

recommendation is going to be that the City continue to repair the two inch and greater deflection. Anything less than two inches the homeowner will split the cost 50/50 with the City if you want to get those repairs. It is going to City Council and if approved it will be put in as a pilot project next year.

Commissioner Smith add there is a new crossing on Novi Road over the freeway.

B. Novi Park Foundation – Commissioners Staab & Torimoto

Commissioner Staab stated they had a meeting on Monday night, November 16th. Financially we are in good shape. We have monies in several different accounts. We are going to do some consolidating on some of the institutions where the money is placed. Director Muck gave us an update on what is going on within the department. A couple of items he mentioned were the Lakeshore completion, the painting of the water tower as a spring 2021 item as soon as we get resolution from the cell phone company and the use of some of the Bosco Fields in 2021. We reappointed two members, Adam Czap and Jennifer Degen, by affirmation. We paid our insurance bills. We talked about finalizing the Burke Memorial which will be at Ella Mae Power Park. We are talking about the pickets that will sell through the Foundation for the Tim Pope Memorial play structure. Director Muck and Deputy Director Ringle are working on the verbiage for that. Our next meeting will be on February 24, 2021. We are on a pause for solicitation of funds with so many people struggling now.

Commissioner Torimoto stated he thinks it is impressive that even under these conditions the projects are still moving along. At least some portions of Bosco Field is going to open in the spring. The pickleball courts at Wildlife Woods Park are being completed. The concrete is down. It is good news on the projects. Commissioner Staab noted the Foundation dollars used to rebuild the Tim Pope Memorial play structure and the pickleball courts.

Commissioner Joshi asked about the Memorial at Power Park.

Commissioner Staab stated it is a memorial for Brian Burke who was a former Parks Commissioner and City Council Member, also. These are dollars which were donated through the Foundation.

Director Muck stated we have a concrete pad that was poured and there is going to be a pergola, which is being built by our park's maintenance team right now. We will have some recognition for Brian Burke on that and it faces Holzer Field.

C. Grants Committee – Commissioners Dooley & Joshi

Commissioner Dooley stated he, Commissioner Joshi, Mayor pro-tem Staudt, Council Member Kelly Breen and Director Muck attended the Grants Committee Meeting this evening. There were a number of items that were discussed regarding the advancement of some development grants. We looked at three parks, ITC Community Sports Park, Northwest Park and Village Wood Lake. It was agreed by the group to prioritize accordingly with Northwest Park being the number one location. We did look at other land developments potentially, as well. He felt it was a robust meeting.

Director Muck stated for him, it helped giving him prioritization of projects.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Commission Chair, Vice Chair Elections

Commissioner Dooley stated because there were so few meetings this year due to COVID it may be prudent to keep Commissioner Staab as Vice Chair and he would be honored to remain Chair.

Director Muck stated the list in front of Director Dooley is the responses he received from everyone, which he requested quite a few meetings ago. He would recommend to follow procedure. The only interest for Chair was Dooley and for Vice Chair was Staab so you might want to do a motion and approval for those two appointments and then have the discussion on Committee rolls and formally appoint those.

Commissioner Dooley asked if there was a motion to approve Vice Chairperson Staab to fill the roll as Vice Chair.

Commissioner Joshi made the motion to approve Commissioner Staab to be appointed as Vice Chairperson.

Commissioner Smith seconded the motion.

Voice Vote Unanimous

Commissioner Staab asked for a motion to approve Jay Dooley to be appointed as Chairperson.

Commissioner Smith made a motion to appoint Jay Dooley as Chairperson.

Commissioner Joseph seconded the motion.

Voice Vote Unanimous

B. Commission Committee Appointments

Commissioner Dooley noted that there are seven Commissioners. He then asked if there is one Committee where we could have three Commissioners sit on the committee.

Director Muck stated that he would say the Parks Foundation Committee. Commissioner Staab can weigh in on that. He has been a member of the Parks Foundation Committee for years. He could be, as he is currently, the Secretary of the Foundation, and sits as a resident and outside of his purview as a Commissioner and you could have two other members of this Commission beyond that.

Commissioner Dooley stated it is his thought that Commissioner Torimoto and Commissioner Joseph be the other two on the Foundation Committee. We can then default Commissioner Smith to Walkable Novi. Commissioner Riggins can continue her role on Walkable Novi. He put his name in because he saw three names on Grants Committee. He cannot speak for Commissioner Riggins but he would have no problem if she wants to continue on Walkable Novi. This would default Commissioner Staab and Commissioner Joseph off of Grants Committee and put Commissioner Joshi and either Commissioner Riggins or himself on the Grants Committee.

