

ponding of water in an emergency evacuation area. Discussion was held on the emergency assembly area. Director Muck will follow up with the management team at Meadowbrook and police and fire on best practices related to emergency evacuations. Director Muck emphasized that commissioner reports have a benefit because of finding issues such as this.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

- A. Introduction of PRCS Recreation Supervisors – Stella Johnstone & Samantha Miller
Deputy Director Ringle introduced two of the new Recreation Supervisors, Stella Johnstone, and Samantha Miller.

Stella Johnstone elaborated on her background. She graduated from Central Michigan University. She was a high school art teacher and coached volleyball at the JV, varsity, and middle school level. She is excited to be here as the Recreation Supervisor for Arts and Events. Currently she is working on the first week of dance classes and the growing theatre program which will need to add a second course to focus on the younger first-time performers. She oversees the atrium art exhibits which on has Clay Crafton's work on display and next month Matt Hansen. The Sizzling Summer Art Series is being planned and Stella is booking performers.

Samantha Miller said she was happy to formally meet the commission. She started employment in August. She continued that she is the Recreation Supervisor for Facilities and Events which oversees the event operations at the Civic Center, parks, and the site supervisors. Prior to the city she worked at Fox Run and spent a lot of time volunteering around Oakland County. She recently received her Masters degree from Oakland University. Some of the things Samantha is working on include operations for the splash pad, a birthday party for the dog park since it turns ten this year, and Finding Big Foot, an event that gets people into the parks during the winter months.

Deputy Director Ringle mentioned all the reservations and events that happen in this building are part of Samantha's responsibility. The reservation coordinator position is posted which will assist Samantha with tours and rentals of the building.

STAFF REPORTS

- A. Administration Division – Director Jeff Muck
1. City Council Goal Setting / Early Budget Input Update
Director Muck updated the commissioners on Saturday, January 6th City Council annual early input and budget session. All of the department heads, Deputy Director Ringle, and OAS Manager, Kit Keiser attended along with other city staff. City Council got together to talk about the short- and long-term goals for the future of the city. Director Muck recapped items that were related to Parks, Recreation and Cultural Services and older adults. He added that these are not formally adopted and could change.
Building a desirable, vibrant, intergenerational community center that connects all residents and business was a long-term goal (three – five years). Develop walkable pocket parks in areas of the city that are lacking. Pursue partnership

with Northville as well as other neighboring communities for trail connection. Another one - three-year goal is to revamp boards and commissions and establish an environmental sustainability committee. Director Muck feels we would get pulled into this discussion along with outreach and engagement with diverse populations. Additionally, exploring consolidation of services with the Novi Community School District i.e. programs and building use. Develop a plan to renew the CIP millage and get it on the ballot in advance of expiration. The CIP millage has done wonders for Parks and Rec including the renovation of Lakeshore.

Invest properly to be a safe community at all times. Develop a plan to capitalize on inclusion of Smart to ensure utilization of the tax dollars we provide the system. There are two fixed routes that Smart is running. The goal is to ensure senior transit is financially sustainable given the growth to add services times and routes. Finally, a goal is to continue to support accreditation of police and fire and PRCS.

2. PRCS Capital Improvement Plan

Director Muck gave an overview of capital improvement projects for the current fiscal year and what is proposed in the upcoming years. The fiscal year starts July 1st and runs until June 30th. The projects that are funded for this year include sound dampening in the main room at Lakeshore Park, Northwest Park construction, Jessica Splash Pad opening, Wildlife Woods parking lot expansion and new pickleball courts which are out to bid now. Lakeshore parking lot reconstruction was approved by City Council and a preconstruction meeting with the contractor will take place within the month. Preventative maintenance for the tennis courts will be pushed back to the next fiscal year because of timing and the courts are still in good shape.

Director Muck explained the proposed projects for the next few years and are at the will of City Council. A CIP committee meeting will be held in the next few weeks which is made up of Planning Commission and City Council members. Outlined for potential projects include a theatre upgrade for lighting and sound, Power Park pathways, electrical upgrades at Villa Barr, and paving the parking lot at Bosco. Ten years ago, we did a capital needs assessment which identified \$10 million in park projects to address. Many of those projects were already accomplished including a revamp of Lakeshore Park and Pavilion Shore restrooms. It is time to redo that plan which is also a requirement for CAPRA. A consultant has been working with staff to plan the capital needs for the next ten years.

It was pointed out that ITC Park was not mentioned due to the size and scope. It will require a different funding mechanism. Another caveat is that the ice arena and Meadowbrook Commons run separate from the park's budget even though we are responsible for their management and overseeing contracts. The ice arena needs a new HVAC system and the pickleball courts and parking lot expansion at Meadowbrook Commons are two major projects we are working on for them.

Director Muck discussed the five transformation projects for the city and explained how they were presented to Council on January 6th.

