



City of Novi, Michigan Strategic Community Recreation and Master Park Plan



Nurture Public Services that residents want and value

Operate a World-Class and sustainable local government

Value and build a desirable and vibrant community for residents
and businesses alike, now and into the future

Intest properly in being a safe community at all times for all people

2015-2019

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Acknowledgments

City Council

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David Staudt, Mayor Pro-Tem
Andrew Mutch
Wayne Wrobel
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Parks and Recreation and Cultural Services Department,

Jeffery A. Muck, Director, CPRP

The Parks, Recreation and Cultural Services Commission is comprised of seven members appointed by the City Council. The Parks, Recreation and Cultural Services Commission is charged with setting policy and making recommendations to the Parks, Recreation and Cultural Services Department. The Commissioners work together with professional staff in the areas of programming, budget, facilities, planning and public relations. The Commission has the responsibility of meeting community recreational objectives, and reflecting community needs to the Parks, Recreation and Cultural Services Department and City Council.



November 12, 2014

Dear Novi Residents,

Thank you for your interest in the City of Novi’s Parks, Recreation and Cultural Services (PRCS) Strategic Community Recreation and Master Park Plan. The Plan represents the collaborative efforts of Novi residents, PRCS staff, Mayor Bob Gatt and the City Council, PRCS Board of Commissioners and other partners to create an action-oriented work plan to guide us over the next five years. The outcome of this effort will help ensure that we preserve and build upon the treasure that is Novi’s parks, open spaces, and recreation programming in order to meet the needs of our citizens.

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Doreen Poupard

City Manager
Peter E. Auger

Parks, Recreation & Cultural Services Director
Jeffrey A. Muck

Novi’s Parks, Recreation and Cultural Services Department is committed to its Mission....
“Provide exceptional park, recreational and cultural opportunities that are diverse and enhance lives.” Novi is a great place to live, work and play because of its high quality of life. The City Council has made the acquisition and development of park land and continuing recreation and cultural arts programming a priority. Our team is grateful for the resources provided to the department and embraces the opportunities and the challenges of these expectations.

We are developing this Plan during a transformational moment in PRCS’s history. Since completion of the last Plan in 2010, we have seen both a significant expansion of the Parks and Recreation system and rapidly changing local demographic needs. In light of these changes, we must strategically evaluate our facilities, services, and operations to continue to meet our Mission.

The information included has been gathered over the course of the last several years from evaluations, participant surveys, community focus groups and committee meetings. Additionally, a community survey was conducted in early 2014. Comments from the public, Parks, Recreation and Cultural Services staff and Commission, along with City officials were incorporated into the Plan. In addition, the Plan reflects City Council’s priorities and initiatives including “Nurture Public Services that residents want and value”, “Operate a World-Class and sustainable local government”, “Value and build a desirable and vibrant community for residents and businesses alike, now and into the future”, “Invest properly in being a safe community at all times for all people”. This Plan, in tandem with the other Department planning documents, provides direction to meet the changing needs of our diverse community with innovative programs, exceptional services and state of the art facilities.

The strategic recreation and master park planning process is an indispensable tool for the future of our organization. We will review the action steps of the Plan and update them annually. The Parks, Recreation and Cultural Services team is committed to leading the way as we undertake these initiatives.

Jeffrey A. Muck, CPRP
City of Novi
Director of Parks, Recreation and Cultural Services

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EXECUTIVE SUMMARY

As early as 1959, the Village of Novi was considering becoming a city. There were unsuccessful elections toward Novi cityhood in 1959 and 1962. The Novi Village Council again took formal action toward cityhood in 1966, although Novi did not incorporate as a city until 1969. In 1981, Novi City Council through Ordinance #81-36 created the Department of Parks & Recreation for the City of Novi, provided for the appointment of a Director of Parks and Recreation and prescribed the Director's powers and duties.

It also established a seven-member Commission of Parks & Recreation, prescribed terms of office, defined powers and duties of Commission members, provided for adoption of Rules and Regulations and penalties for violation thereof, and repealed Ordinance #70-36 and amendments thereto. The Commission sets policy for and makes recommendations to the Parks, Recreation & Cultural Services Department. The Commissioners work together with professional staff in the areas of programming, budget, facilities, planning and public relations. The Commission has the responsibility of meeting community recreational objectives, and reflecting community needs to the Parks, Recreation & Cultural Services Department and City Council.

The City of Novi, prior to 1981, owned approximately 103 acres of land for park sites in a city of 31.3 square miles, and had a population of 22,525. The city has now grown to a population of 59,911. Today, the Department manages over 1,274 acres of parkland including Lakeshore Park, ITC Community Sports Park, Ella Mae Power Park, Rotary Park, Wildlife Woods Park, Brookfarm Park, Village Wood Lake Park, Fuerst Park, Villa Barr Art Park, Novi Dog Park and Pavilion Shore Park.

The Commission realized that one of the most important needs of the Community was the purchase of open space land for regional and neighborhood parks throughout the city. The Department and Commission applied for funding for land acquisition, improvements and equipment. Through the Community Development Block Grant (CDBG), Land and Water Conservation Fund (LCWF), Michigan Natural Resource Trust Fund (MNRTF), Michigan Department of Natural Resources (MDNR), 1993 Bond Issue, land swaps and private donations the City began developing a comprehensive system of parks & trails.

Developing a complete inventory of recreation facilities, programs, and events is an essential component of a Community Recreation Plan. It provides a base of information to use in implementing the department's strategic plan and will assist in the future decision-making process.

The Strategic Community Recreation & Master Park Plan, typically an element in the overall Comprehensive Development Planning process, is not intended to rigidly fix the ultimate use of land. Rather, it is intended to serve as a guide for future development and possible redevelopment of the community.

The Plan recognizes the limitations of physical features as well as the existing pattern of development and is, therefore, a "marriage" between the ideal principles of land use planning and the realistic limitations encountered in the existing community. Yet, when adopted as official community policy, it can serve as the principal basis for decision making in matters relative to the growth and character of the entire community. It is through the guidance of the policies and objectives contained in the Plan that those positive, stabilizing elements of the community, which have created a good living, and working environment can be preserved.

Similarly, the existing sound development can set an atmosphere for the development of vacant parcels and the upgrading of substandard areas and non-conforming uses. The Future Land Use Plan serves two basic functions in the City. On one hand, it can serve as a guide for new growth and development while also serving as a stimulus and catalyst for redevelopment.

Novi's, Strategic Community Recreation & Master Park Plan then, is intended to provide the Parks & Recreation Commission, City Planning Commission and the City Council with a guide to Parks, Recreation and Cultural Services decisions and land use problems. The Plan can also serve as a policy statement to investors and developers as to how the City feels certain areas in the community should be developed.

The Community Description includes a brief introduction to the City of Novi and the jurisdiction of the Community Recreation Plan.

The Administrative Structure chapter describes how recreation is governed and operated within the City. This includes information outlining the function of the Parks & Recreation Commission, the function of the staff, a fiscal analysis, volunteerism, partnerships, schools and other public or private recreation agencies.

The Recreation Inventory portion of the plan includes several components. The first component is a map identifying each facility location by number, followed by a facility matrix, listing acres and attributes. Secondly, a brief description of each facility listing the classification, address, size, accessibility rating and amenities. Thirdly, a listing of all facilities that were partially or completely developed with Department of Natural Resource grant funds. This chapter also encompasses Land Use Classifications along with Local, Regional and State Recreation Facilities.

The Planning and Public Input Process compares the City of Novi's existing recreation opportunities to the National Recreation and Park Association's standards in determining deficiencies. An essential component to developing the Community Recreation Plan is staff and public input. The methods used to incorporate public input were focus groups, community surveys, Parks, Recreation and Cultural Services Commission and City of Novi Council meetings. Summaries of the results are highlighted in Appendix A Staff & Public Meeting Input on page 68 and Appendix B Community Survey on page 85.

Through the development of a Strategic Community Recreation & Master Park Plan the Department of Parks, Recreation and Cultural Services established a Strategic Plan by creating a Mission and Vision Statement. Afterwards Core Values were established which lead to an Action Plan that is significant in carrying out the desires of its residents.

The data collected to establish the Action Plan was from various sources including: City of Novi Department of Parks, Recreation & Cultural Services, Department of Public Service, Community Development, Information Technology Department, Parks and Recreation Commission, SEMCOG, Michigan Department of Natural Resources, and the Michigan Recreation & Parks Association. Additional information was taken from previous Master Park Plans and with input from various focus groups and surveys.

Again, this Strategic Community Recreation and Master Park Plan is designed to be a guiding tool for Parks, Recreation & Cultural Services to meet the growing needs of the Novi Community, as well as an easy-to-use reference for city residents.



Community Description



Rejoice with your family in the beautiful land of life!
Albert Einstein

COMMUNITY DESCRIPTION

Novi may be characterized as a carefully and successfully planned community of residential, industrial, commercial and civic development. The City has never had a central business district because of its former status as a township, although we have successfully maintained its friendly, hometown atmosphere in the midst of unprecedented urban growth.

Novi is a fantastic, innovative, and hard-working community. Established as a City in 1969, the community has grown from a sleepy rural stop along Grand River into a cosmopolitan, diverse, and vibrant City.

The City of Novi, is located in Oakland County, Michigan. Oakland County is the second largest county in Michigan with an estimated population of 1.23 Million in 2013. In 2013 the City of Novi has an estimated population of 59,911 residents.

Novi is believed to have first been settled in 1825, 12 years before Michigan became a state. Novi was incorporated as a City in 1969 by citizen vote. However, one subdivision decided to remain a township and, to this day, remains Novi Township.

The City covers an area of 31.3 square miles. Getting around Novi is fairly easy, as all major east to west roads are numbered and exactly one mile apart, with Haggerty at the eastern border and Napier at the western border. Eight Mile Road is the southern border of the City and 14 Mile Road is the northern border.

Major north-south routes are also one mile apart. Access to Novi is easy, as four major highways intersect within the border; M-5, I-96, I-275, and I-696.

Novi is relatively flat, with low, rolling hills. Much of Walled Lake lies within the City limits at the northern border, with few smaller lakes, ponds, streams and wetlands throughout the City.

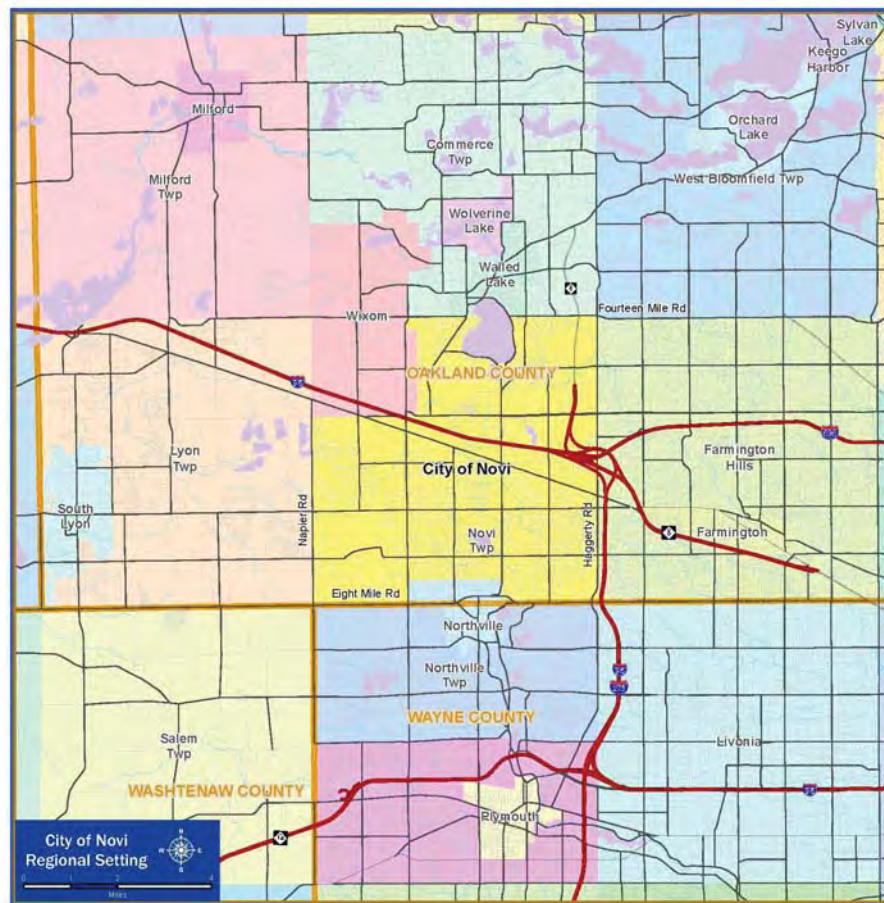


Figure 1: Regional Setting



Administrative Structure



Novi City Council

Nurture
Operate
Value
Invest

CITY OF NOVI ADMINISTRATIVE STRUCTURE

Form of Government - City Council / City Manager

A City Manager / City Council form of government governs the City of Novi. The City's Mayor is elected to a two-year term, is the presiding officer, and a voting member of the seven-person City Council. City Council members are also elected, and serve a four-year term. Council is responsible for establishing policy, passing local ordinances, approving appropriations and the annual itemized budget and all grant applications that require matching funds, while developing an overall vision for the City. The Council appoints the City Manager. The City Manager is the chief administrative officer for the City of Novi and is responsible for all City departments. The City Manager attends all City Council meetings and reports directly to the City Council on all city matters. Among other duties, this office is charged with the preparation and submittal of the Annual Budget and Capital Improvement Program, reports regularly on the financial operations of the City and maintains active membership in various civic organizations. The City also employs an Assistant City Manager who assists the City Manager in developing program strategies to achieve City Council goals and to improve the quality of life in Novi. The Assistant City Manager coordinates day-to-day operations and ensures integration of services among City departments as well as the dependable delivery of high quality services while conserving community resources.

Public Act 156 of 1927 (Local Government, Operate System of Public Recreation) authorizes cities, villages, counties, townships and school districts to operate local recreation facilities and recreation systems. The Act states that a city, village, county or township may operate a system of public recreation and playgrounds, acquire, equip and maintain land, buildings or other recreation facilities, employ a superintendent of recreation and assistants and vote and expand funds for operation of systems. As part of the City Charter, a seven-member commission was established in 1981.

Parks, Recreation and Cultural Services Commission

The Novi Parks, Recreation and Cultural Services (PRCS) Commission is an advisory commission that meets monthly for the purpose of conducting business and encouraging community input. Meetings are held the third Thursday of the month at 7:00pm in the Novi Civic Center Council Chambers.

The seven members are appointed by City Council, serve three-year terms and are voting members. An additional two, non-voting members are high school students and serve two-year terms.

The Parks, Recreation and Cultural Services Commission is charged with setting policy and making recommendations to the Parks, Recreation and Cultural Services Department. The Commissioners work together with professional staff in the areas of programming, budget, facilities, planning, park development, assists with strategic planning, partnerships and public relations. The Commission has the responsibility of meeting community recreational objectives, and reflecting community needs to the Parks, Recreation and Cultural Services Department and City Council.

ADMINISTRATIVE STRUCTURE

Overview of City of Novi, Parks, Recreation and Cultural Services

Parks, Recreation & Cultural Services Department (PRCS) is one component of the overall service provided by the City of Novi to residents in the area, which focuses on well maintained quality parks and open green spaces while providing high quality recreational and cultural programs and community events for individuals of all ages. PRCS works in cooperation with all other departments in the City as shown in Figure 2 on page 12. Figure 3 found on page 13 depicts the organization of the Parks, Recreation, and Cultural Services Department.

The Director of Parks, Recreation and Cultural Services administers the operation of the department and reports to the City Manager and Assistant City Manager. A strong commitment to service is a key component to the success of our community.

With the assistance of 10 full time staff and 75+ dedicated and enthusiastic part-time staff, PRCS provides facilities, programs, classes and opportunities where ones leisure time can: become wholesome, where memories are created, skills are developed and where the quality of life of Novi residents, their families and friends are enhanced.

Our 2 clerical and 9 administrative staff are a critical and an essential component to the department as they provide quality services in an efficient and effective manner. They offer knowledge and expertise in programming, personnel and payroll functions, finance ordinances, technology, marketing, reporting and problem solving.

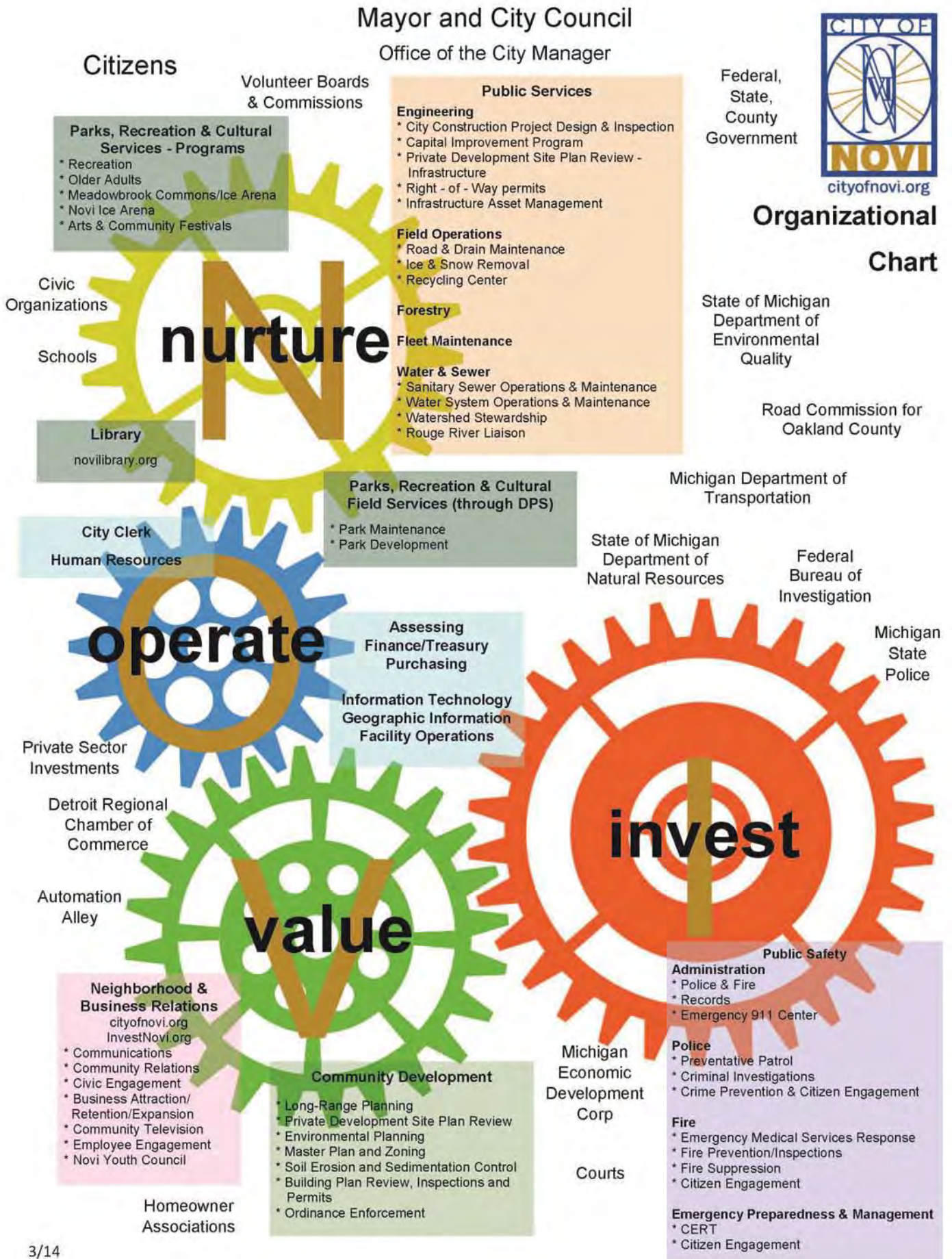
The City contracts with KMG Prestige to oversee the management and operations of Meadowbrook Commons, an apartment community for active older adults. Suburban Area Management-Novı LLC. operates and manages the Novi Ice Arena. Both facilities are owned by the City and operated through an Enterprise Fund.

The Older Adult Services Division (OAS), under Parks, Recreation & Cultural Services, works to provide opportunities and resources for the older adults 55+ of the Novi Community to live, healthy, active and independent lives. OAS facilitates age-friendly programs, classes, special events, social and support services, nutrition programs and transportation services. The OAS Division oversees Meadowbrook Commons, a city-owned apartment community for active older adults. Day-to-day operations are managed by a contracted property management company. OAS is in the second year of a three year Strategic Plan as shown in Appendix F on page 190.

The Department of Public Service maintains all trails, ball fields, parks, shelters, beaches, pathways and general assistance in the parks. DPS also works in tandem with PRCS on park development, park, field and trail construction and capital improvement projects across the City.

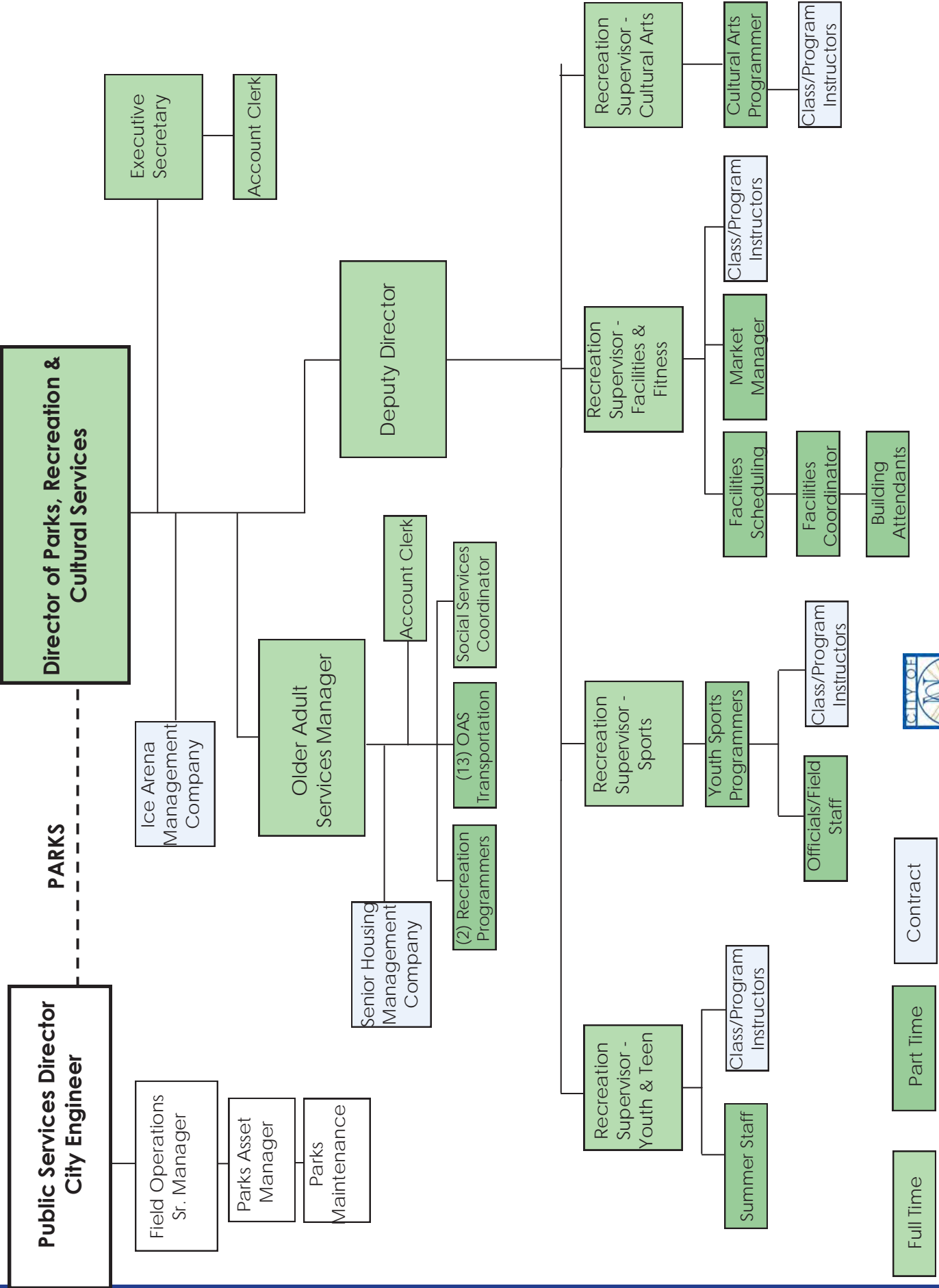
Parks, Recreation and Cultural Services recognizes the critical role all City Departments offer in providing services that are essential to creating healthy active lifestyles for the Novi Community. These include Community Development, Neighborhood and Business Relations, Public Safety, Finance, Facilities, Human Resources, Info Technology and the Novi Public Library. Each of these departments supports PRCS in it's day-to-day operations, events and programs and are crucial to it's success.

Figure 2 - City of Novi Organizational Chart



City of Novi - Parks, Recreation, and Cultural Services - Organizational Chart

Figure 3 - Parks, Recreation & Cultural Services Organizational Chart



Contract

Part Time

Full Time

FUNDING SOURCES

The City of Novi's financial policies, as compiled below, set forth the basic framework for the overall fiscal management of the City. Operating independently of changing economic circumstances and conditions, these policies help the decision making process of the City Council and City Administration. These policies provide guidelines for evaluating both current activities and proposals for future programs and serve the administration in the preparation of a balanced operating budget and management of the City's financial affairs.

Operating Budget Policies

The City will attempt to maintain its present service level for all priority and essential services within the existing property tax millage limits.

- The City will maintain a budgetary control system to ensure adherence to the budget and will prepare periodic reports comparing actual revenues and expenditures with budgeted amounts.
- The City will emphasize efforts to reduce expenditures in major cost centers (i.e. energy, medical insurance premiums, street lighting, pension cost and Worker's Compensation payments).
- The Ice Arena, Senior Housing/Meadowbrook Commons and Water and Sewer Funds will be self-supporting.
- The City will protect against catastrophic losses through a combination of insurance and maintaining appropriate fund balance levels.

Special Revenue Funds

Resources in a fund other than the general fund are either (1) required to be used for the purpose of the fund or (2) intended by the government to be used for that purpose. Special revenue funds report specific revenue sources that are limited to being used for a particular purpose.

Parks, Recreation and Cultural Services Fund

The fund balance for the Parks, Recreation and Cultural Services Fund will be established within a minimum range of 12-22% of fund annual budgeted expenditures, since this fund is similar to the General Fund in terms of covering operations. This fund reports two major sources of revenue: special voted property tax millage and program revenue. The City may establish a designation for capital projects in excess of \$300,000; to be completed in future years based on the capital improvement program.

Enterprise Funds

Enterprise Funds are used to account for the results of operations that provide a service to citizens financed by a user charge for the provision of that service. The City has three enterprise funds: Ice Arena, Water & Sewer and Senior Housing/Meadowbrook Commons. They do not have any direct impact on the City's General Fund Budget.

