

**PARKS, RECREATION & CULTURAL SERVICES**

**Thursday, December 17, 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 (Present), Pratt (Ex-Absent), Torimoto (Present), Wingfield (Present), Student Representative Thakore (Absent), Student Representative Wei (Present).

**APPROVAL OF AGENDA:**

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

**Voice Vote** **Unanimous**

**CITIZEN COMMENTS:** None

**APPROVAL OF MINUTES:**

A. Approval of the November 19, 2015 minutes.

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

**Voice Vote** **Unanimous**

**COMMITTEE REPORTS:**

A. Walkable Novi – Commissioners Wingfield and Bauss

Commissioner Wingfield stated there has not been a meeting recently. The next meeting will be January 21, 2016. This was confirmed by Commissioner Bauss.

B. Novi Parks Foundation - Commissioners Torimoto and Jewell

Commissioner Torimoto has nothing to report. Commissioner Staab stated, as an officer of the Foundation, he would like to report David Landry has accepted the position of Chair of the Foundation. They are looking for a Treasurer. He believes the next meeting is January 12, 2016.

C. Grants Committee – Commissioners Pratt and Dooley

Commissioner Dooley stated they met on December 7<sup>th</sup> before the City Council Meeting and identified some land areas where we could potentially procure grants. It was a productive meeting with Director Muck and Mayor Pro Tem Staudt and City Councilmember Mutch. He and Commissioner Pratt intend to be very proactive in the grant process and plan to meet at least every other month.

**STAFF REPORTS**

A. Recreation Division – Deputy Director Tracie Ringle

1. 9 Mile & Garfield Grant – Michigan Natural Resources Trust Fund Grant (MNRTF)

Deputy Director Ringle stated this twelve and a half acre property adjacent to the ITC Corridor Trail had been identified as a candidate for acquisition through a Michigan Natural Resources Trust Fund Grant (MNRTF) as a park that would feature restrooms, parking, play structure, outdoor fitness stations and shady shelter. She

gave details of the MNRTF Grant Board meeting in December. No Oakland County projects, including Novi's were funded at this time. The ITC Trailhead acquisition grant may be resubmitted for 2016. The MNRTF Grant Committee will meet again in February to discuss 2016 prioritization of projects.

## 2. Park Shelter Rentals

Deputy Director Ringle stated 2016 park shelter reservations will begin at 8 a.m. on Tuesday, January 12<sup>th</sup>. Reservations can be made online or in person at the office. Last year was the first year we had online reservations and had almost twice the number of online reservations versus office reservations the first day. We have gotten positive feedback from many people on the online option. She gave comments on rental options and pricing. From a suggestion made by an attendee of the Novi Ambassador Academy, we will have free weekday reservations for Homeowners Associations at Rotary Park, Wildlife Woods Park and ITC Community Sports Park.

Questions regarding park shelter reservation times and usage were asked by Commissioners Staab and Wingfield.

Deputy Director Ringle answered their questions about when shelters were available for rental and which were most popular.

## 3. Light Up The Night

Deputy Director Ringle stated for Light Up The Night there were about six thousand people in attendance and gave an overview of the activities, vendors and sponsors.

Commissioner Stabb stated he was impressed by the fireworks and asked if we might need a larger venue. He also asked about the High School basketball season.

Deputy Director Ringle stated we are alright with the number of people but our biggest issue is parking. She commented on some options. She stated we work with the schools to coordinate times of events and schedules.

## 4. Programs & Services

Deputy Director Ringle gave details on the new "Santa's Sleepy Storytime" event. She stated the new Engage is out and registration is open for those activities. We are wrapping up winter basketball and volleyball registrations with a 35 percent increase in basketball and 26 percent increase in volleyball over last winter.

The Daddy Daughter Dance is coming up on February 5<sup>th</sup> and 6<sup>th</sup>. Due to its popularity we have added a third dance this year in the afternoon on Saturday. Summer seasonal employment opportunities are up on our website.

Commissioner Bauss asked whether we coordinate programs and what we offer with Community Education.

Deputy Director Ringle spoke about communication between Community Education and also the inclusion of the Novi Public Library.

## C. Older Adults – Older Adult Services Manager Karen Kapchonick

### 1. Programs & Services

Manager Kapchonick thanked Student Representative Wei for her leadership in getting the Novi Interact students involved in decorating for the Holiday Program. Manager Kapchonick stated for Health and Wellness programming we have been in partnership with St. Johns Providence Community Health and in November offered the Health Habits Workshop for over 25 individuals.

In our nutrition program, we served over 161 people in the TEFAP (The Emergency Food Assistance Program) which is a quarterly income eligible program where people receive food commodities. This is the highest number of people since 2010.

We have a counselor from the Medicare/Medicaid assistance program who comes to assist the seniors and we had over 40 people find out about the Medicare part D prescription coverage.

Upcoming programs are Tax preparations and Golf Leagues.

Ongoing programs include Panera Bread and Travel Fair.

Commissioner Staab asked if there is a program to help seniors with Social Security questions.

Manager Kapchonick stated she has not heard of an onsite program but she can look in to it.

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

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Student Representative Wei thanked Manager Kapchonick for the opportunity for Novi Interact Club to help. She stated she heard positive things about Light Up The Night and she saw the fireworks and hope they can continue. She is excited for all of the upcoming events.

Commissioner Dooley spoke on the Novi Ambassador Academy and the interest it created for community involvement. He thanked the department for the packet that was put together for being a Novi Parks Partner and spoke about sponsorships.

Commissioner Bauss stated he attended Light Up The Night and spoke about the event. He wished everyone a Happy Holiday.

Commissioner Torimoto stated he and his family attended Light Up The Night and was especially pleased with the banners in different languages. He noted the Engage is online and programs are open for registration. He wished everyone Happy Holidays.

Commissioner Wingfield stated he attended Light Up The Night and the City Appreciation Dinner. He asked if it could be determined if there was a day or days when Commissioners could attend the MRPA (Michigan Recreation and Parks Association) Conference. He also asked if someone would give him a synopsis of the Novi Ambassador Academy. Commissioner Dooley gave an overview of what the Academy program was and the activities and tours. Commissioner Bauss encouraged people to become involved in the program. Deputy Director Ringle stated the program is in the fall. Commissioner Wingfield wished everyone Happy Holidays.

Commissioner Jewell was unable to attend Light Up The Night or the City Appreciation Dinner due to business commitments. He wished everyone a Happy Holiday. He thanked Evie Watt for her long time service and commitment to the department.

Commissioner Staab wished everyone Happy Holidays. He stated the Choralaires had their December Concert. He thanked Deputy Director Ringle for her work on the programs. There were around 170 attendees at the two venues. He asked what the timing is on CIP (Capital Improvement Proposal) issues for 2016. Deputy Director Ringle stated that she would refer that question to Director Muck.

**ADJOURNMENT**

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

**Voice Vote**

**Unanimous**

The meeting was adjourned by Commissioner Staab at 7:38 p.m.

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

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Charles Staab, Chairperson

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Doug Bauss, Vice Chairperson