

PARKS, RECREATION & CULTURAL SERVICES

Thursday, August 22, 2013 – 7:00 PM

NOVI CIVIC CENTER – COUNCIL CHAMBERS

The meeting was called to order at 7:03 pm with Commissioner Torimoto presiding.

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

WELCOME/INTRODUCTION OF ROCHELLE PERNAK – CULTURAL ARTS

Director Mangum introduced Rochelle Pernak and asked her to tell about herself. He stated that she is our new Cultural Arts Coordinator. Coordinator Pernak stated that she has a Master’s Degree in Recreation Management and Policy from the University of New Hampshire. She grew up in Michigan and went there for Grad School. She worked at Woodhaven Recreation for the City of Woodhaven for almost two years. She also worked at the University of Michigan and then came here as the Cultural Arts Coordinator. She will be overseeing the Barr Property and the Art Park going in there as well as the sculptures in Fuerst Park and throughout the City of Novi. She will also be overseeing the art in the atrium here in the Civic Center as well as other programming for cultural arts. Commissioner Staab asked where she got here undergraduate degree. Coordinator Pernak replied that she received her undergraduate degree from Western Michigan University. Commissioner Staab asked if she would be overseeing the Community Band. Director Mangum stated that she would also be overseeing the Novi Concert Band and the Novi Choralaires.

APPROVAL OF AGENDA:

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

Voice Vote **Unanimous**

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the July 18, 2013 minutes.
It was moved by Commissioner Bauss and seconded by Commissioner Jewell to approve the minutes as written.

Voice Vote **Unanimous**

COMMITTEE REPORTS:

A. Walkable Novi - Commissioners Policicchio & Torimoto

Commissioner Torimoto stated he missed the meeting last month. The neighborhood connectors have been quite a topic of discussion. It has affected them because one of the neighborhood connectors is going through his subdivision and some of the signs have gone up.

Commissioner Wingfield stated his wife has sent an e-mail to the City Council. Commissioner Torimoto asked Director Mangum if there were any updates. He knows the next Walkable Novi meeting is next month.

Director Mangum stated City Council took that as an item to discuss and had staff create a new policy for the implementation and installation of informational signs. A policy was written and adopted of where we will and will not allow signage. Anything that goes against our policy has to come to City Council for approval. He is not sure if they have removed that signage yet or if it is still up. Informational signage will stay on arterial roads and be limited.

Commissioner Torimoto asked if citizens can access the policy.

Director Mangum stated it is in the City Council minutes.

Commissioner Wingfield stated that they did take the signage down from his neighborhood, Greenwood Oaks, and he believes from listening to the City Council Meeting, that they also took them down in most of the other subdivisions as well.

Commissioner Bauss asked if there has been any discussion on the connector of E. LeBost to Brookfarm Park or to Village Oaks School. He thinks that would be an opportunity to reduce bus traffic in the neighborhood and allow children to walk to school. It will also help the school when they have large activities by allowing people from the neighborhood to walk rather than drive. Commissioner Torimoto stated he does not remember exactly what the priority is for that connector. In terms of priority, they identified areas within the City and prioritized it in terms of safety or if it might be a "quick fix" that makes a big impact. Those that were picked up were captured in the CAPRA improvement projects.

Director Mangum stated the prioritization list is updated annually based on several factors including safety, what was done the previous year and how important it is to local residents and how vocal they are. We have seen things change based on what residents want. He encouraged attending a Walkable Novi meeting to see how the process works.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated he missed the meeting last Wednesday. Their major fundraiser was held on August 1st. They had eighteen foursomes. It was a nice day on a good course.

Director Mangum stated the preliminary amount made this year is higher than the last two years. There were about the same number of golfers but more money came in on raffles and sponsorships.

Commissioner Staab stated it was a great day and a great event. He also commended Commissioner Ferrell and her husband for sponsoring the breakfast that morning through Panera. It was a hit and helped keep expenses down. Several other foundation members, Linda Blair with ITC and

Randy Balconi were also instrumental with their sponsorships. The next event will be next year on the first Thursday in August.