Financing for Meadowbrook Commons was provided through bonds issued by the Building Authority. The total construction cost was \$12.5 million and all operational expenses and the bond debt retirement are covered by rental revenue. The Ice Arena is self-sustaining with revenue generated from the operations, including repayment of debt service.

Millage Rate

The tax impact on a home with a \$300,000 market value is easily computed. The State Equalized Value (S.E.V.) of a single family residence would be half of the market value of the home. For the example, we will assume the taxable value is equal to the S.E.V. of the residence, which would be \$150,000. The tax millage rates are equal to \$1 per \$1,000 of taxable value. To compute the amount of City property taxes, the property owner could simply take the taxable value and divide it by 1,000 then multiply that by the tax millage rate. Table1 below is an illustration of the computation for the amount of City property taxes on a single family residence with a taxable value of \$150,000.

Table1

Taxable Value Example (increased by 1.6% in 2014):				
	2013 \$150,000		2014 \$152,400	
	MILLS	TAXES	MILLS	TAXES
General Fund	5.0182	\$ 752.73	5.0182	\$ 764.77
Municipal Street Fund	1.5000	225.00	1.5000	228.60
Public Safety Fund	1.4282	214.23	1.4282	217.66
Parks and Recreation	0.3857	57.86	0.3857	58.78
Drain Revenue Fund	0.1057	15.86	-	-
Library Fund	0.7719	115.79	0.7719	117.64
Total Operating	<u>9.2097</u>	<u>1,381.47</u>	<u>9.1040</u>	<u>1,387.45</u>
Debt	0.9903	148.55	1.0960	167.03
Total	<u>10.2000</u>	<u>\$ 1,530.02</u>	<u>10.2000</u>	<u>\$ 1,554.48</u>
Anticipated change between 2013 and 2014				<u>\$ 24.46</u>
Inflation Rate Multiplier				1.6%

The City of Novi total annual property tax millage rate of 10.2000 mills was reduced from 10.5416 mills during tax year 2011 (FY 2012) which had been the same for the prior 12 years. It remains 10.2000 mills for tax year 2014 (FY 2015).



SPECIAL REVENUE FUNDS

PARKS, RECREATION & CULTURAL SERVICES FUND

	2012-13 ACTUAL	2013-14 ESTIMATED	2014-15 BUDGET
REVENUE			
Property Taxes	1,112,311	1,137,422	1,154,000
Donations		20,000	20,000
Grant Revenue	252,880	290,869	
Program Revenue	1,225,953	1,039,360	1,059,882
Older Adults Program Revenue	205,437	198,183	183,330
Interest Income	5,667	5,000	5,000
Other	4,498	7,533	5,000
Transfer In	763,550	250,000	591,000
TOTAL REVENUE	3,570,296	2,948,367	3,018,212
Appropriation - Fund Balance			122
			3,018,334
EXPENSES			
Personnel Services	898,402	888,862	871,104
Supplies	38,745	37,559	40,180
Other services and charges	1,316,983	1,446,439	1,517,058
Capital Outlay	1,734,407	1,403,765	589,992
TOTAL EXPENSES	3,988,537	3,776,625	3,018,334

FUND BALANCE	
Fund Balance July 1, 2013	1,283,200
2013-14 Budget estimated	
Revenue	2,948,367
Expenses	(3,776,625)
Projected Balance June 30, 2014	454,942
2014-15 Budget	
Revenue	3,018,212
Expenses	(3,018,334)
Appropriate to 2014-15	(122)
Projected Balance June 30, 2015	454,820



ENTERPRISE FUNDS

	2012-13	2013-14	2014-15
	ACTUAL	ESTIMATED	BUDGET
SENIOR HOUSING FUND			
REVENUE			
Rentals and other charges for services	1,954,747	1,961,310	1,993,040
Miscellaneous income	3,357	300	600
TOTAL REVENUE	1,958,104	1,961,610	1,993,640
EXPENSES			
Supplies	8,392	5,732	11,475
Interest Expense	520,042	438,591	445,800
Other services and charges	639,481	599,420	813,854
Depreciation	369,496	362,000	375,000
TOTAL EXPENSES	1,537,411	1,405,743	1,646,129
ICE ARENA FUND			
REVENUE			
Rentals and other charges for services	2,106,359	2,099,742	2,062,296
Miscellaneous income	287		
TOTAL REVENUE	2,106,646	2,099,742	2,062,296
EXPENSES			
Supplies	18,779	15,151	14,400
Other services and charges	1,139,530	1,071,824	1,141,693
Program Expenditures	116,693	187,306	193,299
Interest Expense	264,939		250,000
Depreciation	329,537		250,000
Capital Outlay			85,000
TOTAL EXPENSES	1,919,478	1,274,281	1,934,392

CAPITAL IMPROVEMENT PROGRAM

The City of Novi's Capital Improvement Program (CIP) is a planning tool, with a goal to identify and schedule capital improvements over a six-year period from 2014-2020. The CIP is an opportunity to formulate strategic long-term policy decisions that extend beyond the fiscal year 2014-2015 budget year. Each year, the City of Novi invests significant time and resources to design, construct, and maintain the infrastructure and facilities needed to deliver municipal services to residents and businesses. Because of the high costs associated with building and maintaining capital assets, the City must carefully balance the need for such assets with requirements to sustain a strong financial position.

A capital improvement is defined as any new equipment, construction, acquisition or improvement to public lands, buildings or structures in excess of \$25,000 with a minimum life expectancy of five years. Maintenance-oriented, operational or continuous expenditures are not considered to be capital improvements. Capital projects include design and construction, as well as the acquisition of land and the purchase of fixed assets. A fixed asset or equipment include vehicles that are priced over the \$ 25,000. Specifically, the purpose of the CIP is to:

- Identify and evaluate the needs for public facilities.
- Determine cost estimates for each capital project submitted.
- Determine if there will be future operating costs for such projects.
- Determine potential sources of funding for such projects.
- Adopt policies for implementing capital improvement construction.
- Anticipate and pre-plan projects with an emphasis on seizing opportunities for partnerships and alternative funding.

Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs.

Regardless of the difference between the operating and capital budgets, the two are interdependent. Budgetary policy states that all foreseeable operating costs related to capital projects be estimated and provided for as part of the review process associated with the Capital Improvement Program. In addition, departments are required to include costs associated with operating and maintaining capital projects that are requested for the upcoming year.

Parks, Recreation and Cultural Services Capital Budget

Quality of life initiatives, such as those represented by parks, open space, and trails are an important component of the City's Capital Improvement Program. The six year program emphasizes trail connectivity and access and provides for the continued development of parks across the city as shown in Table 8A & 8B on pages 65 & 66.

Funding for parks, open space, and cultural events is from user fees and primarily from the Parks and Recreation dedicated millage that was established in 1980 for .5 mills for maintaining parks and recreation purposes. Pursuant to state legislative approval of Proposal A in 1994, the City's millage rates have been "rolled back" at the rate of inflation, resulting in lower millage rates, and revenue. The "rolled back" rate for 2014-15 is .3857 mills. The City may choose to propose a Headlee Override to restore the millage back to the Charter permitted levy of .5 mill. If an override were approved by the voters, the additional revenue generated for PRCS operating funds would be approximately \$342,000 annually.

COMMUNITY RELATIONSHIPS

There are various organizations that assist in supporting city and departmental efforts through advocacy and fund raising. Their professional guidance engages us in planning programs, classes, services and facilities that will enhance the lives of those we serve.

Supporting Groups

The Novi Parks Foundation was formed in 2004 as a 501 (c)(3) non-profit corporation that assists Novi PRCS by raising funds through events and the Naming Rights Program to support park projects, recreational opportunities and the scholarship program to allow financially disadvantaged youth the opportunity to participate in recreational programs.

Novi Parks, Recreation & Cultural Services Grant Committee was formed in 2013. This five member committee helps to determine the priorities for land acquisition, park development, and program grants along with potential funding sources.

Novi Cultural Arts Advisory Board was formed in 2013 due to Novi's increasingly culturally diverse population, the addition of the Villa Barr Art Park property and increased public art in the community. The five member board works to gain feedback from the various diverse populations in Novi providing input on awareness, programs and events. The Advisory board consists of an art educator, one local artist and 3 residents.

Novi Older Adults Advisory Board was formed in 2013. This five member committee provides input regarding new, innovative programming, social services, and assist to help involve the boomer generation. Responsibilities of board members include contributing to the completion of the twenty-five strategies outlined in the 2013-2015 Older Adult Strategic Plan, assisting the Novi Public Library with strategic plan items pertaining to older adults, contributing to the financial support of the department by securing leads for program sponsors and the transportation advertising program are developing connections and partnerships through advocacy to promote community involvement by older adults.

Historical Commission, formed in 1986, is a five person group appointed by the Novi City Council to help preserve Novi's Heritage and share the story of Novi's history. The collection and preservation of the history of Novi is being accomplished through the solicitation of donated documents, photographs, and recorded personal experiences. The Commission's work includes the development of presentations, exhibits, and events that showcase the over 180 year history of Novi. Appendix C on pages 122 & 123 for Novi's Historical Landmarks.

Novi Youth Assistance is a 501 (c)(3) non-profit corporation dedicated to the prevention of juvenile delinquency, child abuse and child neglect along with assisting families in providing food commodities through The Emergency Food Assistance Program (TEFAP) and scholarships for summer camp opportunities.

Walkable Novi Committee includes members of the City Council, Planning Commission, Parks, Recreation and Cultural Services Commission and Novi Parks Foundation. This Committee works with various City Departments and it reviews and makes recommendations on non-motorized transportation and recreation plans and projects throughout the community. The Committee meets bi-monthly and the public is welcome to attend their meetings.

COMMUNITY RELATIONSHIPS

Motor City Mountain Biking Association (MCMBA) - MCMBA benefits Lakeshore Park by maintaining the trails with grooming, cutting excess foliage and picking up litter.

Suburban Mobility Authority for Regional Transportation (SMART) – Through this partnership, Novi Senior Transportation provides older adults in Novi with rides to medical appointments, grocery stores, visiting friends, and other various locations in the City of Novi and within a 10 mile radius from Novi Civic Center.

Volunteers

Traditionally, Novi Parks, Recreation and Cultural Services volunteers provide nearly 19,560 hours of service, with nearly 6,405 of the hours being completed in the area of youth sports programs, 12,692 in the area of Older Adult Services and 463 in other programs. This overall total is the equivalent of 9 full-time employees or 15 part-time employees. Volunteers are utilized for a wide range of “jobs” throughout the department. Volunteer opportunities provide an outlet for volunteers to give back to the community. Volunteers help PRCS provide as many quality services as possible in a cost efficient manner, while creating a sense of community and engaging citizens.

Opportunities for volunteerism exist in many areas including; special events, youth sports coaches, program instruction, environmental / outdoor projects, older adult services and park enhancement. The department has a volunteer application as well as a background check screening process that all volunteers must undergo on an annual basis. Once a volunteer has completed the process and is approved to work, the volunteer is provided with a brief overview of the department and basic training on the volunteer job they were selected to perform.

School Facilities

The PRCS and the Novi Community School District have an excellent relationship, which enables both agencies to jointly utilize park and school facilities to meet community needs. When possible, the two agencies share use of gyms and field space for school events, athletic / sports programs and community education programs, which offers enrichment and recreation classes. The NCSD priority of facility requests is school activities / groups, community education programs and then PRCS programs. PRCS and NCSD also work cooperatively in the area of facility development to better meet the needs of the community.

Catholic Central High School a private school consists of a 60 acre campus that features two gymnasiums, several fields for football, lacrosse, baseball and soccer, a track and cross county course. The City of Novi has a facility use agreement in place with Catholic Central High School for use of facilities when school functions are not utilizing specified areas. The amount of time available for use has been minimal, is at off-peak times and has a cost attached for use.

COMMUNITY RELATIONSHIPS

Neighboring Parks and Facilities

The City of Novi is bordered by several communities; City of Farmington Hills, City of Northville, City of Walled Lake, City of Wixom, Commerce Township, Lyon Township, Northville Township, Salem Township and West Bloomfield Township. Each of these neighboring communities own and operate a variety of parks and facilities, many of which benefit the citizens of Novi, even though these spaces are not a part of this plan's analysis.

Local Commercial and Private Parks and Facilities

A variety of privately owned recreation facilities are located within the City of Novi, serving many specific recreational needs of their members or paying customers. Facilities range from fitness centers and sports clubs to golf courses and bowling alleys. While these facilities are privately owned and charge a monetary fee or membership fee, they are included in this plan due to the recreational needs these facilities meet in the community. Business include:

- Bowling Lanes: Novi Bowl, Lucky Strike
- Dance / Gymnastics: All Star Gymnastics, Elite Dance Company, Performing Arts Academy, Sheryl's School of Dance
- Fitness / Sports Clubs: Gold's Gym, Fusion, Lifetime Fitness, Sports Club of Novi, Snap Fitness
- Golf Courses: Links of Novi, Maples Club
- Miscellaneous Facilities: Lucky's, Putting Edge, Paradise Park, Total Sports, Whirly Ball West.

In addition to all the parks and facilities noted in this plan, many other open spaces in the City contribute to fulfilling the citizens' need for outdoor recreation space in neighborhoods and subdivisions. The Zoning Ordinance provisions in the City play a role in this, especially in recent years during the high growth Novi experienced, by encouraging developers to integrate open spaces into the planned components of new subdivisions. Many apartments and condominium complexes in the City also provide their residents with recreation facilities. These facilities can include things such as swimming pools, saunas, tennis courts, volleyball courts, shuffleboard, fitness rooms, walking trails and play equipment.

These green spaces enhance the appearance of the developments and assist in meeting recreational needs of the residents in the subdivision or complex.

PROGRAMMING

Community Recreation Programs

The City of Novi Parks, Recreation and Cultural Services offers a variety of recreational programs and services for residents of the City and region. In doing so, PRCS partners with various City departments, including the Novi Police Department, Fire Department and Novi Library. The City publishes a magazine titled *Engage!* three times a year; Fall, Winter, and Spring / Summer, which is delivered to approximately 24,236 households. The publication includes program offerings throughout the City, with a major portion of the guide consisting of parks and recreation programs. Program offerings are also available to non-residents, although they are subject to a non-resident rate, a cost slightly higher than the resident rate. Programs are available for all ages, interests and activity levels and engage over 140,000 individuals each year. A brief listing of the types of programs offered follows and assists in identifying unmet programming needs that still exist in the community. Below and the following pages list the programs offered through the City.

Older Adults and Seniors

- Special Events
- Fitness/Programs/Sports
- Social Clubs
- Cards and Games
- Travel Program
- Health and Wellness
- Massage
- Support Groups
- Nutrition Program/Meals on Wheels
- Transportation
- Cable Productions
- Senior Housing
- Support Services
- Educational Programs
- Craft Programs (Quilting/Yarn)



Ice Arena

- Open/Public Skate
- Youth Sticks & Pucks
- Olympic Training Center
- Ice Dancing
- Figure Skating
- Youth Hockey Association
- Youth Learn to Skate Programs
- Adult Hockey Leagues
- Adult Drop-In Hockey
- Field Trips
- Camps
- Birthday Parties



PROGRAMMING

Adults Sports / Programs

- Adult Softball Leagues
- Basket ball and Volleyball Open Gym
- Golf Clinics
- Tournaments

Community Events

- Daddy/Daughter Dance
- Mom/Son Event
- Egg Hunt
- Cemetery Clean-up
- Arbor Day
- Parent/Child Golf Outing
- Earth Day
- Memorial Day Parade /
Veteran's Ceremony
- River Day
- Family Camp Out
- Perennial Exchange
- Farmers Market
- Sizzling Summer Concert Series:
 - * Movies in the Park
 - * Puppets in the Park
 - * Concerts in the Park
- Festival of Chariots
- Ethnic Taste & Tunes
- Health Fair
- Trick or Trucks
- Veterans Brunch
- Super Hero Party
- Light Up the Night
- Breakfast with Santa
- Adaptive Dances

Health, Fitness and Safety

- Aerobics, Zumba, Boot Camp
- Pilates, Yoga, Toning Classes
- Teen Fitness Classes
- Community CPR Classes

Summer Camps

- Camp Lakeshore
- Sports Camps
- Acting / Performance Camps
- Improvisation Camps
- Art Camps
- Adventure Camps
- Specialty Camps

Cultural Arts

- Theatre Productions
- Drawing and Painting
- Theatre Workshops
- Camps
- Photography
- Music Garden
- Dance Classes
- Art Collection
- Sculpture Exhibits
- Novi Concert Band
- Youth Theatre Program
- Choralaires

Youth Sports Leagues

- Basketball
- Flag Football
- Lacrosse
- Softball
- Soccer
- Baseball, Tee Ball
- Volleyball

Youth Programs / Classes

- Horseback Riding Camp
- Golf
- Summer Camps
- Martial Arts
- Science / LEGOS
- Girls on the Run
- Youth Sports Clinics - tennis, cricket, etc.
- Nature
- Teen Programming
- Fire Up Fest - High School

COMMUNITY PARTNERSHIPS

PRCS has partnerships with the following agencies that offer a variety of recreational opportunities and support services for residents through contracted services or sponsorships.

- Novi Bobcats
- Novi Chamber of Commerce
- Novi Choralaires
- Novi Concert Band
- Novi Community Education
- Novi High School Hockey
- Michigan Jaguar Soccer Association
- Novi Lions Club
- Novi Madness Softball
- Novi Parks Foundation
- Novi Rotary Club
- Novi Youth Assistance
- Novi Youth Baseball League
- Novi Youth Hockey Association
- Performing Arts Academy
- Skating Club of Novi
- Motor City Mountain Biking Association
- MSU Extension
- Friends of the Rouge
- AARP
- Western Oakland Meals on Wheels
- Northville Public Schools
- Northville Parks & Recreation
- Providence Park Hospital
- Area Agency on Aging 1B
- OLHSA





Parks and Facilities Inventory



PARKS AND RECREATION INVENTORY

An understanding of the cities assets coupled with what the various recreation providers offer to the citizens, provided a base of information to utilize in developing an Action Plan and for future parks and recreation decisions.

This section includes an in-depth inventory of all City of Novi existing and potential parkland as indicated in Figure 4 on page 27. Table 4 on page 28 lists the acres, accessibility and amenities of city and school facilities and parks. Site Maps are shown in Appendix C beginning on page 107. Also, the Non-motorized Trail Master Plan is listed in Figure 5 on page 40, and the bicycle routes listed in Figure 6 on page 41. A brief inventory of local schools is shown in Figure 7 on page 42, while Figure 8 on page 43 reflects County, State & Huron-Clinton Metropark locations. These facilities and parks are broken into classifications based on the suggested system in Table 5 on page 62 Recreation Classification System.

Barrier Free Accessibility

With the passage of the Americans with Disabilities Act of 1990 (ADA), all areas of public service and accommodation became subject to barrier-free requirements, including parks and recreation facilities and programs.

To assess the status of the City's public parks and facilities, each was evaluated through a field study in accordance with the DNR standards to determine if a person with a disability can safely and independently access and use the park or facility. Each was given a rating of 1 through 5, based on a five point system described below.

Level 1: None of the park / facilities are accessible to people with a broad range of physical disabilities. The site lacks paved areas and facilities, including play equipment and picnic areas, that are not easily accessible.

Level 2: Some of the park / facilities are accessible to people with a broad range of physical disabilities. Either the parking area or pathways are paved, but not both. Many of the play areas or picnic areas are not easily accessible.

Level 3: Most of the park / facilities are accessible to people with a broad range of physical disabilities. Most of the parking areas and pathways are paved and some of the facilities, play equipment and picnic areas included, are accessible but may not be completely barrier free.

Level 4: The park / facilities are completely accessible to people with a broad range of physical disabilities. Parking areas and pathways are paved and most of the facilities, play equipment and picnic areas included, are easily accessible.

Level 5: The entire park / facilities were developed or renovated using the principals of universal design, an approach which enables all environments to be usable by everyone, regardless of age, ability or situation.

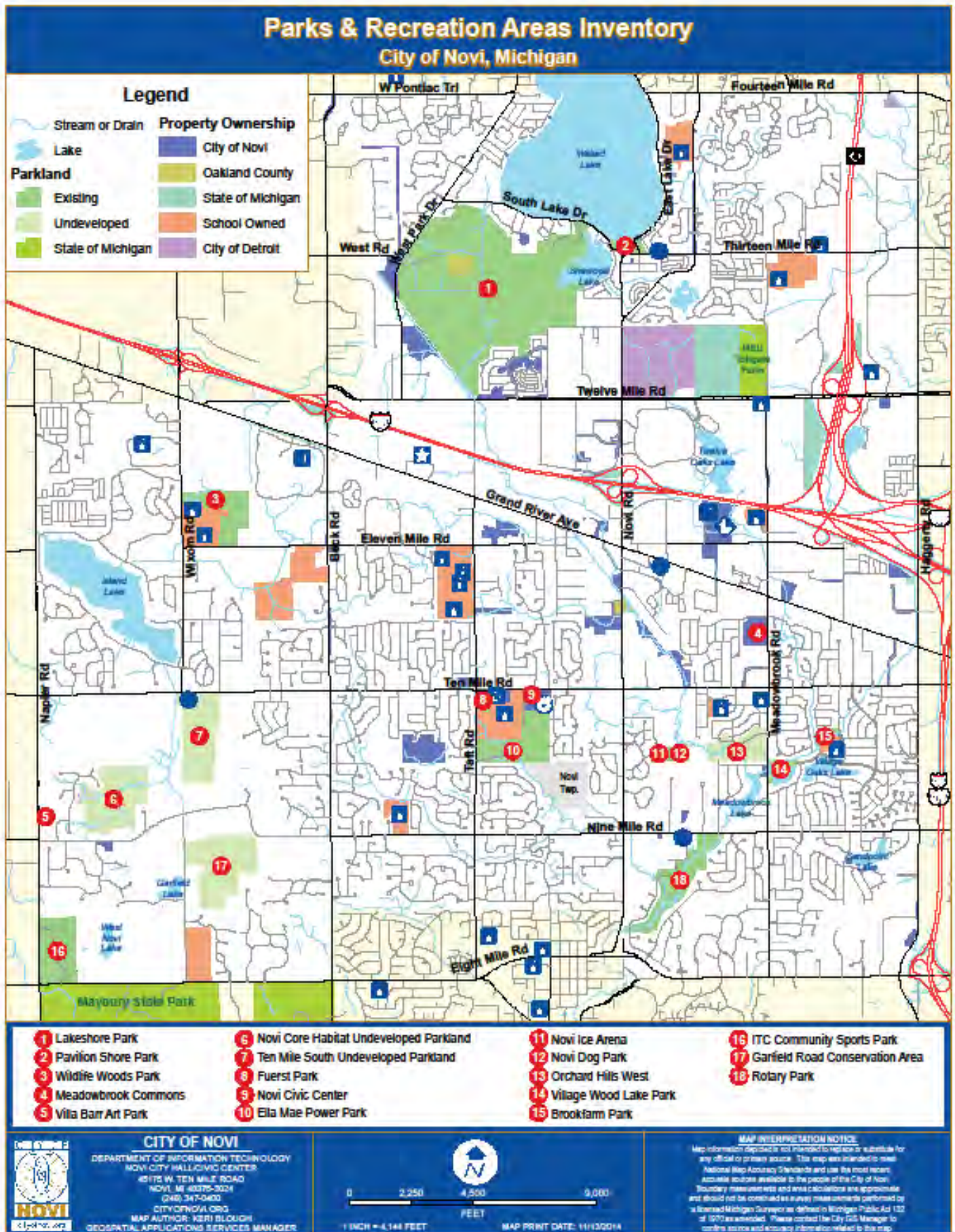


Table 4 - Recreation Facilities Inventory City-Owned Parks, Preserved Land and School Facilities		Park / Facility Name																									
		Acres	Accessibility	Ball Diamond	Basketball Court	Concessions	Football	Grills	Gymnasium	Horseshoes	Skating / Ice	Meeting Rooms	Mountain Biking	Multi-Purpose	Nature / Walking	Parking	Pavilion	Picnic Areas	Play Equipment	Restrooms	Running Track	Sledding Hill	Soccer Field	Swimming Pool	Tennis Court	Volleyball Court	
Community Facilities and Parks																											
	Novi Civic Center	11.13	4	0	0	-	0	-	0	0	0	10	-	-	-	X	0	-	-	X	0	0	-	0	-	-	-
	Novi Ice Arena	7.63	4	0	0	X	0	-	0	0	2	1	-	-	-	X	0	-	-	X	0	0	-	0	-	-	-
	Pavilion Shore Park	10.85	4	-	-	-	-	-	-	-	-	-	-	-	X	X	-	X	-	-	-	-	-	-	-	-	-
	Meadowbrook Commons	18.64	5	0	0	-	0	X	0	0	0	2	-	-	X	X	0	-	-	X	0	-	0	0	0	0	0
	Lakeshore Park	600.60	3	0	0	X	0	X	0	3	0	0	X	X	X	X	2	X	2	X	0	X	2	0	0	0	1
	ITC Community Sports Park	73.81	3	10	2	X	0	X	0	0	0	0	-	-	-	X	1	X	2	X	0	-	6	0	2	0	0
	Ella Mae Power Park	73.46	3	6	0	X	0	-	0	0	0	0	-	-	X	X	1	X	2	X	0	-	0	0	0	0	0
	Novi Dog Park	7.39	5	-	-	-	-	-	-	-	-	-	-	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	Rotary Park	66.04	3	0	0	-	0	X	0	0	0	0	-	-	X	X	1	X	1	X	0	-	0	0	2	0	0
	Villa Barr Park	4.01	1	-	-	-	-	-	-	-	-	-	-	X	-	-	-	-	-	-	-	-	-	-	-	-	-
	Wildlife Woods Park	51.47	2	2	0	-	3	X	0	0	0	0	-	X	-	-	1	X	-	X	0	-	0	0	0	0	0
	Fuerst Park	8.35	3	0	0	-	0	-	0	0	0	0	-	-	X	X	-	X	-	X	0	-	0	0	0	0	0
	Total Community Facilities and Parks	925.03	18	2	2	3	3	0	3	2	2	13				6	7	0	8	0	4	1	0	4	1	0	
Neighborhood Parks																											
	Brookfarm Park	7.78	5	0	0	-	0	-	0	0	0	0	-	X	-	-	0	-	-	-	0	-	0	0	0	0	0
	Village Wood Lake Park	14.37	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
	Total Neighborhood Parks	22.15	0	0	0	0	0	0	0	0	0	0				0				0	0	0	0	0	0	0	0
Natural Resources / Conservation Area																											
	Garfield Road Property	106.73	N/A	0	0	0	0	-	0	0	0	0	-	-	-	-	0	-	-	-	0	-	0	0	0	0	0
	Total Natural Resources / Preserved Land	106.73	0	0	0	0	0	0	0	0	0	0				0				0	0	0	0	0	0	0	0
Undeveloped Parkland																											
	10 Mile South	90.93	N/A	0	0	-	0	-	0	0	0	0	-	-	-	-	0	-	-	-	0	-	0	0	0	0	0
	Novi Core Habitat Property	102.43	N/A	0	0	-	0	-	0	0	0	0	-	-	-	-	0	-	-	-	0	-	0	0	0	0	0
	Orchard Hills West	40.7	N/A	0	0	-	0	-	0	0	0	0	-	-	-	-	0	-	-	-	0	-	0	0	0	0	0
	Total Natural Resources / Preserved Land	234.06	0	0	0	0	0	0	0	0	0	0				0				0	0	0	0	0	0	0	0
School Facilities																											
	Novi High School	54.79	N/A	2	4	X	1	-	2	0	0	0	-	-	-	X	0	-	-	X	1	-	3	1	10	4	
	Catholic Central High School	60.23	N/A	2	2	X	1	-	2	0	0	0	-	-	-	X	0	-	-	X	1	-	2	1	4	2	
	Franklin Road Christian School (Brightmoor)	40.10	N/A	2	1	X	1	-	1	0	0	0	-	-	-	X	0	-	-	X	1	X	1	0	0	1	
	Novi Middle School / Deerfield Elementary	52.00	N/A	2	3	X	1	-	2	0	0	0	-	-	-	X	0	-	-	X	1	-	1	0	4	2	
	Novi Meadows / Parkview / Woods Elementary	70.30	N/A	2	3	-	1	-	3	0	0	0	-	-	-	X	0	-	-	X	0	-	0	0	2	1	
	Orchard Hills Elementary	10.00	N/A	0	1	-	0	-	1	0	0	0	-	-	-	X	0	-	-	X	0	-	0	0	0	1	
	Village Oaks Elementary	10.14	N/A	0	1	-	0	-	1	0	0	0	-	-	X	X	0	-	-	X	0	-	0	0	0	1	
	Thornton Creek Elementary	18.75	N/A	1	1	-	0	-	1	0	0	0	-	X	-	X	0	-	-	X	0	-	1	0	0	1	
	Hickory Woods Elementary	28.61	N/A	1	1	-	1	-	1	0	0	0	-	-	-	X	0	-	-	X	0	-	0	0	1		
	Meadowbrook Elementary	25.67	N/A	1	2	-	-	-	1	0	0	0	-	-	-	X	0	-	-	X	0	-	0	0	1		
	Total School Facilities	370.59	13	19	6	9	6	15	15	3	2	13				6	17	12	4	8	2	20	15	15	24	16	
	TOTAL	1658.56	31	21	9	21	9	15	15	3	2	13				6	17	12	4	8	2	20	15	24	16		

Key - amenity does not exist X amenity does exist

City of Novi Cemetery

Classification: Historic

Site Location:

Novi Cemetery 25445 Novi Road
Knapp Cemetery 43005 Nine Mile Road

Size:

2.5 acre
.05 acre

Site Map: Appendix C



History: **Novi Cemetery** was donated by Novi settler, Daniel Lee. In 1844, remains from graves on the Loren Flint farm, many dating from the early 1830's, were moved to the cemetery. The property was expanded to 2.5 acres in 1873 and renamed the Novi Cemetery. Many veterans are buried in the cemetery including those who served in the Revolutionary War, the War of 1812, the Civil War and WWI and WWII.

