

**PARKS, RECREATION & CULTURAL SERVICES**

**Thursday, May 15, 2014 – 7:00 P.M.**

**NOVI CIVIC CENTER – COUNCIL CHAMBERS**

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

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

**APPROVAL OF AGENDA:**

It was moved by Commissioner Pratt and seconded by Commissioner Wingfield to approve the agenda as written.

**Voice Vote** **Unanimous**

**CITIZEN COMMENTS:** None

**APPROVAL OF MINUTES:**

A. Approval of the April 17, 2014 minutes

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

**Voice Vote** **Unanimous**

**INTRODUCTION OF RECREATION SUPERVISOR:** Cristin Spiller

Director Mangum stated with the departure of Shauna Lewallen, who was running the sports programs, Greg Morris, who was running special events and youth and teen programs, has moved to that position. Cristin will be filling the special events and youth and teen programs position.

Recreation Supervisor Spiller stated that she comes from the City of Oak Park where she worked for the past seven years where she was the Director of Recreation. Prior to that, she was with the City of Madison Heights. She is a Novi resident.

**COMMITTEE REPORTS:**

A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Bauss stated the meeting last month was cancelled so there are no updates.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated the meeting was on May 13<sup>th</sup>. The Golf Outing was discussed. They are still looking for sponsorships for that event. Save the date cards have been mailed out. New this year, in case it rains, there will be a Euchre tournament. Other items discussed were the Art Park, recruiting new Board members, and Naming Rights. The ITC Naming Rights will be presented to City Council in June.

Director Mangum stated there was also a Naming Rights meeting for the Dog Park.

**STAFF REPORTS:**

A. Administration Division – Director Jason Mangum and Deputy Director Jeff Muck

1. Program updates

Deputy Director Muck stated the first weekend for Peter Pan was this past weekend with approximately 600 people attending. There will be shows this coming weekend as well. There are 23 participants in the upcoming "Shakespeare in the Park" program which will be in the summer. The art show in the atrium is the Novi High School select show and will be here through May 30<sup>th</sup>. Our Summer Softball Leagues have already filled with 80 teams. Our Adult Tennis League will start next week with 47 men and women participants. In youth soccer, on June 7<sup>th</sup> at Community Sports Park Dooley Dog Day will return with our sponsor, former Park Commissioner, Jay Dooley. We are actively seeking lifeguards for Lakeshore Park.

2. Fuerst Park shade structure update

Deputy Director Muck stated they have reviewed and analyzed the bids that have come in for the shade structure and staff is recommending rejecting the bids and reallocating the funds to another project and would like the Commissions input. The reason for rejecting are the topography of the area (slope and landscaping) limit the options for shade structures. Also, the path of the sun and the orientation of the amphitheater will cause the sight issues for attendees especially during late morning shows even with an overhead structure in place. The cost came in over budget and/or would require work to be done in phases. There are esthetics issues. There are also sight line issues for the attendees and would impact the amount of seating. He reviewed these issues with Cultural Arts Coordinator, Rochelle Pernak, and Recreation Supervisor, Wendy DuVall and tried to come up with alternatives for attendees of the summer shows who are concerned with the heat and sun at those shows. There were three suggestions. One was to open Township Hall as a cooling station, first aid station and information station. We could set out a popup tent in the grassy area with water coolers. We are also looking at giveaway items like hats, fans, popsicles, etc. A Commissioner suggested trees.

Deputy Director Muck stated they would not work with the structure of the amphitheater.

Commissioner Pratt asked if those funds could be allocated to the construction of a shelter in that park close to the amphitheater.

Deputy Director Muck stated it was discussed and it also had some sight line issues. Based on all of the discussion it was recommended the funds be allocated to another project.

Commissioner Wingfield asked if this has been an issue in the past or if it is something just to make it nicer.

Director Mangum stated in the summer when we do our mid-morning shows on "Tremendous Tuesdays" we do get some participants who request shade or structure. This is the only program it has affected. Most of our other programs at the park are held in the evenings.

Commissioner Pratt asked if on those very hot days the Library could be utilized.

Deputy Director Muck stated we have not had that discussion with the Library yet. Director Mangum stated we are still looking in to the issue.

Commissioner Staab asked what kind of participation there was for the Tuesday event.

Director Mangum stated around 200 to 250 people.

3. ITC Naming Rights of Community Sports Park

Director Mangum stated the Naming Rights agreement for ITC Community Sports Park is up for renewal and it will be presented to City Council at the June 3<sup>rd</sup> City Council Meeting. In the new agreement the terms are a little different. ITC is looking for recognition for a 10 year deal through two 5 year agreements. The first 5 years they donated one hundred thousand dollars a year for a five hundred thousand dollar total. For the next 5 years they are proposing to donate fifty thousand dollars a year for a total of two hundred and fifty thousand dollars. They are asking for recognition for 10 years for a total of seven hundred and fifty thousand dollars. We are excited about this and have had a great partnership with ITC whose corporate headquarters are in Novi. The ITC transmission lines run across the corner of Community Sports Park. We are grateful for their generosity and continued support of Novi Parks, Recreation and Cultural Services.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Memorial Day

Manager Kapchonick invited the Commissioners and community to attend the Memorial Day Parade and ceremony on Monday, May 26<sup>th</sup>. The parade starts at 10a.m. and the ceremony will be at the Novi Civic Center. There will be about 20 veterans attending, 19 organizations, numerous scout troops and about 8 dignitaries. We are fortunate to have Tom Holzer and a Porsche group who will be donating their cars for the use of our dignitaries in the parade.

