

PENINSULA TOWNSHIP
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**PENINSULA TOWNSHIP PARKS COMMITTEE
SPECIAL MEETING**

September 20, 2023, 7:00 p.m.

1. **Call to Order** called to order by Skurski.
2. **Pledge**
3. **Roll Call** Butler, Murphy, Skurski, Zebell, Cram-Director of Planning and Zoning, Milliken (arrived at 7:15.p.m.).
Excused-Chown, Dahl.
4. **Approve Agenda** **Murphy moved to approve the agenda with a second by Zebell.**
Passed by Consensus
5. **Brief Citizens Comments (for agenda items only)** None
6. **Conflict of Interest** None
7. **Consent Agenda:** any member of the committee, staff, or the public may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion.
 - A. Minutes from August 23, 2023
 - B. County Health Department Water Sampling Results August 31, September 7, 8, 9, 2023
 - C. Correspondence regarding park logo from Beth Barton and Michele Zebell
 - D. Correspondence from Michigan's Invasive Species Grant Program "Millions in grants open for invasive species prevention projects in Michigan."
 - E. Bowers Harbor Park Celebration Flyer**Butler moved to approve the consent agenda as presented with a second by Murphy.**
Passed by Consensus
8. **Business**
 - A. Invasive Species Grants-Skurski/Zebell
Zebell-I went to the Leelanau County Conservation District for their class on autumn olive abatement. I contacted the Environmental Quality Incentive Program (NQIC) and there may be grants from \$300-\$600 for abatement. I am not clear whether this is just for agricultural or forestry land and will be contacting them for more information. You cannot apply as a public entity, but individuals can.
Skurski- there is another state grant program with over \$3.6 million dollars for invasive species. This is for public entities and is a joint venture between the DNR, Environment, Great Lakes, and Energy, and Agriculture and Rural Development. These grants require a minimum of a \$25,000 project. There is a narrow window to apply being September 1, 2023 and October 31, 2023. I think we should go ahead and apply for a grant using the various locations on the peninsula, which are overrun with autumn olive to see if this adds up to \$25,000 worth of an abatement grant.

B. Parks Signage and Maps-Murphy

Murphy-I met with Steve Lagerquist at Pelizzari. Lagerquist had an old map of the property and the first item we noticed was the amount of vandalism that has taken place. Most of the signs on every post had been vandalized with writing and some posts were broken off and the fencing removed. From the parking lot right through the middle of the park is where the trucks came though when we did the installation of 4 different sections of fencing trying to keep people on the trails we had put in. People just seemed to ignore the signs and go straight down the center of the park, which seems to be a very popular route. We have tried what we can to have people move off the middle section, so we are going to create new signage. The hemlock section has people accessing the area from 4 different directions and we are going to try and shut down one of those access points. We are planning to physically block the least used trail and have a sign saying trail under restoration. Lagerquist has been working with the signage department at the Grand Traverse Regional Land Conservancy and will get proofs to us. Lagerquist still believes we can get the signage up in October.

C. Logo Selection-**Zebell**- the logo design has been selected and Skurski will send the information to the town board and trustees.

D. Celebration-**Zebell**- led the conversation on the upcoming Bowers Harbor Park Celebration on September 30, 2023 from 2 p.m. to 5 p.m. The documents discussed were:
(These documents are at the end of the minutes).

*Park Celebration Volunteer Schedule and Information

*Park Celebration Contributors

*Celebration September 30, 2023

9. **Citizen Comments** None

10. **Committee Comments** –

Cram- Chown and Wunsch obtained a 5 year grant of \$25,000 per year from the Grand Traverse Board of County Commissioners for the peninsula parks.

Milliken- the bicycle repair station has been installed at Archie Park.

11. **Adjournment** **Murphy moved to adjourn with a second by Milliken.**

Approved by Consensus

Meeting Adjourned at 8:07 p.m.

Park Celebration Volunteer Schedule and information

Thank you for volunteering to help with the park celebration on Saturday, September 30. Crossing my fingers that we will have a great turnout, and planning on a great fall day. Since there will be both set-up at the beginning and cleanup at the end, there are two shifts for each volunteer spot. If you want and are able to fill both, fantastic, but no pressure—really.

