

PARKS, RECREATION & CULTURAL SERVICES COMMISSION

Thursday, June 15, 2017 – 7 P.M.

NOVI CIVIC CENTER – COUNCIL CHAMBERS

The meeting was called to order at 7:02 p.m. with Commissioner Bauss presiding.

ROLL CALL: Bauss (Present), Dooley (Absent), Jewell (Present), Pratt (Absent), Staab (Present), Thomopoulos (Present), Torimoto (Present), Student Representatives Jooho Lee (Absent), Sanidhya Singh (Present).

APPROVAL OF AGENDA:

It was moved that the agenda be approved as amended by Commissioner Jewell and seconded by Commissioner Thomopoulos.

Voice Vote **Unanimous**

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of May 18, 2017 minutes.

It was moved that the minutes for May be approved as amended by Commissioner Staab and seconded by Commissioner Thomopoulos.

Voice Vote **Unanimous**

COMMITTEE REPORTS:

- A. Walkable Novi – Commissioners Thomopoulos & Bauss
Commissioner Thomopoulos said the next meeting is in July.
- B. Novi Park Foundation – Commissioner Torimoto
Commissioner Torimoto said there was a meeting past Monday and some topics covered were re-establishing the Foundation bylaws. Director Muck reported on some park updates. There will be quite a bit going on with construction for Pavilion Shore parking, some of the trail proceedings for the ITC Corridor, Power Park for bleacher covers. A lot of that will be starting up in the fall. We looked over sponsorship progress and the biggest topic covered was Pour on the Shore 7/28, the fundraiser for the foundation. Progress is pretty good compared to last year. Asked commissioners to help find sponsorships, gather interest to attend or volunteer.
Director Muck said he and Foundation Executive Director Rachel Zagaroli were at Pavilion Shore at 10 a.m. this morning to film a short segment for Studio VI, promoting Pour on the Shore for release on social media and websites. There were no less than 20 people at the park at the time riding bikes and sitting on benches.
- C. Grants Committee – Commissioners Pratt & Dooley
Director Muck said the committee hasn't met in the past month, but he has been updating committee members on some significant movement on the grants. The committee is made up of Commissioners Dooley and Pratt, Mayor Pro Tem David Staudt and Councilmember Andrew Mutch. Since the last meeting, there has been some movement on Senate Bill 76, which is the appropriations bill that has our park acquisition from 2016 at Nine Mile and Garfield to serve as the

ITC Trailhead Park. It's gone from the Senate to the House. The House rejected some of the Senate's tie-bars and it went back to the Senate today. The House removed all of the additional projects the Senate put in, so now it's back to what the original trust fund board recommended. Hopefully that'll go up for a vote before the summer recess. If the Senate approves it, it goes to the governor. If the governor signs it, we'd get notification from the DNR and be able to start moving forward on that. So, it's still held up in Legislature. Our mParks Public Policy Committee is still recommending people contact their senators to make this happen before the summer recess.

Another thing on Michigan Natural Resources Trust Fund, last week Director Muck met a representative from the DNR who works with the grants department at the site for our 2017 acquisition grant. That site is on Nine Mile, west of Garfield Road, to expand the potential ITC Trailhead Park. Walked through the property and she made some recommendations to our site plan to adjust in order to get our score up. She's going to give us some feedback on that. We'll have an opportunity later this summer to make some adjustments and submit any supplemental materials. DNR is operating status quo and will let the Legislature figure out what they're going to do with these different bills.

Lastly, we did submit a grant for Villa Barr. We took that forward to City Council and they approved that grant application for the Villa Barr parking and pathways project. It's a \$100,000 grant application to the Michigan Council for the Arts. Our Recreation Supervisor Amelia Purdy-Ketchum and our Management Assistant Chris Jackett took the lead on that, wrote that grant, developed it and submitted it. The review on that will be 7/28 by the grant panel. We're allowed to go to that, but we can't comment on that or interact with the panel. That's actually the same day as Pour on the Shore, so we'll be watching it from webinar from our office. That's a nice chunk of money that could really help us at Villa Barr.

