

PARKS, RECREATION & CULTURAL SERVICES

Thursday, November 21, 2013 – 7:00 P.M.

NOVI CIVIC CENTER – COUNCIL CHAMBERS

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

ROLL CALL: Torimoto (Absent-Excused), Bauss (Present), Ferrell (Absent-Excused), Jewell (Present), Staab (Present), Wingfield (Present), Kodali (Present), Singh (Present).

APPROVAL OF AGENDA:

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

Voice Vote

Unanimous

MICHIGAN ASSOCIATION OF SENIOR CENTER (MASC) CONFERENCE

Report by Rachel Zagaroli and Sandy Fisher

Older Adult Services Manager Rachel Zagaroli stated that she and Sandy Fisher attended the annual MASC, Michigan Association of Senior Center, Conference which was held in Mt. Pleasant. The conference is a good way to revive, do networking, learn new things and teach others what you know. It is different perspectives and hers is different than Sandy's. They packed a lot in to the few days they were there. There were some really good speakers. Some speakers were innovative and some motivational and some informational. She serves on the Executive Board of the Michigan Association of Senior Centers and holds the position of Secretary. She has been on the Board for eight years. They try and put things in the conference for new people to give them experience and also things for people who have been coming for a while so it wouldn't be just the same things over again. Manager Zagaroli then asked Social Services Coordinator, Sandy Fisher, to give her perspective as someone new and the first time going to the conference.

Coordinator Fisher stated it was a great opportunity for continuing education and to connect with people from all over the state and to connect with people who are experiencing the same things you are and to learn from others. She got a lot of great program ideas. Their day was full from early in the morning to late at night and she was glad to attend.

Commissioner Wingfield asked what some of the key items were that she brought back that she could use.

Coordinator Fisher replied they had a great session on social media and use of social media with older adults. There was an open session with a moderator where people discussed areas where they were having challenges and others were able to tell how they may have dealt with them. There were program ideas she has had, one being a trivia night, and was able to talk to someone who had actually done it and worked some of the problems out.

Manager Zagaroli stated they also tried to mix the serious workshops with things that are not so serious. It also provided fun networking opportunities. She feels the networking is one of the most important parts of the conference. Some of the informative workshop topics were things like elder abuse, legislation.

Commissioner Wingfield asked what role social media, like Facebook and Twitter, will play with seniors.

Manager Zagaroli stated the largest population on Facebook is 65 and older. Coordinator Fisher stated it is growing and is a way for older adults to connect with their grandchildren and others who live farther away.

Manager Zagaroli stated we also offer classes on how to use Facebook, iPad, iPod and every time we offer them they fill up. They are some of our best classes other than fitness classes.

Commissioner Staab stated he sees they have a pertinent workshop coming up on Monday on Healthcare Law and what it means for seniors. He is in the business and he still hasn't figured out what the new healthcare law means for seniors. He asked if you are on Medicare does that mean you still have to get your Supplement B?

Coordinator Fisher stated her understanding is if you are 65 or older and on Medicare the new healthcare law does not affect you. There is open enrollment for Medicare and the prescription program and there are online components for that. She found a presenter through the State of Michigan who will come and do a presentation.

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the August 22, 2013 minutes – no September Meeting, no October Meeting due to lack of quorum.

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

Voice Vote

Unanimous

COMMITTEE REPORTS:

A. Walkable Novi – Commissioner Torimoto

Commissioner Staab stated the last meeting of Walkable Novi was in early November and they went through the Sidewalk and Pathway Prioritization Plan.

Director Mangum stated this is correct and they went over the annual priorities and future sidewalk segments they would like to finish. Commissioner Bauss was also a guest at that meeting and spoke not only on behalf of his subdivision but represented the Parks Commission and spoke about connectivity to Parks and the importance of making sure our neighborhoods have connectivity to Parks whether those neighborhoods have sidewalks or pathways or not. It is important that our residents are connected to or can get to our parks by walking or biking. That was discussed and also how the projects are rated which gives us a good map of what segments will be constructed and why.