Commissioner Dooley asked how that sounded to everyone so far. He then suggested a motion be made that Commissioner Staab, Commissioner Joseph

and Commissioner Torimoto sit on the Parks Foundation Committee into the new year,

Commissioner Joseph made the motion that Commissioner Staab, Commissioner Joseph and Commissioner Torimoto sit on the Parks Foundation Committee in to the new year.

The motion was seconded by Commissioner Smith.

Voice Vote

Unanimous

Commissioner Dooley stated he did not know whether Commissioner Riggins wants to remain on Walkable Novi or go to the Grants Committee.

Director Muck stated we could retain Commissioner Riggins on Walkable Novi contingent on her acceptance at the next meeting if we wanted to go that route.

Commissioner Dooley stated they would put Commissioner Riggins on Walkable Novi with Commissioner Smith contingent on her wanting to continue that roll, otherwise he would be happy to sit on Walkable Novi.

He knows that Commissioner Joshi wants to remain on the Grants Committee.

We would then remove Commissioner Staab and put in Commissioner Dooley Grants Committee, again contingent on what Commissioner Riggins would like to do next year.

Commissioner Dooley asked for a motion for Walkable Novi and Grants Committee based on that discussion.

Commissioner Joseph made a motion to approve the Walkable Novi Committee and Grants Committee as discussed with contingency.

The motion was seconded by Commissioner Smith.

Voice Vote

Unanimous

C. Park Updates by Commissioners List

Commissioner Dooley stated we have fourteen parks, which means that two Commissioners will sit on each park.

Park assignments were discussed, and Director Muck stated he would take the interests and requests and make some assignments then mail it out as part of a Friday update along with a schedule.

D. Recycling in Parks – Commissioner Smith

Commissioner Smith stated this is something he wanted to bring up as discussion. When he was out at the Tim Pope rededication, he saw all of the plastic bottles going into the trash. There was not a recycling bin available. He knows it is probably an extra expense and extra work for the crews there but he was wondering if it is a possibility to add recycling bins.

Director Muck replied we do have recycling at the Novi Civic Center and we do that for large and small community events. We also have bins at Fuerst Park, which has been a pilot program for recycling within our parks. We did that because of the proximity to the High School. What we are finding is there are a lot of challenges with a large-scale recycling program. Some parks are not good candidates for it. At the Novi Dog Park no food or drink is allowed and we wouldn't want to encourage that. Small parks like Brookfarm and Village Wood Lake do not get a lot of waste and may not need those either. When you put

the bins out, the biggest challenge is educating the public on what can and can't be recycle. Because we are not single stream, one greasy pizza box can ruin an entire bag of recycling. Not being single stream would mean that the parks maintenance staff or other employees would have to hand sort and that is too difficult a task. As seen at Pavilion Shore Park over the summer, when we have seen a lot of trash stacked up, that is not feasible from a staffing standpoint. We do have recycling bins at the Civic Center and Fuerst Park. On a similar vein, composting is going to be available at the Civic Center. We are taking that on as a program for the City staff. They are going to have composting bins in the staff areas on the first and second floors of the Civic Center.

Commissioner Smith suggested putting up signs to encourage people to take their recycling home with them and put it in their own bins.

Director Muck stated that is what we did throughout the shutdown. We encouraged people to "pack it in, pack it out". This applied also to water since the faucets were not turned on due to COVID concerns.

Commissioner Joshi stated that in the summer during the shutdown she noticed a lot of trash and recycle along the ITC Trail. She suggested, perhaps in the future, having a community event to clean your own parks. Then people can see the trash being left.

Commissioner Smith suggested something similar to adopt a road program.

Organizations can have their name put up in the park they keep clean.

Director Muck would like to encourage volunteer groups, businesses or scout troops who may want to put in service hours to contact us. In late summer we did have some Seniors from Novi High School who needed service hours go out and walk the ITC Trail and picked up bags of trash. They surprisingly did not find that much. They went a couple of weeks in a row. Anyone who is interested in those type of service hours should contact us.

Commissioner Dooley asked Commissioners Joshi and Smith to remind everyone monthly about this and keep it in the forefront.

E. ITC Community Sports Park North Playground Replacement

Commissioner Dooley referred the other Commissioners to an email Director Muck sent to them about the choice for the playground.

