

**PARKS, RECREATION & CULTURAL SERVICES**

**Thursday, December 19, 2013 – 7:00 P.M.**

**NOVI CIVIC CENTER – COUNCIL CHAMBERS**

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

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

**APPROVAL OF AGENDA:**

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

**Voice Vote** **Unanimous**

**CITIZEN COMMENTS:** None

**APPROVAL OF MINUTES:**

A. Approval of the November 21, 2013 minutes – no September Meeting, no  
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 Torimoto stated the Walkable Novi Committee Meeting for December was cancelled and is also cancelled for January.  
Commissioner Torimoto asked Director Mangum if there were any updates.  
Director Mangum stated there were not updates but they have been discussing the prioritization list for use in the Capital Improvement Plan.
- B. Novi Parks Foundation - Commissioners Staab and Ferrell  
Commissioner Staab stated there was a meeting on Tuesday night which he was unable to attend. They welcomed their new Executive Director, Janet Torno. Her first job will be to work on the Golf Outing for 2014.  
Director Mangum stated he was able to attend the meeting and it was an opportunity to see Interior Environment's new location. The owner, Randy Balconi, is one of the Foundation Members. The meeting was held there and was a meet and greet for the new Executive Director. They also discussed the Naming Rights Program, renewal of ITC Community Sports Park naming rights renewal and grants.
- C. Parks and Recreation Grant Committee - Commissioners Wingfield & Jewell  
Commissioner Winfield stated there was not a meeting this month. The next scheduled meeting is next month.

**STAFF REPORTS:**

- A. Administration Division – Director Jason Mangum  
1. Superintendent of Recreation – title change

Director Mangum stated the title Superintendent of Recreation will change to Deputy Director. That title is out for recruitment now since Superintendent Pratt will be going to work for the DNR.

Commissioner Wingfield asked Superintendent Pratt to tell them about his new position.

Superintendent Pratt told the Commission about his upcoming new job.

2. CAPRA Update

Director Mangum stated many regulations are being completed and one will be discussed this evening. We are still on track to have our regulations and standards complete by the end of 2014 with the goal of receiving accreditation at the National Recreation and Park Association Congress in 2015.

3. Light Up the Night

Director Mangum stated Light Up the Night is a signature event with "all hands on deck" with Greg Morris as the Recreation Supervisor. Director Mangum commended the other employees and departments in the City who helped make the event a success. He then told about changes and participants in the event. He thanked everyone.

4. Paul Policicchio memorial

Director Mangum stated with the donations in memory of Commissioner Paul Policicchio, which his family asked for in lieu of flowers, our goal is to install a memorial to him with a bench and tree at Pavilion Shore in the spring. We are grateful for these donations.

5. MNRTF Grant status

Director Mangum stated earlier this year we applied for two development grants. One of the grants was for Phase 3 of Pavilion Shore Park and the other was for Wildlife Woods Trail that would connect the current entrance of Wildlife Woods to the ITC Corridor Trail. We did not score high enough on those grants and did not get either of them.

Commissioner Torimoto asked if there was any special information that needed to be included in a donation in memory of Paul Policicchio.

Director Mangum stated that a note or something indicating what the donation is for should be included. We are putting it in a special fund to track the donations.

B. Recreation Division – Superintendent of Recreation Scott Pratt

1. Youth and Teen update

Superintendent Pratt stated a Holiday Road Rally, which was also one of Greg Morris's programs, had to be rescheduled to January 28<sup>th</sup> due to the heavy snow and bad weather of the original date. Registration is still open for the rescheduled date. Superintendent Pratt described what is done during the Road Rally.

2. Theatre production updates

Superintendent Pratt stated the Novi Civic Theatre put together a booklet of all of their programs. "101 Dalmatians" is coming up next. "Peter Pan" and "The Mobfather" are also coming up.

There are a lot of new classes in the new "Engage!" It is not just sports where we have made additions but in all areas. Superintendent Pratt named some of the new classes in each area. We have something for everyone.

3. Sports update

Superintendent Pratt stated we ran a free girls lacrosse clinic and had 32 girls show up who were interested. We feel this program will continue to grow.

#### 4. Hearing for Commissioners –SWOT Analysis (January)

Superintendent Pratt reminded the Commissioners to mark their calendars. On January 16<sup>th</sup>, after the Commission Meeting, there will be a meeting in the Council Conference Room for the Commission SWOT analysis with our facilitator.

Commissioner Torimoto stated there was information in an e-mail that was sent to the Commissioners that contained an attachment with a trend graph on the number of registrations for programs over the past 5 years. That is the kind of data that is useful in doing the SWOT analysis. He thought it would be good to have it broken down a little more to be able to see where the growth was and asked if that data could be available before the SWOT analysis.

Director Mangum stated that report was highlighting sports but we can pull those other numbers because they are part of our financial audit. We can send those to you before the SWOT analysis meeting.

Superintendent Pratt commended all of the programmers for their great work which have made our numbers so good.

Commissioner Torimoto asked if demographic numbers were available.

Director Mangum stated that would be a good thing to bring up in the SWOT analysis as something that we could start doing.

Superintendent Pratt stated that some of that information will be asked for on the survey that will be going out.

Commissioner Torimoto stated in the new Engage he noticed there is a new Novi Civic Dance Company. He asked if this is something we are now trying to do in house.

Director Mangum stated that is something that could be an opportunity we might not be taking advantage of. We are hoping to offer a recreational dance program which is similar to our karate.

