

**PARKS, RECREATION & CULTURAL SERVICES**

**Thursday, September 17, 2015 – 7:00 P.M.**

**NOVI CIVIC CENTER – COUNCIL CHAMBERS**

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

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

**APPROVAL OF AGENDA:**

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

**Voice Vote** **Unanimous**

**CITIZEN COMMENTS:** None

**APPROVAL OF MINUTES:**

A. Approval of the August 20, 2015 minutes.

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

**Voice Vote** **Unanimous**

**COMMITTEE REPORTS:**

A. Walkable Novi – Commissioners Wingfield and Bauss

Commissioner Bauss stated the meeting was just prior to the Commission Meeting and the non-motorized prioritization was reviewed regarding the tier 1 and tier 2 areas.

B. Novi Parks Foundation - Commissioners Torimoto and Jewell

Commissioner Torimoto stated he was unable to attend the last meeting.

Commissioner Staab stated he attended the last meeting, on Tuesday, where it was announced that they made about eleven thousand eight hundred dollars at "Pour on the Shore".

They will do this event next year on Friday, July 22<sup>nd</sup>. They also discussed properties and Naming Rights possibilities.

Director Muck stated revising the Foundation website for giving opportunities, targeting completion of the ITC Corridor Trail and funding the Villa Barr property and Villa Barr Art Park were also discussed. The Foundation made a move, pending Commission and City Council approval, to fund the construction of "Roman Ruin No. VI" which is David Barr's last piece of art work. That will be discussed at the next Commission Meeting.

C. Grants Committee – Commissioners Pratt and Dooley

Commissioner Dooley stated he and Commissioner Pratt drafted a letter of introduction and action plan to Mayor Pro Tem, David Staudt and Councilperson, Andrew Mutch. Mayor Pro Tem Staudt responded and would like to meet on a regular basis.

**STAFF REPORTS:**

A. Administration Division – Director Jeff Muck

1. Michigan Natural Resource Trust Fund Grants

Director Muck stated last Monday City Council approved the final motion to complete the closing documents on the Twelve Mile Property. The closing will tentatively occur on September 23<sup>rd</sup>.

We received our initial scoring from the DNR on the ITC trailhead property and we have a chance to bolster our score which will be due October 2nd. We should hear about scoring and possible funding in December.

2. Older Adult Services – Fifth Third Bank Michigan State Fair – Senior Citizens of the Year recipients

Director Muck stated Manager Kapchonick could not attend this evening. On Friday of the Labor Day Weekend the Michigan State Fair had Senior Day with free admission for seniors. Three Novi residents received Senior Citizen of the year awards. The recipients were Florence Baptist, Marion Cowan and Barb Lewis.

B. Recreation Division – Deputy Director Tracie Ringle

1. Summer programming wrap-up

Deputy Director Ringle gave information on Camp Power Play, Camp Lakeshore, Novi Travel Camp, Cultural Arts Camps, the Sizzling Summer Arts Series, baseball and softball leagues and the Pistons Basketball Camp.

She also gave information on Park Shelter Reservations and the new feature of being able to reserve shelters online this year.

Commissioner Dooley asked if there were camp counselors who returned and asked how counselors could apply.

Deputy Director Ringle stated we did have returning counselors and gave information on applying to be a camp counselor or seasonal employee.

2. Marketing Plan

Deputy Director Ringle stated the Marketing Plan will guide the efforts for the next few years and meet the standards for CAPRA accreditation. It includes demographics of the city, trends, departmental operations, situational analysis and marketing analysis. Most importantly, it talks about business unit profile and strategies. She explained how the department will use the information and strategies to measure and achieve goals.

Questions were asked by Commissioner Bauss, Commissioner Staab and Commissioner Torimoto.

Deputy Director Ringle responded by giving an overview of website analytics, CAPRA and where the Marketing Plan fits with the Strategic Plan and Five-year Plan.

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

A. Motor City Mountain Bike Association installation of Toddler Single-track Skills Area at Lakeshore Park

Director Muck stated Lakeshore Park is recognized as number twelve in the top twenty mountain bike trails in Michigan. Members of the Motor City Mountain Bike Association walked the area at Lakeshore Park with him, Deputy Director Ringle and Recreation Supervisor DuVall for the Toddler Single-track Skills Area. Director Muck went over the conceptual plan, location of the proposed area and construction of

the track. This will be the only track of its kind in Michigan. We will provide signage and promote the track. It has been reviewed by Engineering and park maintenance staff and they have no concerns and support it.

Age of users for the track, maintenance, and location of the track were discussed from questions asked by Commissioner Bauss and Commissioner Torimoto.

A motion was made by Commissioner Dooley to approve the Motor City Mountain Bike installation of the toddler single-track skills area at Lakeshore Parks and seconded by Commissioner Torimoto.

**Voice Vote Unanimous**

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Commissioner Bauss stated he is impressed with the Marketing Plan. He stated his daughter had been a camp counselor for the first time and was very impressed with how the program was run.

Student Representative Wei thanked the department for the great summer programs.

Student Representative Thakore stated she enjoyed the Sizzling Summer Arts series and is excited about the art in the park.

Commissioner Torimoto stated he attended a dedication of a pavilion in Northville at the park at Five Mile and Beck. There was talk about many of the great parks Novi has. He has spent time at Lakeshore Park and attended "Movie on the Shore" at Pavilion Shore Park and they are great parks.

Commissioner Dooley complemented Deputy Director Ringle on the Marketing Plan. He praised the seniors who were Senior Citizen of the Year recipients. He mentioned the signs at ITC Community Sports Park with emergency numbers posted.

Commissioner Staab stated the Marketing Plan is a very well-crafted document. He suggested introducing it to City Council. Volunteers help make Novi a great place to live and he acknowledged Manager Kapchonick and her staff for helping to recognize the Senior Volunteers.

**ADJOURNMENT**

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

**Voice Vote Unanimous**

The meeting was adjourned by Commissioner Staab at 7:41p.m.

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

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Jerry Jewell, Chairperson

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Charles Staab, Vice Chairperson