

PARKS, RECREATION & CULTURAL SERVICES

Thursday, January 21, 2016 – 7:00 P.M.

NOVI CIVIC CENTER – COUNCIL CHAMBERS

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

ROLL CALL: Staab (Present), Bauss (Present), Dooley (Present), Jewell (Ex-Absent), Pratt (Present), Torimoto (Ex-Absent), Wingfield (Ex-Absent), Student Representative Thakore (Ex-Absent), Student Representative Wei (Ex-Absent).

APPROVAL OF AGENDA:

It was moved that the agenda be approved as written by Commissioner Bauss and seconded by Commissioner Pratt.

Voice Vote **Unanimous**

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the December 17, 2015 minutes.

It was moved that the minutes for December be approved as written by Commissioner Dooley and seconded by Commissioner Bauss.

Voice Vote **Unanimous**

COMMITTEE REPORTS:

A. Walkable Novi – Commissioners Wingfield and Bauss

Commissioner Bauss stated the first meeting of the year was held this evening. Councilperson Wayne Wrobel was elected the new Chair for the Committee. They reviewed the new finalized and approved 2015/2016 Non-motorized Prioritization Plan.

B. Novi Parks Foundation - Commissioners Torimoto and Jewell

Commissioner Staab stated the Foundation meeting scheduled for January 12 was cancelled due to lack of a quorum and will be rescheduled.

Director Muck added that former Mayor David Landry was elected President for the Parks Foundation.

Commissioner Staab stated they are looking new members especially for the Treasurer's position.

C. Grants Committee – Commissioners Pratt and Dooley

Commissioner Pratt stated they met in December and went over some potential sites and grants not received. They received an email with grant opportunities which they will discuss at the February 11 meeting.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION

A. Presentation and discussion on design, construction and engineering of the Pavilion Shore Facility.

Director Muck said an upcoming summer 2016 project planned for in the 2015-16 budget is the construction of a bathroom and shelter pavilion at Pavilion Shore Park.

Senior Architect Mark Mitchell with Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) presented the layout and proposed design for the structure.

Commissioner Pratt asked about sightlines for neighboring properties, any on-site mentions of famous performers from the former 1917 dance hall/casino and the potential to secure state historic grants.

Commissioner Bauss asked about venue capacity and whether it was intended as a rental site; which it is not intended to be.

Commissioner Dooley asked how many total units would be available in each bathroom.

Commissioner Staab asked what the cost of the project is expected to be and whether completion was expected by Pour on the Shore.

Commissioner Dooley asked about the lifespan of the materials being used.

Commissioner Pratt asked about the potential of offering "donation bricks."

It was moved by Commissioner Dooley and seconded by Commissioner Pratt that the project be approved as proposed to be passed on to the Planning Commission for approval.

B. Presentation and discussion on draft of Older Adult Services Transportation sponsorship program.

Manager Kapchonick presented an overview of a proposed program where sponsors could pay the city to wrap the city's older adult transportation vehicles in an advertisement.

Commissioner Dooley asked what would happen if a sponsored vehicle was vandalized or required service.

Commissioner Staab asked if this made sense as a department project vs. a Novi Parks Foundation project when considering insurance.

STAFF REPORTS

A. Administration Division – Director Jeff Muck

1. Staffing update

Director Muck introduced Chris Jackett as the Parks, Recreation and Cultural Service Department's new management assistant.

Management Assistant Jackett introduced himself to commissioners.

Director Muck said Wendy DuVall moved into a position in the Community Relations Department, so interviews were underway for a new recreation supervisor to focus on rentals and transportation.

2. City Council early input budget session update

Director Muck said several short-term and long-term goals were discussed at January budget sessions. Some of the goals included evaluating senior housing needs, completing the Eight Mile Trail, looking at the Capital Improvement Plan millage, forming an Ordinance Review Committee, analyzing potential shared services and revamping the drain millage.

B. Recreation Division – Deputy Director Tracie Ringle

1. Programs & Services

Deputy Director Ringle said enrollment for both camp and floor hockey have increased since last year. She said the Chilly Chili Softball Showdown was scheduled for Saturday, Jan. 23. Ringle said a third option was added for the Daddy Daughter Dance after the two options offered last year sold out. She said the 7 p.m. Saturday, Feb. 6, event was nearly sold out, but there was still space for 7 p.m. Feb. 5 and 2 p.m. Feb. 6. Ringle said youth basketball starts Feb. 6. Deputy Director Ringle said 60 cultural arts enrollments is an increase from last year. Commissioner Bauss asked about whether it'd be feasible to set up an outdoor ice hockey rink and what the cost for such a project would be. Commissioner Pratt said Novi Meadows' Bingo Night was Feb. 5 during one of the Daddy Daughter Dance sessions.

C. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Programs & Services

Manager Kapchonick said 163 appointments (40 calls the first day) had been scheduled to provide tax assistance for more than 325 people already, with appointments running Wednesdays Feb. 3-April 13.

Cynthia Hoops was named Volunteer of the Month at Meadowbrook Commons.

A Valentine's Day luncheon is scheduled for Feb. 11 and Leaping Leprechaun Luncheon is scheduled for March 17.

Arts and crafts displays will be coming to the Atrium soon featuring needling, birding photography, yarn and more.

There will be four focus group meetings scheduled in March and April.

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Bauss said he wished everyone a happy new year and invited everyone to stay active during the winter.

Commissioner Dooley said he echoed Commissioner Bauss in wishing everyone a happy new year and said he is happy to hear all the positive updates.

Commissioner Pratt said he felt the PRCS Department had a great pulse on the community and also congratulated Management Assistant Jackett on the new position.

Commissioner Staab said he wished everyone a happy new year and welcomed Management Assistant Jackett to the PRCS Department. Staab asked whether any additional information was available on commissioners attending MRPA conferences. He also asked about when CAPRA visitors would be visiting from out of state. Staab said he was excited about both Pavilion Shore Park and the Pour on the Shore event.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Staab at 7:59 p.m.

DATE APPROVED: _____

Charles Staab, Chairperson

Doug Baus, Vice Chairperson