

PARKS, RECREATION & CULTURAL SERVICES

Thursday, October 23, 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 (Absent-Excused), Pratt (Absent), Staab (Present), Wingfield (Present), Student Representative Kodali (Absent), Student Representative Thakore (Absent-Excused).

APPROVAL OF AGENDA:

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

Voice Vote **Unanimous**

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the September 18, 2014 minutes

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

Voice Vote **Unanimous**

COMMITTEE REPORTS:

A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Bauss stated at the meeting this evening they reviewed the annual plan and went over the prioritization of projects. There were residents in attendance who gave their input. He stated it is a well done document and he encouraged people to take a look at it.

Commissioner Torimoto stated it is a good document and an excellent process. He felt the citizens who attended were impressed with the process.

Director Muck stated that seeing the matrix and how everything is scored is impressive. It is a clear document with citizen input crucial to the plan working.

Commissioner Torimoto stated the Citizen Comments from the last Commission Meeting were captured and input to the prioritization process and ranking of projects.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated Executive Director Rachel Zagaroli is starting to build her plan by meeting with different Foundation Board members. There has not been a Foundation meeting since the last Commission Meeting.

Commissioner Wingfield asked what the final numbers were for the Golf Outing.

Commissioner Staab stated he does not have those numbers because there has not been a meeting since September.

STAFF REPORTS:

A. Administration Division – Director Jeff Muck

1. Deputy Director update

Director Muck stated we will start the selection hiring process on Tuesday, October 28th. He thanked Commissioner Wingfield for volunteering to sit in on the assessment panel and represent the Commission. Director Muck stated for the purpose of hiring key positions we conduct an Assessment Center. He explained the Assessment Center process. There are six candidates.

2. Capital Needs Assessment update

Director Muck stated we are getting to the final stages of our Capital Needs Assessment. He has met twice with our selected firm. The final report is due back on October 31st. This document is important in assisting us with our CIP (Capital Improvement Program) and SIP (Service Improvement Program) process of prioritizing.

Commissioner Torimoto asked about the input regarding the baseball fields from the last Commission meeting.

Director Muck stated he sent it to Recreation Supervisor Greg Morris and to the Department of Public Services and they have a plan to move forward with the Novi Youth Baseball League for ITC Community Sports Park.

3. Program Updates

Commissioner Muck stated the opening of the Novi Dog Park was celebrated last Saturday. At the time of the ceremony there were about 50 dogs and about 100 people in attendance. The park is being heavily used. We have currently sold around 140 memberships. We have gotten good feedback.

We are putting on "Annie, Jr.", November 7th through the 9th here at the Novi Civic Center. Tickets are currently on sale. There are two different casts with over 80 children participating.

This weekend will be our last outdoor Farmer's Market. Our Farmer's Market manager is making plans to do some indoor things throughout the winter.

We wrapped up our Fall Flag Football program with over 260 children participating. We have plans for a spring league.

There were more than 630 players in soccer which is an eight percent increase over last year. This puts additional needs on our fields which will be addressed in the Capital Needs Assessment.

Two Commission Meetings ago the Commissioners tasked the staff with providing additional winter programming. Every division in our department has been working on this and you will see quite an array of additional winter programming. Those will be coming out in our next issue of Engage!.

Director Muck announced a partnership and initiative with Motor City Mountain Bike Association at Lakeshore Park working also with the Novi Fire Department and our Department of Public Services on upgrading and updating the trail marking signs. These signs will be at half mile increments with segments marked on them and will allow first responders to react more quickly on the trails. They will attempt to do that this fall before the snow falls.

On October 5th there was a grave dedication for Hooper Bishop, a Revolutionary War Patriot, with the Daughters of the American Revolution. Director Muck stated it was an honor for him to speak at that event. Restoration continues at the cemetery.

Commissioner Bauss asked about the types of things that would happen on the trails at Lakeshore Park.

Director Muck stated there could be a crash, hurt shoulder, rolling over a log. They are few and far between but we want to get the first responders there as soon as possible.

Commissioner Wingfield stated he just got his puppy's dog license and they were busy selling dog licenses stimulated by the dog park. His neighbors have given him positive feedback about the dog park.

Director Muck stated as they came in they may have noticed our "Trick or Trucks" event in which 125 children participated.

Commissioner Staab stated the Dog Park opening was a good event and it was fitting that Councilman Justin Fischer was the Council representative since it was his vision. Tomorrow will be his last day on City Council due to him moving. He added there were a lot of good vendors at the opening.

Director Muck stated in the spring and summer there would be some special events which will incorporate some of those vendors.

Commissioner Torimoto asked if the Dog Park will be open through the winter.

Director Muck replied that our intent is to keep it open during the winter but will depend on the weather. If we do have to shut it down we have a database of owners and can let them know.

Commissioner Torimoto asked how the partnership with Guernsey at Lakeshore Park went.

Director Muck stated the response was a little lower than they anticipated and there was a late roll out. We will be in discussion with them as to whether they want to come back next summer.