I have included a fairly brief explanation since most of us will not meet until the day of the event. Please feel free to call if you would like more information, have suggestions, or just need clarification to feel prepared. Mostly, my hope is that you'll have a wonderful time socializing with other township residents and being a part of the activities.

Welcome Table

Greet guests

Answer questions, mention volunteer opportunities

Have each family put their name in the drawing for Pirate's Cove Passes

Give each child or family a "Park Activity Trail Map"

- point out the peninsula parks map and parks websites on one side

- point out the schedule of activities and the activity checklist

- give each child a plastic bag & explain that as they complete each activity, they place a sticker on the checklist and take one for themselves if they want (place in the bag)

- trail begins at the playground

Mention decals and clings

Direct folks to activity sign-ups

Time	Seated at table	Encouragers to Volunteer, Participate
1:30 - 3:30	Becky Chown, Monnie Peters, Mary Beth Milliken	Dave Murphy Mike Query
3:30 - 5:30	Monnie Peters, Kris Prescott	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Playground Design & Prize Table: Pavilion #1

Tie rope on posts to create a clothes line

CAs children bring you their drawings, please congratulate and thank them for drawing a design, for helping the committee

Using clothes pins, hang the designs on the ropes for others to see

Help children choose 1 prize. We have magnetic bookmarks, carabiners with a compass, and small stuffed animals for backpacks or keychains

Decals and clings? Misunderstandings?

Time	Name(s)
1:30 - 3:30	Kris Prescott, Sue Peters
3:30 - 5:30	Dawn Asava, Mary Mazure

Snack and Beverage Area: Pavilion #1

Fill water containers as needed with water and ice

Pass out snacks

Encourage recycling of cups

Time	Name(s)
1:30 - 3:30	Marge Long, Ronessa Butler
3:30 - 5:30	

Activity Trail

Location # 1: PLAYGROUND: Pass out stickers, show participants the directional arrow, answer questions and send children on to the next stop—chalk art on the walking path

Time	Name(s)
1:30 - 3:30	
3:30 - 5:30	

Location # 2: CHALK ART

Time	Name(s)
1:30 - 3:30	Jenn is on this!
3:30 - 5:30	She is still on this!

Location # 3: PIC with a BENCH BUDDY There are two benches next to each other. On one bench there will be animal cut-outs. The children may choose which animal they like best, move it to the other bench and sit down next to it. Their family can take a photo or the whole family could sit with the bench buddy and the volunteer could take a photo of the whole family

Time	Name(s)
1:30 - 3:30	
3:30 - 5:30	

DOES ANYONE HAVE ACCESS TO A PROJECTOR? I WILL CHECK WITH THE LIBRARY

Location # 4: CORNHOLE Help the children be successful, help them score a cornhole

Time	Name(s)
1:30 - 3:30	Mike Skurski
3:30 - 5:30	

Location # 5: PLAYGROUND DESIGN Explain that we would like to build a new playground, but we need their help. Ask children to think about what they would like on a playground, then ask them to draw their idea. A notebook has photos of various playground options. It might help them if they get stuck. Otherwise, don't bother with the notebook, let their imaginations be their guide.

Time	Name(s)
1:30 - 3:30	
3:30 - 5:30	

Location # 6: EXPANSION ENTRANCE

Not sure we need anyone...

Location # 7: SOCCER GOAL Students are to kick a soccer ball into the net from wherever they want. They may dribble around the cones then shoot on goal. Please explain and once they've scored, please cheer for them. Let them choose a sticker for their map and one for themselves.