STAFF REPORTS:

A. Administration Division – Director Jason Mangum

1. Pavilion Shore Park opening – August 24th

Director Mangum stated the Pavilion Shore Park Grand Opening will take place this Saturday at 11am. He asked the Commissioners if they would be attending and would look forward to seeing those who could attend. He stated Commissioner Policicchio would be speaking on behalf of the Commission. He stated the park doesn't look finished and the grass isn't growing yet but we thought it is to the point where it is usable. We won't get good turf going until next spring anyway. We want the waterfront and walks to be used. If you go there in the evening it is packed as it is.

Superintendent Pratt stated the event is from 11am to 1 pm. We will be utilizing the fishing pier. Oakland County Parks is coming and bringing their "Go Fish" program to the pier and a modified version on the grassy area. They will bring fishing poles for the children to use. About thirty members of the Novi Concert Band will be playing Big Band era music. We will also have some "retro" games. We are trying to stick to the history of the park. The Metro Steelheaders will be coming out to demonstrate how to tie up a reel and put anchors on. In the area where the stepping stones go down to the water will be the Michigan Model Scale Boat Club. They will be bringing out elaborate older style boats displayed on tables. They are hoping to put some of them in the water if the water is calm. We also have hotdogs and ice cream. "Arts and Scraps" will also be there bringing their truck and designing the arts and scrap mosaic style of take home projects for the kids. There will be a ribbon cutting for the opening of the park.

Director Mangum stated it will be quite an event and encouraged everyone to attend.

2. CAPRA Update

Director Mangum stated last month he passed out the accreditation standards and he hopes everyone had a chance to look at them. We are on track to complete the bulk of creating our policies and procedures and our gathering of information by the end of 2014, which is our goal. We will have something coming before you this evening that is related. We are on track and will appreciate your input as we move forward.

Commissioner Torimoto stated the opening sounds interesting and regrets that he can't make it. He asked if discussions were going to start for the next phases of Pavilion Shore Park.

Director Mangum confirmed this and stated we have budgeted for a Grant match in this current fiscal year for the next phase. And we have applied for a Michigan Natural Resources Trust Fund Grant. We usually find what our initial score on the grant is around the end of September or the beginning of October. They give us four to six weeks to beef up our application to see how much we can improve our score. That money is usually appropriated by May or June of the following year. We don't know how we will score. The more Trust Fund Grants you get the fewer points you score in certain

areas because they want to spread the wealth. We have the next phase designed and we are ready to move on it as long as we can get the grant money.

B. Recreation Division – Superintendent of Recreation Scott Pratt

1. Kids Around the World update

Superintendent Pratt stated our Lakeshore Park playstructure has been picked up and is on its way to Tanzania. Hopefully, we will get more information. Tanzania is just south of Kenya. We will be excited to get updates and pictures so that we can put it on Facebook.

2. Upcoming Program

Superintendent Pratt stated tickets are selling quickly for the senior variety show, "How The West Was Fun". The show dates are September 26th and 27th and October 3rd and 4th, which are luncheon performances.

September 29 and October 6th are when we have the 2 pm matinees.

In the atrium we have art from the Great Lakes Pastel Society. It is beautiful art and it is juried art. The art will be up until September 26th.

Youth Volleyball, Youth Basketball, Fun Start Tennis and other programs are now open for registration and we are getting good numbers.

We are now offering Taiji Quan and people are calling and registering for that. It is one of our newer programs and we are trying to increase the numbers for that class.

Family Self Defense Center is our local self-defense and karate program.

Their participants win a lot of awards. They have a karate program and a sword program. They are opening up and taking more participants. It is a great program and he is glad we are a part of it.

Girls on the Run will begin in the elementary schools as school starts.

Capoeira is one of our newer programs. It is a Brazilian style dance/karate movement style of program which is gaining a lot of attention. He is glad that we are one of the recreation departments that host this program. It has grown out of the smaller room we had it in and is becoming more popular.

Commissioner Torimoto stated that he and his family attended the last Sizzling Summer Arts Series Friday event where they showed 'A Bug's Life'. They missed the band but Capoeira came out and performed and it was the first time he had ever seen it and it was quite entertaining.

Superintendent Pratt stated it is great to watch and it is a great fitness program and the kids enjoy it.

Commissioner Torimoto asked if it was planned that way.

