



Recreation and Park Association which shows her commitment and dedication to the profession and the City of Novi. We congratulate her. We are going through our CAPRA accreditation process and would like to give an overview of what our staff looks like. We now have four professional members of our staff who are CPRP certified which is a very good number for the size of our staff. We have a certified youth sports administrator, a certified festival and event associate and a certified program professional who is our Social Services coordinator and works with our Older Adult Services department. Our staff has CPR certifications and has taken the "Heads Up" Coach's Concussion Training which all of our volunteer coaches and our sports officials are required to take.

Commissioner Pratt gave kudos to the department for all of the certifications. Commissioner Torimoto asked if the staff certifications help with the CAPRA certification.

Director Muck stated it is documented in the process and shows our commitment. Commissioner Wingfield asked if the certifications are tied in to job responsibilities with training and put together to qualify for the certification.

Director Muck confirmed this. You are tested on several different measurements and proficiencies within the field. It also requires ongoing commitment to education so we continue to attend our State and National Conferences to receive continuing education units and continue our certifications with the State and National Parks and Recreation Associations.

Director Muck stated we started the CAPRA process two years ago. Recreation Supervisor Greg Morris has been the lead on the certification process. Director Muck showed the Commission the progress sheet from a year ago in which we had completed 41 of 144 standards, a completion of 28 percent. CAPRA standards changed and they increased the number of standards required. We had the option to stay with the 2009 standards or go with the new 2014 standards. We decided it was best to go with the new standards and be more progressive. Part of that is a slight delay in progress and is why we will not apply and potentially be receiving CAPRA accreditation this year. We want to have more check lists and procedures in place that are documented. We had to work with every department across the City to improve our processes and checklist. We will be going again in 2016. We are now at 117 of 151 standards for a completion of 77 percent. In May, Greg Morris will be visiting another community as a site visitor. This will be beneficial because he will see what another department who is planning and preparing to go forward with CAPRA accreditation is doing and will rate them and be able to bring back a wealth of knowledge. By July 1<sup>st</sup> we want to have all of our standards complete. In August, we plan to have a fellow Parks and Recreation professional, the Director of Kalamazoo Parks and Recreation, visit us and look through our standards and documentation. He is also a site visitor and is volunteering his time to help evaluate our department. By November we will do our self-evaluation which is required to be submitted. Our CAPRA visitors will come in February, 2016. We would then hopefully get a presentation in October, 2016. Commissioner Torimoto asked if Director Muck feels the standards and practices are helpful.

Manager Kapchonick replied it is very beneficial. With all of the transitions Novi has gone through it is very helpful to have a standard practice in place when a transition occurs.

Deputy Director Ringle added in the four months she has been with the department it has been eye opening to look at the standards and have something to reference.

Commissioner Staab stated since, as a department, it was decided to go with the new standards it would mean there had to be changes in plans and actions to reflect that.

Director Muck stated there were chapters that changed or standards within those chapters. We had to go back to the drawing board on some of them.

Commissioner Staab asked if the department is on track with the new timeline.

Director Muck stated we had actually filed with National Recreation and Park Association and were able to tell them when we want to have visitors and adjust our timeline.

Commissioner Wingfield asked if this helps with recognition.

Director Muck confirmed this.

Commissioner Pratt added that it not only gives recognition statewide as a premiere department but also puts employees on a different level for applying for jobs in the field.

## 2. Northwest Neighborhood Park update

Director Muck stated this is a park on Twelve Mile located in the Andolina Ridge Subdivision which we have designated for acquisition. We applied for a grant and the Michigan Natural Trust Fund did approve that grant. The State House did approve releasing that funding at the start of February. He talked to the Grants Division of the DNR today and they said they anticipate the Senate approving it in approximately one to two weeks. As soon as the Senate releases it we will be able to enter in to a Project Agreement with the DNR and start active negotiations with the seller of the property. We are in the pre-stages with Title work, environmental review and boundary survey. He stated he has had a couple of visitors to the office and a couple of phone calls from people who are interested in building or buying in that subdivision asking about the park and the response has been very positive about having a maintained park next to the subdivision.