Time	Name(s)
1:30 - 3:30	
3:30 - 5:30	

Location # 8: FIRE DEPARTMENT

All set, no volunteers needed

Location # 9: FIND THE CROSSING GUARD

Time	Name(s)
1:45 - 3:30	Pete & Linda Dahl
3:30 - 5:00	John Jacobs

Location #10: RUN THE BASES

Not sure we need anyone here

Time	Name(s)
1:30 - 3:30	
3:30 - 5:30	

SPORT / ACTIVITY Leads and Assistants

Basketball

Lead: **Mike Query**

Assistant: **Dave Murphy**

Sand Court Volleyball Exhibition

Lead:

Assistant: **Armen Shanafelt**

Pickleball




Lead: **Kent Rabish**

Assistant: **Pam Miller**

Tennis

Lead: **Rodney Caster** YMCA

Assistant: **Mike Query**

Court/Sport	Play Structure	Volleyball	Pickleball	Basketball	Tennis
Introduction  and thanks yous prior to ribbon cutting	Mike, Michele gives thank yous	Lead does activity intro	Dawn Hemming Kent Rabish Peg Moen-Rabish TB:	Becky/Mike Q	Mary Beth Rodney Casper
Township Official 	Ronessa does countdown	NA	See above	Becky/	
Key Contributors 	Kids run thru the "ribbon"	NA	OMPB Club # of scissors Ask Pam	Mike Q/Brian P	Brian P

Park Celebration Contributors

Brian Peace: Elmers

Mike Query: Spalding

YMCA: *Rodney Casper and providing the fun, education and equipment*

O'Leary Paint *paint donation*

Wunsch Farms: Isaiah Wunsch *apples*

Johnson Farms: Ward and Dean *apples*

Manigold Farm: Rob Manigold *apples, tractor work, arranging help with wood chips*

TC Hispanic Soccer League *outstanding help with wood chips*

The Mighty Murphy Volunteer League *outstanding help with wood chips*

-list names here-

Jeff Dean: *donated sitework for new playground*

Thomas Sinclair: Sinclair Recreation *enormous help, above and beyond*

Native Garden: Russ & Deb Larimer/Katie & Paul Greier

Rebecca & Glenn Chown Family: *rocks for native garden, lots of wood chips*

Archie Watering Crew: Mary Beth Milliken

BHP Tree Watering Crew: Michel Bekkers, Deb Larimer, Katie & Paul Greier, Ronessa

Butler, Al Jankowski, Lynn Stephenson, Bill Catinella

OMP UMC: *beverage containers & volunteers*

Glen Wolff: *Gifted the Old Mission Artwork (decals, clings, and t-shirts)*

M'Lynn Hartwell: *remote power*

Al Jankowski: *sound equipment, construction*

Fire Department: Chief Gilcrest,

Jenn Cram and Mary Beth Milliken: *painting*

Pickleball: Old Mission Pickleball Club

Dawn Hemming

Kent Rabish and Peg Moen-Rabish

Don and Jane Conway

Brian and Carol Kaplan

Tom Verschure

Linda Raetz

Autumn Gillow

Kyle Hartley

Linda Marsh

Sara Bergsma

Fundraising:

Of the over \$300,000 raised, over \$220,000 was obtained from private donors;

\$80,000 was from 2 grant sources (MEDC \$50k and Rotary \$30k); and

In-kind donors of aggregate The Miller Family: Mike/Pam, Luke/Paige, CJ/Autumn

Of the key people, Dawn Hemming, Kent & Peg will be in attendance on the 30th.

CELEBRATION

Saturday, September 30

Next Meeting: Wed., Sept. 6 @ 11:00 am

Schedule of events

2:00 Celebration Begins!

2:15 Play Structure Ribbon Cutting & Scavenger Hunt

2:30 Volleyball Sand Pit Exhibition and Instruction

3:00 Pickleball Courts Ribbon Cutting, Exhibition, Tours, & Instruction

3:30 Basketball Court Ribbon Cutting, Free Throw Competitions for All Ages, & Instruction

4:15 Tennis Courts Exhibition & Instruction

2:00–5:00 Self-guided Activity Trail into the Park Expansion Area

2:00–5:00 Peninsula Township Fire Department on Site with Fire Truck

Assign an ambassador/assistant to each rec activity leader, their responsibilities:

- communicate with the lead to determine their support needs
- provide those needs or communicate needs to **Michele**
- assist lead before, during , and after event or find a volunteer(s) to fill the role

Lead responsibilities for: basketball, pickleball, sand court volleyball, tennis, scavenger hunt:

- arrange for athletes who will demo and/or manage contest, and/or work with interested observers
- bring the necessary equipment or provide list of needs

