

**PARKS, RECREATION & CULTURAL SERVICES**

**Thursday, March 20, 2014 – 7:00 P.M.**

**NOVI CIVIC CENTER – COUNCIL CHAMBERS**

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

**INTRODUCTION OF Deputy Director:** Jeffrey A. Muck

Director Jason Magnum stated Deputy Director Muck came from Huron Valley Community Schools and was Director of Community Education and Recreation Education.

Deputy Director Muck told about his job and experience before coming to Novi.

**INTRODUCTION OF OLDER ADULT SERVICES MANAGER:** Karen Kapchonick

Director Mangum stated Manager Kapchonick will replace Rachel Zagaroli who is retiring tomorrow. She was previously the Superintendent of Parks and Recreation for the City of Livonia and worked for over 30 years in different capacities for the City of Livonia. We are glad to have her experience.

Manager Kapchonick told about her job experience before coming to Novi.

**ROLL CALL:** Torimoto (Present), Bauss (Present), Ferrell (Absent), Jewell (Present), Pratt (Absent-Excused), Staab (Present), Wingfield (Present), Student Representative Kodali (Present), Student Representative Singh (Present).

**APPROVAL OF AGENDA:**

Commissioner Staab stated he would like to add a discussion item on Capital Improvement Plan (CIP) approvals.

It was moved by Commissioner Jewell and seconded by Commissioner Bauss to approve the agenda as amended to include CIP Approval under Matters for Commission Discussion and/or Action.

**Voice Vote** **Unanimous**

**CITIZEN COMMENTS:**

Ron Johnson of 325 South Lake Drive stated he is the President of the Walled Lake Civic Fund which has been around for three years. They have a proven track record for the past three fireworks shows. What they would like to do is get more support from Novi since Novi is a majority of the lake. More support would be by getting on City documents (like schedules and calendars). This would help them obtain Novi sponsors. He suggested it could help the City if they offered concessions and other activities. He also stated bussing could help some of the parking issues.

Director Mangum stated that we would get back with Mr. Johnson.

**APPROVAL OF MINUTES:**

A. Approval of the February 27, 2014 minutes

It was moved by Commissioner Staab and seconded by Commissioner Wingfield to approve the minutes as written.

**Voice Vote** **Unanimous**

## **COMMITTEE REPORTS:**

### A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Bauss stated he just came from the meeting which included the topics of Engineering updates, Park and Recreation updates, CIP or Capital Improvement updates and Three Year Non-Motorized Plan Implementation update. Also discussed was Bike Week with a Bike to Work motion and other topics. He is impressed with this Committee.

Commissioner Torimoto stated how he was impressed with the Three Year Non-Motorized Master Plan.

Commissioner Staab talked about what he likes about what the Committee is doing.

### B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated the Foundation last met on March 11<sup>th</sup>. Their Executive Director resigned and they are now considering their options for the Golf Outing on August 7<sup>th</sup>. Their concern is working with staff on the Golf Outing and finding a replacement for Executive Director. The former Executive Director did work extensively on some Naming Right issues which may come to fruition. Financially they are in very good shape. They have a proposal coming up with ITC.

Commissioner Wingfield asked about candidates for the Executive Director position.

Commissioner Staab stated he has recommended a candidate they interviewed last May.

### C. Parks and Recreation Grant Committee - Commissioners Wingfield & Jewell

Commissioner Wingfield stated they have not had a meeting in a few months.

Director Mangum stated they met last year to determine potential progress for a Michigan Natural Trust Fund Grant. One of them is on the agenda today for support and application.

## **STAFF REPORTS:**

### A. Administration Division – Director Jason Mangum

#### 1. Community Recreation Plan update

Director Mangum stated we have spent a lot of time bringing in two new members of the leadership team and wrapping things up with Rachel in Older Adult Services.

For our Community Recreation Plan and our Strategic Plan the consultant we used to gather data is in the process of processing the numbers from the survey we sent out to about 800 residents. We had just under 100 returned to us undeliverable and nearly 200 returned filled out. Our Community Recreation Plan is up March 1, 2015.

Commissioner Torimoto asked when they will see the results from all of the information.

Director Mangum stated he receive a draft of the data today so it will be discussed next month.

