

most likely November-December based on how it's going right now. The property just west of that Nine Mile and Garfield Trailhead property, we're in the supplemental information phase. We can add additional information to increase our scores on that application. Chris Jackett, our management assistant, has really spearheaded the grants and the communication with the State on that. We've submitted some more information. They needed some more information on maintenance costs. It looks like we scored about the same as what we scored on the Nine Mile property, so that's encouraging. With the amount of acquisition funding that was out there, it was encouraging that that could be an acquisition, as well. Was in touch with the realtor of that property a few weeks ago and gave them an update. We've moving ahead. The best news out of our grant efforts came earlier this week. We were notified earlier this week the Villa Barr pathways and parking project was funded by the Michigan Council for Arts and Cultural Affairs for \$70,000. That is a great grant. We need to give some great kudos to Amelia Purdy-Ketchum, our recreation supervisor, and Management Assistant Chris Jackett for working on that. It was also overseen by Deputy Director Ringle. Great work by that team. That will be enhancing Villa Barr as we move forward.

Commissioner Dooley asked how we could get that great news about grant funding out to the City?

Director Muck said the information has been sent to the Community Relations Department and the Michigan Council for Arts has also done some releases, as well. It was in "Crain's" on Monday. We are required to put out information on it and send a letter to the governor to acknowledge that grant funding.

D. Parks Updates – Postponed to next month.

~~1. Wildlife Woods Park – Commissioner Torimoto~~

~~2. Rotary Park – Commissioner Bauss~~

~~3. Novi Dog Park – Commissioner Pratt~~

~~4. Villa Barr Art Park (Aug.) – Commissioner Jewell~~

Commissioner Thomopoulos asked about reassigning park assignments, as mentioned at the last meeting.

Commissioner Dooley said it can be discussed after the existing tabled reports at the next meeting in October as a separate agenda items.

Commissioner Staab asked if those with current October reports would still be reporting in October with the current schedule?

Commissioner Thomopoulos said Pratt has ITC CSP in October and Staab has Power Park.

Commissioner Dooley asked if Commissioner Staab would be able to do an October report.

Commissioner Staab said he would be able to.

Commissioner Dooley said Commissioners Staab and Pratt can present next month.

Commissioners Staab said to make sure Commissioner Pratt knew the situation where he had two reports to give.

Commissioner Dooley said Commissioners Staab and Pratt can do their October reports alongside the four tabled from September and the new assignments will begin in November.

STAFF REPORTS

A. Administration Division – Director Jeff Muck

1. Park Updates

Director Muck said last night he and Deputy Director Ringle attended the third session of the Novi Ambassador Academy class. This is the fourth academy class. Commissioner Dooley has gone through the academy and been a big supporter of it. We did a presentation to the members of the 16-18 academy members last night and decided, since there are so many park projects going on throughout the city and scheduled, we'd update the ambassadors on those projects. We'll share with you what we shared with them last night. We started with an overview of the department. PRCS encompasses more than 1,300 acres and 14 parks. We operate Novi Ice Arena and Meadowbrook Activity Center through independent companies. A full range of park services are a beach, dog park, full athletic facilities, hiking and biking trails. We serve more than 1,000 programs, serving more than 140,000 participants through those type of activities. We also offer our Older Adult Services in regards to our social events, transportation and social services. We gave them a broad update of all those programs. We took a second to brag about our quality standards. We're one of four Commission for Accreditation of Park and Recreation Agencies in Michigan last year and one of 155 nationally out of about 10,000 agencies. Will discuss in more detail on the next agenda item that we now have seven Certified Parks and Recreation Professionals on staff throughout our department. We touched on how this relates to our Police Department got their CALEA accreditation and how it's very rare... There's a small amount of municipalities that can brag they have their Parks Department and Police Department nationally accredited. This was really well received by the academy and they were glad to hear that. We talked briefly a little bit about Lakeshore Park design. We did an overview of what you've already heard with the activity building and how we got to this point. It's out of date, the restrooms and handicap accessibility, how we're going to pave the parking lot, add additional spaces, the library presence, the polling place for two precincts, additional summer camp enrollments. We did show them the building façade you've all seen and we talked a little bit about the overlay and how we're improving pedestrian access by foot and bike, and how we're replacing the large picnic shelter and the north playground. We got a very good response on this. Residents commented on how it's much needed and it'll be a nice jewel for the entire city. Good comments on that. As far as where we're at with that, it's currently out to bid. The bids are scheduled to be opened in the start of October, and from there it'll go on to City Council. We've gone through the process with Planning Commission. There was one Zoning Board of Appeals request for the front setback that was approved. So now we'll be on to City Council to approve the final bid. Villa Barr Art Park, we gave them an overview of how the park came to be and how David and Beth Barr wanted to make this a park and how they worked with the City. Tracie overviewed our partnerships with the Michigan Legacy Art Park, Eastern Michigan University and the Friends of Villa Barr, and how we're moving towards the artist-in-residency program. We'll be doing updates on the interior of the home over the winter so we can get that up to standards to host an artist. We also talked about how 27 of the sculptures were retained by the City of Novi and are staying on the property. The parking and pathway project is in the final design phase and \$70,000 was awarded via grant. We'll be starting some construction hopefully this winter doing some drainage work. This late fall or early winter we'll work on that and late winter or early spring we'll go out to bid for that. There's a lot of drainage work that needs