Director Muck stated it is one structure and relatively small, but it has exceeded its life. It is planned to be replaced with this new inclusive design structure and safety surfacing. We are working with Brighton based Penchura as a preferred contractor and have been working with them for several years. They have done the playground install at Pavilion Shore Park, Ella Mae Power Park and the Tim Pope play structure. What you see before you is called Tree Tops, one of their newer designs. Director Muck explained the features of the playground. It will include benches and will keep the natural theme in the park which was started with the Tim Pope play structure. The replacement of the playground is currently listed in the City CIP plan for this year for a little bit over \$111,000. The total cost to do this is \$86,000 and that is using a HGAC cooperative purchasing contract. That is typically what we do when we buy or do our playgrounds. It includes engineered wood fiber playground surfacing. It does not include the poured in place surfacing which would cost an additional \$35,000 and put us well over budget. He wanted to point that out because Council could, at their

prerogative, decide if they want to do that. Pending Council approval this coming Monday night, the project would be scheduled for spring of 2021. By ordering in November we do lock our price in with the manufacturer. He then asked for any questions about the renderings he sent them earlier. Commissioner Dooley noted that the two drawings were different angles of the same structure. He then asked if Director Muck was looking for an approval on the play structure and a motion to send it to City Council for their approval. A motion was made by Commissioner Joseph to approve the recommendation for the play structure to be sent to City Council. The motion was seconded by Commissioner Smith.

Voice Vote

Unanimous

STAFF REPORTS

A. Administration Division – Director Jeff Muck

1. Park Project Update

Director Muck stated Commission Staab did an excellent job on his park update during the Parks Foundation report. He will expand on those.

At Lakeshore Park they are finalizing the building. The new playground is installed but he would encourage people to stay off of it because the entire park is still a construction site. They were pouring the last of the concrete curb and gutter yesterday. Hopefully, they will be laying the first course of asphalt paving tomorrow, and if not, then early next week.

The water tower is hopefully on target for mid to late May of 2021. The painting company is ready to go and the City is ready to go. We are just trying to lock down the time with the cell phone carrier.

Bosco Fields are not complete. The contractor still needed to do some additional seedings and some additional leveling. There are some fields we feel could be potentially playable in spring or late spring.

At Wildlife Woods Park there is still another surface that has to go on top of the concrete. It is an acrylic surface similar to what we do when we resurface our tennis courts. They will come in and paint the court lines and put that surface down. They could not get that done with the temperatures falling. It has to be over a certain temperature for a consistent number of hours. Those will be done in spring of 2021. That project was made possible with the Foundation's help of a \$100,000 contribution. They will be recognized as we create signage for that park. He encouraged everyone to drive back to the park from Wixom Road. It is a completely different look and feel now that you can access the park that way. There are new pathways leading up to the shelter. We have gotten some calls with the fencing and the concrete because it does look a little like a prison yard right now. In the end, it will look really nice and we are looking forward to having those pickleball courts in the spring.

Commissioner Joshi stated she has noticed people fishing in the pond at Bosco Fields and asked if that is part of Bosco Fields or is it private.

Director Muck replied part of the pond is on Griffin Funeral Home property and part of it is what we are leasing from the School District. It is about fifty-fifty. We get calls and as long as people abide by whatever DNR regulations are in

place for fishing we do not have a problem with it. We have heard there are fish in the pond.

Commissioner Smith stated he has seen new benches on Meadowbrook Road and asked if that is a City project. It looks like it must be because they are all the same.

Director Muck stated that was a goal of City Council. They directed City staff to place benches from Eleven Mile down to Eight Mile along Meadowbrook Road. He believes there are five benches. DPW installed those and they are available if people are interested in purchasing those as a memorial as part of our memorial bench program, which Deputy Director Ringle oversees.

B. Recreation Division – Deputy Director Tracie Ringle

1. Program & Services

Deputy Director Ringle stated in October we were conducting a successful soccer season and began in person fitness and dance classes. We had a new program called Parks and Recess. We had great success in all of the programs and received a lot of accolades, especially for the Parks and Recess program. These are a couple of quotes we received from parents. “My favorite program of any. The leaders did a wonderful job.” “Staff is amazing and creative.” Each of the recreation team assisted with a program that took place over ten weeks. It was led by Recreation Programmer Chase Root. The program was created to fill a gap that some kids in the community weren’t getting because of virtual schooling. This included recess games, gym activities and some art programs. The soccer season, also led by Chase Root, had exceptional comments as well. There are two she wanted to share. “Thank you Chase and Greg for what you do on behalf of the City. The soccer season gave the kids something fun in a difficult year. In addition to the opportunity of staying healthy and socializing, you should be proud how much your job influences positivity in our community.” This is one hundred percent of what we are here for and it was good to hear. The next is a candid one for Chase. “Well Chase, we finished off the season. I really can’t believe it. Like always, we owe you a huge debt of gratitude. Not sure how you always get it done, but you do. This season had to be extremely brutal many times. However, you provided happiness to not just the players that get to play but whole families and refs and coaches and others. Your continuous support is an amazing blessing to the whole community. I’m not even sure how you do it, but I’m very grateful.” These are wonderful comments and exactly what we are supposed to be doing here. The soccer season did extremely well numbers wise. We were down 130 kids from a year ago, which considering the circumstances, we take that as a win. We also did some clinics for people who weren’t sure they wanted to take on the full league due to circumstances. In November we were able to start our sold out basketball and volleyball leagues using school district facilities. We got in two weeks of games before the COVID pause which we are in currently. We are moving forward as a pause with our programs. We haven’t cancelled programs but are converting them to virtual when it is appropriate or put on hold until we are allowed to resume. Our staff did a great job. We learned a lot in March about how to navigate a pause and virtual programs and were able to move some programs along. We were pleased to be able to do this and we think the