### B. Recreation Division – Deputy Director Jeff Muck

#### 1. Program Updates

Deputy Director Muck stated tomorrow night is our Mother-Son Dance with increased numbers from last year. Girls on the Run is up by 45 girls this year. Our Camp Spring Break will be running. These programs are all run by Greg Morris. April 12<sup>th</sup> will be the Egg Hunt and also the Cemetery clean up and are in different locations. For arts, over 200 people attended “The Mobfather” performances.

Sizzling Summer Arts Series is booked and you will see more information coming out on that soon. "Peter Pan" will have over 80 youth participating in the performances. We currently have over 600 children in youth soccer and about ready to break the record for last. There are 42 more children in Travel Soccer than we did last year. We have 88 children in basketball and could accommodate more but need more space. Our Adult Softball League is full for the Spring League.

Commissioner Torimoto asked about Older Adult Services.

Manager Kapchonick stated the Advisory Board met last night which has been in existence since last September. They are looking at transition programs for age 55 and older. They hope to get someone on board in Older Adult Services for Special Event programming.

Commissioner Torimoto gave kudos to Shauna Lewallen and Chase Root for what they are doing and their innovative soccer recruiting. He also mentioned field conditions.

Director Mangum explained what they look for in field conditions for play.

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

- A. Discussion and possible action on support of Michigan Natural Trust Fund Acquisition Grant application

Director Mangum stated this is a recommendation from the Grant Committee looking for potential park land on the northwest side of the City where it is growing and the demographics are families with houses on smaller lots and generally more affordable for families. The piece of property in question is located on Twelve Mile Road just east of Napier Road and just east of the Knightsbridge Gate subdivision. In addition, there is a new development going in next to it by Pinnacle Homes called Andolina Ridge and another one on Wixom Road south of Twelve Mile Road called Brookshire Point. This is an area, according to our Park Standards, our goal is to have a park within a mile of each resident, where we see a need and there is land available. We would like to apply for a grant to see if we can acquire that land. For the last few years we have not had a great track record in receiving Natural Trust Fund Grants but those have been development grants. There is more money for acquisition grants. We are hoping the Parks Commission will be able to provide a positive recommendation for us to move forward with that grant. The application for that grant is due April 1<sup>st</sup>. We have staff moving forward and we have a public hearing at the next City Council meeting on Monday as well as a motion resolution to support that grant.

Commissioner Wingfield asked if the parcel of land is passive park land or does it have the possibility of active park land.

Director Mangum replied that the piece of property is a very narrow ten acres. If you go to the Novi Parks definitions and standards and look at neighborhood parks, the second paragraph reads, "Neighborhood parks contain traditional recreation facilities such as playgrounds, sports courts, open play areas, picnic tables and shelters". Currently there is no design but he would anticipate some open space but nothing that would be programmed. Programmed property is like a softball or baseball field which usually has less usage than a typical neighborhood park.

Commissioner Wingfield asked if that means it will be a passive park with parking and picnic tables and pretty much leave it the way it is.

Director Mangum stated no, that we would develop the land. There would possibly be a playground, a basketball court or tennis court. It would be similar to Rotary Park, Fuerst Park or Brookfarm Park which are all neighborhood parks but vary in what they have.

Commissioner Wingfield stated he feels we need to develop more active parks than passive parks.

Director Mangum stated he agrees and that is why we set up the Parks Definitions and Standards to use as a guide. We absolutely need more active park land. We need more softball fields because we have a big waiting list for Adult Softball this year. We are not stopping here. We saw a need with a lot of houses going in with no park land. We do not want to keep from putting in a neighborhood park because we are solely looking at ball fields.

Commissioner Wingfield stated he does support this. He asked how many homes were going in to the development.

Director Mangum stated there are around 572 homes going in. Wetlands or woodlands are not the intent. This is not a big enough piece of property where we are looking at preserving a significant habitat.

Commissioner Bauss asked what our approach is about development and integrating a park within the development.

Director Mangum stated this is always a challenge. Developers are weighing giving up potential lots for open space. There are some developments that have private parks and open space. We do talk to developers when there is a new development going in. We have a great relationship with our Community Development.

Commissioner Staab asked if this will be a passive park.