## B. Recreation Division – Deputy Director Tracie Ringle

### 1. Programs & Facilities

Deputy Director Ringle stated in response to the Commissions initiative to have more winter activities we had Camp Arctic Adventure on Tuesday, February 17<sup>th</sup>. There were seventeen campers who attended the camp held at the Novi Ice Arena. They did ice skating, games, crafts and an Iditarod with kids. With the positive feedback from both the participants and the parents we are looking to extend this camp for the whole Mid-Winter Break instead of one day.

Building on the successful Farmer's Market we are going to expand this program this spring through a partnership with MSU Tollgate which is located at Twelve Mile and Meadowbrook. We are going to have a Wednesday evening Farmer's Market in addition to the Saturday Farmer's Market here on the Civic Center Campus. That allows us to reach our north side residents conveniently and provides the opportunity for cross promotion between the Markets. We would anticipate having some of the same vendors and also different vendors at each of the Markets. Our local 4-H group is also going to do an educational component. The City will take on the marketing initiative and MSU Tollgate will cover the salary for the Wednesday Market manager.

We have almost completed our Summer Camp publication which will be out in mid-March and available on our website. Camp Lakeshore is perennially sold out so as an opportunity to expand on that for that age group we are introducing Camp Power Play. It will be a similar format as Camp Lakeshore but held here on the Novi Civic Center Campus. It will incorporate Fuerst Park, Power Park (i.e. the name Power Play) and the Library. They will be able to visit the Sizzling Summer Art Series performances at Fuerst Park and join the Camp Lakeshore campers on field trips. They will do the games and crafts here either outdoors or inside. In addition, it provides easy access to people on this side of the city.

Upcoming programs include Spotlight on Acting which is in lieu of a large production and provides an opportunity for parents to see what their children have learned with a small performance at the end. Our Mother/Son Legomania event will be on March 20<sup>th</sup> and our Eggstravaganza is on March 28<sup>th</sup>. Spring Soccer registration numbers are strong and registration ends tomorrow. Our Adult Softball numbers are strong with returning team's registration ending tomorrow and new team registrations start on Monday.

Park Shelter reservations with online registration available started on January 13<sup>th</sup>. On that day sixty-two percent of our reservations were done online which we consider a huge success. It reduced the number of calls and staff time and added convenience for our community members to register online and view availability at their leisure. We continue to have 60 to 63 percent reservations for shelters online.

Commissioner Pratt asked if the camp on the Civic Center Campus is going to have the same ages as Camp Lakeshore.

Deputy Director Ringle confirmed that it is for ages 6 to 12.

Commissioner Pratt asked if the campers from the Civic Center camp would be bussed for swimming.

Deputy Director Ringle replied they are hoping to partner with Novi Schools for swimming in the pool. The field trips will be together with Camp Lakeshore.

Commissioner Wingfield asked with online registration if there are only 50 spots then the first 50 to register are in. And asked how it works.

Deputy Director confirmed this. She stated the camp registrations will open on March 1<sup>st</sup> and we take registrations to capacity and then take a waitlist in case there are any cancellations. We set the beginning time for registration at 8a.m.

Commissioner Torimoto stated he and his daughter attended the Daddy Daughter Dance on Saturday. He heard that both nights sold out but it did not seem as crowded this year as in the past and he wondered if it was due to the bad weather or if the registration was set lower than last year.

Deputy Director Ringle stated the number of registrations were the same as last year so she is not sure whether it might have been due to the weather. We are thinking about expanding that program because we do hit capacity. We are looking at possibly adding a third dance.

Commissioner Wingfield asked what the capacity is for the dance.

Deputy Director Ringle stated it is 450 per night.

Commissioner Wingfield asked about the Mother Son Dance or Event.

Deputy Director Ringle stated it is a little less dancing. It is called Legomania so there is an opportunity to create some Lego pieces together.