Knapp Cemetery is typical of many small family graveyards of the 19th century. It was established in 1836 when Benajah Aldrich set aside one half acre of his farm for burial purposes. Henry Knap, Benajah Aldrich's brother-in-law, was the first to be buried here.

While not a designated park, Novi and Knapp Cemetery is considered part of the Parks, Recreation, and Cultural Services Department. Gravestones are currently being restored.

Community Parks

Services broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces. Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and 1/2 to 3 mile distance.

Novi Civic Center



Classification: Recreation Facility and Municipal Offices

Location: 45175 West Ten Mile Road

Size: 11.13 acres

Accessibility Rating: 4

Site Map: Appendix C

Description: The Novi Civic Center is home to City Offices, including the Novi PRCS Department, Older Adult Services, and Senior Transportation program.

The center encompasses a theatre, meeting rooms and activity rooms. Year round recreational programs for all ages are held in these rooms daily and room reservations are also available for business meetings, showers and parties.

Amenities:

- Atrium
- 10 rooms available for community use
- 1 stage (for theatrical performances)
- Full service banquet kitchen
- Walking path



Meadowbrook Commons



Classification: Recreation Facility

Special Use: Meadowbrook Activity Center / Older Adult Housing

Location: 25075 Meadowbrook Road

Size: 18.64 acres

Accessibility Rating: 5

Site Map: Appendix C

Amenities:

- 115 1-2 Bedroom Apartments
- 60 Ranches
- Computer lab
- Library room
- 2 Activity / meeting rooms
- Game, craft, movie and fitness rooms (for complex residents)
- Stage
- Walking path

Description: Meadowbrook Commons, opened in September 2001, is an older adult housing facility built and owned by the City of Novi. The facility is contracted to a management company that oversees the daily maintenance and operations of the facility, as well as the residential rental portion of the facility. The center provides older adult programs, special events, social services, and fitness opportunities for all of Novi's older adult population.



Novi Ice Arena



Classification: Recreation Facility - Sports Complex

Location: 42400 Nick Lidstrom Drive

Size: 7.63 acres

Accessibility Rating: 4

Site Map: Appendix C

Amenities:

- 2 NHL sized sheets of ice
- 8 Locker rooms
- 2 Dance studios
- Pro Shop
- 1 Concession stand
- Meeting / Conference Room

Description: The Novi Ice Arena opened in September 1998 is owned by the City of Novi and operations are contracted the management company Suburban Area Management-Novu LLC.

This beautiful multi-surface facility offers two NHL-regulation sized ice sheets, seating capabilities of 750 and 200, heated viewing areas, pro shop, concessions, skate rental and meeting space. The arena offers eight large locker rooms, an officials room and a figure skating dressing room. The facility is host to a variety of organizations, including the Novi Youth Hockey Association, Figure Skating Club of Novi, Novi High School, and Northville High School.



Fuerst Park



Art



Wifi



Classification: Community Park
Location: 45325 W. Ten Mile Road
Size: 8.35 acres
Accessibility Rating: 3
Site Map: Appendix C

History: The Fuerst property was sold to the Novi Community Schools in 1973 by the Fuerst family with the stipulation that the property be used for public purposes. The City of Novi purchased the property in 1997.

Description: Located at the corner of Ten Mile and Taft Roads, this eight acre park offers a great setting for a leisurely walk while enjoying the inviting landscaping and rolling topography. The 150-seat amphitheater provides lifelong memories with the family-friendly performances taking place May-October. Wi-Fi access is available for those with valid Novi Public Library card to connect. The historic Township Hall building and amphitheater can be reserved for small gatherings.

Amenities:

- 150 seat amphitheater
- Historical Township Hall
- Walking paths
- Landscaping
- Public Art displays
- Wi-Fi access



Lakeshore Park



Classification: Community Park
Location: 601 South Lake Dr.
Size: 600.60 acres
Accessibility Rating: 3
Site Map: Appendix C

Description: The largest of the City's parks, Lakeshore Park offers a wide variety recreational opportunities and plays host to many community events. Active recreation opportunities include a swimming beach (on Walled Lake, the largest lake in the City) in the summer months, well maintained mountain bike and walking trails and two newer play structures. The park is also home to a wide variety of flora and fauna. Two picnic shelters and a meeting building are available for community use at the park.

Amenities:

- 1 Public swimming beach
- 9 Miles of mountain bike / walking trails
- 2 Playgrounds
- 3 Horseshoe pits
- 1 Sand volleyball court
- 2 Picnic shelters / barbecue grills
- 1 Soccer field
- 2 Restroom facilities



Villa Barr Park



Classification: Community Park
Location: Napier Road near Nine Mile Road
Size: 4.01 acres
Accessibility Rating: 1
Site Map: Appendix C

Description: The City of Novi has acquired four acres of property located on Napier Road, near Nine Mile Road. The four acre property, previously owned by internationally famed artist David Barr, includes a home, studio and sculpture garden. Future plans for the property include a public park, sculpture garden and cultural education center.

The City was given, at no extra cost, six sculptures created by David Barr to reside at the future art park. Initial programming at the property will include education regarding artist David Barr and the property.

Amenities:

- Art Work 32 pieces estimate



Novi Dog Park



Classification: Community Park
Location: 42390 Nick Lidstrom Drive
Size: 7.39 acres
Accessibility Rating: 5
Site Map: Appendix C

Description: Opened in October 2014, this three-acre off-leash dog park offers ample activity space for dogs of all sizes. For the safety and comfort of dogs and their owners, nearly $\frac{3}{4}$ of an acre is set aside for small and/or timid dogs and nearly one and half acres is available for all other dogs. Parking is available at the location and at the Novi Ice Arena.

Amenities:

- Double Gate Entry
- Key Fob Entry System
- Small/Timid Dog Area
- Benches
- Dog and Human Drinking fountains
- Dog Waste Stations



ITC Community Sports Park



Classification: Community Sports Park / Complex

Location: 51000 Eight Mile Road

Size: 73.81 acres

Accessibility Rating: 3

Site Map: Appendix C

Description: Developed in 1996, ITC Community Sports Park caters to active recreational pursuits. This park is known as the premier soccer and baseball complex in the area, which plays host to many tournaments throughout the year. Tennis and basketball courts are also within the park. For non-sports enthusiasts, one picnic shelter is available for community use throughout the year or to rent for gatherings of all sorts. Two play structures, one near each entrance of the park, are popular all year round.

Amenities:

- 2 Playground areas
- 1 Picnic shelter / barbeque grills
- 3 Restroom facilities
- 6 Soccer Fields (none lighted, all irrigated)
- 10 Baseball Fields (none lighted, all irrigated)
- 2 Tennis courts
- 2 Basketball courts



Ella Mae Power Park



Classification: Community Sports Park / Complex

Location: 45175 West Ten Mile Road

Size: 73.46 acres

Accessibility Rating: 3

Site Map: Appendix C

Description: Ella Mae Power Park is an athletic complex catering primarily to softball leagues, which is located on the Civic Center Campus and shares parking at the site. This complex is one of the premier sites for softball in the area. This site also hosts a variety of tournaments throughout the year, from recreational to state and national tournaments. Approximately 28 acres of this space is heavily forested with mature hardwoods, including a trail system for hikers. 2 play structures and small shelter are also a part of this site.

Amenities:

- 4 Softball fields (all skinned infields, all lighted, none irrigated)
- 2 Baseball fields (all skinned infields, none lighted, none irrigated)
- Concession / restroom facility
- Small shelter
- 2 Playgrounds



Rotary Park



Tennis



Classification: Community Park

Location: 22220 Roethel Drive

Size: 66.04 acres

Accessibility Rating: 3

Site Map: Appendix C

Description: Developed through donations from the Rotary Club and a MDNR Grant. This park is made up of woodlands, wetlands and a portion of the Middle Rouge River. Rotary Park is mainly a passive park located primarily within a floodplain.

Amenities:

- 1.5 Miles of nature trails
- Barbecue grills
- 1 Playground
- 1 Picnic Shelter
- 2 Tennis courts
- Restroom facilities



Wildlife Woods Park



Classification: Community / School Park

Location: 26442 Wixom Road

Size: 51.47 acres

Accessibility Rating: 2

Site Map: Appendix C

Description: Land acquired with 1993 Bond issue funds. This is a community park that is located on property adjacent to a Novi Community School. The park mainly consists of open space utilized for practice fields for soccer, football and lacrosse, as well as two youth baseball / softball fields and a small shelter.

Amenities:

- 8 Practice soccer fields (multi-sports fields)
- 2 Youth Baseball / Softball Fields
- 3 Football / 1 Lacrosse Field
- Restroom
- Picnic shelter



Pavilion Shore Park



Fishing

Classification: Community Park
Location: 43390 Thirteen Mile Road
Size: 10.85 acres
Accessibility Rating: 4
Site Map: Appendix C

Amenities:

- Paved Trails
- Fishing opportunities
- Open space for structured and non-structured recreation

Description: This park was opened on August 24, 2013. Hundreds of residents came out to enjoy the festivities and play at the new park. The park sits on the southern shore of Walled Lake and consists of walking paths, a fishing pier, picnic plaza, parking and waterfront seating. Just a short walk (.2 miles) to the west is Lakeshore Park with additional amenities: sand volleyball, swim beach, Horseshoe pits, BBQs, picnic shelters, play structures and over 10 miles of mountain biking and multi-purpose trails.



The Pavilion Shore Park has a rich history as the former home of the Walled Lake Amusement Park and the Walled Lake Casino.



Neighborhood Parks

Remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation. 1/4 to 1/2 mile distance and uninterrupted by non-residential roads and physical barriers.

Brookfarm Park



Classification: Neighborhood Park
Location: Adjacent to Village Oaks Elementary School
Size: 7.78 acres
Accessibility Rating: 5
Site Map: Appendix C

Amenities:

- 1 Multi-purpose field
- Open space for structured and non-structured recreation

History: The subdivision developer set this land aside for use as a common area. The park was donated to the City of Novi.

Description: This quaint neighborhood park features a new walking path installed in 2014, a small stream, and open space for sports and casual family outings.



Village Wood Lake Park



Classification: Neighborhood Park

Location: Adjacent to Malott Drive and Meadowbrook Road at the west end of Village Wood Road.

Size: 14.37 acres

Accessibility Rating: 4

Site Map: Appendix C

Amenities:

- Walking path
- Picnic opportunities

Description: This neighborhood park located at the west end of Village Wood Road features a walking path, picnic tables and the beauty of Village Wood Lake.



Orchard Hills West

Classification: Neighborhood Park

Location: Adjacent to Malott Drive and Meadowbrook Road at the west end of Village Wood Road.

Size: 40.7 acres

Accessibility Rating: N/A

Site Map: Appendix C

Amenities:

- Unpaved natural trails

Description: Orchard Hills is 40 acres of undeveloped park.



LAND USE CLASSIFICATIONS

Following is a brief description of each of the categories that are utilized to describe the lands featured on the **City of Novi Parks & Recreation Areas Inventory Map**.

Existing Parklands: Existing parklands are properties which have been previously designated as parkland, are owned by the City of Novi, and have existing recreation improvements available to the public. The recreation improvement categories include (not an all-inclusive listing):

- Sports fields (soccer, baseball, softball, tennis courts, volleyball courts)
- Parking Areas
- Concessions
- Picnic Areas / Shelters
- Beach / Swimming Areas
- Hiking / Bike Trail Systems
- Children's Playscape Equipment
- Restroom Facilities

Undeveloped Parklands / Natural Resources: These parkland areas are properties which have been previously designated as parkland, are currently owned by the City of Novi, and do not have any recreation improvements at present.

- Natural Resource Areas
- Wildlife Viewing
- Passive Recreation Opportunities
- Village Wood Lake / Orchard Hills West Property

Potential Parklands: These areas include properties which have not been previously designated as parkland but are identified to have other significant recreational value. The City of Novi is in the process of gaining ownership title to these areas and does not have any formally planned or existing recreational improvements at these locations at the current time.

- Novi Core Habitat Property (Heritage Shoppes Property)
- Southwest Core Reserve (Singh Property)

City Owned Lands: These areas include property which have not been previously designated as parkland but are owned by the City of Novi. These areas include service facilities and functions including:

- Cemeteries
- Fire Stations
- Meadowbrook Commons
- City Library
- City Ice Arena
- City Drainage Courses (lands restricted to wetlands mitigation purposes - Garfield - M-5 area)

School Lands: These areas are owned by public and private educational institutions and are not designated as parkland areas. These include educational facilities and services for the following public school districts and private institutions:

- Novi Community Schools
- Northville Public Schools
- Walled Lake Consolidated Schools
- Art Institute of Michigan
- Catholic Central High School
- Franklin Road Christian School
- Walsh College

LOCAL, REGIONAL AND STATE RECREATION FACILITIES

Local

The City of Novi is bordered by seven different communities; City of Farmington Hills, City of Northville, Northville Township, City of Walled Lake, City of Wixom, Commerce Township and Lyon Township. Each of these neighboring communities own and operate a variety of parks and facilities, many of which benefit the citizens of Novi, even though these spaces are not a part of this plan's analysis.

Regional

Parks in the region offer natural features that suit a broad range of outdoor recreation interests, including picnicking, viewing and studying nature, biking, fishing, boating, camping, play areas, courts and more. These parks are not officially utilized for programming by the Parks, Recreation, and Cultural Services Department, however they do provide recreational opportunities to the citizens of Novi. Regional facilities are provided by the Oakland, Wayne and Washtenaw Counties, the Huron-Clinton Metropolitan Authority (HCMA) and Department of Natural Resources, (DNR). The regional parks are located on the County, State, and Huron-Clinton Metroparks Location Map, page 43, Figure 8.

Oakland County park system encompasses 13 parks and more than 6,400 acres of natural landscapes and outdoor recreation offering a wide variety of year-round recreation opportunities to residents of the county, including Novi citizens, as Novi is located within Oakland County. The Oakland County Parks and Recreation Commission provides and operates additional programs and facilities, including five golf courses, miles of trails, two water parks, a toboggan run, two campgrounds and a youth camp, three beaches, a bicycle motocross track, a nature center, outdoor amphitheater and conference and banquet facilities. Core programs include a therapeutic recreation program, a mobile recreation program, as well as classes and special events. The Oakland County Parks include:

- Addison Oaks (Addison Township)
- Catalpa Oaks (Southfield)
- Glen Oaks (Farmington Hills)
- Groveland Oaks (Groveland Township)
- Highland Oaks (Highland Township)
- Independence Oaks (Independence Township)
- Lyon Oaks (New Hudson)
- Orion Oaks (Orion Township)
- Red Oaks (Madison Heights)
- Rose Oaks (Rose Township)
- Springfield Oaks (Springfield Township)
- Waterford Oaks (Waterford Township)
- White Lake Oaks (White Lake Township)

Washtenaw and Wayne Counties

Operate comprehensive park systems and maintain thousands of acres of parkland within 30 miles or less of the City of Novi, offering the citizens of Novi additional recreational

Wayne County

- Bell Creek County Park (Redford Township)
- Elizabeth Park (Trenton)
- Hines Park (Livonia)
- Lola Valley County Park (Redford Township)
- Lower Rouge Parkway (Inkster)
- Middle Rouge Parkway (Westland, Wayne County)
- Wayne County Fairgrounds (Belleville, Wayne County)
- William Holiday Parkway (Wayne County)

Washtenaw County

- County Farm Park (Ann Arbor)
- Lyndon Park (Chelsea)

Huron-Clinton Metropolitan Authority (HCMA) is a regional park district, also utilized by Novi citizens, that encompasses Oakland, Wayne, Macomb, Washtenaw and Livingston Counties. Currently, 13 Metroparks covering almost 24,000 acres, offer a wide variety of educational and recreational facilities from working farms, to spray parks, to golf courses, Frisbee golf courses, trails, open space, play spaces, picnicking and much more. The Metroparks are located along the Huron and Clinton rivers, providing a greenbelt around the Detroit metropolitan area. The HCMA regional parks within approximately 30 miles or less of the City of Novi include:

- Delhi Metropark (Ann Arbor, Washtenaw County)
- Dexter-Huron Metropark (Dexter, Washtenaw County)
- Hudson Mills Metropark (Dexter, Washtenaw County)
- Huron Meadows Metropark (Brighton, Livingston County)
- Indian Springs Metropark (White Lake Township, Oakland County)
- Kensington Metropark (Milford, Oakland County)
- Lake Erie Metropark (Brownstown Township, Wayne County)
- Lower Huron Metropark (Van Buren Township, Wayne County)
- Oakwoods Metropark (Huron Township, Wayne County)
- Stony Creek Metropark (Huron Township, Wayne County)
- Willow Metropark (Huron Township, Wayne County)

State Parks

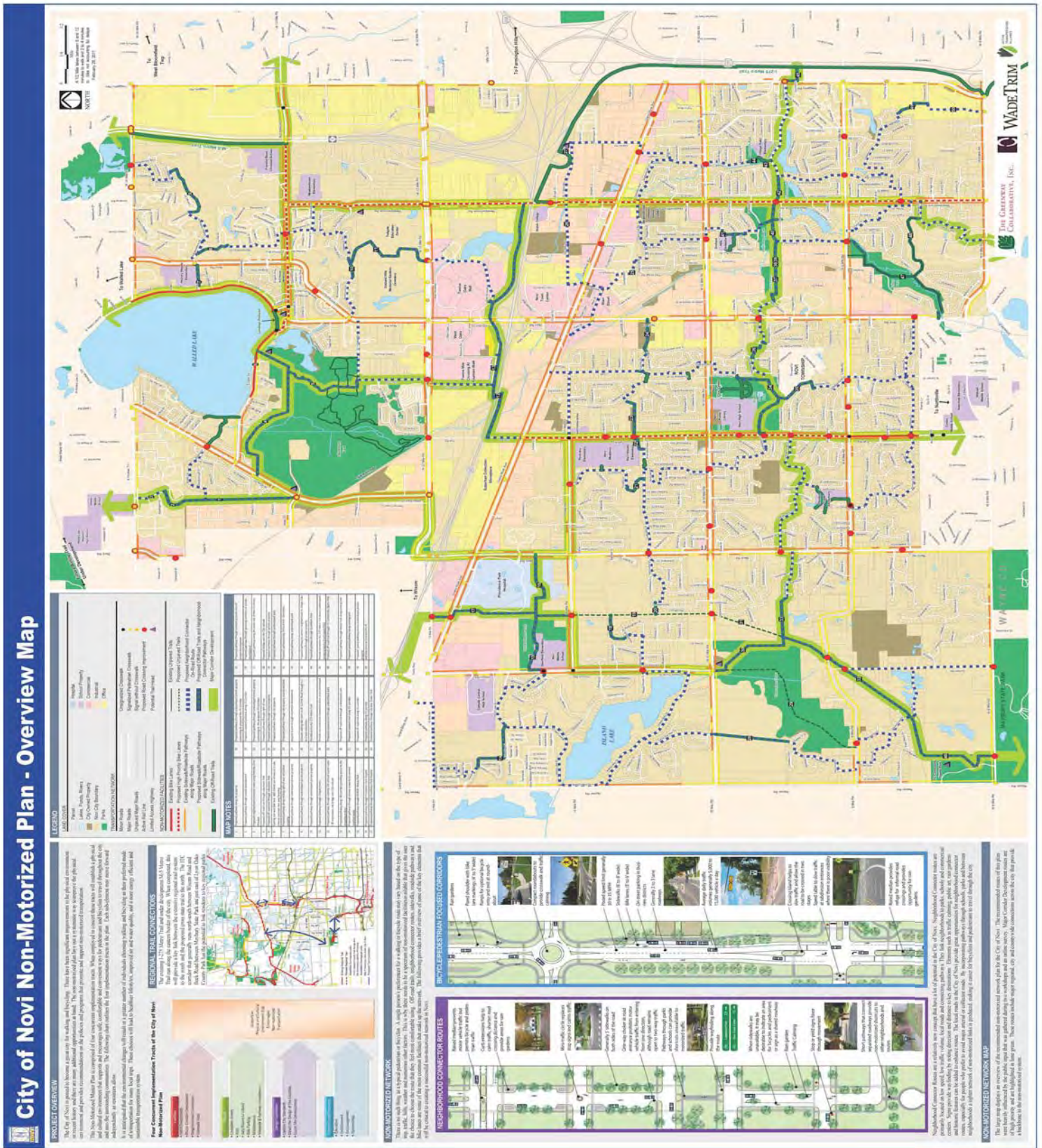
There are several state parks located within approximately 30 miles or less of the City of Novi: that provide recreational opportunities to the citizens of Novi. These state facilities include facilities for horseback riding, camping, hunting, fishing, snowmobiling, cross country skiing, nature areas, picnicking and more. However, there are no state parks located in the City of Novi.

- Bald Mountain Recreation Area (Lake Orion, Oakland County)
- Dodge Brothers #4 State Park (Waterford, Oakland County)
- Highland Recreation Area (Highland Township, Oakland County)
- Holly Recreation Area (Holly Township, Oakland County)
- Ortonville Recreation Area (Ortonville, Oakland County)
- Pontiac Lake Recreation Area (White Lake Township, Oakland County)
- Proud Lake Recreation Area (Commerce Township, Oakland County)
- Seven Lakes State Park (Holly Township, Oakland County)
- Chelsea State Game Area (Chelsea, Washtenaw County)
- Gregory State Game Area (Putnam Township, Livingston County)
- Island Lake Recreation Area (Green Oak Township, Livingston County)
- Maybury State Park (Northville Township, Wayne County)
- Oak Grove State Game Area (Deerfield Township, Livingston County)
- Pinckney Recreation Area (Pinckney, Livingston County)
- Horse Shoe Lake (Game area, Oakland County)
- Davisburg State Wildlife Area (Oakland County)
- William G. Milliken State Park & Harbor (Detroit, Wayne County)
- Waterloo Recreation Area (Harrison Township, Washtenaw County)

Figure 5

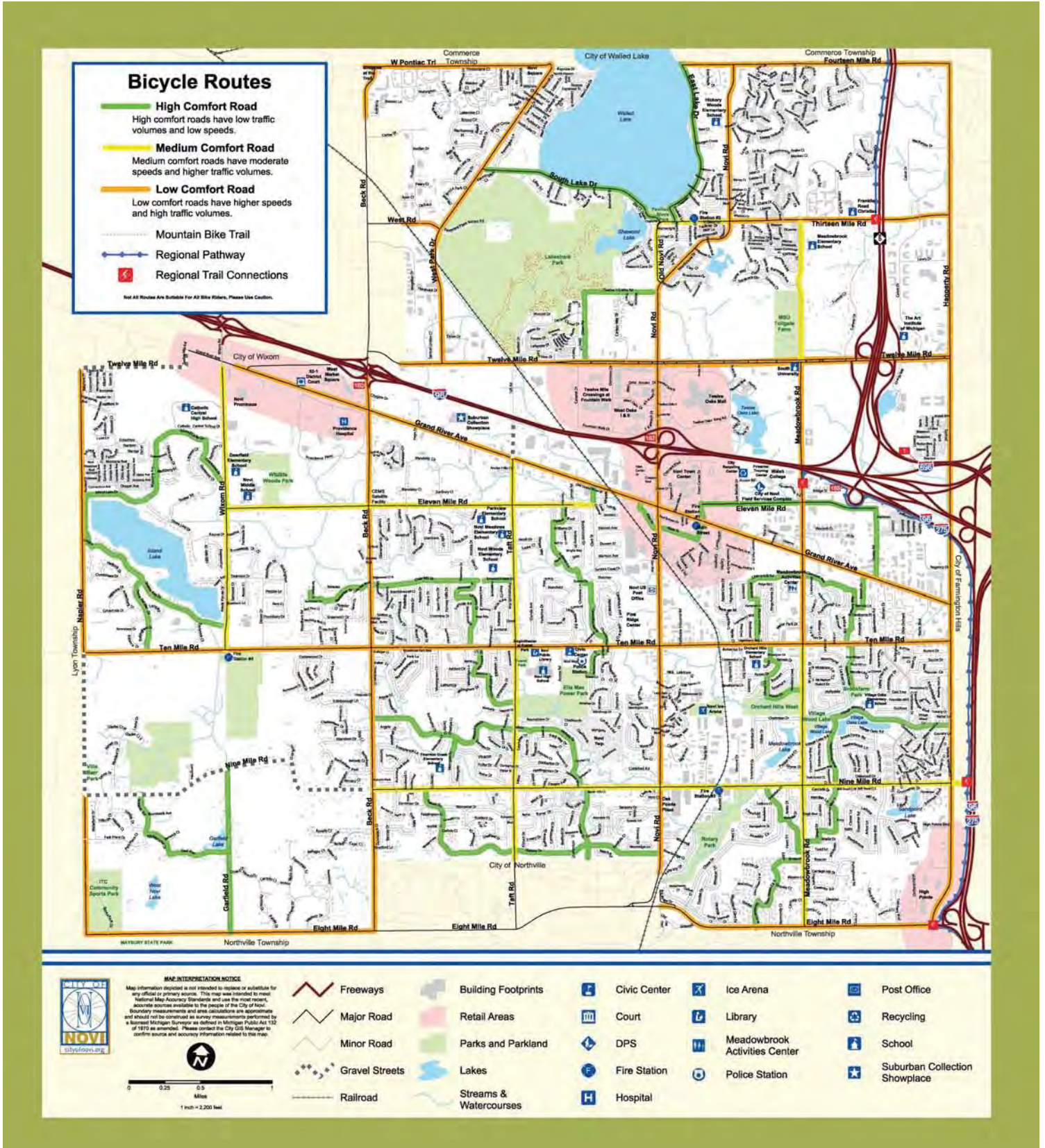
Novi's Non-Motorized Trail Master Plan

Serves in providing non-motorized transportation throughout the City. This trail system provides non-motorized access to many of the City's parks, and based on public input it also provides recreation of its own.