4. Strategic Community Recreation & Master Park Plan update

Director Muck stated we have finished the public comment portion of the plan. A lot of it was for pathways and sidewalks. Audience comments from the Commission Meeting, comments by Commissioners and City Council were also incorporated. It will go before City Council on November 10th for resolution to approve. After that any modifications would be made and then go forward to the DNR.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Meadowbrook Commons update

Manager Kapchonick stated this past weekend we finally constructed the gazebo at Meadowbrook Commons, thanks in part to the Rotarians. Shingling still needs to be done to complete that project. She heard this afternoon that Home Depot is willing to take \$200 off of our total bill for the shingles. A gentleman from Milford, Milford Gazebos, built it. It was in 4 by 8 sections and everything was predrilled.

Commissioner Staab asked if there were any comments from the residents.

Manager Kapchonick stated they were happy to see it go up but just wished the weather was warmer so they could go out and enjoy it. They will be doing additional work in the spring with benches and landscaping.

2. Program updates

Manager Kapchonick reminded residents, especially veterans, that Friday is the last day to sign up for the Veterans' Brunch held on Thursday, November 7th. We do a memorial book for them and have a speaker. Brunch is sponsored by the

Novi Youth Council so it is a great intergenerational event. This is our second annual Veterans' Brunch.

We are in the process of finalizing our winter activities and looking at different avenues of partnerships with Novi businesses. There are two churches we have been in contact with about doing programming for "Baby Boomers".

Manager Kapchonick introduced Social Services Coordinator, Sandy Fisher. She stated Sandy takes care of things like Medicare, commodities, the loan closet and is a resource for any concerns. We also do the AARP taxes which will become popular starting in January and February. Sandy will update on the loan closet and answer any questions.

Coordinator Fisher stated there are over three hundred items in the loan closet. All of them have been donated to us and we in turn loan them to people in need. It is all durable equipment like wheelchairs, shower chairs, and commodes. People call the office and she checks to make sure we have the item. They fill out a form for the item and the loan of the item is free of charge.

Commissioner Staab asked if the items are checked when they are turned in. Coordinator Fisher stated they are checked when they are donated and also when they are returned to make sure they are in good condition.

Commissioner Staab asked about the form which is filled out at the time of the loan.

Coordinator Fisher stated that a form is filled out and they know where every item is from the loan closet. She stated there is a call about the loan closet at least every other day. It is a good resource for someone who needs an item for a short time without having to purchase and own the item.

Commissioner Bauss stated there is a Novi interfaith group getting together to try and coordinate resources.

Manager Kapchonick stated we are in contact with them and are going to look at those types of resources. They used to have a group and are coming back together again.

Coordinator Fisher stated she gets calls every day and is "the answer lady". She connects people to resources.

Commissioner Wingfield asked if there are items that are needed for the loan closet.

Coordinator Fisher stated she has a wish list. A lot of people are asking about knee walkers. We do not have that. We can always use wheelchairs and transport chairs (small, compact wheelchair). She only has three transport chairs.

3. Transportation

Manager Kapchonick stated this week we heard from Providence regarding the twenty thousand dollar grant they are giving us for transportation. It is a three year process and we are in our last year. After this we will be looking for other ways to supplement the grant for the transportation program. On October 6th City Council approved the SMART grant which is for \$54,454. The funds from those two grants help with our transportation department. We are always looking for additional funding. In the month of September we had over 990 riders. Out of those 207 were the complementary rides. City Council gave us additional funding to offer complementary rides. We had over 429 medical rides. Of our users, 135 are Meadowbrook Commons residents and over 855 are Novi residents.

Commissioner Bauss asked if Manager Kapchonick has heard of UBER and if she thought it might be something that could be tied in for the seniors as a supplement.

Manager Kapchonick stated Coordinator Fisher has resources for other forms of transportation.

Commissioner Wingfield asked, as far as programming, if other Communities who offer activities we don't have, like Northville and their Pickleball program, are receptive to referrals from us.

Manager Kapchonick stated we work closely with Northville, especially with leagues, but she is not sure how many Novi residents have utilized it but they are welcome to participate.

Commissioner Wingfield stated Pickleball seems to currently be very popular.

Manager Kapchonick stated this has been discussed within the needs assessment, taking a look at where we could play Pickleball. We are currently working with Oak Pointe Church to see if there are some opportunities for programming there.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION: None

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Bauss had no comments.

Commissioner Staab stated the Dog Park is a great addition to the park system. He and Rachel Zagaroli met on Tuesday night and they have some ideas for alternative fund raisers. He thinks Rachel is great support for the Novi Parks Foundation. He congratulated Manager Kapchonick on the great activities. He thanked Coordinator Fisher for her presentation and applauded her for her work.

Commissioner Wingfield stated he is looking forward to helping with the assessment for the Deputy Director. He praised Manager Kapchonick and thanked Manager Fisher for her presentation.

Commissioner Torimoto congratulated Director Muck on becoming Director. He stated he came in second in the tennis league, so not only did his daughter get a medal for soccer, he received a medal for tennis. He appreciates the winter programming the department does.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Torimoto at 7:45 p.m.

DATE APPROVED: _____

Harry Torimoto, Chairperson

Jerry Jewell, Vice Chairperson

