

PARKS, RECREATION & CULTURAL SERVICES

Thursday, June 19, 2014 – 7:00 P.M.

NOVI CIVIC CENTER – COUNCIL CHAMBERS

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

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

INTRODUCTION OF NEW STUDENT REPRESENTATIVE: Aria Thakore
Interim Director Muck introduced Aria Thakore who is a Junior at Novi High School. She is on the Advisory Board, an officer of Quiz Bowl. She has been a track athlete and also participated in soccer and lacrosse.

APPROVAL OF AGENDA:

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

Voice Vote **Unanimous**

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the May 15, 2014 minutes

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

Voice Vote **Unanimous**

COMMITTEE REPORTS:

A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Torimoto stated the last meeting was cancelled.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated the Golf Outing is on August 7th at the Links of Novi.

At the City Council meeting on Monday night, June 16th, City Council ratified the ITC Naming Rights proposal presented by Foundation Member, David Landry. The two hundred and fifty thousand dollars would make a total donation of seven hundred and fifty thousand dollars over ten years.

The next meeting is on June 24th.

STAFF REPORTS:

A. Administration Division – Interim Director Jeff Muck

1. Commission for Accreditation of Park and Recreation Agencies (CAPRA)

Presentation – Greg Morris

Recreation Supervisor Morris gave an explanation of CAPRA accreditation. The process for completion include weekly meetings with individual chapter project

managers, monthly meetings with all project managers and monthly action items for project managers to complete. Currently, the department has completed 38% of the 2014 standards. To receive accreditation an agency must comply with all 37 fundamental standards and 85% of the remaining 114 standards. The intent of Novi Parks is to have 100% of the standards completed by December, 2014. By doing this it will give the department ample time to complete the self-assessment protocols and update detailed narratives for the CAPRA site visitors who will be visiting us in early 2015. During the CAPRA site visitor appointments Novi Parks staff will assist them in finding regulations and procedures on file to show compliance for each individual standard. By completing the CAPRA accreditation process in October, 2015, Novi Parks assures policy makers, department staff, the general public and taxpayers that an accredited Park and Recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality. He thanked the community for their support as Novi Parks continues to improve its operation.

Commissioner Wingfield asked what the ten chapters are and how they are broken out.

Supervisor Morris named the chapters.

Commissioner Wingfield asked if these were all within the Parks and Recreation department or also the City.

Supervisor Morris stated we do communicate with other City departments who help us. They do have policies in place for the whole City which we follow. We also create our own regulations and procedures as well.

Commissioner Wingfield asked what the department might need or want from the Commission in this process.

Supervisor Morris stated there may be a situation where a policy or regulation needs to be updated and we would come to you for input. We may also bring you chapters to review. There is a self-assessment we will go through at the end of this year and you can help us with that.

Commissioner Bauss asked at this point we are 38% done and it is halfway through the year so do we see ourselves completing this by the end of the year.

Supervisor Morris replied a lot of what will help us be complete are the Master Park Plan and the Strategic Plan. When those are finalized that will satisfy many of the standards. We are on track.

Commissioner Torimoto asked if the self-assessment is through an internal audit.

Supervisor Morris confirmed this and state there is a checklist.

2. Capital Improvement Items

Interim Director Muck state some of the items for the 2014-2015 fiscal year are:

Ella Mae Power Park access road, parking lot and path resurfacing which is Phase Three. It will be done in the first quarter (July, August, September).

Greenway Development Phase One A which is part of the ITC Transmission Corridor Pathway System. This references the section of the trail from ITC Community Sport Park to Nine Mile Road.

Power Park Play Structure to be replaced with a new accessible playground. This will be done in the first quarter.

Villa Bar Park Property sewer extension which will greatly increase potential opportunities to use that property in the future.

Commissioner Wingfield asked how close we are to making improvements to the two softball fields at the back of Ella Mae Power Park.

Interim Director Muck stated it is not on the schedule for 2014-2015 but it has been discussed and want to put it on the schedule as soon as possible.

Commissioner Torimoto asked about the Fuerst Park shade structure.

Interim Director Muck stated it had been rolled over from a previous year and staff recommended to reject the bids and allocate the funds to other projects to be determined.

3. Park and Recreation month – July

Interim Director Muck stated City Council proclaimed July as Parks and Recreation Month in line with National Recreation and Park Association annual July initiatives.

4. Program Updates

Interim Director Muck stated we were approached by Guernsey Dairy to open a concession stand at Lakeshore Park. Details were worked out and it was approved by City Council. They will open Saturday, June 21st. They will have some week night hours based on weather. The lease agreement was discussed.

This weekend there is Shakespeare in the Park on Friday, Saturday and Sunday.