D. Parks Updates

1. ~~Lakeshore Park~~ — Commissioner Dooley

2. Ella Mae Power Park – Commissioner Staab

Commissioner Staab said he took pictures 1 p.m. Sunday when he walked the park. There were three guys on one field doing batting practice. It was nice to be able to walk the fields because availability in the past was they were always being used. We've been blessed this spring with a lot of moisture, so everything was quite lush. Took a picture of a bleacher because they're the ones that will be covered and replaced with our CIP program. (They're goo) not only from a shade standpoint, but from a protection standpoint from foul balls. Was able to look at trash receptacles that were all clean and well maintained. Spoke with people there who said they were getting prepared for an upcoming season and doing some batting practice. They enjoyed the facility and appreciated the maintenance that it was well kept up. Also wanted to point out a picture on the wall that intermixed the fine arts at our facilities.

Student Representatives Singh asked how the DIA picture got there from the DIA?

Deputy Director Ringle said we partner with the DIA. This is the third time partnering with the Inside | Out program where they do replications of some of their pieces and out them in parks throughout the state. We will have these here from July.

Commissioner Thomopoulos said the batting cages on the far side had trapped a couple of dead rabbits. Not sure if it's common for rabbits to get caught in batting cage netting. Kind of strange, but maybe just an unusual circumstance. Director Muck said he'd take it back to Parks Maintenance.

Commissioner Staab said one of the back playground structures was one that the Foundation co-bought with City Council. Parks Foundation dollars at work there. The Foundation is looking to co-opping some projects this fall with the City. One of the last pictures showed the Tom Holzer sign that has another year for the naming rights. They re-upped for a second term about two years ago.

3. Rotary Park (May) – Commissioner Bauss

Commissioner Bauss said he walked Rotary Park and found it in generally clean and orderly. The tennis courts were busy, people were walking the trails with dogs, playing on the play structure, sitting under the pavilion reading a book. When you approach the park now on Nine Mile, there's directional brown park signs that say Rotary Park is down the road. Took away the old sign that was there for years and didn't look right. Entrance to one of the trails there off the parking lot has an old directional sign that may have been either abandoned or doesn't know what the status is. Probably needs to be removed or updated. Director Muck said a Council member brought it up on River Day, too. The intent was to put a trail sign and directional signs to the trails, but with the conservation easement and restrictions on doing any development on that, not sure if we can do that. Has reached out to DEQ because that is technically on the conservation easement and we're not supposed to develop any trails through there.

Commissioner Bauss asked if that prevented maintaining existing trails?

Director Muck said they're fine with that. We can't widen them or put in asphalt, but we can maintain as a natural pathway, invasive species removal. Just need to let DEQ know, including tree removal, tree planting, invasive species removal. That's why we held off on that sign, pending clarification.

Commissioner Bauss said off the parking lot there was what looked like a dead-end path with woodchips that went about as far as you could see and stops. There were people using both tennis courts while there. There's one major crack. There's good programming information attached to the fence letting people know where they can sign up for lessons and other activities. Also, a sign listing when the courts are being used for other activities. The crack may have been brought up before. Water's been pooling probably, but otherwise has been in great shape.

Director Muck said we repaired these courts in about 2015 and these courts have gotten a lot of heaving, resulting in cracks. There's potentially a county project coming in where they'd install an equalization basin under the tennis courts. They'd have to tear up the part of Rotary Park specifically around the tennis courts. The good thing is they'd replace the tennis courts and they'd have a much more stable base as a concrete base. We wouldn't get all the heaving and motion. Spoke with Water and Sewer last week about it and the county is moving slowly with this. It may even be a 2018 project. The courts aren't holding up as well as hoped.

Commissioner Bauss said the play structure is relatively new and is being used, so that was great to see. Looks like we're also in partnership with our fellow Novi Public Library with a read box. Disappointed in some of the content in there, so may want to talk to the library about some of the content placed in there, especially right by a playground. That could just be public people just putting

things in there they're done with, but, if there's monitoring, maybe someone could scan ones located in a children's area. Tables, grills, were good. Trash cans looked orderly and maintained, so that was nice to see. Parks have a reservation plaque so you can see who has it reserved. It spells out the rules and things. The bathrooms were cleaned and orderly. Overall, it's a great park. It's kind of tucked away, but people are using it.