to be done before we do the parking and the pathways. We wanted to tie that in with the Napier Road repaving because the county will be paving the approaches. There are two approaches, both the main drive and, as we designed there will be an entry and an exit, and the county is paying to pave those entryways as part of the right-of-way agreement we worked out with them. Updates on the ITC Corridor Trail, the Community Sports Park portion of that is set to begin maybe next week. If the weather holds, we're going to break ground on that. Nine Mile to 11 Mile is in engineering, design and permitting phases, and scheduled for 2018 for that construction. Just as a reminder, it's a four-mile trail connecting from Providence Park campus to Maybury State Park and through to Hines Drive. An Eight Mile path from Garfield to Napier is currently under construction. If you've driven out to the sports park via Eight Mile, you'll see on the north side of Eight Mile there has been some clearing done. That is the preconstruction for that pathway. It'll be a race to the finish actually at that corner of the sports park and where that pathway comes through. We're encouraged to see that and it's scheduled for this fall, as well. Hopefully weather holds up and they can get that construction in. Ella Mae Power Park, we really talked about Power Park is a regional/state/national draw for tournaments. Some of the ambassadors were commenting on the economic impact Parks has on the city. With Deputy Director Tracie Ringle and Director Muck commenting on what these parks mean to economic development. We updated them that we are updating the spectator bleacher covers and spectator bleacher upgrades, again, likely starting this week. A lot of stuff has been tee'd up and here at the end of September, it's a lot of ground breaking and moving forward because winter is coming. Pavilion Shore Park is again another park scheduled to break ground next week is adding 32 parking spots to the eastern parking lot. We're about doubling our parking capacity at Pavilion Shore. This has been in such high demand since the park opened. As mentioned at a previous meeting, a bicycle repair station was donated and installed this summer. Always seeing people using it. We're continuing to add those along the ITC trail and at other points as we develop our walking and biking trails throughout the city. Those are parking spots. There are no boat trailer parking there. That's something we've been committed to where it be used for the park use only. Civic Center, one of the reasons we're having the Sock Hop in the Atrium is because we're redoing the Four Quarters. The renovations are getting close to being complete. Staff is very excited about that because it's been the entire month of September. New lighting, flooring and paint. We'll be scheduling a dedication to rededicate this as the Fuerst Sisters Senior Citizens Wing. We'll have this brand new floor and lighting, so it's looking great. We appreciate everyone, both City staff and residents it's displaced, and move some of our OAS card games and social activities around. We haven't been able to rent the building as much as we otherwise would have. We haven't had as much meeting space as in the past. This is going to be a nice refurbish for the Four Quarters. Grants, we just wanted to update the Ambassador Academy on our grants and our efforts. As spoken about earlier, the ITC Trailhead Park that's in progress, the Northwest Neighborhood Park back in 2014, Pavilion Shore Park received grant money, again the Michigan Council for Arts and Cultural Affairs \$70,000 for parking and pathways at Villa Barr, a public art exhibit in 2015 Amelia worked on, as well; and Michigan Humanities Council again Amelia Purdy-Ketchum working on Sizzling Summer Art Series. In grants, especially in the cultural arts area, we have really

stepped up our grant funding and aggressively gone after those grants. A large overview of our parks system. We've done things like a Jeopardy game with them, a test, but we think what we're going to try and do moving forward is get them on tours of the parks as we move forward for the next iteration of the Novi Ambassador Academy.

Commissioner Dooley said it was a great presentation and thanked him for doing that with the ambassadors.

Director Muck said every Ambassador Academy he's presented at has been active and engaged both in the presentation and at graduation. A lot of questions and good feedback last night.

