

PARKS, RECREATION & CULTURAL SERVICES

Thursday, August 21, 2014 – 7:00 P.M.

NOVI CIVIC CENTER – COUNCIL CHAMBERS

The meeting was called to order at 7:00 p.m. with Commissioner Torimoto presiding.

ROLL CALL: Torimoto (Present), Bauss (Present), Ferrell (Absent), Jewell (Present), Pratt (Present), Staab (Present), Wingfield (Present), Student Representative Kodali (Absent-Excused), Student Representative Thakore (Absent-Excused).

APPROVAL OF AGENDA:

It was moved by Commissioner Jewell and seconded by Commissioner Bauss to approve the agenda as written.

Voice Vote **Unanimous**

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the July 17, 2014 minutes

It was moved by Commissioner Bauss and seconded by Commissioner Jewell to approve the minutes as written.

Voice Vote **Unanimous**

COMMITTEE REPORTS:

A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Bauss had no comment.

Commissioner Torimoto stated the feedback from the public survey tabulation validates what they are trying to do to make a walkable and bikeable community.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab talked about the Annual Golf Outing which raised between \$11,000 and \$12,000. He thanked Commissioners Jewell and Wingfield for participating. He stated the Foundation met this past Tuesday evening and are working on approval to fund upgrades on the Ella Mae Power Park playstructure by adding benches and making the structure more handicapped accessible. This will be finalized in the next month.

Interim Director Muck stated the City of Novi has funded the replacement of the Power Park playstructure as part of our CIP program. The Foundation has generously offered to enhance that with nice surfacing and transition ramps.

STAFF REPORTS:

A. Administration Division – Interim Director Jeff Muck

1. Play in the Park Day

Interim Director Muck stated this Saturday from 10am to 1pm will be the second annual Play in the Park Day celebrating the one year anniversary of the opening

of Pavilion Shore Park. He described some of the activities. There are three new Motor City markers at Pavilion Shore Park. This is an initiative undertaken by the Novi Public Library and the Historical Commission. There will be eight markers around the City of Novi recognizing Novi's history and role in automotive and transportation history. The three markers in Pavilion Shore Park reference the casino, amusement park and the shores of the lake. There will be a grand unveiling on Friday, September 5th at 6pm. The Mayor and other dignitaries will attend. He invited the Commissioners to attend. Manager Kapchonick and Senior Transportation are working on tours for those later this fall.

Commissioner Torimoto asked if the equipment is provided for the fishing activity and asked if there is additional parking at Lakeshore Park with a shuttle service. Interim Director Muck stated the fishing equipment is provided and he is correct regarding the parking.

Commissioner Pratt stated the DNR will also be there assisting with archery and "hook line and sinker".

Interim Director Muck thanked Commissioner Pratt for helping to line those up this year.

2. Novi Dog Park update

Interim Director Muck stated they have been filming for the training video which will be online after Labor Day. Anyone planning to use the Dog Park will need to view an online training, take an online quiz, provide proof they have completed the quiz and passed it. They will need to fill out an application and provide proof of vaccinations and license. They can then get a key fob. We are still anticipating having the Grand Opening on October 4th from 10am to noon. There will be adoptable dogs there as part of the event. On Opening Day people will be given the opportunity to see if it is something they want to do without having a membership.

Commissioner Pratt asked how it will be handled if people have visitors who want to use the Dog Park.

Interim Director Muck stated a household can have up to three dogs on their application and can update their membership to include that dog with proof of vaccinations and license.

Commissioner Staab asked if the application is online.

Interim Director Muck stated it will be online after Labor Day.

Commissioner Wingfield asked if people can go in to the Dog Park now.

Interim Director Muck stated we are asking people not to go in to the Dog Park because it causes problems with establishing the turf grass. The locking system will soon be on the gate.

Commissioner Wingfield asked if we will put a cap on the registrations.

Interim Director Muck stated we will be monitoring the registrations. It is too soon to know how many we are going to have. We have done an initial order of 350 key fobs. It looks like it is going to be a popular park.

Commissioner Bauss asked, having been open a couple of years, how many registered dogs Northville has.

Interim Director Muck stated he believes Northville has around 700 dogs. You have to remember that a household can have multiple dogs.

Commissioner Pratt stated the department is doing a good job of posting pictures. His whole subdivision is talking about it and can't wait for it to open.

3. Program updates

Interim Director Muck stated we just wrapped up our “Sizzling Summer Arts Series”. Because of the weather this year, half of our Tuesday programs and one of our Friday programs had to move inside. He was amazed at the number of people who came out. There were many positive comments on social media about this popular series.

“Fall for Novi” is coming up on September 20th from 11am to 2pm here at the Civic Center. It is the City’s Open House and Health Fair.

Cricket Cup is coming up this weekend at Power Park. Recreation Supervisor Greg Morris is in charge of that. This has become an annual event which we host.

We have over 600 children and 72 teams for Fall Soccer which is up from last fall. We appreciate our volunteer coaches who are key and the strength of this program.

Fire Up Fest will be October 3rd from 9:30pm to 11:45pm after the Novi High School football game.

The current issue of Engage! has gone out and should be in your mailbox soon.

Commissioner Torimoto asked why on some movie nights a projector is used and on others a projection screen.

Interim Director Muck stated we are part of a consortium with three other communities and we have to share the screen.

Commissioner Torimoto stated he noticed when he picked up his equipment bag for soccer there were new soccer balls but fewer of them. He asked if he needs to request more.

Interim Director Muck stated he would get with Supervisor Greg Morris regarding that.

Commissioner Pratt asked for an update on the Farmer’s Market.

Interim Director Muck stated we have been averaging 450 visitors a week.

RoseAna Twitchell, our Farmer’s Market Manager, has done an amazing job.