Student Representatives Singh said he uses the courts a lot and asked what season in 2018 would the courts be repaired? There is already a shortage of courts in Novi.

Director Muck said we're waiting on the county to work with our Engineering on when that would be.

Student Representatives Singh suggested not doing it in the summer.

Commissioner Torimoto asked about one of the signs and whether Novi Parks programs have precedence?

Director Muck said the courts are used heavily for our tennis programs.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Marketing Plan Presentation by Deputy Director Ringle

Deputy Director Ringle said two years ago we brought forth our first-ever marketing plan for the department, as required for CAPRA accreditation. It's something we had talked about in the Parks Department for years. It was pretty labor-intensive creating the first plan and we look forward to introducing more plans as we move forward. The marketing plan includes demographic, trends, situational and market analysis. Strategies introduced by each division are business unit, identified marketing tools, marketing mix and a content calendar, and introduced tools for measurement and evaluation. By the numbers in the marketing plan, we identified 57 strategies we wanted to look at as far as improving our marketing impact. Twenty-four of those are considered complete or significant progress, or about 42 percent. Eleven of those strategies are in process or expected to be complete during the next fiscal year, as they're listed on staff member goals. That's about 19 percent. Twenty-two of those will be re-evaluated and/or revised in the upcoming update to that marketing plan. Highlights of some of the things we've accomplished with the marketing plan is we've increased cross promotion at City events. One example of that coming up is with the Novi Public Library. They're doing their kickoff to the summer reading program next week and we will be there. It's at Fuerst Park, they're doing a carnival theme, we will be there as one of the vendors and helping out with some programming there. A great way to cross promote our programs along with their increased attendance for that event. We were able to work through our fitness program to offer a free trial of classes. It was something we haven't offered in the past, but we feel it's been well received. People, before they commit to a six- or eight-week program want to make sure they have that opportunity to check it out. Simplified website navigation. That is one where the Community Relations Department did an update to the City website maybe three weeks ago (note: was done 4/10) and was able to make it a bit easier for people to find Parks and Rec registration. So, on this home page and the squares in the middle, there's a Parks and Rec Registration button. That goes to one additional Web page, one internal Web page and that has a big, blue button where you can go directly into our recreation software. It's also a stopping point where we can talk about our programs a little bit, talk about our refund policies,

talk about dates and weather updates and generalized information. Its navigation has improved. There's not quite so many clicks to find our information, so we appreciate that. We've done more targeted marketing through Facebook ads, so we're able to really dial down who we want to reach for programs. Facebook gathers a lot of good data from its users, so we can look at age, we can look at gender, how many miles from Novi people have as their listed addresses, so we can target programs. We found that to be really beneficial. We've done it for all of our programs, from sports to cultural arts and community programs and we a good response for those. The physical presence of flyers in Novi Community Schools' backpacks; we talked about that at the last Commission meeting and we were able to successfully have a flyer go through the schools last week for our Sizzling Summer Art Series. We had a great conversation with Community Ed and will continue to do that. We're targeting our community events for that type of distribution. The schools do have a Web page where they list programs and a number of our programs are listed there. But, for community events, there is a cost to doing those; the cost of printing flyers and staff time to get them to the schools, so we're really targeting our large community events at this point for this distribution. Other highlights, Destination Recreation, our e-newsletter that goes out twice monthly, was re-launched in 2015 and we added 4,000 new addresses just last month. Those addresses come from our Rec 1 data, which is our registration software program. When people make an account, they're able to say whether they'd like to receive community information from us. If they add their information to that, we add them to the Destination Recreation e-newsletter. This will be revisited annually. We'll re-update the family members from Rec1 and add them back into that newsletter. The new Engage segment videos, there are 60-120 second videos that are completed two times per month with our Emmy Award-winning Studio VI team and they highlight a variety of topics. They are on YouTube. So, if you've missed them on Facebook pages, they are on the YouTube channel "TheCityOfNovi" (note: <https://www.youtube.com/thecityofnovi>). Like Director Muck said, they shot one of those yesterday. They do them every two weeks and they take about a week to launch. We've cycled through our cultural arts, highlighted our sports, highlighted Dooley Dog Day, so a really good variety of topics. Also, the topics also tie to our content calendar, which is part of the marketing plan. So, seasonally, what makes sense to share, benefit-based what makes sense to share. It's not always going to be "register for our program," it's going to be how we're a resource for the community and the benefits we provide to the community and the residents. The measurement and evaluation was something new to our department. Ways to measure marketing is output vs. outcome. Outcome is more difficult to measure. If you're Coca-Cola, you put a bar code on cokes and every time it gets purchased you get data sent to you and that's great. It's more difficult when you don't have a tangible item, not something going through your hand, so we measure more frequently output. Our after-action reports, done after our programs by our supervisors, have what type of marketing was used to promote that program. We look at that and as far as what worked, what didn't work and what we might want to do for the future. We did a lost customer analysis for one of our programs and we had a drop in adult softball for the fall. So we looked at what happened and why some of our teams didn't come back, so we asked them that and that particular analysis we found a variety of reasons. But when we do notice something different, we want to

