

PARKS, RECREATION & CULTURAL SERVICES

Thursday, September 18, 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 Thakore (Present).

APPROVAL OF AGENDA:

Director Muck added an update on the new City Manager as item 6 under Administration Staff Reports

It was moved by Commissioner Staab and seconded by Commissioner Wingfield to approve the agenda with the new update.

Voice Vote

Unanimous

CITIZEN COMMENTS:

Jeff Patrick stated he has been a Novi resident for 10 years and is the field director for the Novi Youth Baseball League.

- Novi Youth Baseball League has been around for 20 years
- They play exclusively at ITC Community Sports Park
- They went from about 400 players last year to about 435
- There is a concern that field space is tight especially with losing a practice field, which they used extensively, at Novi Meadows for a Pre School building.
- They use all of the fields available to them seven days a week and still do not have enough practice space for all of the teams.
- They want to let the Commission know it is a concern of theirs and they may have to rent fields from Northville and South Lyon as a backup plan.
- At the ITC fields there is a gap where the dirt meets the grass of the outfield which is a safety concern. More dirt is needed and they were told there is not enough in the budget. They would like to help with this either by soliciting businesses for donations or working with the Novi Parks Foundation.
- Another concern is exposed sprinkler heads which could cause an injury.
- They would like to make other improvements to make the fields more viable to bring in tournaments in the summer. This would include lights. They will bring proposals in the future.

Commissioner Wingfield stated he supports this and these are things that have been discussed for several years.

Director Muck thanked Mr. Patrick for coming. In Staff reports under item number 4, which is Capital Needs Assessment, we will be looking at all of our fields. That report will bring up some of the issues Mr. Patrick talked about and allow us to set up a long term budget to address these issues.

Commissioner Staab stated the field lip and irrigation issues are hazards which need to be eliminated. He would like to work with the Parks & Recreation Department as a proponent with the Novi Parks Foundation to help fund what is recommended.

Nancy Shumay lives at Wixom Road and Birchwoods. She has been a resident for 20 years. She suggested moving up the construction on 3 pathway segments.

- Segment 51 – Ten Mile Road from Dinser to Woodham on the north side.
- Segment 53 – Beck Road from Kirkway Drive to Eleven Mile on the west side to complete the connection between Ten Mile Road and Eleven Mile Road.
- From Deerfield School to Target on the east side of Wixom Road due to children trying to cross Wixom Road at Target which is a safety concern.

Commissioner Bauss suggested contacting the Walkable Novi Committee and Barb McBeth.

Ms. Shumay stated she had and that Ms. McBeth had suggested coming to the Parks and Recreation Commission Meeting because it was on the agenda tonight.

Commissioner Wingfield stated he appreciates her presentation and knows the segments she is talking about.

Manager Kapchonick made a recommendation to add Ms. Shumay's comments to the Master Park Plan under Public Comments so we could use the minutes from today's meeting and incorporate it with the Public Comment section of the Master Park Plan.

APPROVAL OF MINUTES:

A. Approval of the August 21, 2014 minutes

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

Voice Vote

Unanimous

COMMITTEE REPORTS:

A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Bauss stated the Walkable Novi Committee Meeting was not held due to lack of business.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated the Novi Parks Foundation met last Tuesday night. At that meeting the Foundation decided to co-op with the Parks and Recreation Department for thirty thousand dollars for the Power Park playstructure.

Commissioner Staab gave a presentation on what the donation will cover on the playstructure. The final tally is not yet in on the Golf Outing but it was bigger than last year. There was also discussion on the selection of an Executive Director.

Recommendations were made and the position was accepted. Rachel Zagaroli will be the new Executive Director for the Novi Parks Foundation.

STAFF REPORTS:

A. Administration Division – Director Jeff Muck

1. Deputy Director status

Director Muck thanked everyone for their support. He was recently appointed Director of Parks, Recreation and Cultural Services and is happy to serve the City of Novi. The position of Deputy Director is now posted on the Michigan Recreation

and Park Association website and the City of Novi website. We will move forward on this in October. The posting closes on October 14th.

2. Cultural Advisory Board

Director Muck stated the Cultural Advisory Board has been focusing on arts in Novi. They brought you the art commissioning and decommissioning pieces. They have been working on garden plans at the Villa Barr Property. We are in need of more Board members. They intend to meet monthly. Anyone interested can contact the Parks and Recreation office.