- B. Novi Parks Foundation - Commissioners Staab and Ferrell
Commissioner Staab stated they are close to hiring a new Executive Director which should be finalized in the next week. She brings a lot of talent to the Foundation, specifically in the arts area but she covers all areas of the spectrum.
Director Mangum stated the candidate accepted the position today.
Commissioner Staab stated she is Janet Torno and she is from Ann Arbor. He then stated that the next Parks Foundation meeting will be this next Tuesday night. Director Mangum stated at first her job will be to evaluate the goals and get things going and to look forward to the Golf Outing.
- C. Parks and Recreation Grant Committee - Commissioners Wingfield & Jewell
Commissioner Jewell stated they had a meeting on October 28th here at the Civic Center. It was attended by him, Director Mangum, Commissioner Wingfield, Councilperson David Staudt and Councilperson Andrew Mutch.
Director Mangum put together a list of possible opportunities for the City. He rated them by population and density. It was the top 25 geographic locations where there is opportunity for a park, opportunity for density.
Director Mangum rated them by viability for each project. He, Commissioner Wingfield and Director Mangum will be figuring out which are the best solution. They sat down with both Councilmembers and presented their ideas as to which are the best for viability and visibility. Both Councilperson Staudt and Councilperson Mutch presented their creative ideas. The Committee has some homework to do and then will present those opportunities to City Council.
Director Mangum stated item 9A on tonight's agenda will be an opportunity to discuss, as a Commission, the tools the Grant Committee looked at and made some tweaks. Now we can look at it and finalize the tools for the rating process.

STAFF REPORTS:

- A. Administration Division – Director Jason Mangum
Director Mangum thanked the Commissioners for being there and for their service.
Director Mangum paid tribute to Paul Policicchio, who served as a long time Commissioner for the Parks Commission and recently served as Chair of the Parks Commission. He passed away earlier this month. He will be someone remembered as passionate about parks, pathways and trails, and especially Pavilion Shore Park. We will remember him as someone who gave his time to the Parks Department and he will be missed.
1. National Recreation & Park Association Congress
Director Mangum stated in October he attended the National Recreation and Park Association Congress in Houston, Texas. He attended a couple of sessions on public policy. He thinks that as citizen advocates for Parks and Recreation and as Parks and Recreation professionals, advocating for the field of Parks and Recreation and for healthy living is one of the most important thing we can do other than providing the services we do for our community. He attended some of the sessions that talked about State and mostly National initiatives. Our State Representatives and Senators really

appreciate having contact with us as citizens even though they might not traditionally support parks or recreation or certain bills related to that. They have always expressed gratitude any time we have gone to visit them to advocate for what we feel is important. One of the key issues we will be seeing and pushing for through Parks and Recreation is the Land and Water Conservation Fund. When the Land and Water Conservation Fund was established the amount of money that went to States or local municipalities and local units of government to receive funding was 60 percent. This money is not a tax. The revenue comes from off shore drilling royalties. This money is designated for parks, open space, conservation, land and water. It used to be that 60 percent would go to the states to distribute to localities for grants, parks, wildlife areas and conservation. These are things that give our communities character. Since a lot of money comes from these royalties much has been skimmed leaving very little money to go to states. Now the Land and Water Conservation Fund is seen as just a way for a federal land grab, buying big chunks of land out west. We feel the best use for this money is to be what it was intended for, which was going to local areas. One of the things we are going to be pushing for, when the Land and Conservation Fund is up for renewal next year, is that a minimum of 40 percent is to go to the States. Right now, about 12 percent goes to the States. Last year Michigan received about eight hundred thousand dollars, which is not a lot of money. There are times when people in our profession decide it is not worth fighting for because there is so little money in the Fund. He stated that he would keep the Commissioners informed. Because they expect to hear from recreation professionals, he feels the voices of the Commissioners and citizen advocates would go a long way.