make sure we know why some people decide to go to a different place or look at a different program or what tweaks we can make in addition to what's given on a general survey. It's a deeper dive into why some of our programs may change. Some of them are just trends, some of them are easy to fix. What's next for the marketing plan? We are going to merge data from our post-program surveys which our users receive and also our registration prompts. When you register for our programs through the registration software, it asks you how you found out about this program, so we're going to merge that data so we can really get a good idea about how people are finding out about our programs. We're going to use the recreation software to map areas we are reaching in the city and where we need do better at marketing. And we can actually drill down to see where our sports folks are coming from, where our cultural arts folks are coming from, Older Adult Services, anything we register for we can dial that down. And we will do that for each specific area. And complete the plan update for 2017-19. I will have a draft emailed to commissioners in one of the packets sent by Chris Jackett shortly so you'll be able to look at that and provide any feedback. The reason we're doing a new two-year plan is our new department strategic plan is due in 2019. We're going to tie it together and maybe relaunch an extended maybe three-year marketing plan, but we want to start them off at the same time. It made sense to wrap up the next marketing plan at the same time.

Commissioner Bauss asked how the post-program surveys are conducted. Deputy Director Ringle said they are run mostly, with the exception of Older Adult Services, through SurveyMonkey. It's not with every time we run a program. We found, every time, email overload. If we did it every program for every single time, we found 90 percent of the people are just not going to fill it out. And we're getting survey overload from anytime you shop at Target and everywhere. So what we've done is create a schedule when surveying programs that is also part of our CAPRA accreditation. So every third year, every third time we run a program, unless there's major changes made. If there are major changes made, we survey that year. There's a rotating schedule for that and we find there's enough information from that to give us a general scope of the programs. If we find we need more information, we can do small surveys to just specific programs at any time.

Commissioner Bauss asked if there's a lot of instructor turnover, how would that be looked at every third year?

Deputy Director Ringle said that would be considered a major change and could be looked at after that session. If it's an ongoing program for years with the same instructor and the same numbers, give or take, it's not something we need to do a deep dive on. If there's a change like that, that would be something we'd want to do some research for.

Commissioner Torimoto asked about the relationship between the strategic plan and marketing plan. Said the marketing plan seems to focus on the services being offered, as opposed to the strategic plan focusing on the facility plans and the entire scope of PRCS.

Deputy Director Ringle said, when we want to look at what our department is looking to accomplish, then we know how we want to tailor marketing and that determines how they're tied together. Also, with the strategic plan, we're looking at trends, looking at demographics, trends in recreation. It really allows us to

tailor our marketing to what we think is coming down the pipe. The strategic plan is more extensive.

Commissioner Torimoto said some tactics were going to be re-put into the plan. Does that mean they weren't effective?