community is, too. The majority of participants have had kind and understanding comments. Interest in our winter leagues, even as of this week, are still strong. It is a sign that people trust in what we are doing. They participated and felt we were taking the right precautions and that is good confidence in what we were able to put forth. With all of the transitions and the current situation, we are operating with a reduced staff. We have five positions that remain in layoff status and Greg, our Sports Supervisor is out, recovering from surgery. We have a reduced team but continue to move forward. The comments she read earlier put the heart in what we do and look forward to engaging with the community soon.

Commissioner Joshi stated she wanted to commend the staff. Her son attended Parks and Recess. It was a great idea and absolutely amazing.

C. Older Adults Division – Director Jeff Muck

1. Program & Services

Director Muck stated it is unfortunately, a short report because COVID has definitely affected our ability to offer programs and services to this population. We were starting to get some programs up and running. We had plans for BINGO and we had Stretch and Strength. We had a group come in to the Civic Center to participate in Stretch and Strength and it was so good to see them there, some of our oldest citizens, working out. Unfortunately, we had to shut that down. The good news is our transportation program continues to run. We are going to continue with that just like we did during the major shut down. Our loan closet is still available for those who might need durable medical goods. Our Advisory Board met in October. We discussed a whole range of potential winter programs that the staff had created. We had brainstormed things we wanted to run this winter and hopefully still will. Those programs center around aging in place initiatives. We had decided in working with the Advisory Board we wanted to do a call to action to the community, looking for volunteers, businesses, or sponsors who might be interested in starting up new programs or providing a service to older adults. This may be people who are on layoff or have extra time from working at home and who may have a skill or talent they could volunteer to the Department for Older Adults. We would like to hear from people if they are interested in doing that. There is still going to be a need this winter regardless of what the gathering restrictions are. Our staff will continue to pivot and recognize that our most vulnerable citizens are going to need us during the winter and we are committed to trying to offer some programs for them as well.

COMMISSIONER COMMENTS:

Commissioner Joshi stated it was nice to see everyone. Great job by the Parks and Recreation Department with the ever-changing circumstances of this year. Thank you.

Commissioner Smith seconded Commissioner Joshi's compliments of the staff, Director Muck and Deputy Director Ringle. Keep pivoting. Thank you for putting him back on Rotary Park especially since he has a presentation ready for next month and it would have just gone to waste.

Commissioner Joseph stated he is looking forward to Commissioner Smith's drone footage of Rotary Park and all of the future park updates.

Commissioner Torimoto stated it was great to hear the raw feedback that Tracie had from the community. That is what all of us are involved in the Commission for. Keep it up. It is a positive light to keep it going program and facilities wise and opportunities to engage families and the community. Thank you for everything you are doing.

Commissioner Staab commended Director Muck and Deputy Director Ringle on their resilience. You could write a book on pivoting. He wished the best to all of the staff and wished everyone a Happy Thanksgiving.

Commissioner Dooley stated he echoes all of the comments. This is a great team. In September, Miss Amazing Michigan took place in Fuerst Park. He was privileged to be in attendance helping his daughter and wife who were the Chairpersons of Miss Amazing Michigan. The Parks Department were there every moment, stayed all day and kept the park clean. They really worked well with those that were in attendance, families as well as the contestants. Miss Amazing is a pageant for young ladies that have special needs. He encouraged everyone to go to You Tube and watch Miss Amazing Michigan and see the spectacular job the City of Novi, Sheryl Walsh and her people and the Parks Department did. The City of Novi is going to be hosting Miss Amazing Michigan for the next two years. We had to have it outdoors because of the pandemic. Next spring it will probably be indoors. He did enjoy Fuerst Park which was a perfect venue for the event. Some of the contestants who won Miss Michigan had been on some of the local TV stations. It was fantastic to see them with their sashes and tiaras.

He has been in touch with some Novi Ambassadors. There is a project we are trying to advance with the City to beautify the city by keeping it clean. He is hoping in the spring you will see Novi Ambassadors out in the City doing that. He wished everyone a Happy Thanksgiving and asked them to stay safe.

ADJOURNMENT

A motion to adjourn was made by Commissioner Joshi and seconded by Commissioner Smith.

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Dooley at 8:04p.m.

DATE APPROVED: _____

Jay Dooley, Chairperson

Charles Staab, Vice Chairperson