Director Mangum stated that he also attended a great session on Economic Impact. We usually think of economic impact as something that goes along with events, like tournaments, because they bring money in to the community. An agency in Washington did a study on the actual economic impact of the park property. They had larger parks and larger tracts of land, not neighborhood parks, but parks like our Lakeshore Park. They consider things like how many people come from outside the area to use the park who might also buy gas here, go to a restaurant or bike shop. It was interesting to look at their numbers for their parks and the economic impact. It would be something worth taking a look at. We could use some of their formulas, and while it might not be scientifically accurate, it would give us a good idea of the economic impact our park properties have.

Director Mangum stated he attended a great session on technology. One of the best quotes was; "If you think you are going to get that teenager (and some adults as well) in to the park without their phone we are kidding ourselves". We are a connected world now and there is reception everywhere. Instead of trying to convince them that a walk in the woods is more important than having their phone with them we need to think about how we can use that as a tool. He began thinking about how we can use that as a tool on our park property or in our programs. We could bring in people who measure water quality and air quality and take those to our camps and show kids how to use technology to measure environmental

factors. One of the ideas he had was to put identification signs on trees not just identifying the tree but with a QR code they can scan with their phone and use their technology to better their knowledge of the environment and help foster a spirit of conservation.

Director Mangum stated another session he attended was on Succession Planning. The workforce is always changing and we need to prepare our staff. He thinks this is important and we will be implementing a Succession Plan within our department in the near future which will allow us focus on what skill set people will need to take the next step within the organization so we can keep good people and they can be ready for the next step either here or wherever their career takes them.

Commissioner Wingfield asked if the royalty money given to the State of Michigan is for them to spend or do they divide it.

Director Mangum confirmed that the money does go to the State who administers it and they as well as other governments in the State apply for grants. There are many municipalities that have Land and Water Conservation Fund funded parks or projects. Last year when they went to Washington and visited our Senators and Representatives, they met with every representative from Michigan and gave them a framed picture of a project from their district that was funded with Land and Water Conservation money. It made an impact. The state administers that money but it is not necessarily theirs to spend. The DNR could apply for a grant.

2. CAPRA Update

Director Mangum stated we have seen a lot of momentum in the last month on our accreditation. We have recently met with a couple of other department Directors in the City to discuss accreditation and what it means. He had Accreditation Standard Manuals for those Commissioners who had not yet received one. One of the regulations we recently implemented was a regulation on how to write a regulation which is a first step. One of the things that was determined is whenever we have a regulation, policy or procedure that affects the public or our residents it will come to the Commission for input. You will start seeing those come in under Matters for Commission Discussion or Action. We will get those to you when the agenda goes out so you can see and read them and provide input at the meeting. We have completed about 20 of the 144 standards, which is great, since our goal is to have completed the standards next year at this time. We will be working on our narrative and then schedule our site visitors.

3. Capital Improvement, Service Improvements, Capital Outlays

Director Mangum stated this was on the agenda for the September meeting because we were hoping to have some input then and have it finalized for the October meeting so we could have it in at the end of October for our Capital Improvement Plan projects. Unfortunately, due to lack of a quorum we did not have those meetings but he is putting the plan out there for them. This is the worksheet and the projects that have been identified. It goes through several processes and they get moved from year to year depending on available funds and priority. None of these are set in

stone. This is our wish list. Normally we would come to the Commission and ask for suggestions but were unable to.

Commissioner Wingfield asked if this is the rank and the order that was determined by Director Mangum and his staff. Will this be presented to the Committee with Councilmembers and then they will decide what funds are allocated accordingly?

Director Mangum replied that these are the priorities that were set and a lot of it was based on unfunded projects from previous years and would get higher priority because they are overdue.

Commissioner Wingfield asked if numbers seven and eight, where there is a grant match, since we already have that money coming from a grant, would behoove us to match it. Is that correct?