2. CPRP Certification Recognitions

Director Muck said several members of the Parks, Recreation and Cultural Services team have recently achieved the Certified Park and Recreational Professional designation by the national certification board of the National Recreation and Park Association. CPRP is granted to individuals employed in the recreation, park resources and leisure services professions who meet the eligibility requirements — including a combination of higher education and/or work experience — and who successfully complete the national CPRP examination. The examination tests knowledge in all aspects of general administration, programming and operations management for parks and recreation. The certifications are valid for a period of two years, and professionals who wish to re-apply are required to complete professional continuing education unit requirements or equivalent academic course work. You've seen us go to national conferences, our state parks and rec conference, we're gaining CEUs for those to continue to meet our certifications. Park and recreation professionals with the CPRP designation meet high standards of education, expertise and experience. In the last year, we've had Chris Jackett, our management assistant; Jessica Mistak, recreation supervisor; Amelia Purdy-Ketchum, recreation supervisor; and Cristin Spiller, recreation supervisor, all achieve certification within the past year. It came out of the CAPRA accreditation process and then wanting to not only work at a CAPRA-accredited agency, but to work at the top of their profession by getting their CPRP. They joined Greg Morris, recreation supervisor, myself and Deputy Director Ringle as CPRP certified professionals. That is our CPRP in a nutshell. It demonstrates our department's quality of operations management and customer service. Between CPRP and the CAPRA accreditation, you can see we really do strive to operate at the highest level of education and service for the city. Congratulations to those four staff who got certified in the past year.

Commissioner Dooley said to let them know how much we appreciate what they do and certainly their achievement.

B. Recreation Division – Deputy Director Tracie Ringle

1. Program & Services

Deputy Director Ringle said, over the past year or so, the department has made a conscious effort to knit together our divisions within parks and recreation. That includes our Older Adult Services Department, which is obviously under our umbrella. Some examples of things we've knit together are the older adult golf league and older adult softball league have come under our Sports Division with Greg and Chase. Transportation, which is primarily an older adult program, has

been added to the responsibilities of Jessica Mistak, so she's been overseeing transportation and facilities. And the Older Adult Services Division oversees fitness at all age levels. We're really trying to break the divisions and just be a cohesive offering for our residents. The combination of programs together have helped us alleviate a duplication of efforts between the two offices as far as deposits and things we do on a daily basis. So, what we're going to do in the next month or so is Shannon Janes, who works in our Older Adult Services office is actually going to join Julie Nickels at our parks and recreation desk so we have a centralized reception area for the department. It helps us alleviate some of the duplication of efforts and also lets us make sure we have a cohesive approach throughout our whole department. We anticipate this happening at the end of October, beginning of November. It'll take a little bit of time to re-educate our older adults, who are used to walking into the Older Adult Services office, so we'll make efforts to re-educate them to come to the parks and recreation reception and then we'll direct them to go to meet with a staff member or what services they're looking for. Undeniably, Older Adult Services will maintain their identity. There's no anticipation of that changing. Older Adult Services will still have phone number, place in Engage!, their website and so on. It's really just combining us for our internal services. Staffing wise, we're then not staffing to offices full time. It gives us recreation programmers the ability to be at programs, to be out in the field looking at parks and so on. It's that effort to manage that, as well. We anticipate an education for our residents, but anticipate it going smoothly and a great process.

Commissioner Bauss said it's a great idea. Any time you're removing stiles within your organization so you're communicating better with one another and finding efficiencies and putting resources where they really have a greater impact is a really great idea. Great to find that and implement that.

Deputy Director Ringle said we appreciate Julie, Shannon and the rest of the team for their willingness to cooperation and patience; and to our residents and their patience, as well.

Some of the fall programs coming up. Winter is coming, but we're still moving toward fall. Day of the Dead is an event going into our third year. Dia de los Muertos holiday in the fall. We're going to offer that on Sunday, 10/29, from 2-4:30 p.m. at the Civic Center. We're going to add a mariachi performance. Amelia Purdy-Ketchum has contacted a group that will do that for us. We will have an authentic food vendor on site with a food truck. We're going to add a procession. Those participating in the event will be dressed in the traditional dress of the event and proceed from the Atrium into the Four Quarters and do dancing in the stage. This year, we'll move it more into the Four Quarter and the Atrium to accommodate the attendance of the event. We look forward to hosting that group again. The S'mores Family Fun Run, this will be the second year we're offering that Saturday, 10/14, from 5:30-7:30 p.m. at Lakeshore Park. Cristin Spiller will lead that again this year. It's a chance for families to enjoy the multi-use trails at Lakeshore Park. Families will run into the trails, grab all the pieces together for s'mores, come back and put those together while enjoying hayrides and live music. We're adding a scavenger hunt in the park, as well. Great event last year that we're anticipating being a great event this year, as well. Monsters on Main will take place on Main Street Wednesday, 10/25, 6-7:30 p.m. It's trick-or-treating, games, movies and crafts all in the Main Street area. Main Street will be where you can trick or treat. They've opened their doors to provide candy and

activities for kids. We look forward to hosting that event and having a great turnout. Dooley Dog Day again this fall. We appreciate this every season. It'll take place on the 30th at ITC Community Sports Park. If you're a player, a parent, a grandparent, a spectator; if you're at the park, enjoy a hot dog. Commissioner Dooley asked if there were any details on the Battle of the Badges blood drive or if they're recruiting?