Deputy Director Ringle said sometimes circumstances change. Some of them may have said to partner with a business that is no longer in business. Some of them changed in the two-year period and some we maybe wanted to make a tweak or priority shift to.

STAFF REPORTS

A. Administration Division – Director Jeff Muck

1. Park Updates

Director Muck said there are lots of park updates tonight. Residents passed the CIP millage in November (note: actually 8/2/16). Now we're moving forward. Our CIP budget is set, our CIP committee has approved our CIP plan, Council approved CIP. Now we're moving into the execution phase of a lot of these projects. ITC Regional Trail segment within Community Sports Park from Eight Mile to the north end of Community Sports Park is scheduled to be done in August. We're in the construction mode for that. That's going to line up well with our sports schedules at ITC. That's going to be a great segment so you can jump on that trail and go all the way to Nine Mile. The CSP to Nine Mile segment we had to do some work this week. We had some issues with that segment with the contractor, so they had to go back in and do 1.5 inches of overlay. That was under warranty, so they went in and did that yesterday. Today people were back on it walking and it looks great. Our engineering team worked with the contractor to extend that warranty. We'll keep an eye on it, but repairs have been made to that. We're in the beginning stages of permits and discussion with ITC to go from Nine Mile to 11 Mile. That was a Council initiative to complete that trail and we're on the way to doing that in 2018 with help from our friends in the Engineering Department, consultants and ITC. Suburban Sports Park is the park worked on with Blair Bowman and Suburban Showcase to be a shared park used for multi-use sports fields and for parking for overflow events. It was recently used as overflow parking for ComicCon and worked well for that. The irrigation is on, the turf is growing, we have another follow-up meeting tomorrow with Mr. Bowman and our Parks Maintenance staff to just check the sprinkler heads, review the operation and see what else needs to be done. We anticipate using those fields this fall for mostly practices or drop-in type programs. They're not necessarily set up as game fields. We still have ITC for that and are very grateful to Mr. Bowman for working with us on that. Pavilion Shore parking expansion, we started out really small at Pavilion Shore. The demand for more and more parking continued to grow just as it did for the restrooms and the shelter. It engineering was approved by Council, so we're ready to move forward with post-Labor Day construction. That's going to add an additional 24 spots. As mentioned, at 10 a.m. on a Thursday that parking was sorely needed at that park, especially on the weekends. Commissioner Staab mentioned Power Park spectator bleachers. Those are approved and scheduled for September install. That was on the last Council meeting and approved for that. Walked down to the fields today and there was a large tournament by the Lookouts. We mentioned the spectator bleacher project coming up and they said how great that would be. They said they go to so many fields where there's not those covers and those continue to

enhance our park. One gentleman said this is the best park in Michigan to come play at for a tournament. We'll continue to enhance Power Park to make it a destination for statewide tournaments. Villa Barr we talked about parking and pathways very briefly, we talked about the grant. I have to give a lot of credit to our Cultural Arts Supervisor Amelia Purdy-Ketchum. When she got involved in this program, we wanted to give her some experience working on some CIP projects. She and Deputy Director Ringle dove into looking at the Villa Barr project that we had planned and asked why were we designing the parking lot one way when we could use the existing service drive to do a one-way in, one-way out. That allows us to control traffic better, is easier for buses to get in and out, we're not taking out the trees at the front of the property, it allows for future expansion of the parking if we need it. Basically, myself and the engineering team went, "yeah, that's a good idea." We shared that with the Friends of the Villa Barr and everyone has signed off saying it's a good idea. When we first looked at this project, we didn't really consider that because it would necessitate moving a couple pieces of art. That's fine now because it's going to save us money from what we were going to do. Road Commission is OK with it from what they were going to do with their Napier Road paving, so kudos to Amelia and Tracie for coming up with that design. We'll be going into construction most likely in late fall with that construction, mostly because we want to see on the grant. We can still tee up the project, go out for bid, but it'll most likely be a late fall project. There's a lot of moisture on those grounds. Fuerst Sisters Estate has gone to Council. The renovations of the Four Quarters, utilizing funds dedicated by the Fuerst Sisters Estate when the Fuerst sisters passed to establish a senior center on the campus grounds, we have to go back Monday to get approval for that to clarify some items on that. We're going to move forward on that, pending Council approval. New lighting, flooring, painting, info boards, some fitness equipment for seniors to use here and then we would officially be named the Four Quarters the "Fuerst Sisters Senior Citizens Wing." Finally, an update on Lakeshore because that had been a topic last meeting that people asked for that. Where we started, we had attended a meeting for LAHA last year when we started discussions about Lakeshore Park development. We had discussions here at Commission, it's gone before Council, we had citizens comments here at Parks Commission, we had comments at the neighborhood association meeting, we had citizen comments at Council, Council members commented. So we've taken all of those comments back and discussed the plans with our architects, city planners, landscape architect. We've gone over this with police and fire, and engineers. And what we anticipate doing is to roll out this revised plan to Council very shortly and also post it on cityofnovi.org with information. Council instructed us to move forward with this project. The CIP was approved, the budget was approved, so we'll be moving forward. Plan to give a full overview of the project at next month's meeting with updated conceptual plans and the building drawings. Again, a reminder, the intent of this building has always been parks and recreation programs, specifically our summer camp programs. We can actually eliminate the waiting list we continue to accumulate because we don't have room. By licensing, we don't have the space for them. We're designing the building so we can meet licensing and meet that demand. Children's camps, children's cultural programs. We're outgrowing our space here at the Novi Civic Center. Our programs are butting heads with who gets what room now because, credit to