SPORT / ACTIVITY Leads and Assistants

Basketball

Lead: **Mike Query**

Assistant: **Dave Murphy**

Sand Court Volleyball Exhibition

Lead: **Bill Gauthier**

Assistant: **Armen Shanafelt**

Pickleball

Lead: **Kent Rabish**

Assistant: **Pam Miller**

Tennis

Lead: **Rodney Caster YMCA**

Assistant: **Mike Query**

Additional Activities

Play Structure Scavenger Hunt

Lead:

Assistants:

Self-guided Park Tour/ Activity Trail

Lead: **Michele** (set-up) Assistants: **Jenn** (chalk), **Pete Dahl** (crossing guard), _____ (playground design)

Fire Department!

Lead: **Chief Fred Gilsdorf**

Assistant: **Becky**

Pavilion #1 Board Games and Lawn Games: loan for afternoon, games such as croquet, corn hole, horseshoes,...

Lead: **CommitteeS** Look at home for what you are able/willing to bring to Pavilion #1 area & report back

Format for each scheduled event:




1. Begin with a brief presentation describing the improvement/addition by a key individual(s) connected with the project

Parks committee: complete at August 23 meeting

2. A ribbon cutting by designated township official & the appropriate individual/individuals

Parks committee: complete at August 23 meeting

3. Lead introduces what observers will see and what will follow
4. If applicable, introduction of athletes and skills teachers
5. Brief active play/demonstration by athletes/contest/tour-whatever is applicable
6. Observers try basic skills, both adult level and children's level

Court/Sport	Play Structure	Volleyball	Pickleball	Basketball	Tennis
Introduction 	Mike, Michele gives thank yous	Lead does activity intro	PB & Parks/ TB Thank you	Becky/Mike Q	Mary Beth
Township Official 	Countdown to v	NA		Becky/	
Key Contributors 	Kids run thru the "ribbon"	NA	OMPB Club # of scissors?	Mike Q/Brian P	Brian P

Beyond and In support of the Sport/Court Activities

GREETING/INFORMATION/SIGN-UP/PRIZE TABLE **Becky, Monny, Mike Q, Parks Committee member**

Map: **Michele**

How about Bill Stott wearing his t shirt?

Front: Activity locations and /self-guided tour checklist

Back: Map of peninsula marked with all peninsula park locations, the parks website link, & schedule

Poster Display of all parks with Volunteer Sign-up Page for each park (clipboards, sign-up page, pen)

Each parks committee member chooses & sends images to __Michele__

Lead to print images, create poster ready for display, create volunteer sign-up page, set-up the poster, sign-up pages, pens at the welcome table day of event

Donation boxes:

Provide 2-3 **Michele**

Check on Venmo/Square **Jenn**

Glenn Wolff decals/prints on display for suggested donation amounts **Kris**

Becky: share file with **Kris** (M'Lynn Hartwell increased definition of image for us)

Getting prices from Britton Banner, Copy Central and Jenn's KA online source **Kris**

Quantity, suggested donation determined once information received **Kris**

Poster Display of all of the park project goals, vision of the future LIAA Results: all projects: **Michele**

Ropes with clothespins to display playground designs **MZ**

Foam core, sandwich board, sign structures: **Jenn**

Directional signage creation **Michele** & set-up: **Michele and**

Snacks, OMP apples, and water

Lead: **Celebration Committee** perhaps **Kris** at snack table along with decals and a donation box

Parks committee member:

purchase paper cups, ice, snacks, ice cream?

set-up before celebration

clean-up after celebration

make sure trash and recycling containers are strategically set-up during event

Michele: reach out to contact re: large beverage containers 3 from OMP UMC,

Becky: apple donations

Kris: check prices for snacks

Mike: Moomers donation/price

Michele: Buchan's donation/price/convenience packaged?

Becky: Sonja donation/price/convenience packaged?