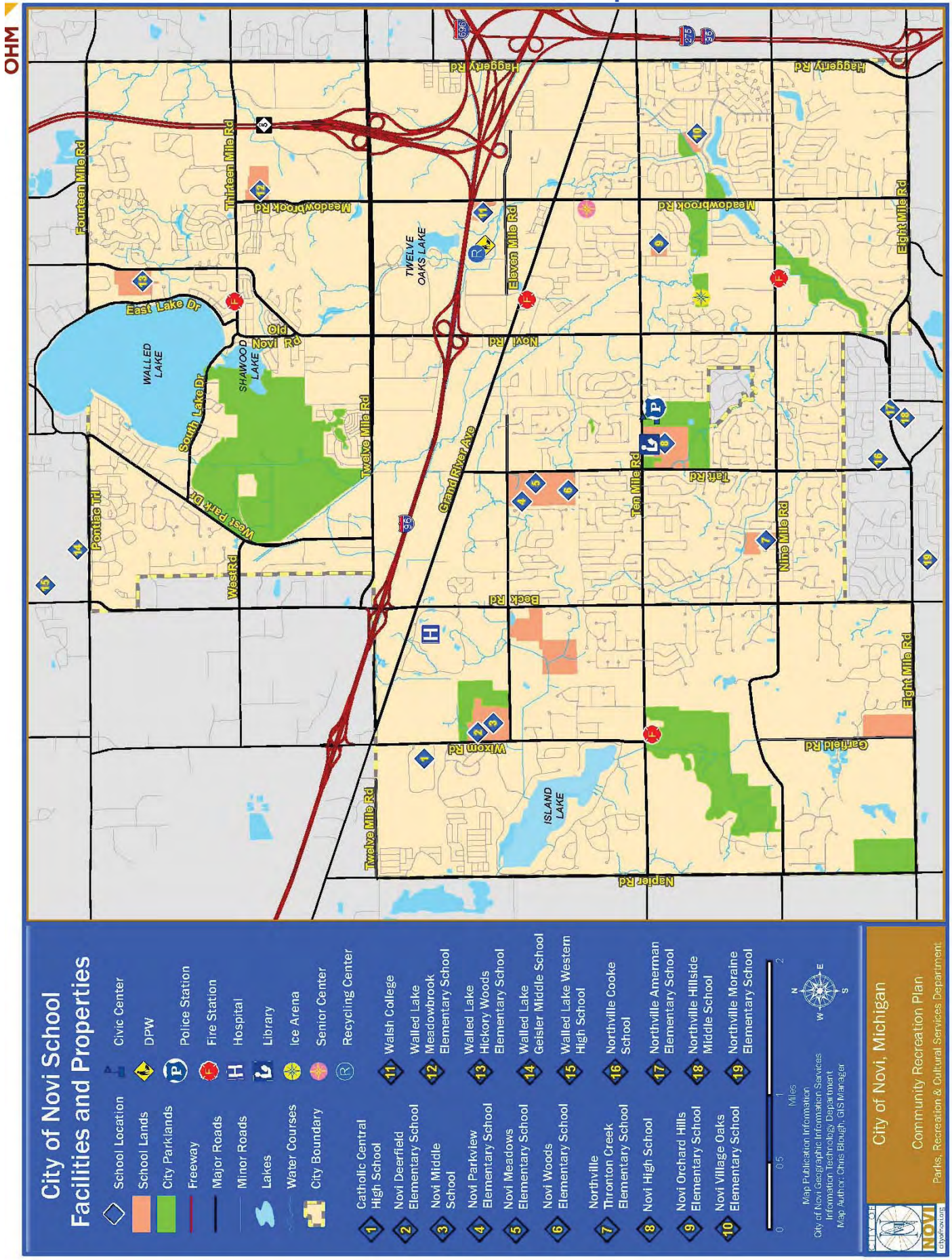


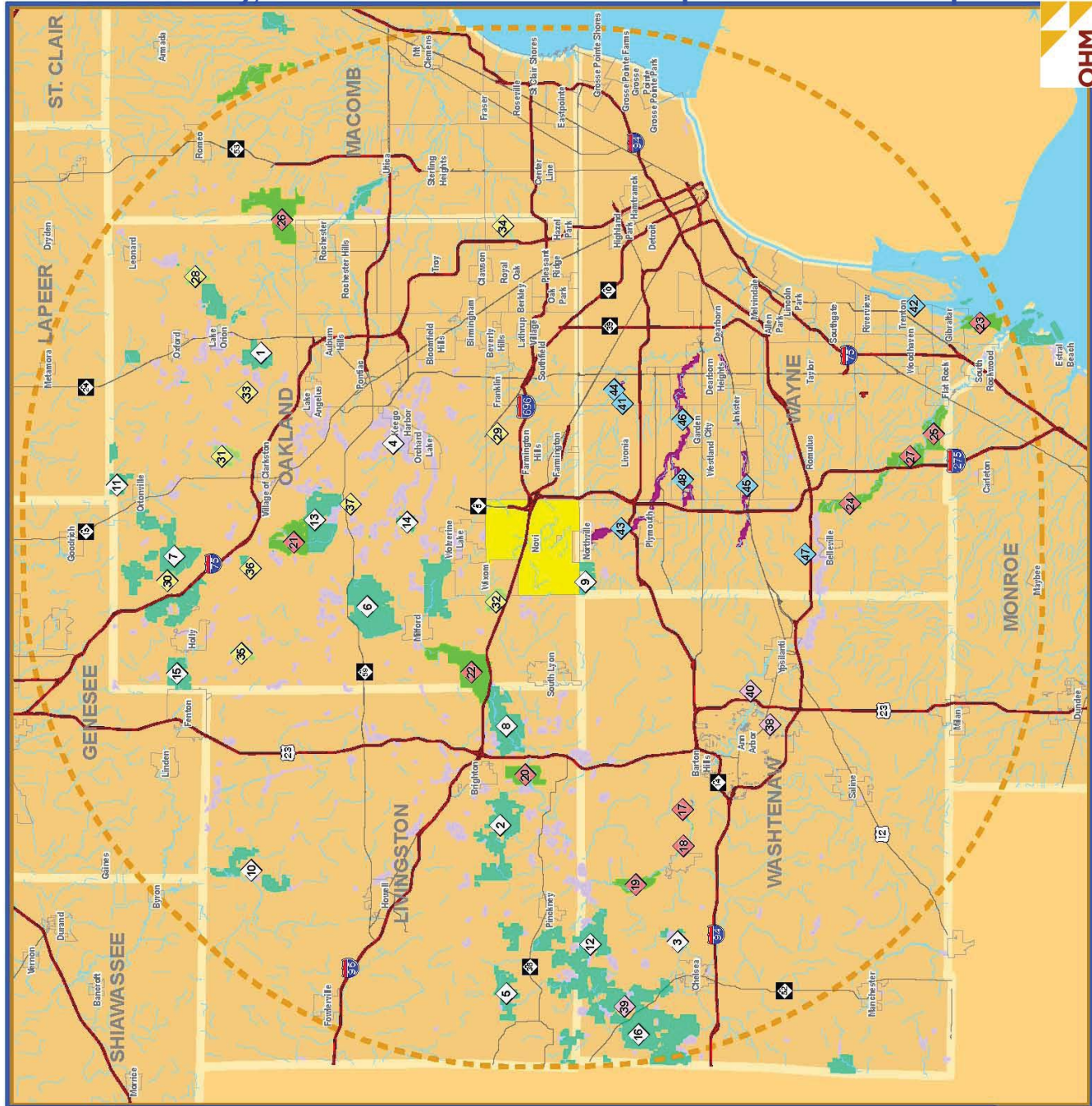
Bicycle Routes

Serves to inform non-motorists of the options of routes based on size, pavement, design and connectivity to various public locations within the City.



Novi School Facilities and Properties





Location of County, State, & Huron-Clinton Metroparks Within 30 Miles of Novi

- Legend**
- Recreation Site Locations
 - Huron-Clinton Metroparks
 - State Recreation Lands
 - Oakland County Parks
 - Washtenaw County Parks
 - Wayne County Parks
 - City of Novi
 - Regional Rivers
 - Waterbodies
 - 30 Mile Novi Travel Radius
 - Freeways
 - State Highways

- State Parks & Recreation Areas**
1. Bald Mountain Recreation Area
 2. Brighton Recreation Area
 3. Chelsea State Game Area
 4. Dodge Brothers No. 4 Park
 5. Gregory State Game Area
 6. Highland Recreation Area
 7. Holly Recreation Area
 8. Island Lake Recreation Area
 9. Maybury State Park
 10. Oak Grove State Game Area
 11. Ortonville Recreation Area
 12. Pincroft Recreation Area
 13. Proud Lake Recreation Area
 14. Seven Lakes State Park
 15. Waterloo Recreation Area

- Oakland County Parks**
28. Addison Oaks
 29. Glen Oaks
 30. Groveland Oaks
 31. Independence Oaks
 32. Lyon Oaks
 33. Orion Oaks
 34. Red Oaks
 35. Rose Oaks
 36. Springfield Oaks
 37. White Lake Oaks

- Washtenaw County Parks**
38. County Farm Park
 39. Lyndon Park
 40. Parking Millie Park

- Wayne County Parks**
41. Bell Creek
 42. Elizabeth Park
 43. Hines Park
 44. Lola Valley Park
 45. Lower Rouge Parkway
 46. Middle Rouge Parkway
 47. Wayne County Fairgrounds
 48. William Holiday Parkway

- Huron-Clinton Metroparks**
17. Delhi Metropark
 18. Dexter-Huron Metropark
 19. Hudson Mills Metropark
 20. Huron Meadows Metropark
 21. Indian Springs Metropark
 22. Kensington Metropark
 23. Lake Erie Metropark
 24. Lower Huron Metropark
 25. Oakwoods Metropark
 26. Stony Creek Metropark
 27. Willow Metropark

Map Publication Information
 City of Novi Geographic Information Services
 Information Technology Department
 Map Author: Chris Brough, GIS Manager

City of Novi, Michigan
 Community Recreation Plan
 Parks, Recreation & Cultural Services Department



Planning Process



PLANNING PROCESS

Background Information

The development of the City's Strategic Community Recreation and Master Park Plan has been a project driven by the leadership of administrative staff within the organization. Information within the plan has been developed by cross-departmental efforts and includes narrative from a variety of sources, including: the 2012 Master Plan for Land Use, the 2009-14 Community Recreation Plan, the 2013-15 Senior Services Strategic Plan, City of Novi Interest Survey as related to Parks, Recreation and Cultural Services, a November 20, 2013 Public Meeting, field observations and input from the Parks, Recreation and Cultural Services Commission.

In the winter of 2013 in order to aid the City of Novi in its future planning, the Department of Parks, Recreation and Cultural Services in conjunction with Orchard, Hiltz & McCliment Inc. Architects, Engineers and Planners initiated a two-component study to solicit community input. The first was focus group meetings see Appendix A page 67 and the second a direct mailed survey see Appendix B page 83.

The purpose of this study was to determine if the Department's current services and future goals were in line with the community needs and desires of its residents.

The information gathered from these focus groups supports the information gathered from the surveys. They work hand in hand to give the PRCS a complete overall picture. This is why we surveyed not only the general public, but also groups that are currently using the facilities. Their input will assist us in our planning for the next five years.

Planning and Public Input Process

Planning Process. The Parks, Recreation, and Cultural Services directed the update of the City of Novi Parks and Recreation Master Plan. Citizen and City input played a critical role in the development of the plan. As a result, recommendations described within the action plan reflect the needs and ideas of those who use the City's parks and recreation facilities. The plan process included seven tasks which are discussed below.

Task One: Community Description. The first task was to obtain a description of the City of Novi's physical and social features. These features include location, land use, environmental and natural features, as well as population features including age distribution, people with physical disabilities, types of households, and employment.

Task Two: Administrative Structure and Funding. The second task was to obtain and review the administrative structure of the City and the Parks, Recreation, and Cultural Services. This analysis also includes a review of the current and projected revenues and expenditures for the City as well as the grant history of funding received by the City.

PLANNING PROCESS

Task Three: Parks, Recreation, and Facility Inventory. The parks, recreation, and facility inventory included site visits and written descriptions of facilities in Novi including public parks, schools, and quasi-public and private facilities. The information includes the acreage, barrier-free accessibility, types of recreation activities, types of equipment, and other descriptions of the physical attributes of the area's facilities. A list of neighboring communities' facilities, State Parks, County Parks, and Huron-Clinton Metroparks within a short distance of Novi are also included. The Department of Parks, Recreation, and Cultural Services programs are discussed in the section as well.

Task Four: Public Participation. OHM advisors conducted focus group interviews with key people including Parks, Recreation, and Cultural Services Commission and staff. On the evening of November 20, 2013 the Department of Parks, Recreation, and Cultural Services hosted a public visioning workshop to gain input from the general public. OHM Advisors facilitated the workshop to solicit comments on each of the Parks, Recreation, and Cultural Services Divisions and their offerings.

Participants attended the workshop that fostered ideas and suggestions to help improve parks and recreation within the City, and provide input into the master planning process. Participants provided comments through small group discussion that was followed up with large group presentations. All groups were asked to discuss their specific concerns and issues they felt needed to be included in the Plan.

A summary of common themes can be found below and a complete summary of the comments received is provided in Appendix A page 85:

- Develop relationships to help promote and develop recreational opportunities in the City.
- Purchase a multi-use cultural/performing arts center with a performance space, classrooms, galleries, studios, practice areas and flexible meeting areas.
- Upgrade and integrate technologies for users and staff.
- Offer more public transportation opportunities to recreational facilities.
- Upgrade existing facilities.
- Become more energy efficient.
- Provide more programs for athletes with disabilities.



PLANNING PROCESS

Task Five: Analysis. Based on the data collected from tasks one through four, the information was analyzed in accordance with national and state guidelines, local needs, the experience of the Parks, Recreation, and Cultural Services, City Council Goals and consultants, the desires of the residents, and potential funding sources.

Task Six: Action Plan. Upon completion of the analysis, the recommendations and actions were reviewed and strategies were created based on the 2014 plan and public input to provide a framework for the Action Plan. This results in the creation of the five-year plan and offers a checklist of what action is to be accomplished and reviewed annually.

Task Seven: Plan Completion and Adoption. Once consensus was reached among the Parks, Recreation, and Cultural Services Department and its Commission, the Commission held a public meeting on September 18, 2014 to hear comments on the plan and to solicit public input prior to a 30-day public review.

The City of Novi Parks, Recreation and Cultural Services Department received Public Comment on the draft Strategic Recreation and Master Park Plan from September 22, 2014 to October 22, 2014 by way of Commission meeting, emails and phone.

Comments related to pathways and sidewalks were sent to the Walkable Novi Committee for incorporation into the Non-Motorized Master Plan and prioritization of projects. Comments regarding the condition and number of baseball/softball fields at ITC Community Sports Park were incorporated into the Department's Capital Needs Assessment and planning for future improvements at the park. Comments related to acquiring additional green space and nature areas are recognized with Strategy #4, Develop and Maintain Quality Park Infrastructure.

On Thursday, November 20, 2014 the Parks, Recreation, and Cultural Services Commission held a public hearing for approval of the Strategic Community Recreation and Master Park Plan. Following the public hearing the Parks, Recreation and Cultural Services Commission recommended the Plan for Council approval on November 20, 2014. The City Council adopted the plan on November 24, 2014 at a regularly scheduled meeting.

See Appendix F on page 190 for Commission and Council Minutes and Resolutions.



SURVEY SYNOPSIS

OHM Advisors also worked with the City to write and conduct a survey that was mailed out to 800 City residents in January 2014. A Key Driver analysis was conducted, which examined the relationships between ratings for each service and the ratings of the overall services for the City. Park, Recreation and Cultural Services was identified as a key driver that correlated strongly with resident's perceptions about City services.

Information gathered was utilized to solidify the goals and objectives to direct the Action Plan. The entire survey can be viewed within Appendix B on page 85.

The City was divided into four quadrants based on location – northwest, northeast, southeast, and southwest with Novi Road being the east/west divider and I-96 being the north/south divider. Two hundred residents within each quadrant were randomly identified and surveys were sent. Below is a depiction of the percentages of the respondents in each quadrant.

Tabulation

NW Quadrant 1	21%
NE Quadrant 2	12%
SW Quadrant 3	38%
SE Quadrant 4	30%

The survey contained 34 questions. **Questions 1-5** pertained to the quality of life in the City of Novi, such as growth, safety, and the perception parks and recreation has to quality of life. The overall quality of life of life was considered excellent or good by 94% of the respondents, and in the perceptions of parks and recreation in the overall quality of life to city residents. The following is the percentage of residents feeling the parks and recreation offerings are either excellent or good:

Recreational Opportunities	79% Excellent to Good
Open Space	72% Excellent to Good
Offered Social Events	68% Excellent to Good
Cultural activities	60% Excellent to Good



SURVEY SYNOPSIS

Questions 6-9 pertained to city performance and in the perceptions of parks and recreation in the overall performance of the city. The percentage of residents feeling the performance of the following parks and recreation related issues are either excellent to good:

	Tabulation
City parks	83% Excellent to Good
Recreational programs or classes	70% Excellent to Good
Sidewalk/pathways	66% Excellent to Good
Preservation of open space	61% Excellent to Good
Land use and planning	58% Excellent to Good

Questions 10-19 pertained to questions about the person and the person's family regarding sex, ethnicity, age, income, where within the city they live, and the number of children they have if any. These questions can offer an indication of into the residents that took the survey and possible reasoning for the responses they provided.

The remaining **questions 20-34** pertained to how the person or the person's household views and/or uses the recreational facilities and programs offered by the City of Novi.

- 77% percent of those surveyed were familiar with the recreation facilities offered by the City, though 24% have never been to one.
- 80% of households have visited a park or recreation facility in the past 12 months. This is above the national comparison of 62%.
- 46% of those who took the survey have participated in recreation programs in the past 12 months. This is above the national comparison of 22%.
- 63% of those surveyed were familiar with the recreational programs offered by the city though 40% have never participated in one.
- Of the facilities that best suited their needs city parks was 70% with athletic fields, playgrounds, walking and biking trails, and picnic shelters rounding up the top five.
- Of the programs that best suited their needs, community special events and festivals scored the highest with 60%. Youth sports, family programming and activities, senior adult health and fitness and music concerts and theatre rounded up the top five.
- 70% rated the quality of recreation programs as excellent or good and 83% rated the condition of parks and facilities as excellent or good.
- The most frequently mentioned ways that households learn about City programs and activities are: City of Novi Brochure—*Engage!* (36%), visiting a city park or facilitate (13%), newspaper articles/advertisements (9%), friends and neighbors (12%), and City of Novi website (2%).
- The parks and recreation facilities that mean the most to residents are City parks, trails, and playgrounds.
- The recreational programs that mean the most to residents are youth sport programs, community special events and festivals, and summer programs/camps.

A complete breakdown of questions 20-34 and each of the programs and the facilities can be viewed within Appendix B on page 85.

COMMUNITY TRENDS

The City of Novi has developed seven trends that are effecting the way the residents live, work, move, and recreate. Below is a description of these trends and how they are effecting the way the city plans.

1. The Age Wave

Around the country and world, the median age of the population is rising. On a global scale, for the first time in recorded history, older people (65+) will outnumber children under age five before 2020. As identified by SEMCOG (Southeast Michigan Council of Government), this was already the case in Novi by 2000 and the gap will continue to grow. In Novi, in 1990 the 65+ population was at 2,641. By the year 2030, this number will increase to an estimated 14,250. This is a 269.6% increase of older adults in this age category. To put this in perspective, per US Census Bureau data in 2005, Florida's current 65+ population was at 16.8% of its overall population. By 2030, Novi's 65+ population is estimated to make up nearly 22% of the City's population.

The Community Development Department at the City is reviewing and working with a record number of retirement housing developments that cater and service this age group and all of these facilities offer opportunities for active living and connection to transportation.

This increase in the older adult population provides further opportunities for the Parks, Recreation and Cultural Services Department to provide this population with exceptional park, recreational and cultural opportunities to further enhance their lives. Novi's Older Adult Services offers hundreds of monthly programs designed specifically for the 12,500 residents who are 55 and older. Programs include special events, fitness, computer classes, Meals on Wheels, Older Adult Transportation Program, Focus Hope, and various support groups.

The City has just undergone an extensive master planning process that has lead to the development of the comprehensive Older Adult Services Strategic Plan 2013-2015. This Plan can be viewed in Appendix E on page 149. It is unique as it not only identifies issues and services the City of Novi can work to address, but also highlights the incredible asset older adults are to a community. Older adults provide a stable housing market and economic base and they bring a wide range of talents, knowledge and abilities to a community. This plan is a vital tool in bringing forth quality programs and services for Novi's older adults. The plan includes 29 strategic action items to be achieved in the next three years addressing how to; engage a wider audience, encourage a sense of community through volunteer opportunities, increase program awareness, provide and promote social services, and enhance transportation.

2. Diversity

The mark of cultural diversity adds to Novi's distinctive environment. Novi companies hail from 22 countries, of those, 68 are from Japan and 29 are from Germany. Novi's foreign and domestic companies employ a well-rounded and educated workforce. The community's population reflects Novi's inclusive nature. Racial and ethnic minorities account for 83% of the Novi's population growth in the last decade. The U.S. Census shows between 2000 and 2010, Novi's Asian population doubled to 15.9%, while the African-American population expanded from 2% to 8%, and at the same time, Novi's Hispanic population grew by 67%. Cultural diversity is also experienced in the classroom. Between 1987 and 2006, diversity in Novi schools increased from 8% to 45%.

The high achieving Novi Community School district offers five world languages for grades 5-12. Novi not only appreciates the value of diversity, it nurtures it. The Novi Public Library's book collection features adult and youth title in 15 languages. It also includes a collection of foreign periodicals. The Novi Parks, Recreation and Cultural Services is also catering to this trend by offering many programs geared to different cultures and dedicating field/court space for emerging popularity in sports such as cricket and tennis that are very popular with the Asian, Hispanic, and Indian population.

COMMUNITY TRENDS

3. The Creative Class

The “Creative Class” is a posited socioeconomic class identified by American economist and social scientist Richard Florida, a professor and head of the Martin Prosperity Institute at the Rotman School of Management at the University of Toronto. According to Florida, the Creative Class are a key driving force for economic development of post-industrial cities in the United States. This population segment is looking for an openness to diversity, and the opportunity to validate their identities as creative people. They highly value parks, open space, and the cultural arts. Lifestyle frequently trumps employment because these individuals will choose their residence and then acquire desired employment. In dealing with their success, the “Creative Class” seek to recharge and relieve stress through physical activity. Destination communities are thriving because creative people want to work, recreate, and live in the same city, and Novi offers these opportunities.

4. Sustainable Environment

The City of Novi considers itself to be on the forefront of land and environment stewardship. By providing an extensive recycling program, City facilities utilizing energy efficient practices, and invasive plant programs, the City offers many programs and educational opportunities to its residents to improve the environment including Arbor Day celebrations, River Day, which is an organized cleanup of the Rouge River, Earth Day celebrations, and monthly Shredding Days with Novi residents.

The City also plans for the future of the land by planning for conservation easements, development options for environmental low impact and development ordinances.

By utilizing ordinance regulations for landscape, wetland mitigation and storm water controls, the staff of the Community Development Department works closely with developers to assure high quality and environmentally sensitive site designs. An example of this is the development of the Haggerty Corridor Corporate Park that is located on a large parcel at Thirteen Mile and Haggerty Roads. The business park project includes wetland mitigation and large park-wide storm water control basins. Basins and created wetlands built this year and last year are already establishing themselves well. Ordinance requirements calling for the planting of native shrubs around the basin edges provide habitat while controlling Canada Geese populations. Like the wetland mitigation areas, the bottoms of basins are seeded with native plant mixes and are not to be mowed. Wildflower mixes were introduced along the borders of the newly created wetlands. Already the wildflowers are taking root and providing a great deal of color even this late in the growing season. Environmental and ecosystem resources are sometimes referred to as “natural capital.” As with other forms of capital, the value of natural capital can be depreciated. When green resources are depreciated, the services they provided are depreciated. Six potential contributions of parks and open space to preserving those resources and enhancing environmental sustainability are protecting drinking water, controlling flooding, cleaning air, reducing traffic congestion, reducing energy costs, and preserving biological diversity.



COMMUNITY TRENDS

5. Technology

Emerging trends in technology and new developments in science affect the way we live. Estimates reveal 65% of Pre-K school children will work in fields that don't exist today because of the rapid development of new technology. The use of technology is pervasive in everybody's lives today. Technology creates an expectation of service and communication to be instantly accessible. This expectation requires organizations to continually upgrade its technology, and train team members on the use of the technology.