There will be some vendors from the Farmer’s Market at Fall for Novi.

Commissioner Torimoto talked about a positive article in the Novi News about the Farmer’s Market.

4. Power Park playground

Interim Director Muck stated this had been discussed earlier in the meeting but wanted to express appreciation to Commissioner Staab and the Novi Parks Foundation for their support. He discussed some of the features of the playground. Commissioner Staab asked if the playground in Ella Mae Power Park is close to the parking area.

Interim Director Muck stated there is a path that leads to the playground so it is very accessible not only for the children but also for adults with handicaps.

5. Capital Needs Assessment

Interim Director Muck stated a recreation plan was put out focusing on our parks, site amenities, sports fields including tennis courts, and buildings including restrooms, pavilions and concessions. This Capital Needs Assessment is meant to evaluate those structures and plan for long term needs. This will help with the budgeting process and planning. We will be looking at bids and select a company to work with on these assessments.

Commissioner Wingfield asked about the kind of company to be chosen.

Interim Director Muck discussed the kind of company and some of things written into the agreement.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Program updates

Manager Kapchonick talked about the 85th Birthday Event held at Meadowbrook Commons yesterday. There is a special recognition for every person 85 and older. Interim Director Muck attended. Bright Star Care sponsored the event.

The Michigan State Fair is coming to town and on Friday, August 29th there is free admission for all Seniors.

The Engage! has the upcoming Senior events as well as Tech Talk classes coming in September.

The annual Meadowbrook Commons Town Hall Meeting was held for all of the residents to share their likes, concerns and suggestions.

Commissioner Pratt, Commissioner Wingfield and Interim Director Muck shared comments on the 85th Birthday Event.

Commissioner Jewell asked if the stories from the 85th Birthday Event were sent to the Historical Commission to preserve them.

Manager Kapchonick confirmed that they are and also stated that this will be their third year.

2. Transportation

Manager Kapchonick stated transportation is doing extremely well. They are always busy with their busiest days being Wednesdays and Thursdays. They have expanded some on Saturday because of the Farmer's Market. Transportation will be helping with special City activities. This week they are helping with Play in the Park by providing shuttle service. They will be providing tours to the historical locations in Novi and are working on several other special events.

Commissioner Torimoto stated at the last meeting it was noted that there is a CBL driver who can drive larger vehicles and he asked if any field trips had been planned.

Manager Kapchonick stated that driver will be doing the tours around the City in September and October.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Review and discussion on draft Parks, Recreation & Cultural Services Master Plan

Interim Director Muck stated we have combined the Strategic Community Recreation Plan and the Master Plan which will be a five year plan that will be reviewed annually. This will be more efficient and timely. It also meets the State's guidelines so we can apply for grants. A link was e-mailed to the Commissioners with an electronic draft, which is a work in progress. He asked for Commissioner input on the document by September 5th. Approval of the document will be at the next Commission Meeting.

Commissioner Wingfield stated he was looking at the Public Outdoor Recreation Grant post completion self-certification report and noticed five or six projects which have been completed and we are sending to the State. One for Ella Mae Power Park is the development of two softball fields. He asked if that is going forward. Interim Director Muck stated this is what has been done. This is something new that the DNR has asked to be done as a self-assessment. He then told what reporting was required.

Commissioner Wingfield asked about the surveys and how they would be used. Interim Director Muck explained the process in which the surveys would be used and the process for the Strategic Plan.

Commissioner Wingfield asked about how the staff survey was done.

Manager Kapchonick stated the staff was in a room and there was discussion first without administration and then with administration.

Interim Director Muck stated Manager Kapchonick has done a lot of work and taken the lead on this for our department and has a lot of expertise. This process has helped us in all of our operations. We will take this for approval next month.

Manager Kapchonick stated on the inventory area we will be adding a little history on the parks.

Commissioner Pratt stated having the history information in the Master Plan when applying for a grant with the DNR is helpful.

Commissioner Pratt asked if the Capital Needs Assessment will be done and added in to the Master Plan.

Interim Director Muck stated it depends on the firm we select. We are more focused on the next budget cycle.

Commissioner Torimoto stated before the vision or direction was not always clear but this process clarifies it.

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Pratt stated he continues to be amazed by the quality of what is offered and the communication among the staff and to the public. He is impressed particularly by the information getting out to the public.

Commissioner Jewell agreed with Commissioner Pratt's statement. He thanked the department for putting together the Master Plan. He thanked Commissioner Staab for the great Golf Outing and the Parks and Recreation staff for putting it together.

Commissioner Staab thanked Interim Director Muck and the Parks and Recreation staff for taking on the Golf Outing this year. The Parks Foundation is hoping to hire a new Executive Director in the near future so they can take the responsibility for the Golf Outing. He looks forward to going through the Master Plan. He is amazed by the Farmer's Market.

Commissioner Wingfield stated he is looking forward to getting in to the Master Plan. He thanked the Parks and Recreation department and Commissioner Staab for the great Golf Outing. He is amazed with the services and programs for the Seniors. They are doing a great job.

Commissioner Bauss stated he is amazed by all of the things the department does to benefit our citizens and community. He asked if there could be some outdoor activities, like outdoor skating, added to encourage being active outdoors during the winter.

Commissioner Torimoto thanked the department for everything they do. He stated he believes that we are going in the right direction with our parks. Looking at the feedback from the public, this is what the people want. We keep improving. We are having the Play in the Park Day this Saturday for people to enjoy.

ADJOURNMENT

A motion was made to adjourn by Commissioner Staab and seconded by Commissioner Jewell.

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Torimoto at 7:47 p.m.

DATE APPROVED: _____

Harry Torimoto, Chairperson

Jerry Jewell, Vice Chairperson