Director Mangum replied on seven and eight they are ranked so low because if we don't get the grant, then we can't do the project. The money budgeted is just for the match. Those are easily tossed out or automatically included.

Commissioner Bauss stated that in the fall at Brookfarm Park the sidewalk was put in and also the pads for park benches.

Director Mangum stated that this would be a capital project and are just done through our budget and the benches are coming. We did include, at Brookfarm Park, tables and grills and a parking area to make it more user friendly because it is a great neighborhood park.

A Commissioner asked a question.

Director Mangum replied Greenway Development is another name for the ITC Corridor Trail. It is not really entirely in the ITC Corridor. It is basically a regional trail connector that would eventually connect Maybury State Park through the Community Sports Park up a majority of the way through the ITC Corridor also on to some of our land we own adjacent to it and up to Providence, for now. Hopefully, someday it will go across the freeway and up to Lakeshore Park. A portion of that trail was constructed this year. If you go down Eleven Mile next to the new Medilodge facility as you look under the ITC power lines you will see a paved pathway.

Commissioner Wingfield asked if fields 5 and 6 at Power Park will be turned in to softball fields to help bring back some of the teams lost when the league went to double headers and if so will it be 3 or 4 years or more in the near future.

Superintendent Pratt replied they have been talking about it and because of a report done by Recreation Supervisor, Shauna Lewallen; there is not a major need to grow that program.

Director Mangum stated it was a new project for last year. We had to forecast our funds and our available funds and slide projects into years because we can't do it all right now. Recognizing the demand, we are going to be looking for alternative funding for that whether it is through naming rights, grants or moving projects or money around. You will receive a report on softball now that the season is over. Just because of the number of teams we had on our waiting list this year we will take a look and see how we could move that up. We think that would be a priority based on the need and number of teams we have playing now.

Commissioner Wingfield stated that maybe you couldn't get lights next year but you could possibly play two games on those fields. He asked if we are thinking of possibly doing this next year.

Director Mangum stated that depends on where everything else falls. We would like to see that move forward. The fencing would be the easiest part but we would need to bring in irrigation and the warning track because we would want them to be the same quality as the ones we have. The lights would be the big ticket item but not so expensive that we couldn't do it through naming rights or other options.

Commissioner Wingfield stated the programs that use the fields are revenue generating so if there is a priority, that should be one of them.

Commissioner Jewell asked about lighting for the fields for ITC Community Sports Park and noted that has disappeared from the list.

Director Mangum stated the reason the lighting came off the list is because the demand for fields isn't as high as it would be for something like at Power Park where we are turning teams away. The teams that are playing at ITC Community Sports Park have lots of daylight time. Baseball rarely plays on Saturdays right now. They play most of their games during the week. We felt it would be a better use of funds to put that money where the demand is. He suspects the demand will come when we build up some of those programs. It was the same with soccer. We felt that there were more immediate needs.

4. Older Adult Advisory Board

Director Mangum stated in June the Commission approved the creation of the Older Adult Advisory Board and Cultural Arts Advisory Board as citizen advisory boards to the Department and to this Commission. The Older Adult Advisory Board is a monthly Board. He asked Manager Zagaroli to report. Manager Zagaroli stated the Board is off to a good start. It has five energetic members plus one person from the Library who sits on that Board. They meet every third Wednesday of the month at 6:30 p.m. She invited the Commission members to attend any time they wish. Some of the things they have been charged to do is provide input, innovative programming, attracting the "Baby Boomers" to programs, and to complete some of the 25 strategies in the Strategic Plan. Last night they came up with two they wanted to work on. They will assist the Library with their Strategic Plan pertaining to older adults, contribute to the financial support of the department by securing leads for sponsors for programming, special events and the transportation advertising program. They are to become champions of advocacy for the older adults in the community and to promote community involvement. Last night the things they decided to do for the next month is to engage a wider audience, to identify five new businesses that we could partner with for the marketing of our programs and encourage a sense of community through volunteer opportunities. We want to find different ways to show appreciation to our volunteers. Right now we do have a yearly dinner that is very nice and is at the Sheridan in Novi but we want to find other ways to thank our volunteers for the things that they do. The Board was at the program last night which was for the

Master Plan for recreation and had some fantastic ideas. She thinks this Board will work well with our Department.