Our Camp Out is Saturday at Lakeshore Park. Our Farmer's Market will kick off on June 28th here at the Civic Center with the centerpiece being Eastern Market's Farm Stand with other vendors. Our family movie is Friday night at Fuerst Park.

Supervisor Morris stated this week we started our t-ball, coach pitch and softball leagues with about 280 children participating. We finished our soccer leagues in the early part of June with Dooley Dog Day. There was a baseball tournament that was renting ITC Sports Park at the same time who also enjoyed Dooley Dog Day. Camp Lakeshore program started this week which was full. Recreation Supervisor Cristin Spiller is doing an excellent job overseeing that program.

Interim Director Muck stated the first Tuesday of our Sizzling Summer Arts Series started this week and we had approximately 250 people out to see Zippity Two Dads at Fuerst Park.

Commissioner Torimoto asked about how the one and two day options are working for Camp Lakeshore.

Supervisor Morris discussed some of the changes made and stated it was working well. We have even added a week of camp this year. He also discussed the cost.

Commissioner Torimoto stated it was an excellent Camp Program.

5. ITC Naming Rights of Community Sports Park

Interim Director Muck expressed the staffs' appreciation to the Novi Parks Foundation for their efforts and to ITC.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Memorial Day

Manager Kapchonick stated the event was a success. 660 participated in the Run. 53 groups participated in the Parade. They are looking for sponsors for next year's event.

2. Program updates

77 participated in the Summer Luncheon today.

Fourth of July will be celebrated in two weeks.

Manager Kapchonick reported on the sponsors for each of the upcoming events. They are currently looking for sponsors for the Enhance newsletter.

The Golf and Softball leagues are going well and they are planning for their fall activities.

Commissioner Torimoto asked about the Softball league.

Manager Kapchonick stated it is an ongoing program and we increased the number of teams this year.

3. Transportation

Manager Kapchonick stated City Council approved the opportunity to have complimentary rides for people who want to visit Meadowbrook Commons Activity Center, Novi Public Library, Novi Civic Center or any of our sponsored programs. This will start on July 1st. People who want to use the complimentary ride need to contact Transportation at least two days in advance. We have seen an increase in the Transportation department. We are looking at adding additional sponsors for ads on our three vehicles. Sponsors and ad terms were reported. There are nine vehicles including three large vans, two former police cars and a mid-size van. Prices for rides were also presented. Donations are accepted.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Novi Dog Park 2014 Rules

Interim Director Muck gave a background and current status of the Dog Park. We are currently at 60% complete. It should open in the fall. We are working on a partnership with Northville so Novi and Northville residents can use either city's dog parks.

The rules in the packet are based on the rules for Northville's two Dog Parks.

Commissioner Wingfield asked if anyone would be at the Dog Park to enforce the rules.

Interim Director Muck stated the users police themselves. With the key fob system we will know who is accessing the park. Adding dogs from out of state was discussed. The price will be \$30 a year per household plus a \$20 key fob deposit. Northville has about 650 dogs registered a year in about 400 households. Naming Rights for the Park and amenities were discussed. The layout of the Dog Park was discussed. The Dog Park will require some ordinance amendments.

Commissioner Staab made a motion the Commission accept the Dog Park 2014 Rules as presented. The motion was seconded by Commissioner Jewell

Voice Vote

Unanimous

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Bauss praised former Director Mangum and his team.

Commissioner Wingfield welcomed Student Representative Aria Thakore. He stated the staff is doing a great job.

Commissioner Jewell agreed with Commissioner Bauss regarding former Director Mangum. He welcomed Interim Director Muck. He thanked Supervisor Morris and Manager Kapchonick and looks forward to working with them. He welcomed Student Representative Thakore.

Commissioner Staab wished former Director Mangum well in his future endeavor. He looks forward to working with Interim Director Muck, Supervisor Morris and Manager Kapchonick. He stated the Commission is willing to help and support the staff.

Student Representative Kodali wished former Director Mangum well in his present endeavor and he will be missed. He asked if a child could attend for as few as one or two week of Camp Lakeshore.

Supervisor Morris stated a child can sign up for only one week or as many as they like.

Student Representative Thakore thanked everyone for the welcome. She is excited to be part of the Commission. She is very excited for the Dog Park because she and her puppy will enjoy it.

Commissioner Torimoto thanked everyone for a good meeting. He stated he will be at Fuerst Park this evening for the movie "Frozen". He enjoyed being in the Memorial Day Parade. He also started participating in the Adult Tennis League. He thanked the staff for all of the great programming.

Interim Director Muck noted that Commissioners Torimoto and Pratt were recently reappointed at last Monday's City Council Meeting. He appreciates the support, as an Interim Director, the support of all of the Commissioners.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Torimoto at 7:50 p.m.

DATE APPROVED: _____

Harry Torimoto, Chairperson

Jerry Jewell, Vice Chairperson