The City of Novi is committed to using software and cloud technology in innovative ways to get more participants, manage their events and build a stronger community. With on-line registration, reservations and ticketing, LinkedIn and Twitter accounts, combined with the most current software for data management and payment processing, Novi will continue to be on the forefront of this trend and provide 21st century technology and recreation initiatives for people of all ages and abilities.

6. Citizen Interaction

The traditional means (public hearings, printed newsletters, etc.) of citizen interaction are becoming more challenging to use and cut through the information clutter. The creation of social media sites has enabled citizens to interact instantly through two-way communication. This instant interaction is quickly becoming an expectation of citizens. In addition, the use of social media is enabling citizens the opportunity to communicate about their experiences, a product, or opinion to millions of people instantly. In essence, the citizen is "branding" the product/experience.

The use of social media to interact with the citizens is powerful. Social media provides an opportunity to exchange information and have dialogue that would not otherwise occur. The interaction provides feedback and marketing opportunities to reach citizens faster than ever before, in a more cost effective manner and promote services. Social media also enables the citizen the opportunity to "brand" your product/experience—therefore, creating more accountability to deliver quality services and effectively communicate with the citizen.

7. Cultural

In recent years, school curricula in the United States have shifted heavily toward common core subjects of reading and math, and away from the arts. Although some may regard art education as a luxury, simple creative activities are some of the building blocks of child development. Learning to create and appreciate visual aesthetics may be more important than ever to the development of the next generation of children as they grow up. The development of arts benefit the development of motor skills and language, help with decision making and visual learning, encourage inventiveness and cultural awareness, and improve academic performance.

The City of Novi Park, Recreation and Cultural Services Department encourages imagination through a variety of avenues including creative art programs. Through participation in art classes, summer camps, dance programs and theatre productions, community members will gain art and team-building skills. The City of Novi will continue to strive to bring active art opportunities that include traditional and non-traditional classes and passive art activities like sculpture exhibits for strolling in its parks.



Strategic Plan

Mission and Core Values The Vision and Strategies



***“To be seen as an essential service
whose benefits are
recognized and valued
in the Novi Community.”***

Department of Parks, Recreation and Cultural Services

STRATEGIC PLAN

The purpose of the City of Novi Parks, Recreation and Cultural Services Strategic Community Recreation and Master Plan is to provide focus on how to position the organization to achieve the best long-term community results and to undertake opportunities that move the Department towards achievement of the Vision.

The Mission

The purpose of the Department is to **“Provide exceptional park, recreational and cultural opportunities that are diverse and enhance lives.”**

Core Values

The following Core Values are the qualities that shape and define the character of the Department.

1. **Innovation**
2. **Excellence**
3. **Integrity**
4. **Inclusion**
5. **Environment**

The Department developed the following Vision and Strategies to help guide their progress and develop an action program

The Vision

“To be seen as an essential service whose benefits are recognized and valued in the Novi Community.”

Strategies

The following strategies define the Department’s future tasks and serve to secure its Vision.

1. **Achieve National Accreditation from Commission for Park and Recreation Agencies (CAPRA)**
2. **Serve as the lead on the Barr Property Plan.**
3. **Enhance cultural arts.**
4. **Develop and maintain quality park infrastructure.**
5. **Support and educate on inclusive opportunities.**
6. **Develop a recreation plan that serves the entire Novi population.**



Action Plan



*We are the music makers
and we are the dreamers
of dreams.....*

Arthur O'Shaughnessy

ACTION PLAN

Parks, Recreation & Cultural Services

On June 19, 2014 the Parks, Recreation & Cultural Services staff developed the following Action Plan to meet the needs of the residents based on public input, organizational assessment and its Mission and Vision statements.

The following strategies define the Department's future tasks and serve to secure its vision. An annual review will guide the Department in accomplishing the task within the next five years.

Strategy #1 - Achieve National Accreditation from Commission for Park and Recreation Agencies (CAPRA)

- A. *Oversee and delegate all ten chapters with monthly meetings to review.*
 - 1. *Agency, Authority, Role and Responsibility*
 - 2. *Planning*
 - 3. *Organization and Administration*
 - 4. *Human Resources*
 - 5. *Financial Management*
 - 6. *Program and Service Management*
 - 7. *Facility and Land Use Management*
 - 8. *Public Safety, Law Enforcement and Security*
 - 9. *Risk Management*
 - 10. *Evaluation and Research*
- B. *Write and submit Self-Assessment Report.*
- C. *Host CAPRA site visitation team.*

Strategy #2 - Maximize Opportunities for Barr Property

- A. *Develop master design for Villa Barr including property improvements, costs and estimated date for completion.*
- B. *Develop programming plan for Villa Barr including future artist in residence program*
- C. *Host a minimum of 2 arts programming opportunities each year until the City takes possession of the home.*
- D. *Secure at least 2 partnerships to provide classes/programming at Villa Barr.*
- E. *Develop priority list for purchasing David Barr art with input from the Cultural Arts Advisory Board.*
- F. *Work with the Novi Parks Foundation to develop a plan for purchasing existing art located at Villa Barr.*

Strategy #3 - Enhance Cultural Arts

- A. *Survey Community to determine arts and culture needs and wants.*
- B. *Develop Cultural Arts Division Business Plan.*
- C. *Expand arts programming for all ages.*
- D. *Develop recreational dance program. Show increased participation every year.*
- E. *Research and develop unique community arts related event.*

ACTION PLAN

Strategy #4 - Develop and maintain quality park infrastructure

- A. *Identify property for active park land on the north side of the City (North of I-96).*
- B. *Identify potential neighborhood parks that will enable residents to have quality parkland within one mile of their residence according to the approved Novi Parks Definitions and Standards.*
- C. *Re-engage the City's grant committee and apply for a minimum of one grant every year.*
- D. *In conjunction with DPS develop park maintenance standards including implementation of a playground safety program.*
- E. *Conduct a capital needs assessment for park properties which will guide the future Capital Improvement Plan.*
- F. *Work in tandem with Community Development in enhancing access to city parks through Walkable Novi Committee and Implement the Non-Motorized Update.*

Strategy #5 - Educate the community and promote parks and recreation benefits

- A. *Develop a tagline that is universal throughout the department.*
- B. *Develop a coordinated marketing plan which encompasses plans for each division within PRCS (OAS, Arts, Special Events, Facilities and Sports).*
- C. *Develop relationships with homeowners associations, service organizations and Chamber of Commerce. Encourage service organization membership and have a staff member serve as a liaison for each organization/association.*
- D. *Hold annual meetings with representative from each school district located within Novi to discuss opportunities for outreach (ex: counseling, social services, instruction, community education, etc.).*
- E. *Become an active participant in the Novi Youth Assistance Youth Forum on an annual basis.*

Strategy #6 - Develop a recreation plan that serves the entire Novi population

- A. *Support and host at least 4 (1 per quarter) adaptive recreation events in Novi annually.*
- B. *Identify and secure 3 new partnerships for adaptive programming.*
- C. *Develop a plan for inclusive recreation facilities.*
- D. *Evaluate existing programs to determine gaps in service for underserved populations (home school, special needs, cultural populations, etc.).*
- E. *Complete execution of the OAS strategic plan.*

ACTION PLAN

City Council

On January 11, 2014, at an Early Input Budget Session, the Novi City Council approved the following Strategic Themes & Broad Goal categories. The items listed under each goal are the top ranked items and represent areas of focus to assist in reaching the over-arching goals during the next 12 to 18 months for the short-term goals and more than 18 months or ongoing for long-term goals.

Nurture public services that residents want and value.

Make long-term strategic and sustainable investments in Roads & Pathways, Water, Sewer and provide for development, acquisition and rehabilitation of parks and public lands. Provide cultural resources and recreational opportunities for a growing and diverse population.

Short-Term Goals

- Naming Rights for City Parks
- Construct pathway along Eight Mile Road from Beck Road to Maybury Park entrance with design from 2013 budget
- Add a City event at Pavilion Shore and/or Lakeshore Park in 2014 to showcase the community
- Fund one major trail improvement in 2014

Long-Term Goals

- Complete full length of ITC Corridor Trail
- Work with Road Commission for Oakland County to develop a plan of improvements for 10 Mile road corridor that improves traffic flow while respecting residential areas
- Plan to add a sprinkle/splash pad to a City Park

Operate a world-class and sustainable local government.

Maintain an efficient and effective, fiscally-responsibly local government which leverages communication, strategic partnerships, and skilled staff.

Short Term Goals

- Develop and implement a plan to fully address unfunded liabilities
- Develop a Citizen Academy to educate residents and develop future candidates for Boards and Commissions
- Consider the future of SWOCC

Long Term Goals

- Consider millage for Park improvements and trails
- Fully fund Other Post-Employment Benefits (OPEB) liabilities within five years
- Explore further service consolidation and joint opportunities with neighboring governments and school districts



ACTION PLAN

Value and build a desirable and vibrant community for residents and businesses alike now and into the future.

Encourage quality economic development to maximize city revenue and job growth while protecting and enhancing natural areas, natural features and community character.

Short Term Goals

- Create neighborhood improvement fund that assists sub/condo associations with matching grants for public investment in neighborhoods (subdivision entrances, street trees, streetlights, rain gardens, etc.) Finalize grant program to beautify older subdivision entrances in city
- Create an aggressive plan to acquire land
- Designate a specific staff person to be responsible for small business development/retention
- Establish joint committee with local colleges to discuss and evaluate establishing a business incubator program similar to "Launch Fishers"

Long Term Goals

- Fund and complete the Northwest Quadrant Ring Road
- Create a multi-year plan for upgrading all of our major commercial corridors (Grand River Avenue, Novi Road, 12 Mile Road) with streetlights, landscaping, etc.

Invest properly in being a Safe Community at all times for all people.

Ensure Police, Fire, Public Services meet the needs of all residents, businesses, and visitors at all times.

Short Term Goals

- Add an additional police officer in the next fiscal year
- Make improvements or relocate Fire Station 3
- Finalize plan and time line during next fiscal year to relocate Fire Station 1

Long Term Goals

- Fund and implement Directed Patrol as recommended by Public Safety Administration
- Make improvements to top 10 high crash intersections over five years (signals, streetlights, etc.)
- Build new Fire Station 1



ACTION PLAN

Walkable Novi Committee

On October 23, 2014, the Walkable Novi Committee members presented, reviewed and approved the 2014-2015 Annual Non-Motorized Prioritization Update. The plan is forwarded to the City's Capital Improvement Committee. The committee will then use this document to help identify future segments and non-motorized improvements to be constructed as additional funding becomes available. The Walkable Novi Committee includes members of the City Council, Planning Commission, Parks, Recreation and Cultural Services Commission and Novi Parks Foundation. This Committee works with various City Departments and it reviews and makes recommendations on non-motorized transportation and recreation plans and projects throughout the community. The Committee meets bi-monthly and the public is welcome to attend their meetings.

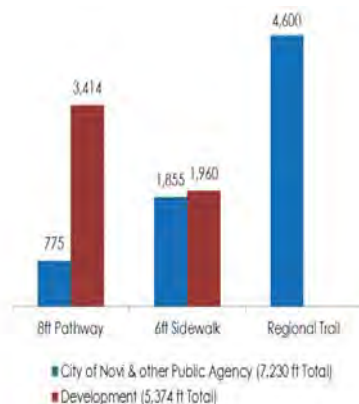
The City of Novi has had a long standing interest in providing an interconnected and comprehensive system of pathways, sidewalks and trails to connect neighborhoods with destinations throughout the city and region. Figures 5 and 6 on pages 40 & 41 reference Novi's Non-Motorized Trail Master Plan and Bicycle Routes. To help ensure that non-motorized improvements are implemented in a logical and beneficial manner, the City of Novi Pathway and Sidewalk Prioritization Analysis and Process (PSPAP) was approved by City Council on November 13, 2006. In addition to ranking pathway and sidewalk segments, the process also includes recommendations for the installation of regional/recreational trails, proposed street crossings, and neighborhood connector routes. As such, as part of the 2013-2014 update the process has been renamed the Annual Non-Motorized Prioritization: 2014-2015 Update to better reflect the content and recommendations of the document.



Pedestrian Bridge
(On Novi Road between Nine Mile and Ten

Since pathway, sidewalk, destination, accident and traffic volume data continues to change, the annual process includes the update of the segment data annually to insure that the pathway and sidewalk segment ranking continues to highlight the segments that will provide a high level of serviceability and cost effectiveness to the residents of Novi. Each year, the Community Development Department's Planning and Engineering Staff updates the prioritization analysis and process worksheets and maps for review and approval by the Walkable Novi Committee.

The Annual Non-Motorized Prioritization is updated each fall. Data is collected through the year and is current through September 1, 2014, with the exception of completed segments, as any segment under construction at that time was determined to be complete for planning purposes. As with previous updates, completed segments were identified, new segments were added and segment ranking was recalculated.



2013-2014 Completed
Non-Motorized Improvements

Since October 2006, over 9.5 miles of public pathways and sidewalks were constructed by the City of Novi and the State of Michigan and private developers completed over three miles of public pathways and sidewalks in the City.

In the 2013-14 year alone, the City of Novi installed over 7,200 feet of pathways, sidewalks and regional/recreational trails. In addition, 2013-14 was a busy year for development. As a result, the amount of developer installed pathways and sidewalks resulted in over 5,300 feet of additional pathways and sidewalks. A total of 12,604 feet (or just over two miles) of pathways and sidewalks were added to the City's non-motorized inventory.

BASIS FOR ACTION

Many factors must be considered in the process of developing goals, strategies and capital improvement projects over the next five years. Some factors include; goals and input of City Officials and administrative staff, wants and needs of citizens, as well as recreational trends, national standards and demographic trends. This section includes these various aspects, which, when looked at all together, are utilized to formulate the goals and priorities of PRCS over the next five years, which are discussed in the Action Plan.

National Planning Standards

In determining the recreational needs of the citizens in Novi, there are several sources to consider and compare, one of which is the current recreational facilities and parks in Novi to standard acreage and facility recommendations. It should be stressed that such standards are intended to serve as planning guides only. They are not intended to be an absolute, as requirements vary from community to community depending upon assessed local needs and desires.

Acreage Standards

The National Recreation and Parks Association (NRPA), a non-profit organization dedicated to park, recreation and conservation activities with the primary mission of improving the quality of life for all Americans, provides a park classification system that recognizes the various functions of open spaces. This system categorizes open spaces based on size, function, amenities and acreage provisions per 1,000 people. The categories include mini-parks, neighborhood parks and community parks. Utilizing the City of Novi's estimated population of 59,911 in 2014, these standards were applied and compared to existing park acreage to determine property needs in the City as shown in Table 6 on page 62.

It should be noted that the jurisdiction of this plan is for the City, therefore the acreage standards are only applied to City owned properties designated as parkland. Yet, several state parks, public school facilities, local neighborhood parks and private recreation facilities are also located in the area and serve Novi residents.

Mini-Parks: According to the NRPA standards of 1/4 to 1/2 acre per 1,000 people, the recommendation is that the City of Novi own between 14 to 28 acres dedicated as mini-parks. However, the City of Novi does not currently maintain any mini-parks. Therefore, according to the standards, the City would be considered deficient in this area.

Neighborhood Parks: The City currently operates two neighborhood parks, Brookfarm Park and Village Wood Lake. These two properties total 21.77 acres. In applying the standards, the target for the City in this category is 55 to 110 acres. The City's current provision based on the estimated 2014 population of 59,911 is considered deficient.

Community Parks: Thirteen parks in the City, a majority of the City's parks, are classified as community parks. Because the total acreage of these parks is 1091.84, the City exceeds the target of 276 to 441 acres by a large amount. Therefore, the City's current provision of land in this area is considered sufficient.

BASIS FOR ACTION

Table 5. Recreation Classification System (developed by NRPA)

Park Classification	General Description	Location Criteria	NRPA Guide-line Minimum Acres (1)	Recommended Acreage for City (2)	Current Acres	Surplus or Deficiency
Mini Park	Used to address limited, isolated or unique recreational needs.	Less than 1/4 mile distance in residential setting.	.25 to .5	14 to 28	0	-14 to -28
Neighborhood Park	Remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	1/4 to 1/2 mile distance and uninterrupted by non-residential roads and physical barriers.	1 to 2	55 to 110	16	-39 to -94
Community Park	Services broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and 1/2 to 3 mile distance.	5 to 8	276 to 441	1111	+668 to +833

(1) Per 1,000 residents

(2) Based on the 2014 City of Novi population estimate of 59,911

As displayed above, when looking at the acreage requirements per the NRPA standards, the City has deficiencies in land in two classifications, mini-parks and neighborhood parks, but is sufficient in the community park classification. If combining the standard acreage requirements for mini-parks, neighborhood parks and community parks, a total of 6.25 to 10.5 acres of park land should be available per 1,000 people. Per Novi’s estimated 2014 population of 59,911 the application of this standard would show the overall need for the community to be within 611 to 776 acres. With the City’s current total acreage of 1111 acres in designated parkland, the City exceeds overall recommended acres of parkland for its population size.



BASIS FOR ACTION

Facility Standards

In addition to NRPA’s acreage standards, there are also published facility standards that detail the number of facilities needed to serve a population. The NRPA guidelines suggest the number of facilities commonly located within parks, per various population sizes. The table below shows these guidelines, along with the City’s need based on the 2008 population estimate of 55,171. The guidelines were applied to City facilities.

Table 6. Recreation Facility Surplus / Deficiencies

Facility	NRPA Guideline (1)	Existing City Facilities	Need Based on Standard (2)	Surplus or Deficiency
Baseball/Softball	1 per 5,000	18	11	7
Basketball (3)	1 per 5,000	2	11	-9
Football	1 per 20,000	3	3	0
Golf Course Hole 9	1 per 25,000	0	2	-2
Golf Course Hole 18	1 per 50,000	0	1	-1
Ice Rink	1 per 100,000	2	1	1
Playground	1 per 3,000	5	18	-13
Running Track	1 per 20,000	0	3	-3
Soccer	1 per 10,000	8	6	2
Swimming Pool	1 per 20,000	0	3	-3
Tennis	1 per 2,000	4	28	-24
Volleyball (3)	1 per 5,000	1	11	-10

(1) Source of Standard: Lancaster, Roger A., Ed. 1983. Recreation, Park and Open Space Standards and Guidelines; Alexandria, Virginia; National Recreation and Park Association, 1983, pg. 60-61

(2) Based on the 2008 City of Novi population estimate of 55,171

(3) Includes outdoor and indoor courts

While these standards assist in showing surpluses and deficiencies in the community, it is important to remember that they are simply a guide. They address minimum, not maximum, goals to be achieved. These are also blanket standards and do not take into account the unique blend of social and economic characteristics that define a community. As a City, these standards should be considered when planning future facilities but must be tailored by the administration and citizens to determine the most appropriate range, quantity and quality of recreational facilities within fiscal limits. Furthermore, in planning for future facilities based on a system method, other critical factors the City must consider include: the need to accommodate different cultures, the need to include citizen opinion in the process and the identification of the recent wellness movement around the nation. Weather and location also play a role and should be factored into the planning process when considering the availability of indoor versus outdoor fields, courts and spaces. The City of Novi and Novi Community School District share facilities and land to serve the recreation needs of the community.

CAPITAL IMPROVEMENT PLAN

Capital Improvements Plan

The City of Novi Budget focuses, as it should for a community approaching 45 years old, on the basics (roads, sidewalks, physical plant, necessary equipment, etc.) that need to be replaced, repaired, and remolded.

A capital improvement is defined as any new equipment, construction, acquisition or improvement to public lands, buildings or structures in excess of \$25,000 with a minimal life expectancy of five years. Maintenance-oriented, operational or continuous expenditures are not considered to be capital improvements.

The City of Novi’s Capital Improvements Program (CIP) is a planning tool with a goal to identify and schedule capital improvements over a six year period from 2014-2020 indicated in Table 7 below. The CIP helps track multi-year projects that may require planning, design, land acquisition and construction. The projects identified in the CIP represent the City of Novi’s plan to serve residents and anticipate the needs of a growing and dynamic community. The Capital Improvements specifically related to the PRCS for 2014-2020 are depicted in Table 8A and 8B on page 65& 66.

Table 7
Parks, Recreation & Cultural Services
Capital Outlay Six Year Projection

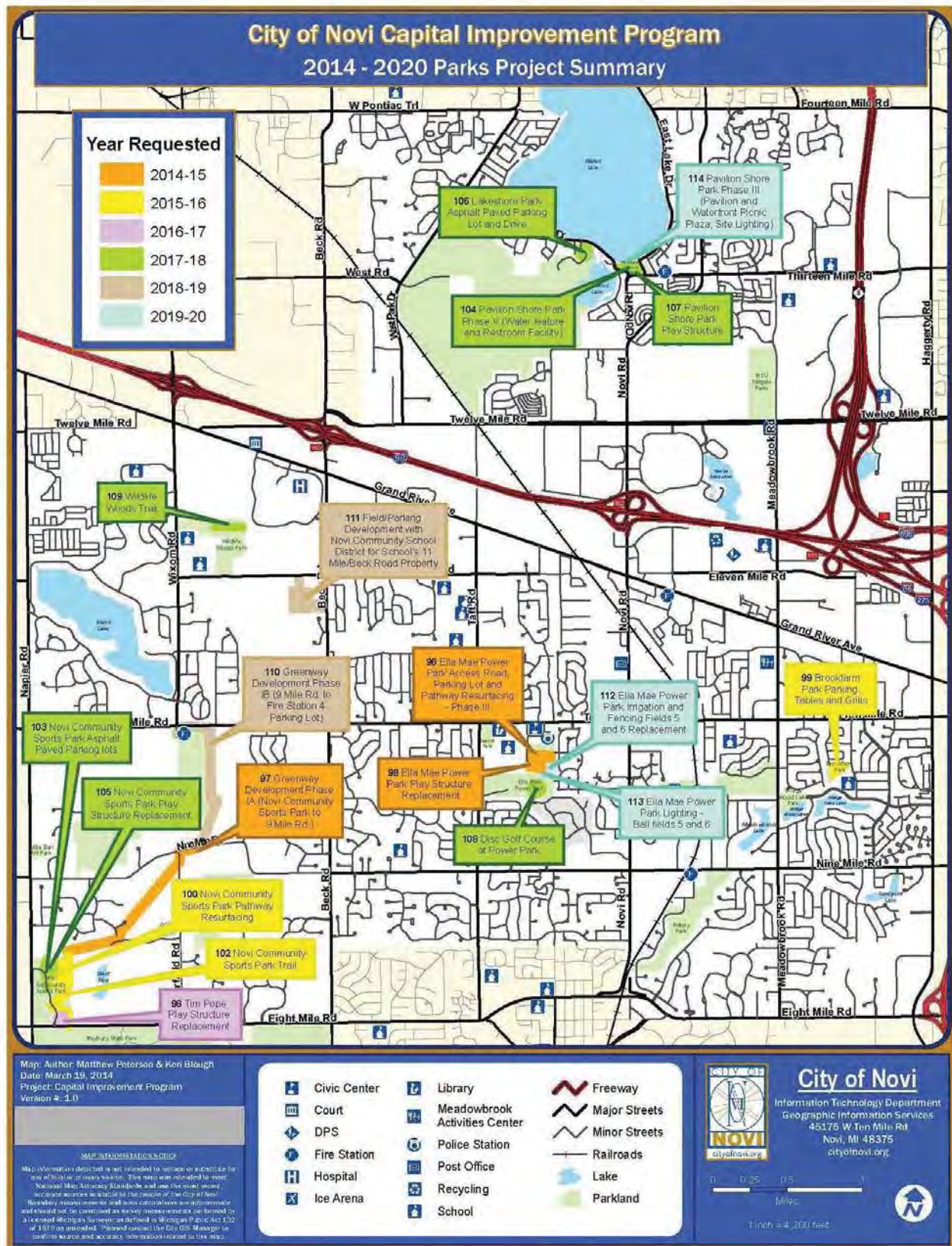


Parks, Recreation and Cultural Services Capital Improvement Projects, 2014-2020

Project	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Funding Source
Ella Mae Power Park Access Road, Parking Lot and Pathway Resurfacing– Phase III	\$33,140	\$0	\$0	\$0	\$0	\$0	PRCS Fund
Greenway Development Phase IA (Community Sports Park to 9 Mile)	\$445,552	\$0	\$0	\$0	\$0	\$0	PRCS Fund
Ella Mae Power Park Play Structure Replacement	\$85,000	\$0	\$0	\$0	\$0	\$0	PRCS Fund
Villa Barr Park Property Sewer Extension	\$304,000	\$0	\$0	\$0	\$0	\$0	PRCS Fund
Brookfarm Park Parking, Tables and Grills	\$0	\$39,880	\$0	\$0	\$0	\$0	PRCS Fund
ITC Community Park Pathway Resurfacing	\$0	\$85,670	\$0	\$0	\$0	\$0	PRCS Fund
ITC Community Sports Park Trail	\$0	\$439,637	\$0	\$0	\$0	\$0	PRCS Fund
Tim Pope Play Structure Replacement	\$0	\$0	\$250,000	\$0	\$0	\$0	PRCS Fund
ITC Community Sports Park Asphalt Paved Parking Lots	\$0	\$0	\$0	\$374,924	\$0	\$0	PRCS Fund
Pavilion Shore Park Phase V (Water feature and restroom)	\$0	\$0	\$0	\$420,000	\$0	\$0	PRCS Fund
ITC Community Sports Park Play Structure Re-placement	\$0	\$0	\$0	\$75,000	\$0	\$0	PRCS Fund
Lakeshore Park Asphalt Paved Parking Lot and Drive	\$0	\$0	\$0	\$228,276	\$0	\$0	PRCS Fund
Pavilion Shore Park Play Structure	\$0	\$0	\$0	\$104,955	\$0	\$0	PRCS Fund, Grant
Disc Golf Course at Power Park	\$0	\$0	\$0	\$73,100	\$0	\$0	PRCS Fund
Villa Barr Park Property Studio	\$0	\$0	\$0	\$135,000	\$0	\$0	PRCS Fund
Wildlife Woods Trail	\$0	\$0	\$0	\$95,630	\$0	\$0	PRCS Fund, Grant
Greenway Development Phase IB	\$0	\$0	\$0	\$0	\$1,345,065	\$0	PRCS Fund, Grant
Field/Parking development with Novi Schools for 11 Mile and Beck Property	\$0	\$0	\$0	\$0	\$182,000	\$0	PRCS Fund
Ella Mae Power Park irrigation and fencing for Fields 5 and 6	\$0	\$0	\$0	\$0	\$0	\$113,380	PRCS Fund
Ella Mae Power Park Lighting for Fields 5 and 6	\$0	\$0	\$0	\$0	\$0	\$255,000	PRCS Fund
Pavilion Shore Park pavilion and waterfront picnic plaza, site lighting	\$0	\$0	\$0	\$0	\$0	\$270,900	PRCS Fund, Grant

Parks, Recreation and Cultural Services Capital Improvement Projects, 2014-2020

Project	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	Funding Source
Senior Housing							
Meadowbrook Commons Parking Lot - Partial Repair	\$0	\$0	\$0	\$0	\$0	\$75,245	Senior Housing
Meadowbrook Commons HVAC Units Replacement	\$0	\$0	\$0	\$0	\$0	\$36,403	Senior Housing
Ice Arena							
Arcade Demo & Upper Lobby Build Out	\$50,000	\$0	\$0	\$0	\$0	\$0	Ice Arena
New Front Entrance Doors/Remodel Foyer	\$35,000	\$0	\$0	\$0	\$0	\$0	Ice Arena
Zamboni Ice Resurfacer - Replacement	\$0	\$92,500	\$0	\$0	\$0	\$0	Ice Arena
Evaporative Cooling Tower - Replacement	\$0	\$0	\$65,000	\$0	\$0	\$0	Ice Arena
Munters Dehumidification Unit - Replacement	\$0	\$0	\$184,500	\$0	\$0	\$0	Ice Arena
Public Address & Stereo System - Replacement	\$0	\$0	\$0	\$26,100	\$0	\$0	Ice Arena





Appendix A Staff & Public Meeting Input



Life is like sailing.
You can use any wind
to go in any direction.