3. Program Updates

Director Muck stated "Fall for Novi" will be this Saturday from 11 a.m. to 2 p.m. It is our annual Open House. Dog Park memberships went on sale last Monday. There is an online video to watch and a test to take as part of the application process. The Dog Park Grand Opening will be October 4th from 10 a.m. to noon. The benches are in place and waste stations are being installed. "Fire Up Fest" will be Friday, October 3rd and is for High School students. Our fitness classes are going well and attendance is up. Bollyfit is featured on "Destination Recreation". The Adult Tennis League wrapped up last night with the annual banquet. They had 50 players this year and continue to grow. Soccer and flag football and camps are in full swing. This is our first year with NFL/Michigan Flag Football Association and we have over 250 children participating in that program. The Farmer's Market is still in full swing and we are extending the season to October 25th. The Farmer's Market Manager and staff are working on winter options. We are running a Halloweekend Teen Trip to Cedar Point on October 25th. "Annie, Jr." has been cast with 86 participants. There are two casts and the performances are November 7th through 9th.

Commissioner Pratt asked if for people applying for Dog Park memberships, there was anything in the office for people to view the video and take the test if they do not have a computer.

Director Muck confirmed there is a computer set up for that purpose.

Commissioner Winfield asked about confirmation of shots and license.

Director Muck confirmed the paperwork needs to be presented with the application.

4. Capital Needs Assessment

Director Muck stated six firms submitted proposals for our Capital Needs Assessment. One firm stood out and we are moving them forward for approval by City Council. We will be looking at our ballfields, pavilions and fences.

5. Power Park inclusive playground conceptual plan

Director Muck stated Commissioner Staab did a good job when he talked about it earlier. It is handicapped accessible and with the generosity of the Parks Foundation upgrades were able to be made. He met with the designer of this playground. He also met with Mr. Harris of the Paralyzed Veterans Association who made some suggestions for changes which were incorporated in this playground.

6. City Manager Update

Director Muck stated we now have a new City Manager, Peter Auger. He was selected by City Council and started on Tuesday. He invited the Commissioners to an Open House for Mr. Auger to be held Monday, September 21st, just before the City Council Meeting.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Older Adults Advisory Board

Manager Kapchonick stated they had their meeting yesterday evening. It has been a year since the Older Adult Advisory Board was established. They look to provide additional services for older adults by going out in to the community and look for programming offsite. They hope to accomplish some of the goals within the Strategic Plan.

2. Program updates

Manager Kapchonick stated this evening was the Travel Fair which is offered three times a year. Two are during the day and one is in the evening. She reminded residents 65 and older that October through December is the new enrollment period for Medicare and for Part B Prescription. They will be offering sessions for individuals to come in and talk to representatives. The Novi Walking Club will have a walk on Saturday prior to "Fall for Novi" and one on Saturday the 27th. The Enhance newsletter went out and the programs are also on the website. Commissioner Wingfield complemented the "Enhance" newsletter.

3. Transportation

Manager Kapchoncik stated transportation is a service which is greatly needed on a regular basis. In the month of August they had over nine hundred rides. There were about two hundred who used the complimentary rides to the Civic Center, Library and Meadowbrook Activity Center. We just applied for the Providence Grant and we are working on the SMART renewal.

Commissioner Wingfield asked if we see residents of Fox Run participating in many of our programs.

Manager Kapchonick stated we do see them participating in our Tech Talk programs, exercise programs and transportation. Two Advisory Board members are from Fox Run.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Review and discussion to approve the Park Strategic Community Recreation & Master Park Plan

Director Muck gave a recap of the Strategic Plan process. He explained the benefit of having a Park Strategic Community Recreation & Master Park Plan. It is a five year document with an annual review. An Appendix will be added each year and the plan adjusted. The DNR is encouraging communities to do this. There is a revised draft with significant changes since the original draft. He stated Manager Kapchonick has put in many hours on the document. There is a resolution for adoption of the plan before each Commissioner. He asked the Commissioners for their comments and after discussion he would ask for a motion to approve the resolution.

Commissioner Pratt stated the document is very well put together and thought out. Commissioner Wingfield asked if the one month period for Public Hearing was just during certain hours.

Manager Kapchonick stated it is for 30 days and there are various places people can go to look at it during regular business hours. It is here at the Civic Center, Meadowbrook Commons, Novi Ice Arena, Novi Library and will also be on the website. People can review it and make comments which will be noted and submitted to the DNR.

Director Muck added there is a place on the comment sheet where they can note if they would like to receive follow up to talk to someone.

Commissioner Wingfield asked about the Parks and Recreation Services Fund. Director Muck stated it is our surplus fund to be used for additional projects or things that may come up and need to be taken care of. We want to target 12% to 22% of our annual budget and if not used it carries over.

Commissioner Wingfield stated talk about acquiring more park land concerns him since we have a surplus of passive park land. He feels we need more active park land. He asked about tennis courts and if we factor in what is owned by the schools in our programming.