5. Cultural Arts Advisory Board

Director Mangum stated the Cultural Arts Advisory Board will meet six times a year. Their primary goal is to determine what type of art will be displayed throughout the City. To do that, they need to develop a criterion to determine the type of art to be purchased or displayed. They have met a couple of times and are excited about the Barr property and the potential that is there and about some potential Barr art which we can raise funds to purchase.

B. Recreation Division – Superintendent of Recreation Scott Pratt

1. Youth and Teen update

Superintendent Pratt stated our “Girls on the Run” event was held recently at Kensington Park. The run was a huge success. We have a Holiday Family Road Rally coming up. It is like a scavenger hunt that goes throughout Novi and they end up at a restaurant. Greg Morris put this great event together and it will be on December 14th which is a Saturday from 6 p.m. to 10 p.m. Director Mangum added that if you do not want to put together a team, Greg is always looking for judges.

Superintendent Pratt stated Wendy DuVall has been working with Oakland County Parks and Recreation Department and have been collaborating on an adaptive program, “The Novi Hoedown”. It is a dance. We had one before and there was a huge turnout. This dance is on Friday, November 22nd, which is tomorrow here in our quads from 6:30 p.m. to 8:30 p.m.

Superintendent Pratt stated that the art display from the “Pallet and Brush Club” will be here until December 27th.

Light Up the Night will be Friday, December 6th. We have a lot of new entertainment and some changes to the event. Some of the concerns from years past had to do with the flow. Greg Morris has put together an event that will spread out the activities. There will be things on each end of the campus. Mr. and Mrs. Claus will be on the stage this year, which is a bigger area. Some of the entertainment will include a ukulele player, Chinese dancers, Vocal Excitement and the Choralaires will be singing. We will also have some strolling carolers. There will also be activities at the Novi Library. This event will be from 6 p.m. to 9 p.m.

2. Theatre production updates

Superintendent Pratt stated that “Joseph and the Amazing Technicolor Dreamcoat” just happened this past weekend. The performance on Sunday at 1 p.m. was sold out. Over 400 came which was the biggest attendance we have had in a while. Our Director, Jason Mangum, played Potiphar and was great. He represented us well. They will be doing some small scenes from that at Light Up the Night as well.

The auditions for “101 Dalmations” will be coming up on January 8th. The show dates will be in February. We will then have “The Mob Father” which is our dinner theatre and is for adults 18 and older. Auditions for that will be January 21st and that show will be in March. We also have theatre classes coming up. “Peter Pan” and Shakespeare in the Park will be coming this

summer. We are trying to ramp up the Theatre component in our department.

3. Sports update

Superintendent Pratt stated all of our leagues are currently full. We are at our maximum for basketball and volleyball. We are still working with the School District for gym space. We do need more gym space. We do have an adult volleyball which is pick up at night. We started with 6 to 10 interested people and we now have 27. People want to recreate and we try to offer what we can in the limited space we have. Shauna is doing a great job of getting people out and active. Soccer wrapped up a little late because of all the rain but was a very successful program. Mr. Dooley came out for Dooley Dog Day. Commissioner Torimoto came out for that day as well.

4. Hearing for Commissioners –SWOT

Superintendent Pratt stated this is our Community Recreation Plan that Rachel talked about earlier. We had a community public input last night. The community tells us what they would like to see, improve or change. It was a small turnout of residents but we also had some Board and Commission members. We also had some staff input. Some of our staff are residents as well. Our facilitator from the OHM said we had some really good input. We will be having a hearing for the Commissioners in January. It will be immediately following the Commission Meeting in January and will be held in the back or Council Meeting Room. That meeting will also be open for community input as well. This is where Commissioners can add your vision to the input.