Superintendent Pratt stated we are starting to showcase our programs and market ourselves at events like the Sizzling Summer Arts Series.

Commissioner Torimoto stated that the format for the Sizzling Summer Arts Series on Friday has changed and the band and movie have been combined on the same night. He asked if that was better than in the past.

Superintendent Pratt replied he believes with all of the sponsorships we receive it was more feasible to do it that way. We were able to make it more a destination special event. We are always interested in hearing the feedback from the community to see what they like. This gave more of a community feel and gave people a lot of options to enjoy.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Review and discussion for the establishment and distribution of department regulations and procedures

Director Mangum stated this is a policy or procedure that is required by the CAPRA accreditation. He wanted to bring it to the Commission because it affects them and he wants to get their input and thoughts. He will go over the regulation and then the Commissioners can ask questions but he will also welcome feedback by e-mail over the next week or so before it is put in to effect. The purpose of CAPRA is for us to adhere to the best practices in our department. There are many things the accreditation standards have us do. One of these is to be organized in our policies, procedures, regulations and rules. Many departments lump things together so this standard requires us to define the difference between them and how they come in to being. How it works in the City of Novi is that City Council creates citywide policy. Anything we do in our department or department regulations are department policies. We call them regulations to avoid confusion over what the City Council provides. There is a format that will hopefully look familiar as we move forward. The top part talks about what it is, what section it falls under, who it applies to and then a spot for a signature. Once it is signed by the Director it becomes approved. We want to provide standardization but we don't want to handcuff staff. We want staff to be able to use their best judgment. We think it is important to state authority and what gives someone authority to create a regulation. The next part talks about what is that department regulation. He will hit the highlights and most of this is internal. Number two talks about standardization and that is why we are doing this. On number five we also feel it is important that regulations and procedures are kept current and this provides us the opportunity to look at every regulation as needed or every five years, depending on what is needed. A regulation will not go over five years without being looked at. Number six is important because it goes along with the City of Novi leadership philosophy that leadership can be shown at all levels of the organization. Staff is encouraged to submit department wide regulations with intent to improve management procedures and this includes the Commission as well. Numbers seven, eight, nine, ten and eleven are what needs to be included in a regulation. The procedures, where the Commissioners come in to play, include writing it up, the justification, etc. Number four says that regulations that affect program participants, our residents, will be presented to the Parks Commission for review and input. An example of this is that two years ago we established a heat advisory policy. That came to the Commission; we talked about it and implemented it based on the Commission input. At the time Commissioner Winfield stated that we probably won't have to use it for the next ten years. We used it last year and the year before but haven't had to use it this year so far. But we had the procedure in place and we were not scrambling to figure out what to do. Anything that affects the public, residents or program participants will come to the Commission for input. After the review process it gets standardized through the executive team and signed.

Attachment A is a request form that anyone in our department, a Commissioner or Student Representative with the Commission can fill out if there is something they would like to see as a regulation in our parks or recreation program. This provides information on the background, purpose and who it impacts to start the process.

Commissioner Staab asked who the OAS is on the Executive Committee and the Executive Secretary.

Director Mangum stated it is Older Adult Services and Evie Watt is the Executive Secretary.

Commissioner Wingfield asked what this is a result of since the department is not doing anything wrong at this time or is it just a way of doing things better. Director Mangum confirmed this. He is finding policies from five and ten years ago and nothing is standardized. It states it is a policy but does not say who authorized the policy, signed it, or when it went in to effect. This is a best practice to standardize regulations and procedures so there are no questions about them. It is a CAPRA standard and a step toward our accreditation. Commissioner Wingfield stated that in the past when he needed to ask about policy he would call the person in charge of that program or area and ask about it. He asked if he filled one of these forms out on a policy this would be a way for it to get more review.

Director Mangum stated talking about policies by phone is still fine but he is correct about the form for a review or discussion of a policy.

Commissioner Torimoto asked if being certified by CAPRA and being standardized has benefits like having a higher likelihood of getting Grants or other benefits.

Director Mangum replied that there will be because there are so few accredited agencies in the country right now, national organizations haven't made that a requirement but there is talk, as agencies take that step they will be more competitive. There is talk that certain National Grants will be required to be CAPRA accredited.