## 2. MRPA Conference

Deputy Director Ringle stated as a department they were able to attend the Michigan Recreation and Park Association Conference in Lansing. Both full time and part time staff were able to attend some of the sessions. We hold staff members accountable for implementing items they have learned and found value in. Recreation Supervisor Wendy DuVall attended the Trail Summit which was a separate full day event and was able to bring back some ideas for programming and amenities that are trailside. Director Muck would be able to speak to that in the Walkable Novi Committee meetings. One of the programs that many of the staff attended was on Social Media. We are always looking for ways to enhance our social media presence. We are looking at being a source of information not just for registration. She attended the DNR MNRTF (Department of Natural Resources, Michigan Natural Resources Trust Fund) Grant Session to learn about the new requirements they have moving forward for both the acquisition and development grant. She was able to look at some of the recreation grants. Commissioner Pratt commented on application for the DNR passport.

Director Muck stated he and Executive Secretary, Evie Watt, attended a grant workshop by the DNR held at Tollgate in Novi. They were very clear on the grants and the passport.

Commissioner Wingfield thanked the department for the opportunity to attend the Conference. He attended on Thursday and went to four different sessions. He went to sessions on Branding, Business, Economic Drivers and Grammy Awards for Creative Programming.

Commissioner Jewell stated he had planned to attend but was unable.

Commissioner Pratt asked if any Representative or from the Senate attended from our area.

Deputy Director Ringle stated Representative Crawford was at the Legislative lunch.

#### C. Older Adults – Older Adult Services Manager Karen Kapchonick

##### 1. Programs & Services

Manager Kapchonick hoped the Commissioners had received the "Enhance" newsletter which went out at the end of January. One of the activities is "What's in your bucket?" and she challenged the Commissioners to participate. It is a great opportunity to look at dreams and plans. We post them at the Older Adult Services office and Meadowbrook Commons. In May we will do drawings and find out what our residents are looking for.

Last month she talked about the Veterans Benefits Program in cooperation with the Michigan Paralyzed Veterans of America. Once a month they meet with us and individuals who can ask questions about their benefits. The Detroit News had an article and we got over 30 calls in a two day period of veterans requesting assistance. The calls we get now we transfer to the Veteran's.

We have tax preparation during the months of February and March. We have over 200 time slots available and at this time we only have about 43 slots left. Both residents and non-residents request assistance. This is done by AARP. They are all volunteers and it is a national program.

We want to thank our sponsors, primarily BrightStar Care who sponsors four of our programs. They sponsor our golf league, the 85<sup>th</sup> Birthday event, Thanksgiving Dinner and they also take out an ad in the "Enhance".

The St. Patrick's Day party is coming up with over 90 individuals already signed up.

Every month we have a special luncheon and are finding we are getting new participants. At our Valentine's Party we had seven new members who came. Commissioner Staab asked when the Bucket list was due.

Manager Kapchonick stated they are due at the end of April and people can go online.

## 2. Transportation

Manager Kapchonick stated despite the weather we have been able to service quite a few individuals. We had over 900 riders this past month. There were a couple of days when the schools were closed, however we still maintained service. Usually we close service when the schools close which is many times based on road conditions but since it was weather related we decided to stay open. Many of them are for medical needs.

### **MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:**

#### **Review and discussion to support Resolution granting the Novi Parks Foundation a one-time exemption from the City's policy and rules regarding alcohol on public property.**

Director Muck stated the Novi Parks Foundation has had a long running Golf Outing and have seen declining attendance so they want to do a new premiere event. The Parks Foundation proposed an event called "Pour on the Shore" which would be at Pavilion Shore Park on Friday, July 31<sup>st</sup>. It is a craft beer and wine tasting event. One of the people we are partnering with has successfully run this kind of event for the Huron Valley Chamber of Commerce and other areas. The intent is to bring twelve to fourteen local craft breweries and do beer and wine tasting. We are attempting to work with local businesses to use their venues as transportation points and bus people to the event because there is not much parking at Pavilion Shore Park. There would be live music, a certain number of tastings per person and food from local restaurants. We are anticipating 300 people attending. Volunteers would all be trained prior to the event. All applicable State liquor license laws would be followed. We are asking for your support because City Council has to approve this resolution, also. Currently, consumption of alcohol is only allowed under certain conditions at the Novi Civic Center, Township Hall, and Novi Public Library and under very specific conditions at the Novi Ice Arena and Villa Barr Art Park. This is a one-time exemption at Pavilion Shore. We are not asking to open Pavilion Shore Park to alcohol consumption on a regular basis but only for the Novi Park Foundation at this event. The surrounding neighborhood would be notified and keep the Homeowners Association in touch with what was happening and give them advanced notice to let them know what was happening. Commissioner Wingfield asked what the fee would be and if there would be coupons given to limit the number of drinks per person.