Director Muck stated we do count only or own for inventory but factor in the school owned tennis court for our programming.

Commissioner Wingfield asked about the jump in funds for Capital Improvements in the years 2017 through 2019 and if it includes a Recreation Center.

Director Muck stated that is covered in the outline for potential projects in existing parks and does not include a Recreation Center.

Commissioner Wingfield stated a Recreation Center is something this community could use.

Director Muck stated staff discussion has indicated indoor space is something that is needed so he would agree.

Commissioner Wingfield praised the department for achieving so many of the goals on the Plan.

Manager Kapchonick stated for the Capital Improvements there is a breakdown per year where it is suggested the money goes.

Commissioner Staab stated it is very important to get ITC Community Sports Park to where it needs to be. It is time to put more money in to it to get it where we want it. The Tim Pope Memorial playstructure gets so much activity and needs to be up to date. He appreciates all of the hard work that went in to developing the draft and Recreation Plan. He likes that it is an active document.

Commissioner Bauss agreed with Commissioner Staab's comments. He loves the clarity of the document and it is a job well done.

Student Representative Kodali stated he will take a look at the Park Strategic Community Recreation & Master Park Plan. He stated he agrees with Nancy Shumay's comments on the pathways.

Student Representative Thakore stated she also agrees with the comments and concerns regarding the pathways.

Commissioner Jewell stated the document is well laid out and Manager Kapchonick did an outstanding job because it is transparent and open for revision. He also feels we need more active rather than passive park land and we also need to do something with ITC Community Sports Park.

A motion was made by Commissioner Pratt to approve the Park Strategic Community Recreation and Master Park Plan as written. A second was made by Commissioner Wingfield.

Voice Vote

Unanimous

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Student Representative Thakore stated it is great to see everything that is going on especially all of the things for older adults.

Student Representative Kodali asked if Recreation Supervisor Greg Morris coordinates the volunteers for the Dog Park Open House and Fire Up Fest.

Director Muck replied that it is now Recreation Supervisor Cristin Spiller who coordinates those. Supervisor Morris now coordinates sports.

Commissioner Bauss stated he is amazed at how often the department touches his life. His daughter is involved in "Annie, Jr." and enjoying it. He attended "Play in the Park" day at Pavilion Shore Park. He went to a Homeowner's Association Meeting and they were talking about Brookfarm Park and the benches to be installed. He stopped at the Farmer's Market this weekend. He enjoys being part of the Commission and appreciates what everyone does.

Commissioner Staab stated he appreciates all of the hard work on the Strategic Plan and is looking forward to the Public feedback we will get. He reminded everyone this Saturday is "Fall for Novi" here at the Civic Center from 11a.m to 2 p.m. He asked about the Homeowner's Association breakfast that same morning.

Director Muck confirmed the Homeowner's Association breakfast is prior to "Fall for Novi". He appreciates all of the work everyone does.

Commissioner Pratt stated it is great to hear how well the Farmer's Market is doing. The Dog Park will bring in more programs and a different clientele. This helps fill more needs of the City. He congratulated Director Muck on his appointment.

Commissioner Wingfield asked Commissioner Bauss if the Walkable Novi Committee is aware of what Nancy Shumay was talking about with the pathways.

Commissioner Bauss stated he is not familiar with that area but everyone has been able to supply input and the gaps have been prioritized. There is a plan to fill in the gaps.

Commissioner Wingfield stated it is a critical area.

Commissioner Pratt stated he believed they are connecting to the schools first and then branching out. The first concern was getting kids to school.

Director Muck stated we have heard the comments from Nancy Shumay and also the two Student Representatives and will take them to the next Walkable Novi Committee meeting as a topic for discussion.

Commissioner Staab stated one of the things that will be done this summer and fall is the connector off of 275 on Meadowbrook.

Director Muck stated it is scheduled for completion this Fall. There will be information out when it opens.

Commissioner Wingfield thanked the department for their work on the Strategic Plan and congratulated Director Muck on his appointment.

Commissioner Jewell congratulated and welcomed Director Muck. He gave kudos to Manager Kapchonick for her work on the document. He attended "Play in the Park" day which was a great event. The grass was a little rough. The DNR and Mayor were there. He was just going to drop in but was there for two hours. He attended the Farmer's Market and is pleased with how it is growing and doing well on Ten Mile. He suggested a few more signs for the Farmer's Market. He rides his bike a lot and suggested a connector on Beck from Eleven Mile to the hospital.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Jewell at 8:17p.m.

DATE APPROVED: _____

Harry Torimoto, Chairperson

Jerry Jewell, Vice Chairperson