our staff, they are programming and trying to offer programs people want. Our dance programs are booming, our art classes are booming, so we need that additional space. So our children's programs are a big part of that, and year round at that, not just during the summer. Currently, we just program during the summer up there. We have a healthy and thriving social program here with cards. That makes us have more limited space to do any sort of senior fitness programming. We'd like to expand that and have fitness programming for all ages at Lakeshore Park so we can meet demands of the north side. We're going to have a library presence there. We've worked with our Novi Public Library and they're going to have a kiosk and presence there. So, book drop off, materials drop off. Their board has gone on board with that and approved to move forward with that once Lakeshore Park is redesigned and ready to go. We have every intent to make that a voting location. We've been talking with our Clerks Department and that is part of why this building has grown from the original conceptual plans back in 2014 when we did our capital needs assessment. There's a severe need for that voting precinct up on the north side. Speaking with Clerk Hanson, she anticipates having two voting precincts there; one of those being the largest precinct in Novi with 3,000 people. They're going to be able to put two voting precincts in walking and biking distance for residents who don't currently have that. That is a real benefit of redesigning this building. What it's not going to be used for is weddings and banquets. Need to make sure that is very clear. There's information out there that continues to say we're going to use it for weddings and banquets and it's not being used for that. We've said it before and many, many times, it's not being used for that. The other part of this is the other improvements to the park have always been planned. They've been in CIPs. We plan to pave the parking lot. We know that needed to be redone. The large shelter needs to be replaced. The front playground needs to be replaced. Those have all outlived their life expectancy and have all been scheduled in previous CIP budgets as needed to be done. What we heard from our CIP committee is we want to see projects bundled. If we're going to do Lakeshore Park, bundle all these projects together and we're going to do economies of scale, we put them together and do them all in one shot instead of piecemealing. It's a great plan, so that's really what we're doing with this. This isn't just a building, this is a whole list of items and amenities at Lakeshore Park that needed to be done and had already been planned. The volleyball courts will be moved further back in the park near the soccer fields to a more active area of the park further away from residences. Basically, the plan is we're providing safety improvements for pedestrians and cyclists using the park. If you've been there, you know there aren't any pathways through the park, so you're crossing parking lots as you try to get from shelters to the existing camp building or the beach. We'll be adding those in and providing access to the trailheads from South Lake Drive by dedicated bike lane and path lane, so more dedicated safety for pedestrians for that. Want to stress again the accessibility for those with disabilities. If you've been out there, you can imagine trying to traverse the gravel parking lot or current camp building. If you have a disability or are handicapped, they're not currently ADA compliant or accessible, so we're going to make them that way and really enhance this park for the entire community. We look forward to sharing the reiteration of those conceptual plans and that building with you next meeting. A lot of information, but you can what we're doing every day with projects all over the city. We're grateful toward

Council and the voters in approving the CIP to move forward on some much-needed projects. In the capital needs assessment in 2014, we had more than \$10 million in needs, amenities and things that needed to be done, so we're starting to tackle those.