~Robert Brault

FOCUS GROUP ANALYSIS

With every master plan planning process the Parks, Recreation & Cultural Services Department (PRCS) conducts a self assessment. This tool is utilized by organizations to provide a glimpse of the current state and potential future of an organization that best fits the needs of its residents.

Facilitated by a representative of Orchard, Hiltz & McCliment Inc., the analysis focused on what Staff and the Parks, Recreation & Cultural Services Commission thought were both Internal and External Strengths and Weaknesses. The facilitator also sought input on what the departments Assets, Barriers, Future Accomplishments and the Key Partners that enrich PRCS. Each participant rated what they thought were important issues to address under the respective category.

The residents of Novi at a separate meeting were encouraged by the facilitator to share their thoughts on what elements or components of the City’s parks, facilities and programming are essential by identifying successes and failures, envision the future and establish priorities.

The following pages represent the findings:

PRCS STAFF ANALYSIS **November 2013**

<p>INTERNAL STRENGTHS</p> <ul style="list-style-type: none"> • Communication • Flexible Work Hours • Employee Development • Employee Educational Opportunities • Accreditation • Staff Interaction 	<p>INTERNAL WEAKNESSES</p> <ul style="list-style-type: none"> • Communication does not trickle down to staff • Skills go untapped • High workload leads to stressful positions • Lack of storage space • Lack of space for existing programs • Lack of space for future programs • Marketing efforts need to be coordinated • Internal competition for revenue
<p>EXTERNAL STRENGTHS</p> <ul style="list-style-type: none"> • Strong Regional Presence • Communication with the public • Customer service • Innovative programs • Reputation within the community • Sponsors • Foundations • Regional shared services • Schools 	<p>EXTERNAL WEAKNESSES</p> <ul style="list-style-type: none"> • Communication with the public • Lack of partnerships • Lack of trust with potential partners • Lack of funding • Schools

City of Novi Parks, Recreation and Cultural Services - Visioning

PRCS Staff Input

ASSET

Staff Dedication/Training	21
Facilities/Amenities	9
Volunteers	7
Reputation	6
Non-Motorized Transportation	5
Community Outreach	4
Partnerships	3
Support from Community/City	2
Value	2
Programs Quality/Quantity	2
Customer Satisfaction	2
Accessibility	2
Marketing	2
Family Oriented Programs	0
Transparency	0

BARRIERS

Internal Communication	12
Inadequate Facilities	11
Funding	5
Lack of Staffing	4
The City	4
Time Management/Workload	3
Partnerships	1
Competition	1
Technology	1
Facility Maintenance	1
Logistics	1
Schools	0
History	0
Lack of Identity	0

FUTURE

Recreation Center	13
Accredited	7
"Destination" Recreation/Hallmark	5
Stability/Growth/Self-sufficient	3
Greater Technology Capabilities	2
Quality of Life Branding	2
More programs	2
Stronger Relationships	2
More Staff	1
Award Winning	1
Improvements/Expansions to Facilities	0

Key Partnerships - "Who's in the Sandbox"

Novi Schools	8
Local Businesses	7
Residents	5
Library	4
Chamber of Commerce	3
City Council	3
Volunteer	2
Inter-departments	2
Staff	2
Surrounding Communities	1
Department of Public Services	1
Foundations	1
Civic Organizations	1
Oakland County	1
Media	1
Area Agency on Aging	1
State Agencies	0
MRPA/NRPA	0
Vendors	0

* Numbers indicate prioritization rank

PRCS COMMISSION ANALYSIS
February 2014

INTERNAL STRENGTHS <ul style="list-style-type: none">• External and Internal Communication• Staff Interaction• Ability to adjust to trends	INTERNAL WEAKNESSES <ul style="list-style-type: none">• Lack of space for current programs and activities• Lack of space to grow• Lack of funding
EXTERNAL STRENGTHS <ul style="list-style-type: none">• Communication with the Public• Innovative Programs• Quality facilities• Diverse Population• The City has developed a brand	EXTERNAL WEAKNESSES <ul style="list-style-type: none">• Communication within the Department• Lack of Partnerships• Lack of trust with potential partners• Lack of funding• Overuse of existing facilities leading to deteriorated parks amenities



City of Novi Parks, Recreation and Cultural Services - Visioning

Park Commissioner's Meeting

ASSETS

Diverse programs
Quality cultural opportunities
Lake Shore Park
Power Park
Ice Arena
Art Park
The staff- good leadership
Location
Community - "Brand"
City Band/Singing Group
The Foundation

BARRIERS

Fees
Capacity
Active park land
Not enough re-investment back into the parks
Not enough space for indoor sports and programming
Baseball field quality is poor
Working with other recreation organizations
Theatre production limited due to facility
Relationship with schools
Staff turnover
Constant competition with partners or special interest groups

FUTURE

Tennis courts
More facilities
Pristine parks
First class facilities
Use of the facilities Novi has
Access to and within the parks
Older community recreational opportunities
Ability to adjust to trends, cultures and demographics

A Partner Key to the Success of Novi Parks, Recreation and Cultural Services

"Who's in the Sandbox"

Community Businesses
Schools
Special interest groups
City Council
Parents
Homeowner's Associations
Commissions
Surrounding communities
ITC



City of Novi
 Parks and Recreation Visioning
 Commissioner's Meeting
 SIGN IN SHEET

Date: February 24, 2014

Please print the following information.

NAME	ORGANIZATION	EMAIL
Stacy Serken	City of Novi	
JERRY JERRE	City of Novi	
Doug Bass	City of Novi	
HARRY TORIMOTO	City of Novi	
BUTCH WINGFIELD	City of Novi	
Cherley Starb	City of Novi	

City of Novi Parks, Recreation and Cultural Services - Visioning

Community Meeting—November 2013

Protect

What elements or components of the City's parks, facilities, and programming are essential in protecting?

Woodlands/Wetlands	4
Waterfront	2
Park Land/Open Space	1
Senior Activities	1
Non-Motorized Transportation	1
Historic Sites	0
Relationships	0

Keep

What elements or components of the City's parks, facilities, and programming need to be kept?

Open Space/Parkland	4
Senior Transportation	1

All elements or components listed below received no responses:

Arts Council
 Brookfarm
 Engage!/Communication with citizens
 Holiday programs/decorations
 ITC Park
 Lakeshore Park "Campout"
 Multi-Cultural Programming
 National Tournaments
 Partners
 Trails/Pathways
 Youth Programs
 Youth Sports

Remove

What elements or components of the City's parks, facilities, and programming need to be removed?

Current vendor servicing ITC Park	4
Storage Containers at ITC Park	1

All elements or components listed below received no responses:

Barriers to accessibility
 Brookfarm Park (land swap)
 Fees for facility use
 Lifeguards
 Obsolete facilities
 Tents from Lakeshore Park

Add

What elements or components of the City's parks, facilities, and programming need to be added?

Trailways/Improve widths and accessibility	7
Paved parking lots at all the parks	3
Newer sports equipment	3
Maintenance facility at ITC	2
Community Pool	2
Bi/Tri-Lingual Engage!	2
Fitness Trail with Stations	2
Community Center/Recreation Center	2
Building Space at Lakeshore Park	
for campers	2
Lights on fields at ITC Park	2
Covered dugouts at Power Park	2
Theatre	1
Communication with the schools	1
Batting cage at ITC Park	1
Pickleball courts	1
Boat launch at Pavilion Shore Park	1
Soccer Fields	1

All elements or components listed below received no responses:

Amenities at Brookfarm
 Cricket
 Cultural festivals
 Develop fields at Beck and 11 Mile
 Facility enhancements to existing parks
 Field hockey
 Irrigation at athletic fields
 Japanese cultural programs
 Lights at Power Park
 More parking at ITC Park
 More sport opportunities for females
 Museum
 Open Space/Park Land
 Pavilions at ITC Park
 Pavilions to existing parks
 Signage/Wayfinding on City Pathway
 Splash pad
 Staff
 Technology classes
 Tennis Courts
 Utilize and upgrade fields at Parkview

* Numbers indicate prioritization rank

Community Input Handout



City of Novi Parks, Recreation and Cultural Services Community Recreation Plan



- Presenters and Facilitators
 - Vanessa Warren, ASLA
 - City Staff

City of Novi Parks, Recreation and Cultural Services Community Recreation Plan

- **What?**
- **It is a process that:**
 - **Inventories**
 - **Evaluates**
 - **Discovers needs**
 - **Establishes goals**
 - **Develops a foundation for growth**
- **Based on:**
 - **Public input**
 - **City input**
 - **Existing facilities**
- **Why?**
- **Guides the community on decisions pertaining to:**
 - **Grant opportunities**
 - **Financial allocation**
 - **Changes in programs and facilities**
 - **Identification and development of partners**
- **Mandatory for MDNR Grants, and preferred by many granting agencies**

City of Novi
Parks, Recreation and Cultural Services Community
Recreation Plan

- Process
 1. Solicit Staff input;
 2. Solicit public input;
 3. Develop draft goals and objectives from that input;
 4. Assign capital improvement projects including grants that respond to those goals and objectives;
 5. Implement any drawings that were creating for those projects;
 6. Develop an inventory of facilities and program;
 7. Allow for a final solicitation of public input;
 8. City adoption.

City of Novi Parks, Recreation and Cultural Services Community Recreation Plan

- Last Plan
- 2009-2013
- Goals
 1. Maintain or expand the current funding levels for existing programs.
 2. Continue funding for programs and facilities while being fiscally responsible.
 3. Develop new parks and recreation facilities.
 4. Continue to improve existing parks and recreation facilities.
 5. Develop collaborative partnerships.
 6. Explore opportunities and provides funding for park and land acquisition.
 7. Improve non-motorized connectivity in the City with the Walkable Novi Committee.
 8. Deliver high quality, comprehensive and diverse programs for all ages.
 9. Continue to establish the Department as an essential service in developing and maintaining healthy lifestyles.

City of Novi
Parks, Recreation and Cultural Services Community
Recreation Plan

- Tonight's Meeting
 1. Community input on Facilities and Programs
 2. Brainstorm areas of growth and protection
 3. Establish priorities
- Tonight's Meeting Process
 - Small group exercises (10 minutes a piece) that will:
 - ✓ Identify values
 - ✓ Identify needs
 - ✓ Identify successes and failures
 - ✓ Envision the future
 - ✓ Establish priorities



City of Novi
 Park and Recreation Visioning
 Community Meeting
 SIGN IN SHEET

Date: November 20, 2013

Please print the following information.

NAME	ADDRESS	PHONE (optional)
Scott Pratt		
Eric Watt		
Shanna Lewallen		
Chuck Firze		
Greg Morris		
Sara Roediger		
Alison Bradrick		
Hope Beth Kaplan		
Deen Reid		
Carol Aurilia		
Wendy Dwyer		
Mary Stroh		
Keith Angeloni		
Josef Letscher		
Tom Fournier		

34000 Plymouth Road | Livonia, MI 48150
 P. (734) 522-6711 | F. (734) 522-6427
 www.ohm-advisors.com

Advancing Communities™



City of Novi
Park and Recreation Visioning
Community Meeting
SIGN IN SHEET

Date: November 20, 2013

Please print the following information.

NAME	ADDRESS	PHONE (optional)
Rachel Bogunovic	City of Novi	4803

34000 Plymouth Road | Livonia, MI 48150
P. (734) 522-6711 | F. (734) 522-6427
WWW.OHM-ADVISORS.COM

Advancing Communities™



City of Novi
 Park and Recreation Visioning
 Community Meeting
 SIGN IN SHEET

Date: November 20, 2013

Please print the following information.

NAME	ADDRESS	PHONE (optional)
Cheryl H. Amara		
Nabe King		
Karen Wilson		
Jeff Potnick		
Doug Bauss		

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 www.ohm-advisors.com

Advancing Communities™

FACEBOOK POSTING

A meeting will be held on Wednesday, November 20 from 7 to 9 p.m. at the Novi Civic Center to gather public input on the creation and implementation of the new Community Recreation Master Plan. City officials and Parks, Recreation and Cultural Services Staff will be available to answer questions and receive suggestions.

The Parks, Recreation and Cultural Services Department provides activities including fitness classes, art events, senior outreach, youth sports leagues, summer camps, and more. Facilities run by the Parks, Recreation and Cultural Services Department include the city parks, including the most recently acquired and renovated Pavilion Shore Park, Lake Shore Park, the Meadowbrook Activity Center, the Ice Arena, and Fuerst Park.

Scott Pratt, Superintendent of Recreation for the City of Novi states that “The City of Novi Parks, Recreation and Cultural Services Community Recreation Plan is designed to help our city chart a course and provide a written framework for decision making that will lead to strategic park, facility and service development.

The Public Outreach meeting will feature literature and information about the Master Plan implementation. All interested residents are welcome to attend; coffee, tea, water and snacks will be provided. For more information, contact Scott Pratt at 248-347-0400.



Appendix B Community Survey





January 10, 2014

Dear Novi Resident:

CITY COUNCIL

Mayor

Bob Gatt

Mayor Pro Tem

Dave Staudt

Andrew Mutch

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Gwen Markham

City Manager

Clay J. Pearson

**Parks, Recreation &
Cultural Services Director**
Jason S. Mangum

The City of Novi wants to know what you think about our community and especially the City owned and operated recreation facilities, parks and programs. You have been randomly selected to participate in the enclosed City of Novi's Park Department Survey.

Please take a few minutes to fill out the enclosed Park Survey. Your answers will help the Novi Parks, Recreation & Cultural Services Department make decisions that affect our community. You should find the questions interesting and we will definitely find your answers useful. Please participate!

To get a representative sample of Novi residents, the adult (anyone 18 years or older) in your household who most recently had a birthday should complete this survey. Year of birth of the adult does not matter.

Please have the appropriate member of the household spend a few minutes to answer all the questions and return the survey in the enclosed postage-paid envelope. **Your responses will remain completely anonymous.**

Your participation in this survey is very important – especially since your household is one of only a small number of households being surveyed. If you have any questions about the Survey please call 248-347-0400.

Please help us shape the future of Novi's recreation and parks. Thank you for your time and participation.

Sincerely,

Jason S. Mangum, CPRP
Director
Parks, Recreation & Cultural Services

City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org

The City of Novi is updating its Parks, Recreation and Cultural Services Strategic Plan. The City evaluates its parks and recreational programs every three to five years to ensure it is providing citizens with the necessary facilities, programs and staff for the highest level of recreational experiences. As a step in this process, the City is performing a community survey to assess current and future park and recreation needs. The information provided by the survey will serve as a basis for discussion on the community's parks and recreation desires and priorities.

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. Please respond by circling the number or checking the box. All responses to this survey are completely anonymous and will be reported in group form only.

1. Please rate each of the following pertaining to living in Novi:

	Excellent (1)	Good (2)	Fair (3)	Poor (4)	Undecided	Percentage of Excellent or Good	Mean
Novi as a place to live	75	49	7	1	1	93%	1.5
Your neighborhood as a place to live	63	53	7	4	0	91%	1.6
Novi as a place to raise children	67	44	4	1	9	89%	1.5
Novi as a place to work	42	48	7	2	36	67%	1.7
Novi as a place to retire	34	46	13	14	20	63%	2.4
The overall quality of life in Novi	65	54	7	1	0	94%	1.6

The numbers within the parenthesis were assigned throughout to determine the mean of the response. "Undecided" was not assigned a value in the determination of the question's mean.

SURVEY UPSHOT

Overall the quality of life is considered better than good with living conditions higher than working. Overall the quality of life for retirement is in the good to fair range.

2. Please rate each of the following aspects of quality of life in Novi:

	Excellent (1)	Good (2)	Fair (3)	Poor (4)	Undecided	Response of Excellent or Good	Mean
Sense of community	35	58	24	7	4	73%	2.0
Openness and acceptance of diversity	47	62	12	3	5	84%	1.8
Overall appearance and cleanliness of Novi	53	71	5	0	0	96%	1.6
Overall quality of new development in Novi	34	76	9	2	8	85%	1.8
Recreational opportunities	40	62	18	4	5	79%	1.9
Quality of business and service establishments in Novi	43	71	7	2	5	89%	1.7
Shopping opportunities	28	55	11	0	0	89%	1.3
Cultural activities	21	55	34	5	12	60%	2.2
Variety of housing options	41	60	20	2	5	79%	1.9
Employment opportunities	13	45	27	4	39	45%	2.2
Educational opportunities	16	49	18	0	15	74%	1.8
Social events and activity opportunities	23	65	26	2	13	68%	2.1
Volunteer opportunities	25	49	25	0	29	58%	2.0
Opportunities to participation in community matters	23	51	29	2	35	53%	2.1
Ease of car travel in Novi	30	56	31	11	0	67%	2.2
Traffic flow on major streets	15	47	49	16	1	48%	2.5
Availability of quality housing	47	68	19	0	2	88%	1.7
Availability of health care services	48	66	6	0	9	88%	1.7
Availability of quality food sources	58	63	9	1	0	92%	1.6

Continue Question 2.	Excellent (1)	Good (2)	Fair (3)	Poor (4)	Undecided	Response of	
						Excellent or Good	Mean
Availability of quality open spaces/natural environment	43	51	27	8	1	72%	2.0
Overall image or reputation of Novi	64	49	6	2	0	93%	1.6
Amount of public parking	38	75	12	1	5	86%	1.8

WRITTEN COMMENTS FROM PUBLIC

There is no understanding of the difference between acceptance and affirmative action
 Would like to see less "chain" retail
 Traffic at Grand River and Novi Road is bad
 Open space is disappearing quickly

SURVEY UPSHOT

Volunteerism and congestion whether it be houses or vehicles created the lowest ratings ranging between good and fair.

3. Please rate your perception of the speed of growth in the following categories in Novi over the past 5 years:

	Much too slow (1)	A little too slow (2)	Right amount (3)	A little too fast (4)	Too fast (5)	Undecided	Community growth is the right amount	Mean
Population Growth	0	2	77	23	17	12	59%	3.5
Retail growth	1	10	86	11	13	10	66%	3.2
Job growth	5	32	35	10	0	57	27%	2.9

WRITTEN COMMENTS

More neighborhoods being built only congests the area and depletes open space

SURVEY UPSHOT

The public perception is that the community growth is on the right pace or just a tad quick. The slight leaning to the "too fast" coincides with the perception of too much congestion and lack of open space.

4. Please rate your perception of how safe or unsafe you feel from the following in Novi:

	Very safe (1)	A little safe (2)	Neither safe or unsafe (3)	A little unsafe (4)	Unsafe (5)	Undecided	Community is perceived as safe	Mean
Violent crime (e.g. rape, assault, robbery)	74	37	13	5	0	1	85%	1.6
Property crimes (e.g. burglary, theft)	51	49	16	12	1	1	77%	1.9
Environmental hazards	68	31	18	3	0	9	77%	1.6

5. Please rate your perception of how safe or unsafe you feel:

	Very safe (1)	A little safe (2)	Neither safe or unsafe (3)	A little unsafe (4)	Unsafe (5)	Undecided	Community is perceived as safe	Mean
In your neighborhood during the day	109	15	5	2	0	0	95%	1.2
In your neighborhood after dark	57	54	13	6	0	1	85%	1.8
In Novi's downtown area during the day	98	16	6	0	1	7	89%	1.2
In Novi's downtown area after dark	49	48	14	5	2	9	76%	1.8

SURVEY UPSHOT for #4 and #5
 Novi is considered a safe place to live.

6. In the last 12 months, about how many times, if ever, have you or other household members participated in the following activities in Novi:

	Never (1)	1-2 times (2)	3-12 times (3)	13-26 times (4)	More than 26 times (5)	"Never"	"1-12 times"	13 +"	Mean
Novi recreational facilities	53	29	26	10	9	57%	43%	15%	2.2
Participated in a recreation program or activity	62	26	13	5	9	54%	34%	12%	1.9
Visited a neighborhood or city park	26	27	45	15	14	20%	57%	23%	2.7
Taken public transportation	124	2	0	1	0	98%	2%	1%	1.0
Attended or watched on local cable or local public meeting	89	27	11	1	0	70%	30%	1%	1.4
Read Engage!	22	48	41	10	4	18%	71%	11%	2.4
Visited the City of Novi website (www.cityofnovi.org)	40	44	31	7	5	34%	59%	9%	2.2
Volunteered your time to some group or activity in Novi	90	11	14	6	4	72%	20%	8%	1.6
Novi public libraries or their services	33	23	29	23	20	26%	41%	34%	2.8

WRITTEN COMMENTS

Novi has public transportation?

SURVEY UPSHOT

A majority of survey respondents infrequently participate in public events or utilize public facilities.

7. Please rate each of the following aspects pertaining to the City of Novi:

	Excellent (1)	Good (2)	Fair (3)	Poor (4)	Undecided	Response of Excellent or Good	Mean
Recreational programs or classes	24	61	15	2	29	70%	1.8
City parks	38	67	12	4	5	83%	1.9
Land use, planning and zoning	17	53	30	17	13	58%	2.3
Sidewalk/non-motorized pathway maintenance	19	64	27	6	9	66%	2.2
Preservation of open space	17	59	30	19	10	61%	2.3
Economic development	15	66	21	4	18	65%	2.1
Services to older adults	19	57	14	7	5	45%	2.0
Services to youth	21	57	11	1	35	62%	1.9
Services to low-income citizens	3	22	10	6	80	22%	2.4
Street repair	7	37	50	28	2	35%	2.8
Street cleaning	16	56	24	14	7	58%	2.2
Street lighting	20	64	27	11	4	67%	2.2
Storm drainage	19	61	25	10	11	63%	1.7
Drinking water	49	55	8	4	9	83%	1.8
Sewer services	39	63	8	2	19	77%	1.9
Traffic enforcement	34	59	18	5	3	78%	1.6
Police service	61	52	6	2	3	91%	1.5
Fire service	63	42	4	2	14	85%	1.9
Code enforcement	25	45	9	6	17	56%	1.9

Question 7. continued	Excellent (1)	Good (2)	Fair (3)	Poor (4)	Undecided	Response of Excellent or Good	Mean
Crime prevention	32	62	15	2	13	76%	1.6
Ambulance or emergency medical service	39	45	5	0	34	68%	1.6
Public schools	60	38	2	0	22	80%	1.4
Public libraries	83	37	1	0	12	90%	1.3
Cable television	15	41	23	9	33	46%	2.3

WRITTEN COMMENTS

- Other cable providers should be brought in
- Do not like the Youth Councilor
- There are no services for low income
- Water is too costly
- Street cleaning is poor
- Too much traffic congestion

SURVEY UPSHOT

Public services are highly regarded, but the respondents are making a connection between parks and recreation and planning and open space

8. Please rate the following categories of Novi government performance:

	Excellent	Good	Fair	Poor	Undecided	Response of Excellent or Good	Mean
The value of services for the taxes paid to Novi	17	66	28	7	9	66%	2.2
The overall direction that Novi is taking	20	78	17	3	7	78%	2.0
The job Novi does at welcoming citizen involvement	20	41	20	8	36	49%	2.2
The job Novi does at listening to citizens	16	37	26	5	40	43%	2.2
Communication and marketing of parks and recreation	21	54	28	15	15	51%	2.1
The level of service you receive when registering for classes, or participating in Parks, Recreation and Cultural Arts Programs	22	39	8	2	51	50%	1.9

SURVEY UPSHOT

Public views it is getting quality service.

9. Please indicate how likely or unlikely you are to do each of the following:

	Very likely	A little likely	Somewhat unlikely	A little unlikely	Undecided	Response of likely	Mean
Recommend living in Novi to someone else	93	24	5	3	11	93%	1.3
Remain in Novi for the next five years	87	21	9	5	4	86%	1.4
Next home will also be in Novi	37	20	17	22	528	46%	2.3

This next set of questions is about you and your household, again, all responses to this survey are completely anonymous and will be reported in group form only.

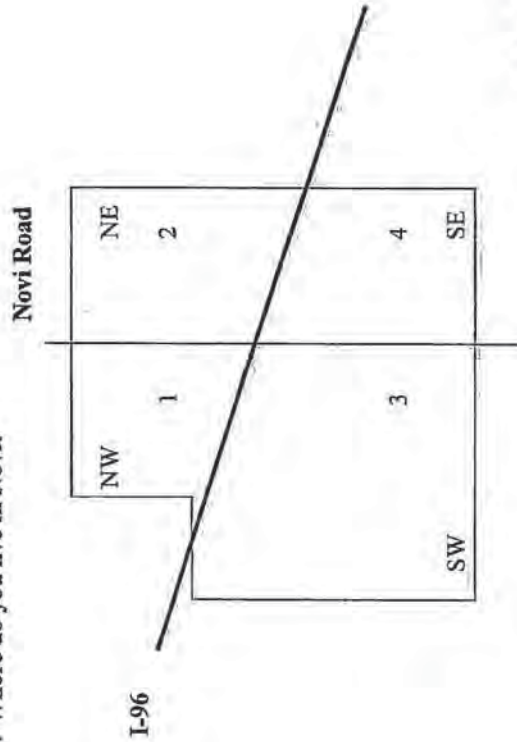
10. How many years have you lived in Novi?

a. Less than 2 years	<u>Tabulation</u>
b. 2-5 years	5%
c. 6-10 years	17%
d. 11-20 years	15%
e. More than 20 years	28%
	36%

11. Which best describes the building you live in?

a. Single family detached house	<u>Tabulation</u>
b. House attached to one or more houses (duplex or townhouse)	75%
c. Building with two or more apartments or condominiums	5%
d. Mobile home	17%
e. Other	3%
	1%

12. Where do you live in Novi?



- a. NW Quadrant 1
- b. NE Quadrant 2
- c. SW Quadrant 3
- d. SE Quadrant 4

<u>Tabulation</u>	
a.	21%
b.	12%
c.	38%
d.	30%

13. Do you?

- a. Rent
- b. Own

<u>Tabulation</u>	
a.	7%
b.	93%

14. About how much is your monthly housing cost including (mortgage, rent, homeowners' association fee property, insurance, property tax)?