Director Mangum replied it will be a neighborhood park. In our Definitions and Standards we do not use the term passive park. We have neighborhood parks, community parks, special parks and facilities. With these we have tried to be more specific.

Commissioner Wingfield asked how much the standard is for a grant and how much the City would pay.

Director Mangum replied there is no maximum for an Acquisition Grant through the Natural Resource Trust Fund. The Development Grant is around three-hundred thousand dollars. For this piece of property we have to do a minimum 25 percent match. A 30 percent match gives us points in the application process, so we are proposing to do a 30 percent match which would be one hundred and sixty-five thousand dollars.

Commissioner Staab asked if that is the going rate.

Director Mangum replied it depends. The property is actually listed through a real estate broker and they are asking a million dollars for it. It is assessed at two hundred and twenty thousand. We are currently getting an appraisal done. We cannot get a grant for more than what the property is worth.

Commissioner Bauss asked how the property is currently zoned.

Director Mangum replied he believes it is zoned as residential. Catholic Central High School is just east of the property.

Commissioner Jewell made a motion to support the Michigan Natural Trust Fund Grant application.

Commissioner Wingfield seconded the motion.

**Voice Vote**

**Unanimous**

B. Capital Improvement Project (CIP) Approval

Commissioner Staab stated it came to his attention that two projects will be recommended going forward in the 2014-2015 CIP. One is the Ella Mae Power Park access road, parking lot and pathway refurbishing, phase three, for about thirty-three thousand, one hundred and forty dollars. The other is his pet project, the Tim Pope Memorial play structure replacement for a quarter of a million dollars. He realizes this has been talked about for a while but he would like to go on record as he believes we could maintain that structure as is with some increased maintenance. The structure was built in 1997 and the Committee funded the maintenance for many years. He feels previous leadership did not take an active role in maintaining it properly. Since Director Mangum has come he has done an excellent job in maintaining it. If we are going to pass and fund a replacement in 2014-2015 for a quarter of a million dollars, he feels as a courtesy, we should talk to the family who still lives in the area.

**CITIZEN COMMENTS:** None

**COMMISSIONER COMMENTS:**

Student Representative Kodali asked if any of the programs Deputy Director Muck talked about would need student volunteers.

Deputy Director Muck stated student volunteers are always welcomed at our events. He then asked if the Golf Outing had been pushed back.

Director Mangum replied that the Golf Outing will be on August 7th.

Student Representative Singh had no comment.

Commissioner Staab stated he would like to welcome Deputy Director Muck and Older Adult Services Manager Kapchonick. He is looking forward to the progress of the grant process and is interested in finding out what the appraisal will be on the property for the neighborhood park.

Commissioner Bauss welcomed Deputy Director Muck and Older Adult Services Manager Kapchonick. He stated his daughter is in The Sky's the Limit's production of "Peter Pan" and he is very impressed. It is very professional and very organized.

Commissioner Wingfield welcomed Deputy Director Muck and Older Adult Services Manager Kapchonick. He asked Director Mangum if he knew anything about the bonding or millage renewal coming up for the schools. They are going to do some significant things including athletics and recreation. He asked if we are included in this or if it will help us.

Director Mangum stated, as a resident, he has attended the community meetings. The school recreation millage which was just passed in November is moving forward. They are working on the turf fields, tennis courts, the lighting in the gyms. This will be beneficial to our programs that use those gyms. The upcoming millage on the ballot is a renewal and the primary focus of that will be a Preschool building for early childhood education. There will also be addition of classrooms to some schools.

Commissioner Jewell welcomed Deputy Director Muck and Older Adult Services Manager Kapchonick.

Commissioner Torimoto welcomed Deputy Director Muck and Older Adult Services Manager Kapchonick and thanked them for being at the meeting. He stated it is great to have Scott Pratt as one of the Commissioners. He stated it is a challenging but very good time due to all of the growth in many areas. The planning process that we are going through and reviewed today is a perfect time to talk about growth. He thanked Director Mangum for the opportunities he is giving them as Commissioners.

**ADJOURNMENT**

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

**Voice Vote**

**Unanimous**

The meeting was adjourned by Commissioner Torimoto at 7:47 p.m.

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

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Harry Torimoto, Chairperson

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Jerry Jewell, Vice Chairperson