Director Mangum stated not only will we use this data in the Community Recreation Plan, which is a requirement from the State for us update every five years to be eligible to apply for Natural Resources Trust Fund Grants and other grants they administer, but our Strategic Plan which is also due in 2013. It is important for us to have a good, full quorum or Commission that day so that we can have a productive meeting. This will be used for not only the Community Recreation Plan but also for our Strategic Plan which is important and guides us through the next 3 to 5 years.

Superintendent Pratt stated that the SWOT meeting will also be facilitated by the OHM. That meeting will be on December 16th.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Review and discussion on Park Project Rating

Director Mangum stated this is related to the Grant Committee and how we rate potential projects. We will rate potential projects on 9 or 10 different categories which are listed. These categories receive a weighting and a score. At the last Grant Committee meeting there was a suggestion to adjust some of the weighting. This has been done and he sent it to the Commissioners for their input as a tool to be used to move forward.

A Commissioner asked a question.

Director Mangum responded this is what the department will use. As something comes up as a potential project we will run it through this score sheet so we know whether it is worth spending our time, effort and energy on.

This is important as we come to our next grant cycle. We want to make sure we apply for grants that will be beneficial to our City.

Commissioner Staab stated he would think that this type of documentation would enhance our probability of getting a grant.

Director Mangum replied that we would hope so but we did not base this on grant criteria because different grants have different criteria. We mostly base it on the ease of development and the need. Density gets weighted 3. If we have an area with a lot of people and not a lot of parks, that will be a higher priority.

Commissioner Staab asked about the land acquisition on 10 Mile Road.

Director Mangum stated we have the right of first refusal so that would rank high. Development status would rank low because whatever we would do we would have to do on our own. There is not a high density in that area but also not a lot of park land in that area. Operating budget impact, because we own the land all around it, it would be beneficial because it shores up all of our holdings in the area. We don't know what we are going to do with it but the ITC Corridor Trail or the Greenway Trail could go through there and rank potentially high as a year-round economic impact.

Commissioner Bauss stated the assumption is that you are comparing projects to something else or multiple projects.

Director Mangum stated having the score on its own doesn't make sense. It is a way to rank projects.

Commissioner Wingfield stated that Director Mangum has presented five or six attainable, reasonable projects in Novi that would balance with what we have. There is another perspective from a Councilmember who wants bigger projects. Commissioner Wingfield stated to him, money is an issue. He asked where you go with that because the six projects that have been presented were good ideas but some people want bigger things.

Director Mangum stated this is just a tool that we use and we will look at all types of projects. We want to make sure our park acquisition and development is meaningful. We also need to look at having a destination, a park that people will come to from out of town. There is a balance needed in having the small, meaningful projects that benefit residents as well as projects that drive economic impact.

Commissioner Wingfield stated the article in the paper where the City gets 5 acres of park land is not that big of a deal because it is more woodlands and may help in our pathways or trails but is not like the Barr Property or a place where we could put more soccer fields or baseball fields where a resident might feel it is something their family could use.

Director Mangum stated he brings a good point. Five acres, depending on where it is, can be a huge economic impact, an opportunity for us to shore up our holdings or it could be something that provides character and meaning to our community. All are needed.

Commissioner Staab made a motion to approve the Novi Parks, Recreation and Cultural Services Project Priority Rating System for Park Acquisition and Development.

The motion was seconded by Commissioner Jewell.

Voice Vote

Unanimous

B. Update on Community Recreation Plan process

Director Mangum stated this was put under Commission Matters for Discussion to give Commissioners an opportunity to discuss anything they would like to see included in the process as we move forward with the Community Recreation Plan. He stated Superintendent Pratt has taken the lead with the Community Recreation Plan. The Community Recreation Plan process is to have a couple of open meetings. There was one last night and we will have another one at the January Commission Meeting. We will also have a SWOT analysis with Commissioners. We would like any input on the process and how we can get the best information would be appreciated.