Commissioner Jewell asked where the parade begins.

Manager Kapchonick replied it begins at Karim Drive which is around a two and a half mile walk.

2. Program updates

Manager Kapchonick stated the “Enhance”, which is the older adult newsletter, will be mailed out the beginning of next week to approximately eleven thousand residents. It will highlight all of the spring and summer programs, have articles on programs, the library and cultural services and events. On May 3<sup>rd</sup> they had the Kentucky Derby Novi style with about 60 people attending. We started our softball season this past Tuesday and golf with three leagues started last week.

3. Transportation

Manager Kapchonick stated transportation continues to expand. We have hired two new drivers. We are also seeking ads for the three vans. We currently have four businesses that place their ads on the vans and are looking at two additional businesses.

C. Enterprise Fund Reports-Deputy Director Jeff Muck & Older Adult Services Manager Karen Kapchonick

Director Mangum stated this is the first time this has been on the agenda. The Ice Arena and Meadowbrook Commons are our two enterprise funds. These are facilities we oversee and are very important to the services we provide. We hire an outside company to run these for us and there are no tax dollars used. We feel it is important to update you on what is going on with them especially when it comes to improvements and projects so you are aware and provide input that we can share with our management companies.

1. Ice Arena

Deputy Director Muck stated the Ice Arena opened in 1998 and was established

to provide ice skating services for residents and local communities. The Ice Arena is operated under contract by Suburban Arena Management. The primary customer base is Novi Youth Hockey Association, The Skating Club of Novi Learn to Skate Program, Novi Ice Arena Adult Hockey League, Novi and Northville High Schools, Club teams and recreational skating activities. Significant accomplishments for 2013/2014 are a new locker room for the blue rink, flooring projects, remodeling of the Café on the main level, some new seating, replacement of old boilers to high energy efficiency boilers, replacement of over 100 pair of rental skates and installed new wireless internet routers. Our budget is looking good for this year. We are pleased with the responses from the Management Team to the items brought to their attention. We are very happy with the Manager, Kris Barnes and the company.

Commissioner Bauss asked if the Ice Arena was self-sufficient.

Director Mangum replied that it is. There is nothing at the Ice Arena that is tied to the General Fund or to Parks and Recreation Fund. It is self-sustaining as is Meadowbrook Commons.

Commissioner Staab asked if there had been any thought of putting concrete down below the ice so it could be used for other purposes.

Director Mangum stated it has been discussed. There is not a lot of down time and the concrete would be used for other types of events. Director Mangum talked about the growing programs and stated the concrete could not be justified because of the lack of down time.

Commissioner Staab congratulated Suburban Arena Management and the City of Novi for the fine job they are doing.

Commissioner Wingfield asked where the funds come from for maintenance repairs on the building.

Director Mangum stated there is a 20 year capital needs assessment for both properties. Prior to a repair that might need to be done according to the needs assessment, money is saved from the fees and charges of that entity. No money comes from tax dollars. The data from the needs assessment help set the fees and charges.

Commissioner Wingfield asked if the long term debt on the Ice Arena has been paid off.

Director Mangum stated it has not. There is still a bond payment. It is a 20 year bond.

## 2. Meadowbrook Commons

Manager Kapchonick stated Meadowbrook Commons is managed by KMG Prestige. There are 177 units. Out of those, approximately 60 of those are ranches, which are behind the building, and 117 are apartments in the three story building. The building also houses our Community Room and Meals on Wheels. Many of our Older Adult Programs are offered there at Meadowbrook Commons which we now call Meadowbrook Activity Center. Meals on Wheels is offered five days a week both for those who can come to the facility and those who are homebound. Many of the other activities are held by KMG Prestige and done by the volunteers and residents. We are currently looking at putting a gazebo on the grounds in cooperation with the Rotary Club. Our goal is to have that finalized by the end of this year.

Commissioner Staab asked the age of Meadowbrook Commons.

Director Mangum replied it is twelve years old.  
Commissioner Bauss asked if it is full.  
Manager Kapchonick confirmed that it is and it has an 80 person waiting list.  
Commissioner Bauss asked the age requirement.  
Manager Kapchonick replied 55 and older.  
Commissioner Staab asked if KMG Prestige is local.  
Manager Kapchonick replied she believes their headquarters is in Lansing.  
Commissioner Staab asked if management services go out to bid on a regular basis.  
Manager Kapchonick replied they have three 5-year agreements with renewal every year. In 2016 we should be going out on a new bid.  
Commissioner Staab asked if we had been with them for a long time.  
Director Mangum stated they have and that they were Keystone when we first started with them.  
Commissioner Bauss asked how they set the rental rates.  
Director Mangum stated it is market rate. We do not have a subsidized program.