	<u>Tabulation</u>
a. Less than \$300 per month	3%
b. \$300 to \$599 per month	15%
c. \$600 to \$999 per month	16%
d. \$1,000 to \$1,499 per month	22%
e. \$1,500 to \$2,499 per month	27%
f. \$2,500 or more per month	17%

15. How much do you estimate your household's total income to be before taxes?

	<u>Tabulation</u>
a. Less than \$24,999	5%
b. \$25,000 to \$49,999	10%
c. \$50,000 to \$99,999	29%
d. \$100,000 to \$149,999	25%
e. \$150,000 or more	32%

16. How many children under the age of 18 currently live in your household?

	<u>Tabulation</u>
a. None	71%
b. One	11%
c. Two	13%
d. Three	2%
e. Four	2%
f. Five	0%
g. Six	1%
h. More than six	0%

Note: For comparison purposes, the average household size in the City of Novi was 2.3 according to the U.S. Census Bureau in 2012.

17. How many adults age 18 and over currently live in your household?

a. One	<u>Tabulation</u>
b. Two	28%
c. Three	63%
d. Four	7%
e. More than four	2%
	0%

Note: For comparison purposes, the average household size in the City of Novi was 2.3 according to the U.S. Census Bureau in 2012.

18. What is your sex?

a. Female	<u>Tabulation</u>
b. Male	64%
	36%

Note: For comparison purposes, the male: female ratio within the City of Novi was 48:52 according to the U.S. Census Bureau in 2012. A higher proportionate response by females is typical.

19. What is your ethnicity?

a. Caucasian	<u>Tabulation</u>
b. African American	87%
c. Asian	3%
d. Middle Eastern	5%
e. Indian	1%
f. American Indian	2%
g. Other	1%
	2%

This set of questions is about how you or your household view and/or use the recreational facilities or program, and the Parks and Recreation Administration. Again, all responses to this survey are completely anonymous and will be reported in group form only.

20. Are you familiar with the recreation facilities offered by the City of Novi?

- a. Yes
- b. No

Tabulation

77%
23%

21. How often do you or members of your family use the City of Novi's recreational facilities?

- a. Daily
- b. Weekly
- c. Monthly
- d. Occasionally
- e. Rarely
- f. Never

Tabulation

3%
12%
6%
26%
28%
24%

22. After each facility please indicate with a check how you feel that facility currently available in the City of Novi meets your needs.

Facility	Exceeds the Need (1)	Meets the Need (2)	Falls short of Need (3)	Undecided	Never Visited	Tabulation of Facilities Meeting or Exceeding the Need	Mean
City Parks	14	66	9	7	19	70%	2.2
Athletic fields	14	61	2	10	39	60%	2.4
Playgrounds	14	48	14	7	32	54%	2.3
Multi-use performing arts space	6	33	9	13	55	34%	2.9
Walking or biking trails	15	46	28	4	22	53%	2.5
Basketball/Tennis courts	12	37	13	15	45	37%	2.6
Novi Meadowbrook Activity Center	6	34	5	9	72	32%	3.0
Ice Arena	6	35	5	6	57	41%	2.9
Picnic Shelters	9	48	10	7	40	50%	2.6

23. Rank the facilities listed below with a one (1) being the most important and a nine (9) being the least important to the future of the City of Novi?

Item	Tabulation Rank 1-9
City Parks	1
Athletic fields	4
Playgrounds	3
Multi-use performing arts space	6
Walking or biking trails	2
Basketball/Tennis courts	7
Novi Meadowbrook Activity Center	5
Ice Arena	8
Picnic Shelters	9

24. Are you familiar with the cultural and recreational programs offered by the Novi Parks, Recreation and Cultural Services?

- a. Yes
- b. No

Tabulation
63%
37%

25. How often do you or members of your family participate in programs offered by the Novi Parks, Recreation and Cultural Services?

- a. Daily
- b. Weekly
- c. Monthly
- d. Occasionally
- e. Rarely
- f. Never

Tabulation
2%
7%
2%
28%
21%
40%

26. After each cultural and recreational program please indicate how you feel that program meet your needs?

Program	Exceeds the Need (1)	Meets the Need (2)	Falls short of Need (3)	Undecided	Tabulation of Programs Meeting or Exceeding the Need	Mean
Summer programs/camps	7	31	5	52	40%	1.9
Community special events and festivals	8	49	11	27	60%	2.0
Senior adult health, fitness, social programs	6	34	6	50	42%	2.0
Youth sport programs	7	44	6	37	54%	2.0
Adult sport programs	5	28	10	42	39%	2.1
Family programs and activities	7	30	11	37	44%	2.1
Teen and after school programs	3	31	5	55	36%	2.1
Music, concerts, theater, exhibits, art, dance	6	34	24	32	42%	2.3
Aquatic programs for all ages	5	33	12	46	40%	2.1
Programs for people with disabilities	2	28	7	68	29%	2.1
Nature/Outdoor Programs	4	33	11	47	39%	2.1
Multi-Cultural Programs	6	32	8	48	40%	2.0
Recreational activities for users with special needs	3	16	5	71	20%	2.1

27. Rank the programs listed below with a one (1) being the most important and a twelve (12) being the least important to the future of Novi Parks, Recreation and Cultural Services.

Item	Tabulation Rank 1-12
Summer programs/camps	3
Community special events and festivals	2
Older adult health, fitness, social programs	5
Youth sport programs	1
Adult sport programs	7
Family programs and activities	4
Teen and after school programs	6
Music, concerts, theater, exhibits, art, dance	8
Aquatic programs for all ages	10
Nature/Outdoor Programs	9
Multi-Cultural Programs	11
Recreational activities for users with special needs	12

28. Which three programs listed below would you like to see more of in Novi?

Item	Interest in seeing more
Summer programs/camps	High
Community special events and festivals	High
Senior adult health, fitness, social programs	Moderate
Youth sport programs	Moderate
Adult sport programs	Moderate
Family programs and activities	High
Teen and after school programs	Moderate
Music, concerts, theater, exhibits, art, dance	High
Aquatic programs for all ages	Low
Programs for people with disabilities	Low
Nature/Outdoor Programs	High
Multi-Cultural Programs	Low

29. Which three facilities listed below would you like to see more of in Novi?

Item	Interest in seeing more
Trails	High
Open Space	High
Splash Pads	Low
Playgrounds	Moderate
Picnic Shelters	Moderate
Municipal Pool	High
Community Space	Moderate
Gymnasium	Low
Specialty Fields (cricket, lacrosse etc.)	Low

30. How do you or your family typically learn about Novi Parks, Recreation and Cultural Service's programs and events? Check all that apply:

Tabulation

- a. Engage! 36%
- b. City of Novi Website (www.cityofnovi.org) 2%
- c. Social Media (e-mail, Facebook, Twitter) 5%
- d. Visiting a city park/facility 13%
- e. When attending a Novi Community Program or Event 5%
- f. Recreation Reminders 5%
- g. Newspaper 9%
- h. Television/radio 4%
- i. School 8%
- j. From a family member or friend 12%
- k. Other (Please explain below) 1%

Other
 I do not know about them
 I serve on the Historical Commission

31. What is your first choice when it comes to registering for a City of Novi Parks, Recreation and Cultural Service's programs? Choose one:

a. On-line	<u>Tabulation</u>
b. Walk In	75%
c. Mail	16%
d. Fax	9%
	0%

32. Would you or any member of your household be more inclined to participate in or use the facilities if it were on a drop-in basis?

a. Yes	<u>Tabulation</u>
b. No	54%
	46%

33. Assume that you have 100 points to divide among the following three categories of community issues. Please allocate these 100 points based on how *important* you perceive each category of concerns to be. For example, if you consider environmental concerns to be twice as important as the other two concerns, you would assign it 50 points and give the other two concerns 25 points each.

- Economic concerns 39 points
- Environmental concerns 32 points
- Social concerns 29 points

34. Are there any facilities, programs, events or services not mentioned that you would like to see offered?

Non-Motorized connection under I-96
 Nature/Children's museum
 Trips for seniors to events and/or places
 More craft classes
 Better music programs
 Tree removal and replacement services
 Street repairs



Appendix C Site Maps

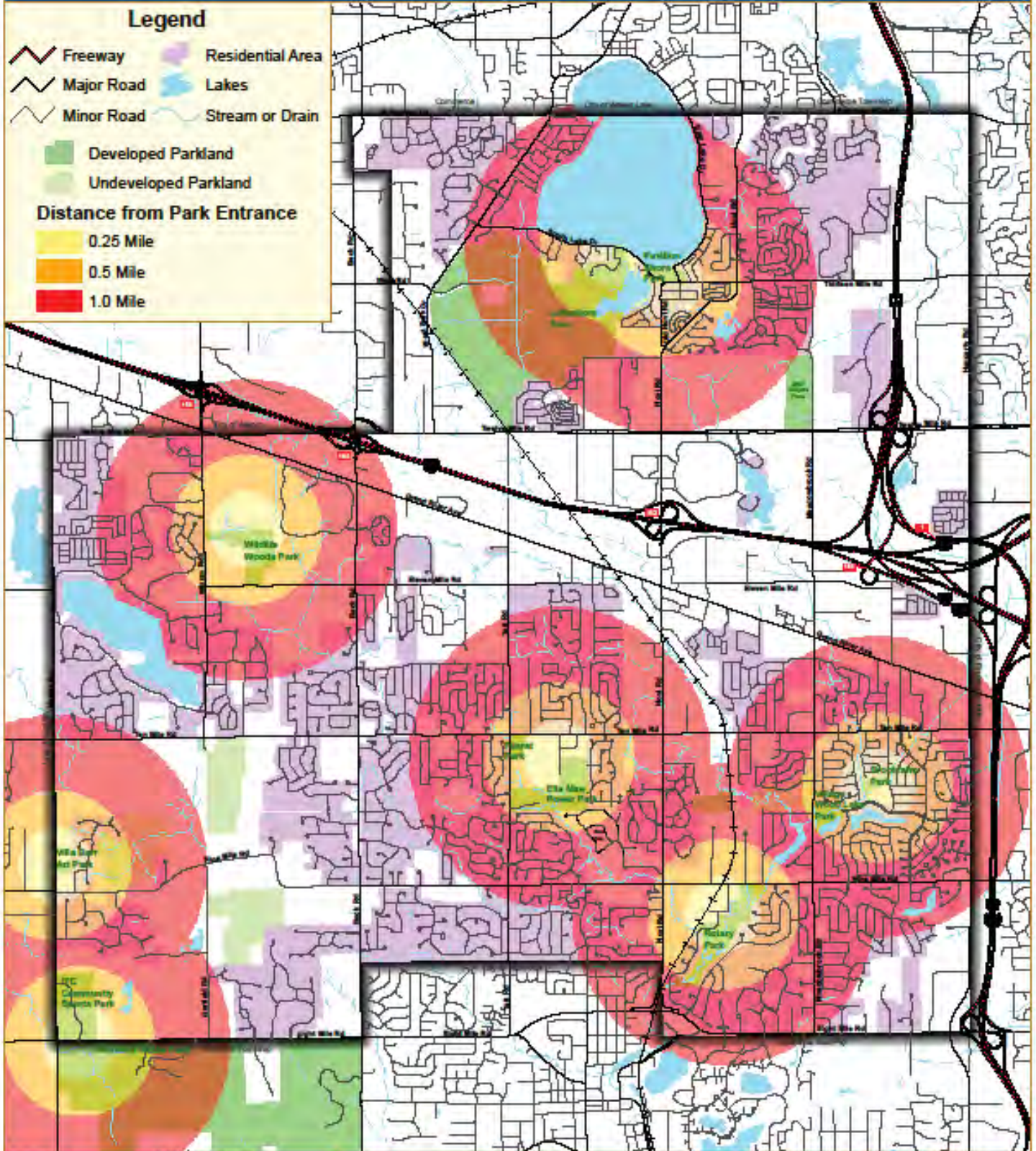


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PARKS AND RECREATION 1-MILE PARK RADIUS MAP

City of Novi, Michigan



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






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BROOKFARM PARK FACILITY LOCATION MAP

Novi, MI 48375

Legend

-  Park Boundary
-  Soccer Field
-  Paved Trail
-  Bench
-  Minor Road
-  Stream or Drain



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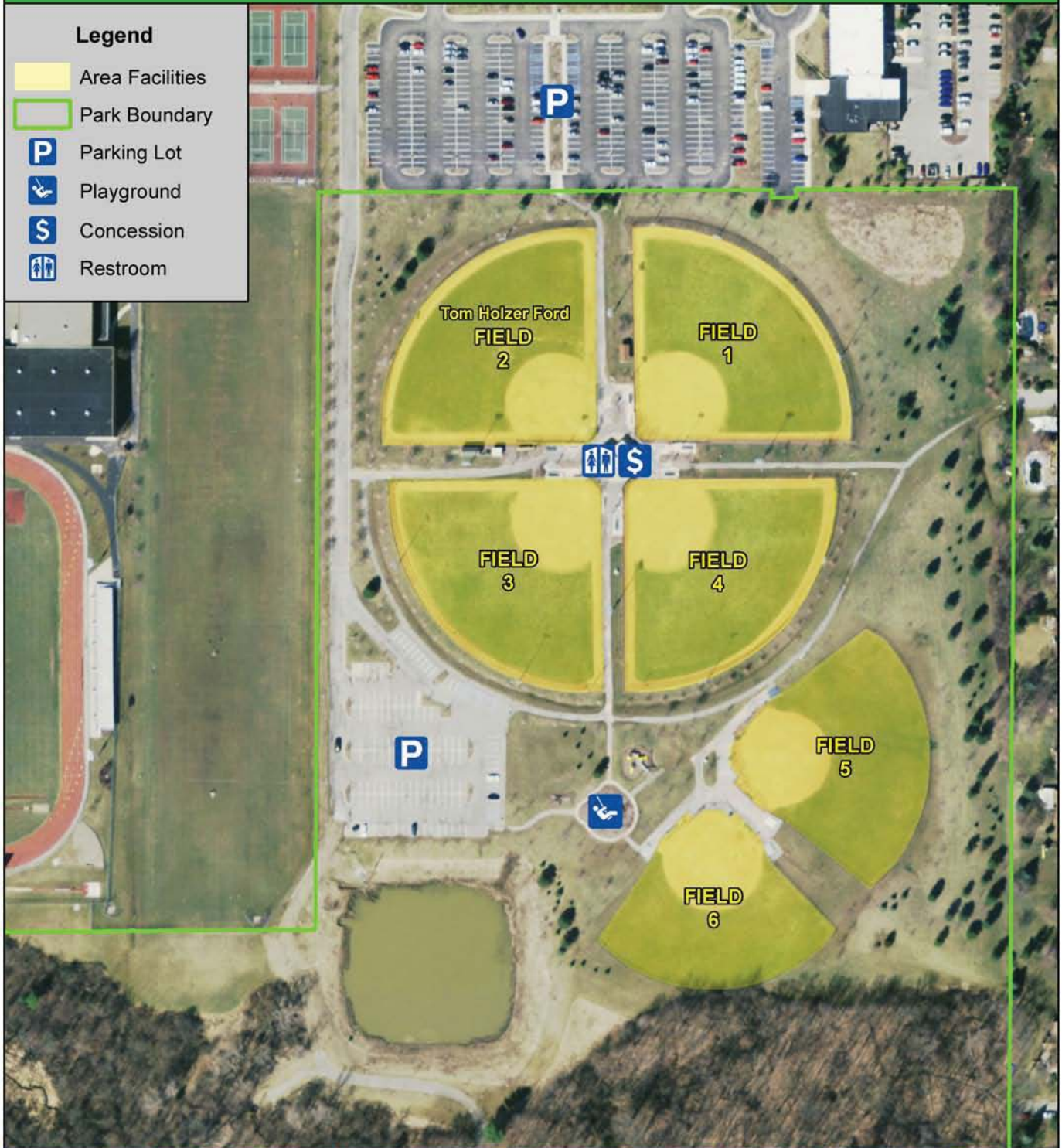
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ELLA MAE POWER PARK RECREATION FACILITIES

45175 W 10 Mile Rd, Novi, MI 48375

Legend

-  Area Facilities
-  Park Boundary
-  Parking Lot
-  Playground
-  Concession
-  Restroom



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1 INCH = 188 FEET

FEET

MAP PRINT DATE 05/30/2014

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FUERST PARK FACILITY LOCATION MAP



Pathways	Total Length
Large Outer Loop	930.1 FT
Small Inner Loop	436.0 FT

MAP LEGEND

- Public Library
- Amphitheater
- Old Township Hall
- The Gardens
- Park Boundary

Fuerst Park Trails

- Concrete Sidewalk
- Decomposed Granite Path

Non-Motorized Routes

- Pathway
- Sidewalk



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 MAP PRINT DATE 3/17/2011



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ITC COMMUNITY SPORTS PARK FACILITY AND ACTIVITY AREAS

Map Legend

-  BASEBALL FIELD
-  TENNIS COURT
-  BASKETBALL COURT
-  SOCCER FIELDS
-  PARK BOUNDARY
-  PARKING AREA
-  PICNIC AREA
-  PLAYGROUND
-  RESTROOMS



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MAP PRINT DATE: 7/1/2010















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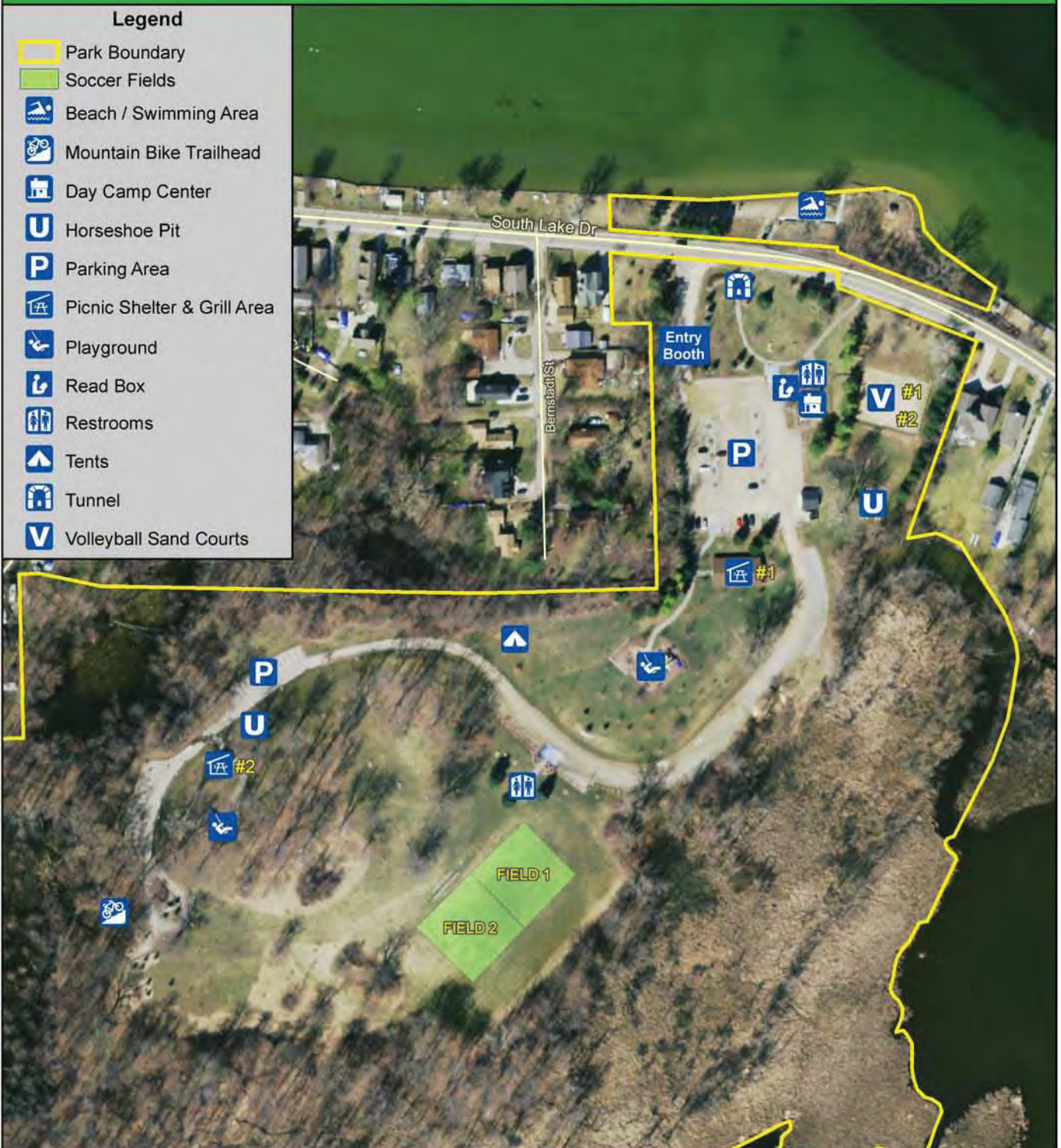
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LAKESHORE PARK FACILITY LOCATION MAP

601 S. Lake Drive, Novi, MI 48377

Legend

-  Park Boundary
-  Soccer Fields
-  Beach / Swimming Area
-  Mountain Bike Trailhead
-  Day Camp Center
-  Horseshoe Pit
-  Parking Area
-  Picnic Shelter & Grill Area
-  Playground
-  Read Box
-  Restrooms
-  Tents
-  Tunnel
-  Volleyball Sand Courts



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 MAP AUTHOR: MATTHEW PETERSON,
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Lakeshore Park



Report All Unauthorized Motorized Vehicles To The Novi Police at (248) 348-7100
 In case of an emergency, call Novi Police at (248) 348-0911 or simply dial 911

Mountain Bike Sections

- 1 Limey's Loop
- 2 Expert Loop
- 3 754 Loop
- 4 Lost Loop
- 5 The Crater
- 6 Swamp Loop
- 7 Flack Attack
- 8 Loki's Loop
- 9 Star Wars
- 10 Maru's Way
- 11 Skunk's Pass
- 12 The Pines
- 13 Frog's Pass
- 14 Spiderman

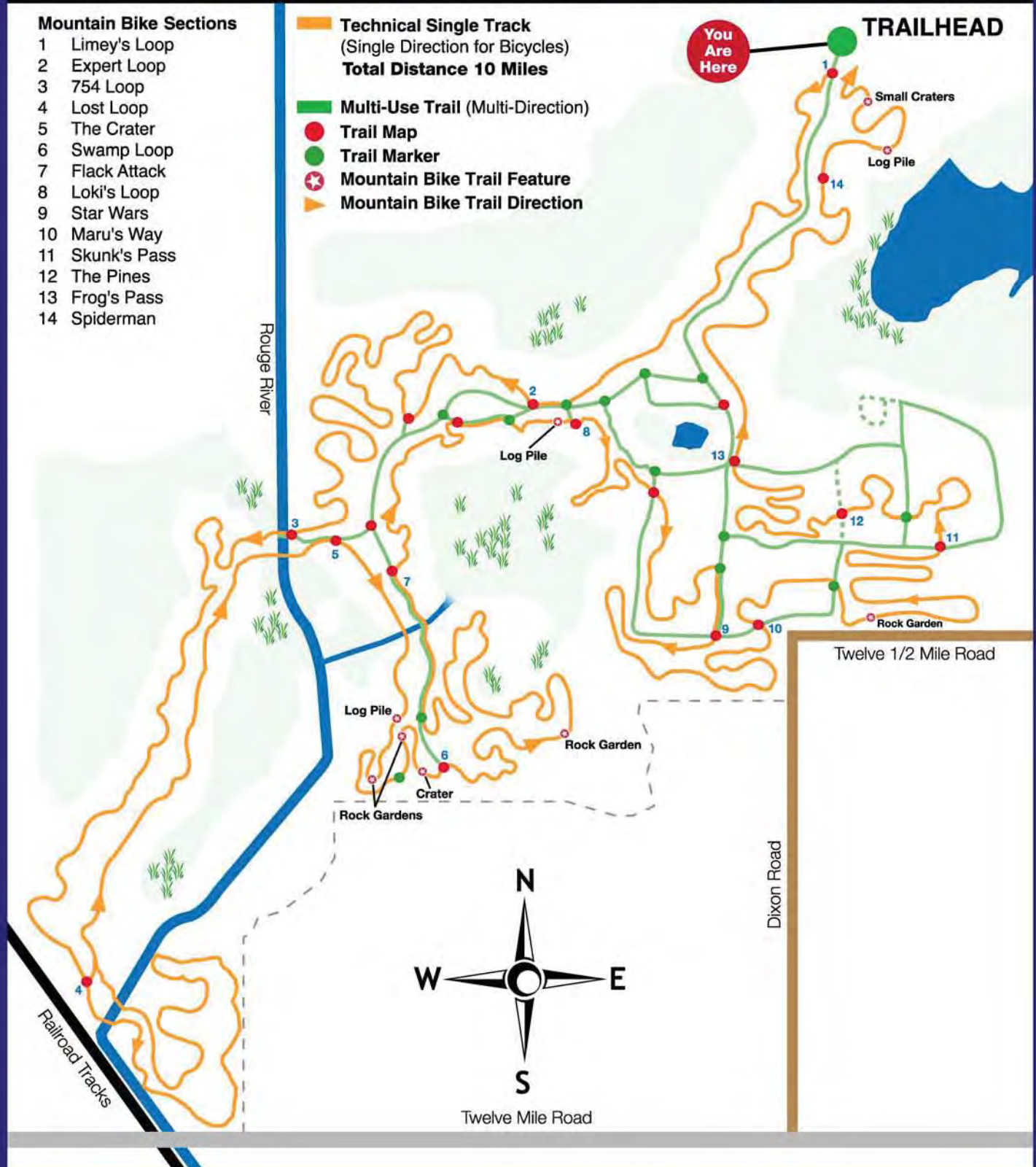
Technical Single Track
 (Single Direction for Bicycles)
Total Distance 10 Miles

Multi-Use Trail (Multi-Direction)

- Trail Map
- Trail Marker
- ✱ Mountain Bike Trail Feature
- ▶ Mountain Bike Trail Direction