Commissioner Torimoto stated that it was mentioned we want to be accredited by 2014. He asked if, for CAPRA, there are certain elements where you have to have procedures.

Director Mangum replied last month we gave the book out and there are ten chapters that give us the areas that are the best practices. Director Mangum gave an outline of the process. Our goal is to become accredited during the National Recreation and Park Association Conference in 2015. This means at the end of next year we have to have everything together so we can schedule our visit. There are only two cities in the State of Michigan who are accredited and just over 100 nationwide. The two accredited in Michigan are Canton and Dearborn. Kalamazoo is also working on accreditation.

Superintendent Pratt stated the nice thing we are realizing about the CAPRA certification process is we have many of these processes completed we have just not organized them in to one document.

Commissioner Wingfield asked if those not at the last meeting could get a copy of the information for CAPRA.

Director Mangum confirmed they will receive one.

Commissioner Staab stated he appreciates what the staff has done and it is refreshing to have the Commission's input appreciated.

B. Review Community Recreation Plan Process

Director Mangum stated this was included in Matters for Discussion because input is requested or desired. We are getting ready to put together our five-year Recreation Master Plan as required by DNR so we can be eligible for Natural Resources Trust Fund Grants. We found many times this document is used to submit to DNR, is put on a shelf and not used as it should be. Our goal is to do it a little differently this time. We want to implement the Recreation Plan and Strategic Plan together. Both are due to be reviewed and updated this year. We have gotten some quotes from consultant companies to come in and help us with this. The Commission will be heavily involved and will have a couple of special meeting where we will do SWAT analysis. We will get different input from community meetings and a community survey which will go out. Director Mangum asked the Commissioners if there is anything from the past that has worked or that they would like to see again or did not work and would like to see eliminated from the process.

Commissioner Wingfield stated he and Commissioner Staab have done this in the past. He asked how often it is required to be updated to qualify for grants. Director Mangum replied five years for the Recreation Master Plan. The Strategic Plan is usually done every four years. He would like to see these Plans coincide as a Master Plan and have it all together.

Director Mangum stated the Commissioners will be receiving e-mails in the next couple of weeks as we start the process.

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Student Representative Singh had no comment.

Student Representative Kodali stated he liked the new procedure for proposing regulations and asked what the procedure was before.

Director Mangum stated there was none before. The Director would write a procedure or policy and send it out.

Commissioner Wingfield stated he is looking forward to working with staff on both the Recreation Plan and the procedures and policies. He stated Fire Up Fest is on September 13th. The Tastefest and silent auctions will be at the High School before the football game also on September 13th.

Superintendent Pratt thanked Commissioner Wingfield for working with Greg Morris and coordinating and bringing these all in to one event.

Commissioner Wingfield stated this benefits both the High School and the City especially with them being at one site.

Commissioner Jewell stated he also looks forward to being involved with the Recreation and Strategic plans and the policies and procedures.

Commissioner Bauss had no comment.

Commissioner Staab stated he agrees with what Commissioners Wingfield and Jewell stated on working on the plans, procedures and policies. He stated the Plan before this one included the creation of the Novi Parks Foundation, scholarships and a DNR Grant match. A lot of good comes from these plans.

Commissioner Torimoto stated he and his family had a good summer and were involved in several events through Novi Parks and Recreation. They went to the Sizzling Summer events and his daughter attended Camp Lakeshore for the first time for a couple of weeks. She was excited to go back after vacation but Camp Lakeshore was so popular it sold out the last couple of weeks. She had a great experience and is talking about going back next year. He is playing in the Adult Tennis League. There are not just people from Novi involved in the Adult Tennis League. He has met people from places like Farmington Hills and Livonia. It is the program, facilities that are available and how well it is run and organized that bring people. He is also looking forward to working on the certification process and thanked the staff for all that they do.

Commissioner Jewell added that he has driven by the Farmer's Market on Tuesdays and noted that there was no signage out front and suggested putting more signage out.

Superintendent Pratt stated we are looking for improvements for the Farmer's Market in general.

Commissioner Torimoto added that the Fall Sports will be starting and he is coaching again.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Torimoto at 7:56pm.

DATE APPROVED: _____

Paul Policicchio, Chairperson

Harry Torimoto, Vice Chairperson