

**PARKS, RECREATION & CULTURAL SERVICES**

**Thursday, November 19, 2015 – 7:00 P.M.**

**NOVI CIVIC CENTER – COUNCIL CHAMBERS**

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

**ROLL CALL:** Staab (Present), Bauss (Present), Dooley (Present), Jewell (Ex-Absent), Pratt (Present), Torimoto (Present), Wingfield (Ex-Absent), Student Representative Thakore (Ex-Absent), Student Representative Wei (Present).

**APPROVAL OF AGENDA:**

It was moved that the agenda be approved as written by Commissioner Dooley and seconded by Commissioner Bauss.

**Voice Vote** **Unanimous**

**CITIZEN COMMENTS:** John Landen and Brendon Wooster stated they were attending the Commission Meeting for a school project for a Government Class.

**APPROVAL OF MINUTES:**

A. Approval of the October 15, 2015 minutes.

It was moved that the minutes for October be approved as written by Commissioner Bauss and seconded by Commissioner Dooley.

**Voice Vote** **Unanimous**

**COMMITTEE REPORTS:**

A. Walkable Novi – Commissioners Wingfield and Bauss

Commissioner Bauss stated there were no updates for Walkable Novi this month. Director Muck added there will be a meeting prior to the December Commission meeting.

B. Novi Parks Foundation - Commissioners Torimoto and Jewell

Commissioner Torimoto stated he had talked to Executive Director Zagaroli earlier in the week about the Marketing Plan, donation opportunities and the 2016 plans for Pour on the Shore. An additional event in September using the Barr Art Park was discussed as well as some organizational changes.

C. Grants Committee – Commissioners Pratt and Dooley

Commissioner Pratt stated a meeting is scheduled on December 7<sup>th</sup> right before the City Council meeting.

**STAFF REPORTS:**

A. Administration Division – Director Jeff Muck

1. Ice Arena Improvements

Director Muck gave a presentation on the Ice Arena improvements done this year which were an arcade renovation, mechanical roof replacement and renovation of the Multipurpose room. There have been increased concession sales with the renovation.

Commissioner Bauss asked who could use the facility.

Director Muck replied currently it is for the Ice Arena users.

Commissioner Staab asked about the mechanical roof.

Director Muck gave details. Contractors were also discussed.

2. Michigan Council of Art and Cultural Affairs Grant

Director Muck state Rochelle Vallance, our Recreation Supervisor in charge of Cultural Arts, worked on submitting a Grant. Currently we have a public sculpture art exhibit on the Civic Center Campus and Fuerst Park. It was installed May of 2010 and is a seven piece exhibit. Director Muck explained the funding and the plan goal. The Grant from the Michigan Council of Art and Cultural Affairs would provide addition funding for enhancements to the exhibit which Director Muck detailed. We received notification that we received the Grant of almost four thousand dollars. Acceptance of that Grant will be at the Monday night City Council meeting.

3. Keep Michigan Beautiful Awards

Director Muck stated we received awards for two facilities. We received assistance from the Novi Beautification Commission and the City Landscape architect, Rick Meader. One award was for the Meadowbrook Commons Gazebo which was possible from funds from the Novi community, Rotary Club, Biondo Design and the Novi Parks Foundation. The Gazebo won the Award of Merit. Pavilion Shore Park received the Michigan Award. Director Muck discussed the Monarch waystations and the sculpture "Fate of Empires" at Pavilion Shore Park.

Student Representative Wei asked about artist submission which Director Muck explained.

B. Recreation Division – Deputy Director Tracie Ringle

1. Sponsorship Program

Deputy Director Ringle talked about sponsorship processes, promotion, opportunities and brand and gave examples. She encouraged the Commissioners to be sponsorship ambassadors. We also work in cooperation with the Novi Parks Foundation. One of the next steps is to create a webpage on the City Website about sponsorships.

Commissioner Dooley asked about brochures and social media. Commissioner Bauss asked about how we get sponsors.

Deputy Director Ringle told about the brochure and its use and stated we do use social media and promote those who are sponsors. She stated we get sponsors by businesses coming to us and also from us approaching businesses.

Questions were asked by Commissioner Torimoto and Commissioner Bauss regarding where the sponsorship money is applied.

Deputy Directory Ringle stated the money goes to the event or sport the sponsor designates.

2. Programs and Services

Deputy Director Ringle gave information on the Day of the Dead cultural event which was new this year with an attendance of 450 people.

Deputy Director Ringle gave information on Light Up the Night, Santa's Sleepy Storytime, Novi Ice Arena's figure skating exhibition, Novi Choralaires concerts, Novi Concert Band concert, Novi Ice Arena's skate with Santa, and if there is snow there will be a Snap a Snowman contest.

C. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Transportation

Manager Kapchonick gave a reporting of the number and kinds of rides Transportation provided in the past month. We currently serve around 183 individuals and are sending them letters on the policies and procedures and have included a flier with information to make it easy to schedule an appointment. We appreciate the support of City Council.

2. Meadowbrook Commons Capital Needs Assessment

Manager Kapchonick stated the Capital Needs Assessment is an important tool in the vision for maintenance of the facility. It is a twenty year look at what needs to be done on the grounds, in the building and in the common areas. We went through a draft this month and will have a final report with some of the concerns to be addressed in the next five years. She listed some of the concerns.

Commissioner Staab asked about the residency rate.

Manager Kapchonick replied it is one hundred percent and has a waiting list.

Manager Kapchonick stated the contract with the current management company, KMG Prestige, will be expiring in June of 2016. We are going out for Requests for Proposals (RFP). It went out this week and there will be a pre-bid meeting on December 2<sup>nd</sup>. Proposals will be due by January 14<sup>th</sup>.

3. Programs & Services

Manager Kapchonick thanked Student Representative Katherine Wei for her help with the Novi students from the Rotary Interact Club who came and set up the Halloween Party and many came for the Veteran's Brunch and set up the night before.

Manager Kapchonick shared information on the Halloween party sponsored by Hartland Health Care, the Thanksgiving Luncheon was sponsored by Bright Star Care and the Holiday Party on December 10<sup>th</sup> is sponsored by WellBridge of Novi. Novi Rotary is partnering with Novi Middle School for the 42<sup>nd</sup> Annual Holiday Party to be held on Thursday, December 3<sup>rd</sup>.

Gardening in Small Places will occur on December 3<sup>rd</sup> at Meadowbrook Commons from 1p.m. to 3 p.m. with craft projects.

The Commissioners and Student Representative discussed all of the positive aspects of the presented activities and events.

**MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:** None

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Student Representative Wei thanked the audience for attending. She was happy to hear about the Ice Arena improvements. She gave congratulations on the Gazebo and Pavilion Shore Park awards and was thankful for the opportunity to collaborate and work with senior events.

Commissioner Pratt stated he seconds everything that Student Representative Wei said. Commissioner Torimoto commented on how positive the Ice Arena improvements, the awards and grants and the upcoming Light Up the Night are. He thanked everyone for their hard work.

Commissioner Dooley spoke about the Novi Ambassador Academy and encouraged residents to get involved with the City.

Commissioner Bauss stated he loves to see traditions being established like the 42<sup>nd</sup> Annual Holiday Party and Light Up the Night and feels they are very valuable.

Commissioner Staab encouraged residents to visit the City website to see the upcoming activities. He congratulated the department on the awards for the Gazebo and Pavilion Shore Park.

**ADJOURNMENT**

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

**Voice Vote**

**Unanimous**

The meeting was adjourned by Commissioner Staab at 7:56 p.m.

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

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Charles Staab, Chairperson

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Doug Bauss, Vice Chairperson