Parking & Crossing Guard: Leads: **Pete & Linda Dahl**

Pam Miller (parking for PB players)

Signage, saw horses, 3 chairs, crossing guard sign

Publicity: **Susan Piehl, Becky Chown** (approval & editing)

Next Door **Susan**, Gazette **Jane**, OMP website postings: **Susan**, posters & flyers, Facebook, Flyers: **OMPS**,

Email blast: **Becky & Susan**, Facebook: **Dawn A**

Posters & Flyers:

Editing, final product: **Becky**

Pricing: **Kris**

Flyers in backpack: **Susie**

Panther newsletter, work with school/share information: **Susie**

Poster Distribution: **Mary Beth Milliken & Michele**

Peninsula businesses, churches, recycling center, schools

Online sign-ups and website communication:

Post poster, information sign-up pages: **Becky**

Supply poster file for **Becky: Susie**

Create and supply editable sign-up docs for each sport: **Michele**

Additional Needs

Hand sanitizing stations 3 **Jenn checking on township supply Mike will bring some, too**

Purchase or already available through township?

Placement locations: snack table, playground design station, sidewalk chalk location

Signage?

Extra clean vault toilets & filled sanitizer dispensers: **Bob**

Extra recycling and trash barrels: **Bob**

Tables: **Bob**

Directional signage such as: Start Here, Prizes, Snacks, Parking, Crossing Guard, Donations **Michele**

Michele will cover self-guided tour signage

First aid: **Fire Department**

Chalk for sidewalk art: **Jenn**

Ribbon cutting:

Crepe Paper, blue and green, held by volunteers

Supplies: Scissors **Susie** checking, purchase crepe paper: **MZ**

Board Games: loan for the afternoon, games such as checkers, chess,...

Print online sign-ups for contests Saturday morning deliver to welcome table **Michele**

Small portable sound system for ribbon cuttings and lead presentations: **Michele/ M'Lynn Harwell**

Need to be very careful about volume, only loud enough for those in close proximity to presentation

Celebration Committee: Thank you, everyone!!

Becky Chown

Jenn Cramm

Pam Miller`

Mike Query

Monnie Peters

Kris Prescott

Ronessa Butler

Susie Shipman: will help before, out of town during event

Chris Spencer: will help before, out of town during event

Mary Beth: will help before, out of town during event

Parks Committee

Becky Chown

Dave Murphy

Mary Beth Milliken

Mike Skurski

Michele Zebell

*Jenn Cramm attends, consults, researches

Folks who have helped along the way

Brian Peace

OM Pickleball Club (determined by group)

OMP UMC

Mke Query

Dave's volunteer group extraordinaire

M'Lynn Hartwell

Rob Manigold

Hispanic Soccer League

Jeff Dean

Chown family

Deb & Russ Larimer

Katie Greier

Glenn Wolff

O'Leary Paint

Self-guided Park Tour/ Activity Trail

Lead: **Michele** (set-up) Assistants: **Jenn** (chalk), **Pete Dahl** (crossing guard), _____ (playground design)

-something to pick-up @ each destination (stickers for checklist & self) and post playground design at the end

-small signs to guide #'s with arrows

-list/map for each child with a checkbox for each activity

-purchase stickers & small prizes

-display B & R plan for the Expansion (already exist?)

-make playground pieces for kids to glue up or provide crayons/markers (Sanitizer)

1. Play a drum & go down a slide on the new playground

2. Sidewalk chalk: write your name on the path

3. Find our 2 benches buddies

4. Stop by cornhole and try to score

5. Help design a new playground!

6. Find the entrance to the Expansion

7. Kick a soccer ball into the goal

8. Give one of our firefighters a high five

9. Find the crossing guard

10. Run the bases on the baseball practice field

11. Turn in your playground design at welcome table and pick out a prize

Needed park work:

Clean-up sand court & add sand? Getting bid from **Bob**

Clean-up wood chips

Bob will take chips to the cemetery or Big John property for storage

Almost done with the south side **Michele**

Ask **Ronessa** to clean-up (rake and remove chips) after Bob removes the east side pile

Paint old playground equipment: **Michele, Jenn**, depending upon when: **Mary Beth & Ronessa**

Repair (and paint?) vault toilet panel & door lock: **Bob**

Spruce up grounds **Bob**

Old playground: **Bob**

no bees,

repair "zip line" (weld cart, replace skateboard wheels, reassemble) ,

replace teeter totter seats,

repair tires **Bob**

Rocks and landscape fabric at the water pump:

