

This document was exported from Numbers. Each table was converted to an Excel worksheet. All other objects on each Numbers sheet were placed on separate worksheets. Please be aware that formula calculations may differ in Excel.

Numbers Sheet Name	Numbers Table Name	Excel Worksheet Name
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ASSETS		
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	PARK COMMITTEE MISSION	
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		ASSETS - PARK COMMITTEE MISSION
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MISSION SCOPE		
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	PARK COMMITTEE MISSION	
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		MISSION SCOPE - PARK COMMITTEE
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PARK COMMITTEE MISSION

ASSETS

	<u>HISTORIC SITES</u>		<u>OPEN & HIKING SPACE</u>		<u>PARK WITH ACTIVITIES</u>	
	LIGHTHOUSE & OUT BUILDINGS		PELIZZARI NATURE AREA		BOWERS HARBOR	
	REPLICA LOG CHURCH		OLD MISSION POINT PARK		BOWERS HARBOR EXPANSION	
	HESSLER LOG CABIN		LIGHTHOUSE WEST BAY BEACHES		HASEROT PARK	
	DOUGHRETY HOUSE		MURRAY ROAD HIKING TRAIL		ARCHIE PARK	
			RIDGEWAY ROAD HIKING TRAIL		ROBERT & COLLEN KELLY PARK (JOINT WITH DNR)	

PARK COMMITTEE MISSION

MISSION SCOPE

INCLUDES PAST & POTENTIAL ACTIVITIES

<u>STRATEGIC</u>		<u>TACTICAL</u>		<u>OPERATIONAL</u>		<u>ADMINISTRATIVE</u>		<u>COMMUNITY</u>	
DEFINE STRATEGIC PRINCIPLES	C	PARK ASSESSMENT: ASSET INVENTORY, AGREEMENTS, STATUS	S. C. O	ORDINANCE ENFORCEMENT	S	SUPERVISION OF STAFF & CONTRACTORS	TB. S	MONTHLY PUBLIC MEETINGS	C
MAINTAIN A PARK MASTER PLAN	C S	RECOMMEND BUDGET SUBMISSION	C. S	PARK FACILITY & MAINTENANCE MGMT	S C	INVOICE APPROVAL	TB	VOLUNTEER PROJECTS	TB. S. C. O
PARK 5 YEAR PLAN - INCL CAPITAL & FINANCIAL PROJECTIONS	TB. C	GRANTS & FUNDRAISING	S. C. O	LIGHTHOUSE GIFT SHOP	S	TIME & MILEAGE	TB	MANAGING CONTRIBUTIONS	S. TB.
INDIVIDUAL PARK 5 YEAR PLAN - INCL FINANCIAL PROJECTION	C. S	INTERFACE WITH DNR	S	KELLY INTEGRATION WITH DNR	TD. S.	MEETING AGENDA & PACKET	C. S	ACTION ON LETTERS, PROPOSALS & REQUESTS	C. TB. S. O
PRIORITIZED LT CAPITAL PLAN	TB. C	RELATIONSHIP BUILDING: GRANTS, GOVT UNITS, NPOs	TB. S. C. O	RESPONSE TO SAFETY ISSUES	S. TB	RECORD KEEPING	S	SAFETY ISSUES	C. TB. S. O
RECOMMEND LONG TERM OPERATIONS BUDGET	TB. C	MAINTENANCE REQUIREMENTS	C. S	SPENDING (BUDGET) MANAGEMENT	S. TB	ADD PLANNER TO PARK COMMITTEE	TB. S	MONITORING COMMUNITY PROFILE	S. C
INTEGRATE PARK PLAN WITH TOWNSHIP MASTER PLAN		PARK ORDINANCES	C. S	PARK USE PERMITS. (EXCEPTIONS)	S. ©	ADD TRUSTEE TO PARK COMMITTEE - LAISON	TB	IDENTIFY AND ADDRESS ALL NEEDS	TB. S. C. O
DETERMINE PARK NEEDS & PRIORITIES	C. S	MARKETING PLAN	C. S	COMMUNITY PROGRAMS	TB. O	PARK COMMITTEE TRAINING: ORDINANCES, MASTER PLAN, PARTNERS, ETC.	TB C	WORK WITH OTHER LOCAL, STATE & NATIONAL ORGANIZATIONS	TB. S. C
USE PERMIT STRUCTURE	C. TB	(RECOMMEND) ORDINANCES (CAPABILITIES)	?	MONITOR PERMIT/ACTIVITY	S	RESPOND TO PUBLIC INPUT: LETTER, PHONE, MEETINGS	C TB. S		
		MONITOR COMMUNITY PROFILE	TB. S. C. O	ANIMAL(LEASHED) CONTROL	S. O	DEFINE PARK ORGANIZATION STRUCTURE: FLOW CHART ACTIVITY & RESONSIBILITY	C		
		EDUCATIONAL PROGRAMS & PARTNERSHIPS	C			MAINTAIN PUBLIC CALENDAR OF EVENTS & ACTIVITIES	S		
KEY:									
Town Board	TB	IMPLEMENT MASTER PLAN	C. S			MAINTAIN VOLUNTEER PROGRAMS: RECRUIT, PROGRAMS/OBJECTIVES, SUPERVISION	C (TB,S, C)		direct for PC projects
Park Committee	C								
Township Staff	S					MAINTAIN A PARKS FILING SYSTEM FOR MATERIALS	S		
Other/Outside	O								
						COMMITTEE REPORT TO TOWNBOARD MONTHLY	C		
						REVIEW PROGRESS &SPECIAL PROJECTS WITH TRUSTEES	C. TB		

ROLES & RESPONSIBILITY DETERMINATION PROCESS

IDENTIFY NEEDS & REQUESTS	REVIEW MISSION SCOPE (incl Randy's note)	GROUP ROLES	STRUCTURE ROLES WITH NEEDED ROLE CAPABIITIES	DETERMINE PARK COMMITTEE CAPABILITIES (PRESENT & FUTURE)	CREATE A FINAL ROLES MAP	DETERMINE PARK COMMITTEE RESPONSIBILITIES & ROLES		DETERMINE PLAN TO ACHIEVE ALL NEEDED EXPERTISE FOR COMMITTEE	

PARK SUCCESS METRICS

<u>STRATEGIC</u>	<u>TACTICAL</u>	<u>OPERATIONAL</u>	<u>ADMINISTRATIVE</u>	<u>COMMUNITY</u>
ANNUAL REVIEW OF PARK MASTER PLAN	PERFORMANCE TO CAPITAL BUDGET PLAN	PERFORMANCE TO ANNUAL BUDGET	PERFORM ANNUAL EMPLOYEE PERFORMANCE REVIEW	NUMBER OF VOLUNTEER PROJECTS
ANNUAL REVIEW OF CAPITAL PLAN	NUMBER & AMOUNT OF GRANTS	LIGHTHOUSE REVENUE	RESPONSE TIME TO PUBLIC INPUT/ REQUESTS	NUMBER OF VOLUNTEERS
5 YR. & 3 YR. CAPITAL SPENDING	NUMBER OF PARK USERS	LIGHTHOUSE GIFT SHOP PROFIT	COMPLETENESS OF EVENTS CALENDAR	
NUMBER OF STRATEGIC ITEMS ACHIEVED	NUMBER OF PARK EVENTS	NUMBER & ATTENDANCE OF PARK EVENTS		
NEW PARK ACREAGE	REVIEW COMMUNITY PROFILE	NUMBER OF PARK ORDINANCE VIOLATIONS		
	NUMBER OF PARTNER ORGANIZATIONS			