Commissioner Thomopoulos said thanks for the update and clarification on uses of Lakeshore Park and the budgeted money. Asked if the information would first go to a City Council meeting before the next Commission meeting, and, if so, which date?

Director Muck said that's up to the city manager, who will be presenting that.

Commissioner Bauss said thanks for clarifying that, as there's been a lot of misinformation being distributed throughout the city, which unfairly casts what the thought process was and the division of the park. Excited about all that will be tackled with that and accomplished. It'll make it a wonderful spot.

B. Recreation Division – Deputy Director Tracie Ringle

1. Program & Services

Deputy Director Ringle said the Sizzling Summer Arts Series kicks off tomorrow night with a Mini Makers Fair and the movie "Sing." Makers Fair is an opportunity to have hands on with items like knitting, woodworking, 3D printing through the library, so it's really a great hands-on opportunity for people of all ages. We're lucky enough to partner with Rockler, The Village Workshop, the library and a knitting group. Multiple projects for people to do at the event. The knitting group is doing something interesting called a yarn bomb that they'll be putting around trees and benches. Temporary displays that will be interesting and colorful, so we're excited to see how that comes out tomorrow evening, followed by the movie "Sing." The Great Campout is scheduled for Saturday evening. We talked about that not being on the typical fireworks night. We had a little reduction. We have 40 families signed up for that. We had 60 in the past. We're watching the weather. The forecast is not so great for Saturday evening. The people attending will get an update from us for that, with safety in mind obviously. The last big soccer weekend of the season is coming up. Its tryouts for Lighting Saturday at Wildlife Woods. Michigan jags will hold their select tryouts at ITC on Saturday and Sunday. Summer camp registration continues and Lakeshore and Power Play continue to be in high demand, and the waiting lists continue to grow.

Sometimes the waiting list has more than the number of people we can actually put in the program, so that demand is there. Because it's so warm, here's some information on the Novi Ice Arena so people know there's a place to cool off. There's a learn-to-skate program in July. They also do open skates daily and on weekends so people who are interested in that can go to the Novi Ice Arena website and look for that. July is National Parks and Recreation Month. Council will proclaim July as National Parks and Recreation Month at the 6/19 City Council meeting. Some of our staff will be there for that and we invite you attend and join us. The theme is "get your play on," so you've received a calendar to see all the great things you can do around Novi and that Parks have to offer. A lot of recreation programs, a lot of outdoor opportunities, just to capitalize on the benefits. July is a great time to do this. Cristin Spiller put this together for us and its also going to be included in the recreation guide, Engage! The supervisors are seeing the fruit of their labor coming here. They have another really busy summer in the parks.

Commissioner Torimoto asked if summer camp stats are going along the same trend line as shown in last meeting's CityStat presentation?

Deputy Director Ringle said yes.

Commissioner Torimoto asked, with the camp building, how does that impact capacity?

Director Muck said that's part of the reason we looked at some of the rooms in the building. A lot of this is based on licensing. The current camp building we're only licensed for 60 and you can't put any more in there. The room in the new camp building could hold up to 100 based on licensing requirements. That could potentially cover our entire waitlist.

C. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Program & Services

Manager Kapchonick thanked to all community members, sponsors and staff who came out for Memorial Day, as well as all the runners who came out early that morning. We had more than 760 runners who participating in the run, we 49 groups participating in the parade and approximately 860 participants overall in the parade, as well as spectators along the parade route. It's a great community event and we want to thank everybody for making that possible. We are doing our walking program this year and we are utilizing the ITC Trail from 11 Mile up to Providence every Tuesday starting at 9 a.m. We encourage people to meet us at the middle school right at the soccer fields. From there, we'll walk over and hike the trail there. A lot of landscaping has taken place the last couple weeks and looks great. It's a nice little walk for anyone who's interested. We had our Italian lunch that was put on by the Lakes of Novi and another group. Took Meadowbrook Activity Center and turned it all into an Italian evening. They brought their own food and we had decorations on the stage and it was probably one of the most successful programs we've had, due to the partnership and our staff going out and getting partners to make that day possible. At the end of June, we will have our annual Fourth of July party that will take place on 6/29. It's a luncheon and tickets are still available for that. That's being partnered with Whitehall Healthcare on that day. Last meeting, we mentioned we're doing our survey for our strategic plan. Friday was our last day for that. We had more than 330 responses; 260 came through SurveyMonkey and the balance came from individuals filling out hard copies. At this point, we're combining and calculating, and next month we'll have an updated report on the survey and hopefully summarize everything for the strategic plan. And that will include community conversations, the mission statement, our vision and our strategies we'll be using for the next five years. We're thinking past summer now and planning for the fall with programs that will be taking place from September through December.

Commissioner Jewell asked about the walk.

Manager Kapchonick said they meet at the middle school at Wildlife Woods at 9 a.m. every Tuesday and walk the ITC Trail.

Commissioner Staab asked how parade participation trends compared to past years?

Manager Kapchonick said she can only speak for the past three years. It's been pretty steady with those numbers.

Commissioner Staab asked how long ago did the run start?

Manager Kapchonick said six years ago.

Commissioner Staab 760 participants seems like a lot of folks. Manager Kapchonick said it is, but we have a great partner with that program who do other runs. It goes through the Dunbarton subdivision and is well attended.

Commissioner Torimoto said he did the survey. Asked what the demographic breakdown was.

Manager Kapchonick said it was mostly ages 65-74 and mostly females who answered the questions. Seventy-five percent were Novi residents. What was interesting was seeing some of the ways they were interested in doing a program. Something like 60 percent were aware of programs, but not yet ready to participate. One of the questions asked "would you be interested in the future?" and about 75 percent said yes.

Commissioner Bauss asked how the parking lot is going?

Manager Kapchonick said the third of five phases begins Monday. Ranches are done and the portion closest to the building is next. Had some issues with the first two phases, but anticipate the next two to go smoothly. With the programs being run in the main building, we didn't anticipate enough handicap spaces, so we'll bring in temporary signs for that.

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Jewell said it's great to be back and there are a lot of great things going on. Thanks for clearing up over at Lakeshore. Had a lot of people call thinking it was going to be a banquet hall, concert hall, concerts, weddings. Tried to tell them no, it wasn't, so hopes that gets out there. Glad to see some things we've talked about for years are coming to fruition and getting done.

Commissioner Thomopoulos said she seconds that.

Commissioner Torimoto said his daughter brought home the Sizzling Summer Arts backpack flyer, so they'll be going to that tomorrow evening. Seeing the strategies with the Older Adults survey and planning, as well as the facilities and investing for the future, and something at Villa Barr... it's a very exciting time, so thanks for the hard work you put in.

Representative Singh said he's missed the last two meetings, so it's good to get back in the loop and thanks for all the work you're doing.

Commissioner Staab said thanks for the CIP updates. A lot of good things going on in the north end with Pavilion Shore's parking spaces and the Lakeshore project. The Lakeshore project is long overdue. To improve that parking lot and shelters and facility so we can have more participants in Camp Lakeshore, looks forward to having that completed. Appreciates the updates. Everyone have a good Fourth of July.

Commissioner Bauss said he wanted to second all the comments made. Wanted to reiterate all the support for Lakeshore and thank you again for clarifying that. Also took a lot of phone calls and emails and assured people that was misinformation and not the intent. Thanks for clarifying that. Excited about learn to skate this summer. Has a niece from Maui coming in this summer who he doesn't think has seen ice, so he'll have to take her over there. Our family gets touched by parks and rec all the time. It's a great benefit to our community as a whole and we appreciate all the hard work you do.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Bauss at 8:10 p.m.

DATE APPROVED: _____

Doug Bauss, Chairperson

Jay Dooley, Vice Chairperson