TO DO LIST

PARKING/CROSSING GUARDS: Lead:s Pete & Linda Dahl

Pam Miller (parking for PB players)

SET-UP/TASKS

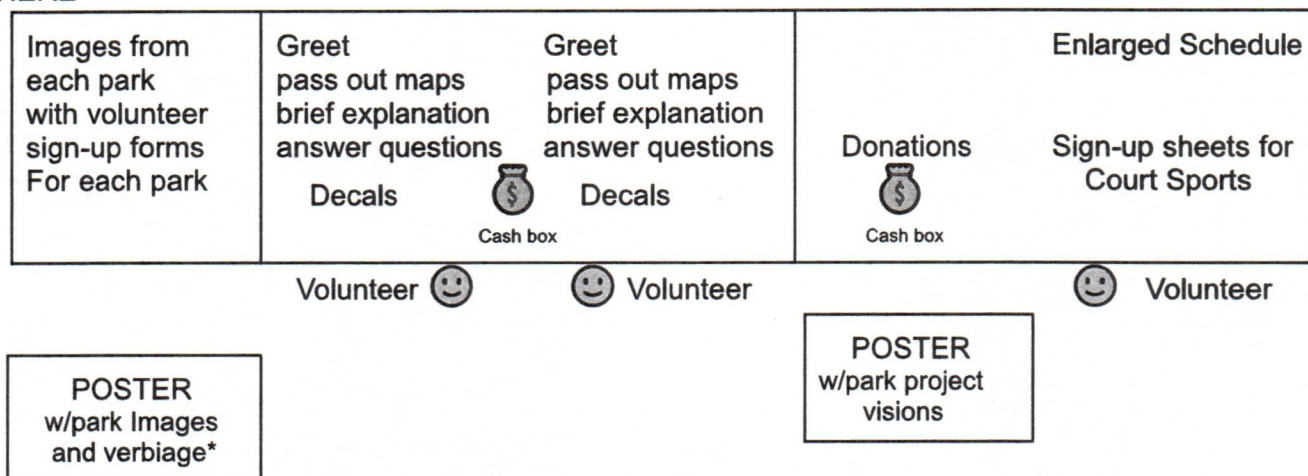
MATERIALS

- | | | |
|---|----------------|------------|
| <input checked="" type="checkbox"/> Create 2 parking signs "Reserved→ ← Reserved" for PB players | reserved signs | MZ |
| <input type="checkbox"/> Tie rope or caution tape to saw horses to block off PB parking area | rope | MZ |
| <input checked="" type="checkbox"/> Create 1 parking sign for placement at park tour trail crossing | parking sign | MZ |
| <input checked="" type="checkbox"/> Create 1 "Caution: Pedestrian Crossing" sign for placement at park tour trail crossing | crossing sign | MZ |
| <input type="checkbox"/> Set-up 4 saw horses , 2 at crossing, 2 on East end of circular drive | 4 saw horses | MZ |
| <input type="checkbox"/> Set-up 2 chairs at the pedestrian crossing, 4 chairs at welcome table | 6 chairs | Bob |
| <input checked="" type="checkbox"/> Create a crossing guard sign for Pete & Linda STOP /Slow Crosswalk | | |
| <input type="checkbox"/> Have a container and stickers at crosswalk for Pete & Linda | stickers | MZ |

GREETING/INFORMATION/SIGN-UP/PRIZE TABLES: **Becky, Monnie, Mike Q/3:15 , Mary Beth**

How about Bill Stott wearing his t shirt?