Commissioner Wingfield stated that the January 16th meeting is when they will really get in to the process it but unfortunately he will be out of town that evening. He asked if someone would facilitate that meeting.

Superintendent Pratt confirmed that it will be facilitated and also at that meeting department staff as well as staff from DPS will be there for the park component and also non-motorized. We will have representatives there to answer questions.

Commissioner Bauss stated last night it was interesting to hear the community input. It would have been nicer to see a lot more people. He does not know how we can reach out to a bigger cross section of people to get more ideas on the table.

Superintendent Pratt stated a community survey will be going out by mail, on the website and on all of the social media sites. He stated prior to the community input session, notice was mailed out, e-mails were sent and it was on all of the social media sites. In comparison, he attended one in Farmington Hills, which is a little bigger city, and they had 20 citizens who attended. We had 9 citizens in attendance. He would like to have a lot more community input and the survey should help.

Director Mangum stated unfortunately it is human nature that people show up to these when they have something to complain about. We can take that as a complement. The information that came out of that meeting was great.

Commissioner Bauss stated he believes the upcoming meeting will be a great one and a good opportunity to talk to everyone.

Superintendent Pratt stated he is also looking forward to that meeting and having everyone there. He stated he appreciates the Commissioners donating their time.

Commissioner Staab stated he wanted to clarify when the meeting being talked about would be.

Director Mangum stated it will be in January. This meeting will be advertised as an opportunity for people to come and have their voices heard as part of the Community Recreation Plan. Our facilitator will be there and will be able to take notes. After the meeting there will be a SWOT analysis with just the Commission. The Commission's vision will be totally different than the regular resident or someone who works full time with recreation.

Commissioner Wingfield commented he feels that surveys serve a purpose but he likes a hearing where people come in and talk. What he does not like about a survey is many times you find out things you already know.

Superintendent Pratt stated this is the reason we are going through this process with public input. The survey is a component of that.

Commissioner Staab asked when we want to have this process all wrapped up as far as the data goes and start working on the actual Plan.

Superintendent Pratt stated the information gathering will be completed in January the rough draft done by late January or early February. It will be on public view at the Novi Ice Arena, our department and the Novi Public Library so the community can look at it and add more input. It has to be on the open books for a certain amount of time. We are looking at wrapping up at the end of February.

Commissioner Jewell stated January is a busy month. There is a City Council meeting, the Mayor has the State of the City Address and there is a Homeowners Association Breakfast on a Saturday in January.

Director Mangum replied the schedule has changing this year for those events. The Homeowners Breakfast we had as part of Fall for Novi so it has already happened. There will be one State of the City which will be a breakfast meeting. The Evening of Appreciation is in December and you should already have your invitation. This will make it more of a holiday celebration. That frees up January for us.

Commissioner Jewell stated he was just looking for opportunities to get this information out.

Superintendent Pratt stated after all of this is done it will go to City Council for approval.

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Student Representative Singh had no comment.

Student Representative Kodali had no comment

Commissioner Jewell had no comment

Commissioner Staab felt there was a lot to discuss due to cancelled meetings and that they got a lot accomplished. He wished everyone a Happy Thanksgiving. He extended sympathy and condolences to the family of Paul Policicchio.

Commissioner Bauss had no comment.

Commissioner Wingfield thanked the other Commissioners for a good meeting and thanked Manager Rachel Zagaroli for her presentation on her conference. He recognized Paul Policicchio and his family and stated that he will be missed. He thanked Director Mangum and Superintendent Pratt for engaging the Commission more.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Wingfield at 8:19 p.m.

DATE APPROVED: _____

Harry Torimoto, Vice Chairperson