Director Muck stated there would be a forty dollar fee and there would be five to eight tickets, one for each tasting. They are small tasting glasses. Part of the City's policy is no kegs are allowed. Because many of the craft breweries brew in small kegs, that is what they would have to bring and that is why we are asking for an exception to the keg policy, also. This event ties back to the history of the site of Pavilion Shore Park. It was a casino and a dance hall that had big band live music. There may be some supplemental activities like a silent auction but plans are still being finalized. This is the big step that needs to happen in order for the Novi Parks Foundation to apply to the State of Michigan. Pending your approval it will go to City Council on March 9<sup>th</sup>. Pending City Council's approval Novi Parks Foundation can develop a site plan and

apply for a liquor license. This has already been vetted through the Novi Police and Fire Departments and the Department of Public Services who have given verbal indication that they would approve and work with us.

A motion was made by Commissioner Staab to adopt the resolution as presented by Director Muck and seconded by Commissioner Torimoto.

**Voice vote**

**Unanimous**

Commissioner Pratt asked if there was any talk of adding Parks and Recreation as an entity with the Villa Barr so Parks and Recreation would have justification to approve in house instead of taking it to City Council.

Director Muck stated we have not gone to that step. We wanted to leave it on the Foundation because the Foundation is the fund raiser and we want the Foundation to submit the permit to the State.

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Commissioner Torimoto stated he and his daughter had a great time at the Daddy Daughter Dance and like the picture they have gotten as part of the Dance the past two years. They also went to the Learn to Skate program at the Ice Arena which is a good program. The certification and the test to go to the next step are taken seriously and the instructors do a great job. The coach's clinic for the soccer season is coming up. He is a little disappointed about no theatre production but looking forward to future opportunities.

Commissioner Wingfield stated there are a lot good things going on and everyone is doing a good job.

Commissioner Staab apologized for not being able to attend the MRPA Conference due to his work. He was glad to hear his pass was able to be used. He is looking forward to the Novi Parks Foundation event in July. It is an interesting way to raise funds and a great way to showcase our newest park.

Director Muck stated we were able to send John Thompson, our parks and forestry asset manager from the Department of Public Services, in place of Commissioner Staab. He reported he enjoyed the sessions he attended. He attended the session on the Trust Fund Grant and was able to ask some questions because there are some new stipulations the State is putting in to place on Maintenance Plans as it relates to Grant Properties.

Commissioner Pratt stated he attended open skate at the Novi Ice Arena. The staff is so nice and it is really clean with attention to detail. The new layout is great. There were highlights from the Engage in the Village Oaks Elementary School newsletter.

Commissioner Bauss congratulated the staff on moving forward with accreditation. His daughter took the opportunity to attend the two lacrosse clinics and is now signed up for the league. They are looking forward to it as a family and getting their daughter involved in this activity. At his neighborhood association meeting Brookfarm Park came up with maybe another opportunity to communicate to the neighboring residents what the plans are. He appreciates the winter activities.

Commissioner Jewell stated he has heard nothing but great things about the Dog Park and thinks everyone here should be proud of it. Residents have called and thanked

him for the Dog Park. He thinks the Foundation Event at Pavilion Shore Park is going to be great because it is something different than the traditional fundraiser. He apologized for not being able to make it to the conference. He thanked the department for their hard work and enthusiasm.

**ADJOURNMENT**

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

**Voice Vote**

**Unanimous**

The meeting was adjourned by Commissioner Jewell at 7:57 p.m.

DATE APPROVED: \_\_\_\_\_

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Jerry Jewell, Chairperson

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Charles Staab, Vice Chairperson