START HERE →



SET-UP/TASKS

MATERIALS

- | | | |
|--|------------------------------------|-----------------|
| <input type="checkbox"/> Set-up 2 long tables (township: Bob) | park contributor/schedule | MZ |
| <input type="checkbox"/> Set-up 6 chairs (township: Bob) | park project poster | MZ |
| <input type="checkbox"/> Set up posters | donations sign | MZ |
| <input type="checkbox"/> 2 cash boxes, 1 on each table | enlarged schedule | MZ |
| <input type="checkbox"/> decals and maps and small plastic bags | start here directional sign | MZ |
| <input type="checkbox"/> have volunteer sign-up pages out with pens | 2 easels for posters | |
| <input type="checkbox"/> have court sport sign-up pages out with pens | 2 cash boxes | MZ |
| <input type="checkbox"/> put donation sign by 2nd cash box | pens | Township |
| <input type="checkbox"/> put "Donations" & "Schedule" signs on 2nd table | sign-up pages for volunteers | MZ |
| <input type="checkbox"/> sanitizer JENN | sign-up pages for court sports | MZ |
| *Sign-up to be a part of the parks team! | maps | MZ |
| How can you help? | decals | KP |
| Write letters of support for grants | sign with suggested decal donation | MZ |
| Hands-on help: water trees, install fencing, | sanitizer Need spray bottles | JENN |
| paint, rake, plant trees,... | maps of Activity Trial | MZ |
| Donate, report problems to parks committee | small plastic bags for stickers | MZ |

SNACKS & DECAL DONATION TABLE

Lead: **Celebration Committee & Ronessa**

perhaps **Kris** with decal & donation box at picnic table

SET-UP/TASKS

MATERIALS

- ☐ purchase paper cups, ice, snacks, ice cream?
- ☐ set-up before celebration
- ☐ clean-up after celebration
- ☐ make sure trash and recycling containers are strategically set-up during event
- ☐ fill water dispensers with water and ice
- ☐ set-up snack and water tables
- Michele:** reach out to contact re: large beverage containers
- Becky:** apple donations
- Kris:** check prices for snacks
- Mike:** Moomers donation/price
- donation/price/convenience packaged?
- Becky:** Sonja donation/price/convenience packaged?

- table cloths **MZ**
- recyclable paper cups
- healthy snacks, indiv. packs
- large water dispensers **MZ**
- cash box **MZ**
- apples
- decals
- bench **Michele:** Buchan's
- sign with suggested decal donation
- sanitizer

Decals Donation Box	Apples	Snacks	EAST END of Pavillion #1	Water Dispenser	cups	Water Dispenser
PICNIC TABLE				PICNIC TABLE		

PUBLICITY: Susan Piehl, Kris, Susie, Becky Chown (approval & editing)

SET-UP/TASKS

MATERIALS

- ☒ Next Door Post: **Susan**
- ☒ Gazette Story: **Jane/ Michele**
- ☒ OMP website postings: **Susan**
- ☒ Email blast: **Becky or Robin**
- ☐ Facebook Post: **Dawn A**
- ☐ Scouts **Becky for info/ Michele**
- ☐ IPR Peninsula Township residents
- ☒ Posters & Flyers: **Becky & Kris**
 - ☒ Editing, final product: **Becky**
 - ☒ Pricing: **Kris**
 - ☒ Order flyers and posters:
 - ☒ Flyers in backpack: **Susie # needed and deliver to school / Dave @ Eastern**
 - ☒ Panther newsletter, work with school/share information: **Susie / Becky @ Eastern**
 - ☒ Poster Distribution: **Mary Beth:** 7 Hills, Mapleton Market, Jolly Pumpkin, Boat House, Buchan's, Mad Dog, Grill, St. Joes **Jenn:** Township, Library **MZ:** Congregationals, OMPUMC, UU, Lighthouse, Dougherty, General Store, Waste Stations @ BHP **Deb** **Katie**

- blurb for social media posts
- posters
- flyers
- blurb for township website

ONLINE SIGN-UPS & WEBSITE COMMUNICATION:

- ☒ Supply finalized poster file: **Susie**
- ☒ Forward finalized poster to Susan for post on township website: **Becky/Michele**
- ☒ Create sign-up forms for each sport/court: **Michele**
- ☒ Forward completed forms to Susan for posting on township website (links?) **Michele**
- ☒ Post poster, information sign-up pages: **Susan**
- ☐ Create a blurb to go along with poster and sign-up forms: **Michele/Becky edit**
- ☐ Print sign-up sheets on Saturday morning for Welcome Table: **Michele**

