisition projects take more time to implement because appraisal and land and easement acquisition requirements must be met for your project to be eligible for grant assistance.

If your park development project involves both passive and active recreation items, you must submit two cost-estimate worksheets: one for the passive, “nature-based” Stewardship-eligible amenities and a separate one for active LWCF-eligible recreation items.

As you may be aware, **all land acquisition project applications** must now be reviewed to determine if the project will provide public access for “nature based outdoor activities” (NBOA, defined as hunting, trapping, fishing, hiking, and cross-country skiing). One or more of the NBOA activities may be prohibited or restricted **only** if necessary to protect public safety or to protect unique plant and animal communities. Because of this policy, if you are planning on submitting an application for land acquisition **it is very important that you contact us as soon as possible.**

Public demand for outdoor recreation and preservation of natural resource areas continues to grow. We encourage you to consider applying for matching grant assistance in 2019 and look forward to our ongoing partnership to provide quality outdoor recreation opportunities in Wisconsin. This may be a great opportunity for you to address a local priority outdoor recreation need at a reduced cost to your residents.

Please Remember: **This year’s application deadline postmark deadline is Wednesday, May 1, 2019.** If you have questions or need assistance, do not hesitate to contact us before the postmark deadline about potential grant projects at:

Phone number: (608)275-3218

E-mail: cheryl.housley@wisconsin.gov

If you are interested in other available grant programs administered by the Wisconsin Department of Natural Resources, please access our Community Financial Assistance web site at <http://dnr.wi.gov/Aid/>. We look forward to hearing from you and continuing the terrific accomplishments we’ve made together in conservation and outdoor recreation!

NOTE: **Mail your completed application to:**

**Cheryl Housley
Wisconsin Department of Natural Resources
3911 Fish Hatchery Rd
Fitchburg, WI 53711**