Deputy Director Ringle said it's something held annually at the Civic Center. It's a Red Cross blood drive, but we make it fun where you can designate who you're representing. It's just a fun way to add competition to donating blood.

Commissioner Torimoto said he was out of town both times, but asked if it met expectations?

Deputy Director Ringle said we hold one in the spring and one in the fall. It's the second year. It was so popular that we did it again. We offered it prior to the beach opening and after the beach closing this year.

Commissioner Torimoto said he thought he saw a registration number of 24 somewhere and asked if that was a high or low number?

Deputy Director Ringle said it's been pretty steady. It's dog park members only, so it is a limited audience. We know they've been vetted, had shots and have their behavior under control. It's not the general city population. Twenty-four is a great number and they enjoy it. The dogs are wagging their tails and smiling and running, and the owners are socializing. Everybody's been happy with it.

C. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Program & Services

Manager Kapchonick said today is the Throwback Thursday '50s Sock Hop. We're partnering with four other communities: Farmington Hills, Northville, Livonia and South Lyon. More than 160 individuals out in the Atrium dancing away to the music of the '50s. We're very fortunate to have 11 vendors who sponsor this event and help with the participants, in terms of bringing the price down for each of them. This is our second year doing that and we have another one planned for the spring. It'll be with the same communities and that one will be a luau. We hope to continue the two special events as regional programming for our older adult population. We are in the stages of planning for our Halloween luncheon for 10/30 and planning for our veterans' brunch. It's a very special program we have saluting our heroes and that program is open to all veterans. It'll happen Thursday, 11/9, at 10 a.m. Both of the programs can be viewed and registration done online through the City website. As we move forward, we have two tournaments coming up; a pinochle tournament for the first time 10/14 and also a 10/19 mahjong tournament. Mahjong seems to be a growing board game, so we're going to dive into that and we have volunteers who will be the chairperson and officials for that, because we don't know a whole lot about that game. It's a lot of numbers, remembering numbers and details. It's very popular down south and moving forward coming up to Novi.

Commissioner Torimoto asked if there were any updates to the results from the Older Adult Services survey?

Manager Kapchonick said there's no completion on that at this point. It's part of the Older Adult Services Strategic Plan.

Commissioner Bauss asked if all the improvements are done over at Meadowbrook?

Manager Kapchonick said the parking lot is complete and they're working on a punch list before winter comes.

Commissioner Dooley said the earliest he's seen snow is 10/3.

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Torimoto said all the topics about continuous improvements and growth, and the people and facilities, yet still talking about being operationally efficient, especially with resources, it's just amazing what gets done and what continues to make sure we have great services. Congratulations again and thank you so much for what you're doing.

Commissioner Staab said it was a very comprehensive report. There are a lot of good activities coming up, especially in the middle of October. Was able to attend the memorial service for Maj. Andy Becker this past Saturday and wanted to thank the City and administration, Community Relations and is sure you folks were involved, for the set up and so on. What a fine event it was for one of our fallen heroes here in Novi. Very well done and appreciated.

Commissioner Bauss said he'd echo some of the things Commissioner Torimoto just said. The achievements of staff and going through and getting certified themselves and getting the recognition shows staff are committed to their trade and what they do. That says a lot about the staff you have, so wanted to pass along his congratulations to them and to those of you who have already done it.

Commissioner Thomopoulos said Commissioner Torimoto said is so well, so she agrees. Those comments are well placed today and congratulations to those staff members who got their certification. Wanted to make a plug for another commission in Novi. Went to an event held by the Historical Commission, held at the first park of Novi, which was the Novi Cemetery. They held a session and walking tour through the cemetery that highlighted four different grave sites that highlighted people that are buried there and their lives. They're doing quite a bit of work to get information on the folks buried there and to digitize it so you can take an individual tour someday and look stuff up on the phone. They do have upcoming events coming up. There is a local history room at the Novi Public Library and you can check with the library for future Historical Commission events.

Commissioner Dooley said he'd echo the comments about what we've heard tonight and thanks for what you folks do not just for us, but for the City of Novi. My kudos to you all. Nice Segway with the Historical Commission. The Novi Ambassadors will take a tour of the library and have an opportunity to peruse that room. Doug and I both went through the ambassador program, so we'll be integral with class four to be there for the graduation ceremony. Congratulations for your fine stewardship and showing them a fine time last night.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Bauss at 7:48 p.m.

DATE APPROVED: _____

Jay Dooley, Chairperson

Shelley Thomopoulos, Vice Chairperson