SELF-GUIDED PARK TOUR/ ACTIVITY TRAIL

Lead: **Michele** (set-up) Assistants: **Jenn** (chalk), **Pete Dahl** (crossing guard), **Mike Skurski** (playground design)

SET-UP/TASKS & MATERIALS

- ☒ small signs with arrows to mark trail **MZ**
- ☒ #'s with activity labels at each station **MZ**
- ☒ map/ list of activities with a sticker checkbox for each activity **MZ**
- ☒ order stickers **MZ**
- ☒ containers for the stickers **MZ**
- ☒ chalk for path **JENN**
- ☐ cornhole game
- ☐ playground design set-up
 - ☐ table
 - ☒ paper
 - ☒ crayons & markers
 - ☒ rulers
 - ☐ stickers in a container
 - ☒ notebook with images of various playground features **MZ**
 - ☐ sanitizer X 2 **JENN**
- ☐ display of B & R plan for the Expansion (already exist?)
- ☐ soccer ball **MIKE**
- ☐ goal
- ☐ 4 cones **MIKE**
- ☒ rope and clothespins set-up by prize table
- ☒ order small prizes **MZ**
- ☐ set-up signs
- ☐ set-up activity locations with supplies
- ☐ sanitizer @ chalk station & playground design station

1. Play a drum & go down a slide on the new playground
2. Sidewalk chalk: write your name on the path
3. Find our 2 benches buddies
4. Stop by cornhole and try to score
5. Help design a new playground!
6. Find the entrance to the Expansion
7. Kick a soccer ball into the goal

JENN (& Nick?)

Make flippable animal buddies MZ

Borrow from Mike S.

VOLUNTEER _____

8. Give one of our firefighters a high five
9. Find the crossing guard
10. Run the bases on the baseball practice field
11. Turn in your playground design & pick out a prize

Firefighter
PETE & LINDA

VOLUNTEER _____

PRIZES for Playground Designs	WEST END of Pavilion #1
PICNIC TABLE	Rope with clothespins to hang drawings

SCAVENGER HUNT

Lead: **Ronessa**

SET-UP/TASKS

- ___ purchase tokens to hide
- ___ hide tokens or prizes throughout playground
- ___ be at microphone following presentation to give the count down for the kids

MATERIALS

tokens or prizes
crepe paper for "ribbon"

Needed park work: **Pete said he would be happy to help Bob**

Clean-up sand court & add sand? Getting bid from **Bob**

Plant additional flowers into native garden bed?:

Clean-up wood chips

Bob will take chips to the cemetery or Big John property for storage

Almost done with the south side Michele

Ask **Ronessa** to clean-up (rake and remove chips) after Bob removes the east side pile

Paint old playground equipment: **Michele, Jenn**, depending upon when: **Mary Beth & Ronessa**

Repair and paint vault toilet panels?

Spruce up grounds **Bob**

Old playground: **Bob**

no bees

repair "zip line" (weld cart, replace skateboard wheels, reassemble) ,

replace teeter totter seats,

remove/ repair sandbox shovel,

repair tires **Bob**

Rocks and landscape fabric at the water pump: _____

Additional Needs

Hand sanitizing stations 3 **Jenn**

already available through township?

Extra clean vault toilets & filled sanitizer dispensers: **Bob**

Extra recycling and trash barrels: **Bob**

Tables: **Bob**

Directional signage such as: Start Here, Prizes, Snacks, Parking, Crossing Guard, Donations **Michele**

Michele will cover self-guided tour signage

First aid: **Fire Department**

Chalk for sidewalk art: **Jenn**

Ribbon cutting:

Crepe Paper, blue and green, held by volunteers

Supplies: Scissors **Susie** checking, purchase crepe paper: **NEEDED**

Board Games: loan for the afternoon, games such as checkers, chess,...

Lawn Games

Print online sign-ups for contests Saturday morning deliver to welcome table **Michele**

Small portable sound system for ribbon cuttings and lead presentations: **Michele**

Need to be very careful about volume, only loud enough for those in close proximity to presentation

Funky Geometric Shapes Rolls of Stickers - 900 Pc.

6 Roll(s) #57/6739

\$12.98 was ~~\$15.99~~

Oriental Traders Catalog