3. PRCS Staff Retreat

The PRCS staff will be completely out of the office on Wednesday January 24th. There will be limited services that day. The desk will be manned but mostly taking messages. This is the first time the staff has done something like this, but it is important since it is such a new team. The agenda includes strategic planning, CAPRA, master plan and team building activities. The group is heading to the DNR Outdoor Adventure Center in Detroit.

B. Recreation Division – Deputy Director Tracie Ringle

1. Programs & Services

Deputy Director Ringle began with the remaining part of her report, the sports division. The sold-out youth basketball games began this weekend. Space needed to be rented from Redline Athletics in Farmington Hills to accommodate all of the team practices. There are 547 players in basketball for the winter session. Volleyball games started this weekend too.

Adult softball registration for returning teams is also happening now. Registration has opened for the Older Adult Services Golf League which is run by Steve Fellhauer. The men's league filled the first day. There is limited space in the women's and open leagues. In addition, some changes have been made to the leagues by extending the number of weeks and eliminating the fall session. The Daddy Daughter Dances will be the first weekend in February. Recreation Supervisor, John Gillingham will be running the program as well as the Mother Son Game Night.

Camp counselor applications have started. One of the returning counselors met with John during the holidays to help him get up to speed with camp practices from firsthand experience.

Deputy Director Ringle provided more insight on programs filling due to limitations of time and space.

C. Older Adult Division – OAS Manager Kit Kieser

1. Programs and Services

OAS Manager Kit Kieser started with the Michigan Day Celebration that happened today. Quite a few people participated and enjoyed Michigan snacks, trivia, and music from local artists.

The first day to schedule AARP tax appointments was Thursday January 4th. 148 calls were received on the first day which is consistent with 2023 numbers.

Currently, over half of the 444 appointment slots are filled.

Cutting the Cord continues to be a popular program. Over forty people attended the last meeting. Upcoming we have Powerful Tools for Caregivers put on by the Area Agency on Aging 1-B, a seed swap January 27th which is part of Nature Nurture Novi and OAS is partnering with the library to bring Marshall Allen, a Motown singer to Meadowbrook Commons on January 29th. On February 7th the Novi Choralaires will be hosting an ice cream social which is a fundraiser. It will feature music from their spring concert. The Valentine luncheon will happen on February 15th at Meadowbrook.

2. OAS Needs Committee

OAS Manager Kit Keiser said the Older Adult Advisory Board has been going to take a look at current and possible future senior friendly living housing in Novi.

February 12th and 26th the meetings will focus on universal design advocacy for older adults and people with disabilities. March 11th and 25th the needs committee will consider volunteer opportunities for older adults in Novi and how the generations are aging differently.

COMMISSIONER COMMENTS:

Commissioner Tolkacz

Happy New Year. I look forward to another exciting year in Novi Parks and Recreation. Commissioner Joshi had a great report. She noted a couple of things that Director Muck will follow up on. A good report identifies some areas of improvement. It is great to see we are adding to our staff. Stella and Sami are hitting the ground running with a lot of great ideas already.

I like the idea of pocket parks, linking the communities through collaboration and connection from Norm Cox and Greenway, and the Lakeshore parking lot reconstruction. I had the same questions as Commissioner Joseph regarding the waitlist percentage with programs. It was an interesting comment that we could use more gym space. Maybe looking at some private partnerships such as Total Sports. Lastly, I liked the Michigan Day event brings back childhood memories with Sander's for ice cream.

Commissioner Torimoto

I would like to welcome the new supervisors. It sounds like they have good background both academically and professionally. The retreat sounds really fun with the new team members, ideas, and new projects to tie together with current planning sounds exciting. Looking at the list of items, Jessica Splash Pad and Northwest Park construction are really big things we have been discussing for a while, being realized. It is a really exciting time, so I am looking forward to it.

Commissioner Staab

Happy New Year. Everybody put July 26th on the calendar for Pour on the Shore. The first meeting for the Foundation is coming up in early February. I appreciate the updates and planning that is going on. As Commissioner Torimoto mentioned it is great to see Northwest Park and Splash Pad come into fruition this spring. Welcome aboard to the two new supervisors.

Student Representative DiDomenico

Welcome to the new supervisors. Some fun events are planned, and people are really excited for the splash pad. I officially got hired last week and will be a sports supervisor for youth games, events, and practices.

Commissioner Joshi

Welcome to the new staff supervisors. The retreat is a great idea because almost the entire team is new. It is great that PRCS is the first department to have a retreat. I am curious to see how City Council goal setting turns out.

Commissioner Joseph

I am very interested in the retreat and disappointed the commission did not get an invite. I am always shocked with all the programs we put on, how quickly they fill up

and the waitlists. That is kudos to the programs that we put on. At the same time being flexible to adjust and inclusive of everyone. I will be traveling out of the country next month, therefore Vice Chair Riggins will lead the meeting.

ADJOURNMENT

A motion to adjourn was made by Joshi and seconded by Commissioner Torimoto.

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Joseph at 8:05 p.m.

DATE APPROVED: _____

Ryan Joseph, Chairperson

Salene Riggins, Vice Chairperson