Superintendent Pratt stated we have a staff member, Pam Gibson, who teaches Hawaiian Dance and also teaches pompon. We are utilizing her experience instead of getting an outside person.

Commissioner Wingfield asked if the department has seen any program that has tapered off due to a new program coming in.

Director Mangum stated that is something that happens over the natural cycle of recreation. We are not seeing anything significant in Novi. We are seeing an uptake in lacrosse but that is not just Novi. It is one of the fastest growing sports in the country. We are seeing a slight decline in baseball. Lacrosse is the fastest growing sport in the country and Michigan is the state where lacrosse is growing the fastest.

Superintendent Pratt stated the only thing we might see is people going to travel leagues. Shauna Lewallen and our sports team does do interleague play with places like Northville so it gives the feeling of travel in a recreational league but without the cost of travel.

Commissioner Wingfield stated he works with the Novi Youth Baseball League and each year they consistently have a 5 to 10 percent decrease each year but that is also the case with other communities. Kids are doing other things.

Director Mangum stated the growth is not necessarily at the expense of other things. Kids are involved in more programs each year. They do not participate so

much in unstructured outdoor play which research shows makes kids, healthier, happier and smarter.

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

- A. Appointment of Commissioner as Vice Chair of Parks & Recreation Commission  
Commissioner Wingfield nominated Commissioner Jerry Jewell to be the Vice Chair of the Parks and Recreation Commission. Commissioner Bauss seconded the motion.

**Voice Vote**

**Unanimous**

- B. Appointment of Commissioner to Walkable Novi Committee  
A motion was made by Commissioner Wingfield to appoint Commissioner Bauss to the Walkable Novi Committee. The motion was seconded by Commissioner Jewell.

**Voice Vote**

**Unanimous**

Commissioner Torimoto stated he is on this committee.

Director Mangum stated the Walkable Novi Committee meets six times a year and their meetings are at 6:00p.m. before the Parks and Recreation Commission Meeting.

- C. Update on Community Recreation Plan process

Director Mangum stated this is an opportunity to talk about the Community Recreation Plan which he hopes will be finalized in March and filed with the DNR in April.

Commissioner Torimoto asked if the feedback from the public hearing was available.

Director Mangum stated he hasn't seen it yet. After all of the feedback the facilitator will combine the data and let us know where we stand.

Commissioner Torimoto asked how the SWOT analysis links with the Community Recreation Plan.

Director Mangum stated the information from the SWOT analysis helps us set priorities for the Community Recreation Plan. We also use the information in our Strategic Plan.

- D. Regulation on Incident & Accident procedure

Director Mangum stated since this is something that affects the public, according to our regulation for creation of policies and procedures; it is something that comes to the Commission for recommendation, review and discussion. This is our regulation for accidents and incidents occurring on Parks and Recreation facilities. This applies to participants and not to staff.

Commissioner Wingfield asked if this form is something we have always had.

Director Mangum stated we redid the form about a year and a half ago.

Commissioner Wingfield stated that the form is comprehensive and covers everything.

Commissioner Staab asked Director Mangum how many incidents we have that would use this form.

Director Mangum stated in summer we see more of them with camp which might be a couple of dozen in a month and when we don't have so much going on in the parks we may see a handful. We also see them with the older adults due to falls. Since the seniors have moved to the Civic Center it is nice that we are all using the same document.

Commissioner Staab stated a couple of recommendations he would make would be to have a box camera at Camp Lakeshore and take a picture of where the incident happened and have it on file. If it ever goes to litigation you have the picture for documentation. The other thing he would recommend is to use the information and have a review to see what kinds of changes could be made due to these incidents.

Superintendent Pratt asked if that would help with litigation because we made improvements.

Commissioner Staab stated it would show that you are proactive.

Commissioner Bauss recommended having versions with a version number for the form for each update.

Commissioner Jewell made a motion to move forward with the Regulation on the Incident & Accident procedure with the recommendation from Commissioner Staab. The motion was seconded by Commissioner Wingfield.

**Voice Vote**

**Unanimous**

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Student Representative Singh had no comment.

Director Mangum stated he heard Student Representative Singh was accepted to Minnesota.

Commissioner Bauss stated he attended "Light Up the Night" with his family. He felt the layout was a great improvement.

Commissioner Wingfield stated he hated to see Superintendent Pratt leave but congratulated him on his new position. He wished everyone a Happy Holiday.

Commissioner Jewell stated he appreciated everything Superintendent Pratt did for the department and congratulated him on his new job. He wished everyone a Merry Christmas and a Happy New Year. He stated he attended the Novi Appreciation and gave kudos to the people who put it on.

Commissioner Staab stated he also attended the Appreciation Night. The venue was great and the food was excellent. He also had an opportunity to attend one of the Choralaires Concerts. He believes the attendance averaged about 70 per venue. He thanked Superintendent Pratt for his work with the Commission and the department for the past two years. He thanked everyone for the opportunity to weigh in on good information and to be able to help make the department strong. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Torimoto thanked Superintendent Pratt for what he has done the past two years. His family attended "Light Up the Night". It was not just the same thing and was a phenomenal event. He is looking forward to contributing input in January. He wished everyone Happy Holidays.

**ADJOURNMENT**

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

**Voice Vote**

**Unanimous**

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

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

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Harry Torimoto, Chairperson

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Jerry Jewell, Vice Chairperson