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

A. Discussion on Strategic Plan process

Director Mangum described the meetings and survey done to gather the information from various viewpoints for a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. The data was recently used in a strategic planning session. This is an opportunity for the Commission to weigh in on whether we are going in the right direction.

Director Mangum stated the Strategic Plan is to provide focus on how to position our organization and achieve the best long-term results for the community. We set a mission: "To provide exceptional park, recreational and cultural opportunities that are diverse and enhance lives". The mission is the one thing everyone in the organization should know because it is the essence of who we are. The things we value as a department are:

Innovation, - which sets us apart

Excellence - because we want to be the best,

Integrity - we want to do things right and in the right way,

Inclusion - we believe recreation is for people of all abilities and all walks of life

Environment – we value it and it needs to be protected, enhanced and enjoyed

The vision is to be seen as an essential service whose benefits are recognized and valued in the Novi Community.

Our strategies are:

1. Achieve CAPRA accreditation

2. Develop a plan for the Barr Property

3. Enhance Cultural Arts

4. Develop and maintain quality Park infrastructure

5. Report and educate on inclusive opportunities (including people of all abilities and disabilities)

6. Develop a plan that serves the whole Novi population (serve the diverse population)

Commissioner Staab asked what the timeframe is for CAPRA accreditation.

Director Mangum stated our goal is to have all 144 standards met by December 1<sup>st</sup> of this year. We then go through a self-assessment process and submit it to the Commission. Our hope is to have visitors here next summer and then become accredited at the National Conference in 2015.

Student Representative Kodali asked if in the survey people felt they were not getting enough education or that it was not important to them.

Director Mangum replied it was not important to them when they ranked things so it is on us for not educating the public.

Commissioner Wingfield asked if we learned anything significant from this survey that we may not have known or is it what we may have thought.

Director Mangum replied our goal is to learn about the residents because we work for the residents and try to keep tabs on what they want. We have a pretty good idea of what they want and sometimes things come back a little higher or lower than what we expected. It helps us to take what we know and refine it.

Commissioner Wingfield asked a question about differences in what is wanted demographically.

Director Mangum stated we did not do that kind of analysis but we could go back and take a look at it.

Commissioner Pratt asked if we got more response or participation from certain quadrants of the City.

Director Mangum stated we did not get that information but it would be good to know.

Commissioner Staab mentioned the performing arts as part of Cultural Arts.

Director Mangum stated performing arts and visual arts are also important to us.

Commissioner Jewell commended the staff for their work on the Mission Statement and Vision Statement and their work on the CAPRA standards.

Commissioner Wingfield asked if the one thousand acres of park land is about 800 acres of passive and 200 acres of active.

Director Mangum stated he is not the person to ask because he believes all park land is active. The majority of our park land is in Lakeshore Park which is 628 acres. We do have some very nice active parks. ITC Community Sports Park is 78 acres. Ella Mae Power Park is 74 acres. We have more park land than most cities with our population. Many cities of our size have more parks but fewer acres.

Commissioner Pratt asked if included in serving diversity it would include a previously talked about a digital program where there would be things like bar codes on trees for educational purposes.

Director Mangum stated this would be a program where the technology would bring people in to our parks instead of keeping them away. Digitizing our bike routes is another option. This would be included in serving our underserved populations.

Commissioner Jewel stated when he was in a park in Ann Arbor near the VA Hospital and there were students with their smart phones and different things and areas had codes to scan and things they could look for. He thinks this is a great strategy for getting kids outdoors and involved.

Director Mangum paraphrased a quote that we only protect what we love, we only love what we know and we only know what we are taught. We want people to protect parks and natural resources.

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Student Representative Kodali stated a lot of students will be working on the Memorial Day Parade so it should be fun. The data from the survey was interesting.

Commissioner Pratt welcomed Cristin Spiller. He thanked the department for the new bridge that was installed near Village Oaks School at Brookfarm Park and noted there is a lot of work going on there.

Commissioner Bauss also welcomed Cristin Spiller. He recently attended the first of two meetings on place making. He saw lots of ways that what the Commission does plays into that process. The bridge is great news but we need a second bridge from East LeBost across. His daughter has been involved in "Peter Pan" and it has been a great experience. He was surprised to see how many people from outside of the community are involved. It is a great draw.

Commissioner Wingfield stated it was a good meeting and welcomed Cristin Spiller.

Commissioner Staab welcomed Cristin Spiller. He congratulated Councilperson Staudt and Commissioner Wingfield in joining the Choralaires. He attended the Choralaires Concert this past Saturday night with an audience of about 120 people. They will be going in to their 40<sup>th</sup> year this fall and will participate in the Memorial Day Parade.

Commissioner Jewell welcomed Cristin Spiller. He feels it was a great meeting and we are moving in the right direction.

**ADJOURNMENT**

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

**Voice Vote**

**Unanimous**

The meeting was adjourned by Commissioner Jewell at 8:07 p.m.

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

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Harry Torimoto, Chairperson

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Jerry Jewell, Vice Chairperson