You Are Here




TRAILHEAD



MEADOWBROOK COMMONS WALKING ROUTE MAP

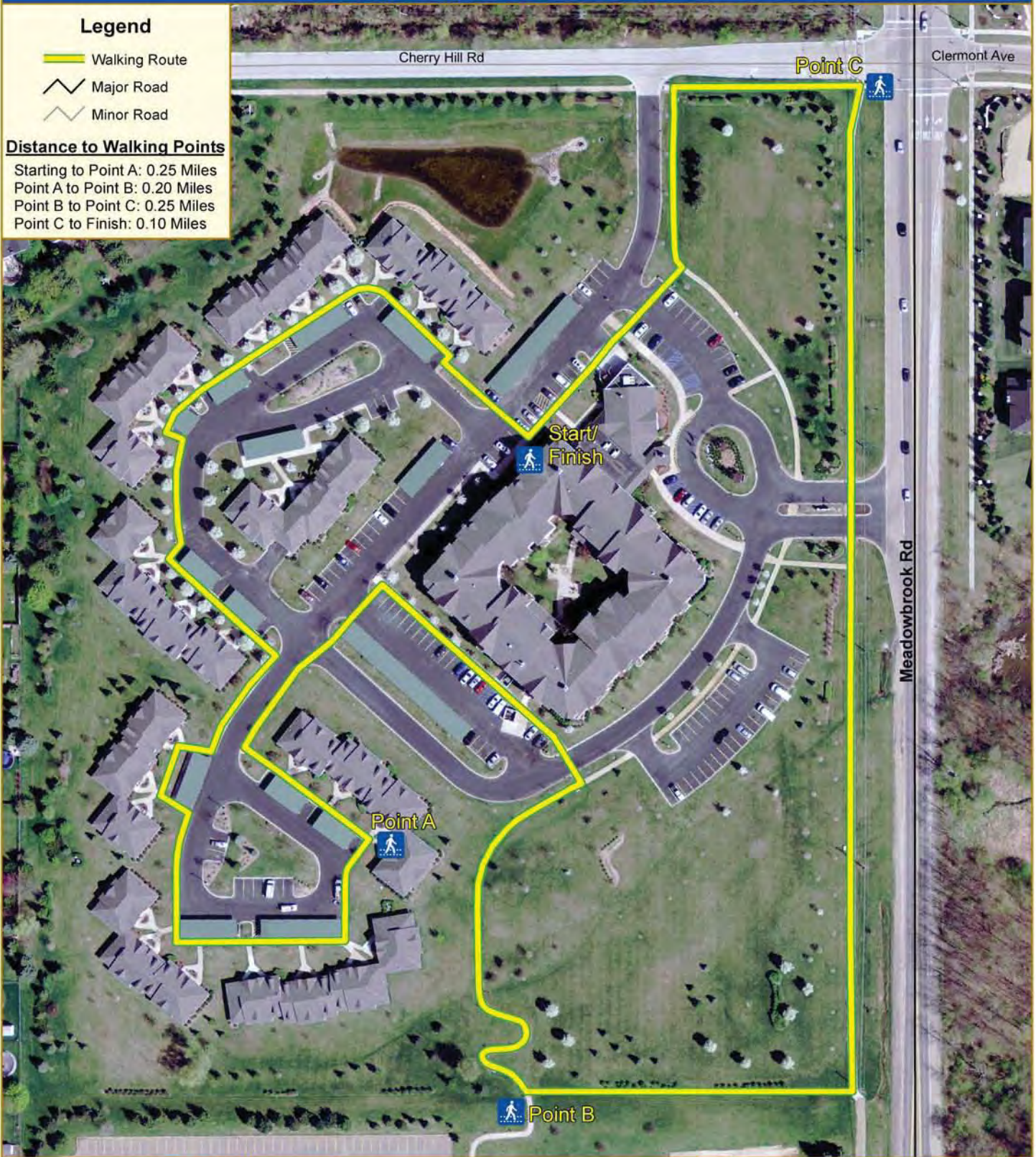
25075 Meadowbrook Road, Novi, MI 48375

Legend

-  Walking Route
-  Major Road
-  Minor Road

Distance to Walking Points

Starting to Point A: 0.25 Miles
Point A to Point B: 0.20 Miles
Point B to Point C: 0.25 Miles
Point C to Finish: 0.10 Miles



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MAP AUTHOR: MATTHEW PETERSON,
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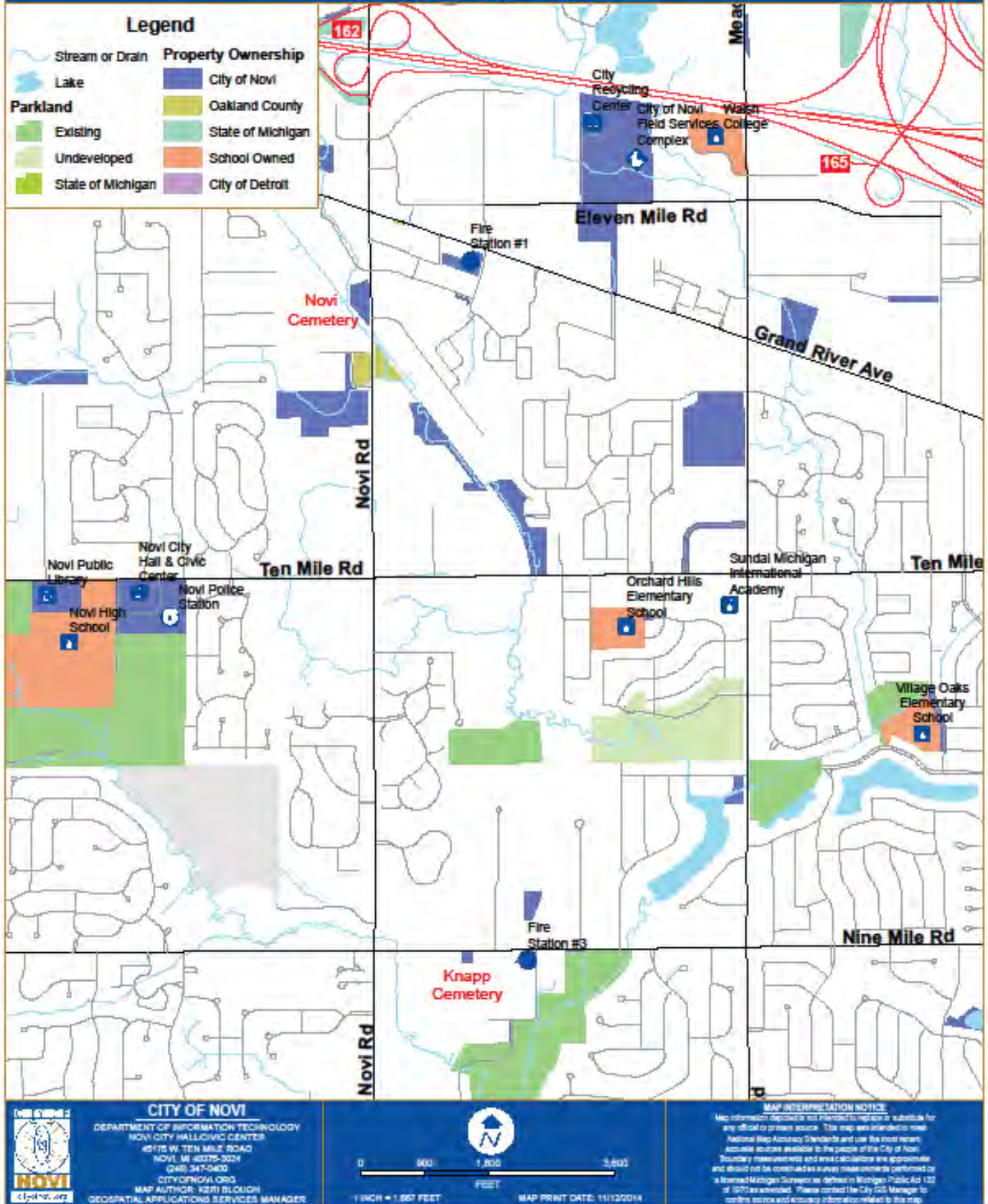


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Parks & Recreation Cemetery Inventory

City of Novi, Michigan





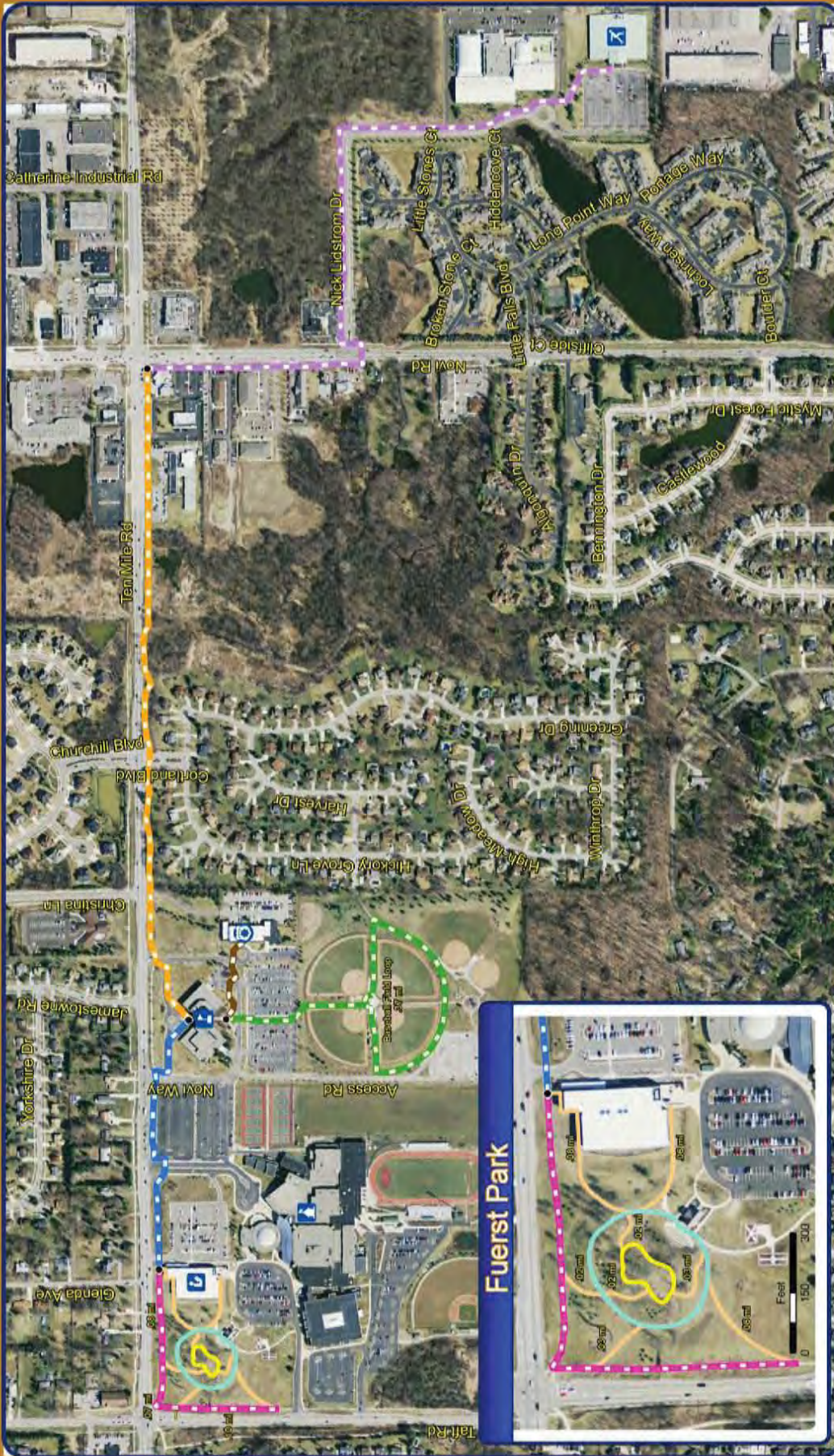
CIVIC CENTER MAP

45175 TEN MILE ROAD

NOVI, MI 48375

LOCATED ON SOUTH SIDE OF TEN MILE ROAD—EAST OF NOVI ROAD JUST WEST OF TAFT ROAD

Civic Center Campus Walking Routes



City of Novi
 Information Technology Department
 Geographic Information Services
 45175 W Ten Mile Rd
 Novi, MI 48375
 cityofnovi.org

0 500 1,000
 Feet
 1 inch = 350 feet

- ### Round Trip Walking Routes
- Civic Center To/From Novi Rd (1.28 mi)
 - Civic Center To/From Library (0.54 mi)
 - Civic Center To Power Park & Around Fields (0.66 mi)
 - Library To/From Southwest Fuest Park (0.50 mi)
 - Police Station To/From Civic Center (0.16 mi)
 - Ten Mile To/From Ice Arena (1.46 mi)
 - Fuest Park Outer Ring (0.18 mi)
 - Fuest Park Inner Ring (0.08 mi)
-

NOVI CORE HABITAT UNDEVELOPED PARKLAND LOCATION MAP

Novi, MI 48375



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 MAP AUTHOR: KERRI SLOUGH
 GEOSPATIAL APPLICATIONS SERVICES MANAGER



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City of Novi Dog Park

42390 Nick Lidstrom Dr



Map Legend

- Dog Fountain
- Tree
- Sidewalk
- Fence
- Parking Space
- Future Path
- Cement Pad



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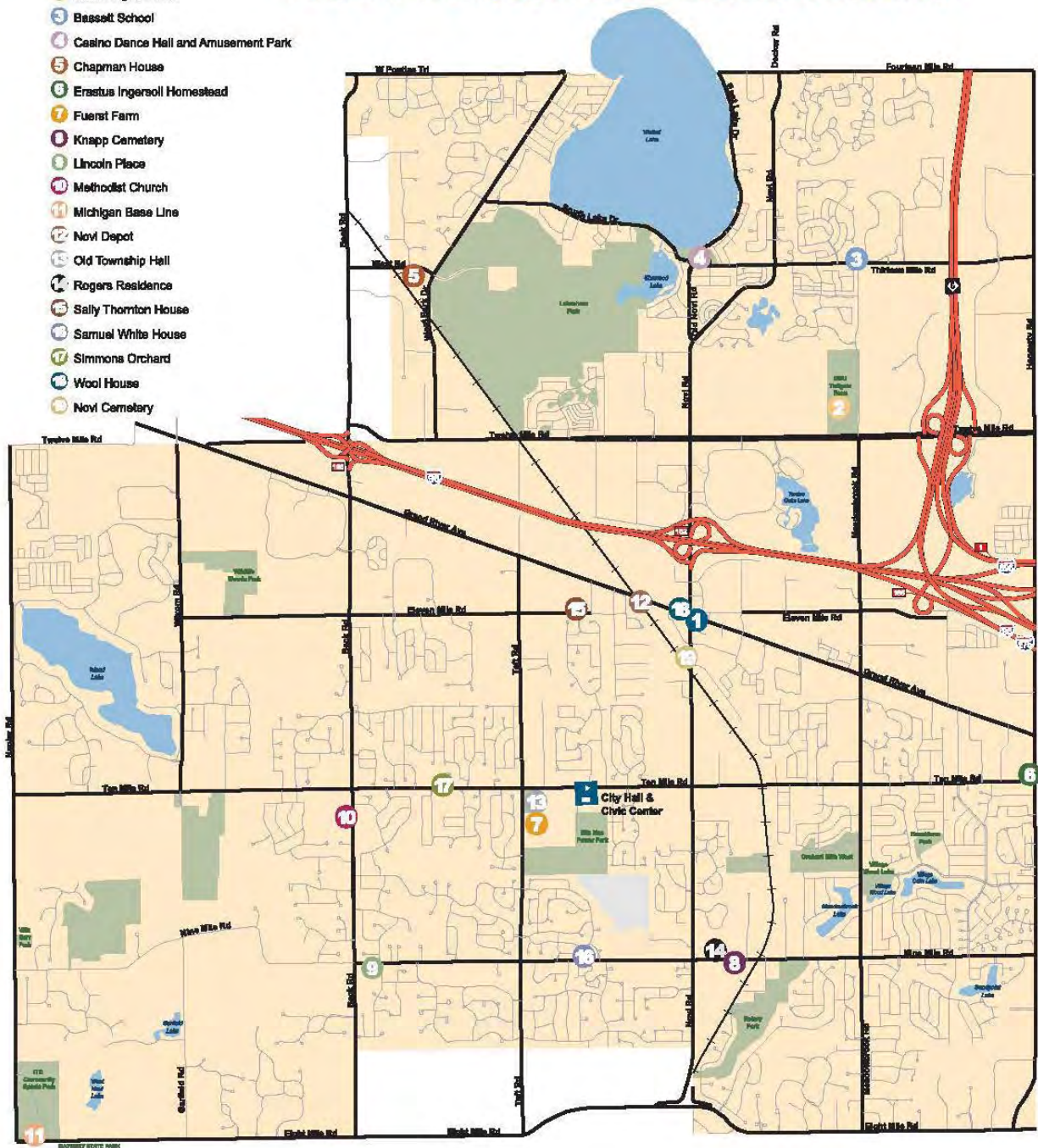
Map Author: Matthew Peterson, GIS Support Technician
 Revisions: Keri Blough, Geospatial App Svcs Manager
 Date: August 22, 2014
 Project: Dog Park
 Version #: 3.0

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Novi Historical Landmarks

- 1 Bank Building
- 2 MSU Tollgate Farm
- 3 Bassett School
- 4 Casino Dance Hall and Amusement Park
- 5 Chapman House
- 6 Erastus Ingersoll Homestead
- 7 Fuerst Farm
- 8 Knapp Cemetery
- 9 Lincoln Place
- 10 Methodist Church
- 11 Michigan Base Line
- 12 Novi Depot
- 13 Old Township Hall
- 14 Rogers Residence
- 15 Sally Thornton House
- 16 Samuel White House
- 17 Simmons Orchard
- 18 Wool House
- 19 Novi Cemetery



City of Novi
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1. Bank Building



This building and the one story shop building to the east were built in 1929. The two story building on the corner was originally constructed as a bank. However, the building was never operated as such due to the 1929 stock market crash and attendant run on banks.

2. Bassett Farm/MSU Tollgate



Settlement of this property dates back to 1832, when the 160 acres, that would one day become the Michigan State University Tollgate Education Center, were purchased by Samuel Bassett from the federal government for \$1.25 per acre. Currently, MSU uses Tollgate for many research, teaching and demonstration projects.

3. Bassett School



Although the school was not built on land owned by the Bassett family, the school was known as the Bassett School. John Bassett, owner of the Bassett Farm on Meadowbrook Road, was known for his large library and strong belief in education.

4. Casino Dance Hall/Amusement (Pavilion Shore Park)



The casino dance hall was built on the south end of Walled Lake in 1925. It contained a 120' x 140' hardwood dance floor. The amusement park opened in 1929, with the roller coaster, "The Flying Dragon." The park was also the site of company picnics. The park was closed in 1968.

5. Chapman House



This two story Italianate house is known as the Chapman House or the Chapman/Porter house. The Chapman family and relatives owned this property near Walled Lake and other property elsewhere in what is now Novi. The Chapman's were instrumental in starting an early school in the Novi area.

6. Erastus Ingersol Homestead (Jaguar dealership)



Settlement of Novi began in 1825 with the arrival of Erastus Ingersol and his family from New York. The Ingersol family did not remain in Novi. After a few years of farming, they moved to Delta Township west of Lansing, where they were the first settlers in this area also.

7. Fuerst Farm (Civic Center Campus & Fuerst Park)



In 1827, Gamaliel Simmons of New York purchased 160 acres of land from the Federal government on the corner of Ten Mile and Tott Roads. In 1830 the first Novi town meeting was held in the Simmon's residence on this site. Jacob and Rebecca Fuerst purchased the farm in 1918. The former Fuerst farm is now the site of the Novi Police Department, Civic Center, Novi High School, Novi Public Library and Fuerst Park.

8. Knapp Cemetery



The Knapp Cemetery is typical of many small family graveyards of the 19th century. It was established in 1836 when Benajah Aldrich set aside one half acre of his farm for burial purposes. Henry Knapp, Benajah Aldrich's brother-in-law, was the first to be buried here.

9. Lincoln Place



The building was constructed circa 1839 by James Palmer, a blacksmith in Northville. The house was purchased by the Lincoln family (no relation to Abraham Lincoln) in 1844. The architecture is a similar design to the Abraham Lincoln House in Springfield, Ill.

10. Methodist Church



The church was started in 1875 with \$200. It closed for several years in the 1920s, reopening in 1929. The church was originally located on Grand River Avenue just west of Novi Road. In the spring of 1997, the building was moved to its current site on Beck Road.

11. Baseline Monument



This is a commemorative marker located on Eight Mile Road in Novi. The marker is a ten foot tall obelisk that describes the significance of surveying to the early settlement of Novi and Michigan and as a foundation to creating farms throughout the state.

12. Novi Train Depot



The arrival of the railroad was a boon to the Novi community. Farmers were able to ship commodities that were bulky and/or perishable to markets in Detroit, Chicago and elsewhere in the United States.

13. Old Township Hall



The Novi Town Hall was originally sited on Novi Road just south of Grand River. The building caught fire in an electrical storm and was destroyed in 1912. The present white frame building was constructed in 1914.

14. Rogers Residence



This Colonial Revival structure was built by Charles Rogers on the farm once owned by early Novi settler Sally Thornton. Rogers married Isabelle Thornton, granddaughter of Sally Thornton. The fireplace of the mansion features a cornerstone from the smokehouse of the Thornton farm inscribed 1877.

15. Sally Thornton Residence



Sally Thornton, a 48-year-old widow, came to Novi with her five children in 1827. Sometime after arriving in the Novi area, she bought 400 acres on both sides of Novi Road just north of Nine Mile Road. She built this Greek Revival house on the east side of Novi Road in 1860. In 1992, the house was moved to its current location.

16. Samuel White House



A prosperous farmer and veteran of the War of 1812, White was the second supervisor of Novi, a delegate to the 1835 Michigan Constitutional Convention and active in numerous other civic endeavors. He built this house for his wife and four children around 1840.

17. Simmons Orchard



The house and outbuilding were once part of a farm that comprised of over 150 acres. Fruit trees, especially apples, were grown widely throughout the area. Novi and the surrounding communities were especially known for the quantity and quality of the fruit which they produced.

18. Wool House



The Wool House was where local farmers brought their fleeces to sell. Sheep and wool production has long been one of the main outputs of the community. In 1910, the Novi Census indicated the community consisted of 1224 people and 9094 sheep.

19. Novi Cemetery



The original burial ground that would become the Novi Cemetery was donated by early Novi settler Daniel Lee. In 1844, remains from graves on the Loren Flint farm, many dating from the early 1830's, were moved to the cemetery. The property was expanded to 2.5 acres in 1873 and renamed the Novi Cemetery. Many veterans are buried in the cemetery, including those who served in the Revolutionary War, the War of 1812, the Civil War and WWI and WWII.

NOVI ICE ARENA

42400 Nick Lidstrom Drive, Novi, MI 48374



Legend

- Park Boundary
- Paved Trail

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0 62.5 125 250
 FEET
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NOVEMBER 2014

NOVI
 City of Novi
 Michigan

MAP PRINT DATE: 09/05/2014

NOVI MEADOWS ELEMENTARY SPRING/SUMMER RECREATION FACILITIES

Novi Community School District

Legend

- BASEBALL FIELDS
- SOCCER FIELDS
- TENNIS COURTS



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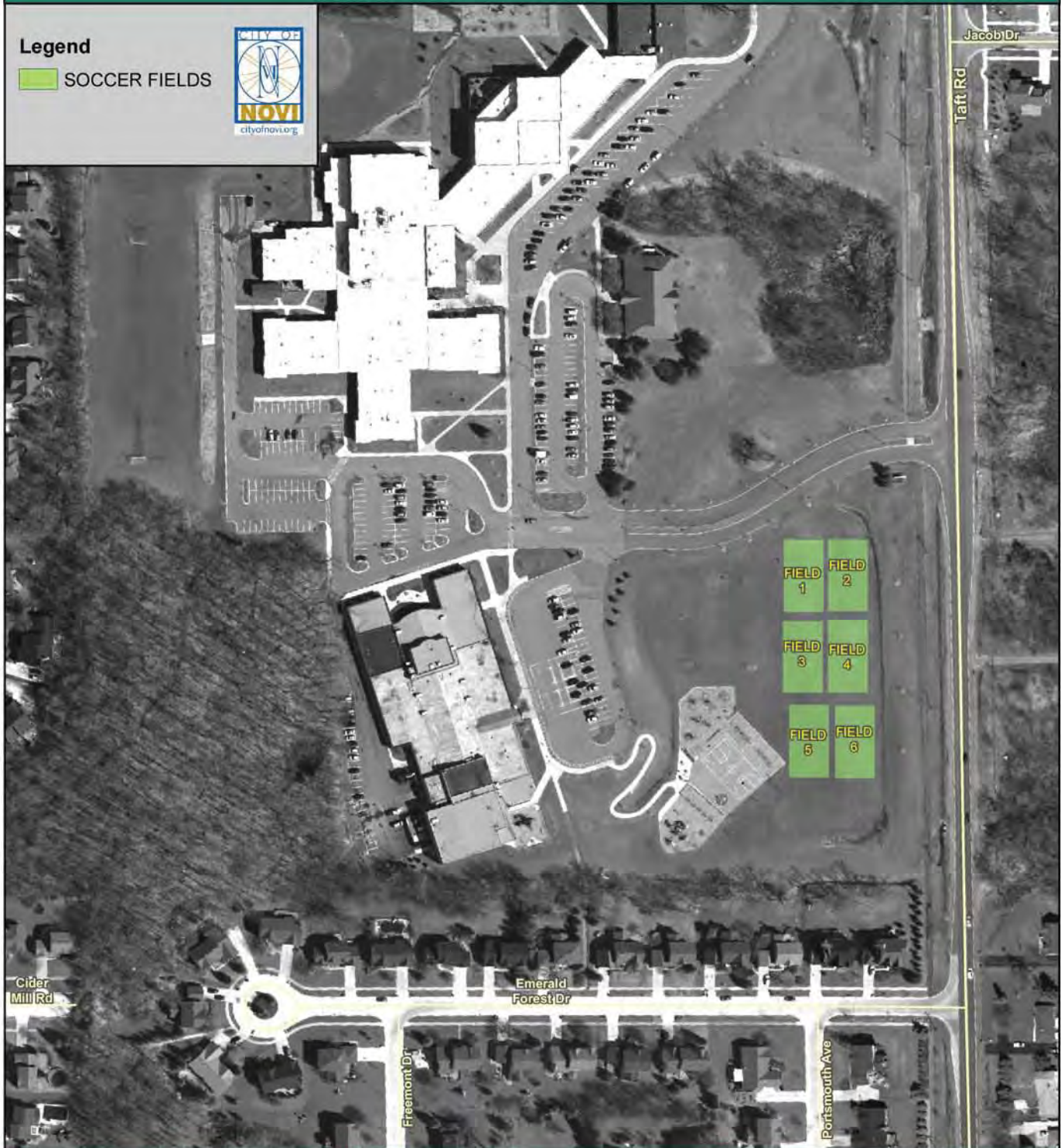
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NOVI WOODS ELEMENTARY RECREATION FACILITIES

Novi Community School District

Legend

 SOCCER FIELDS



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FEET

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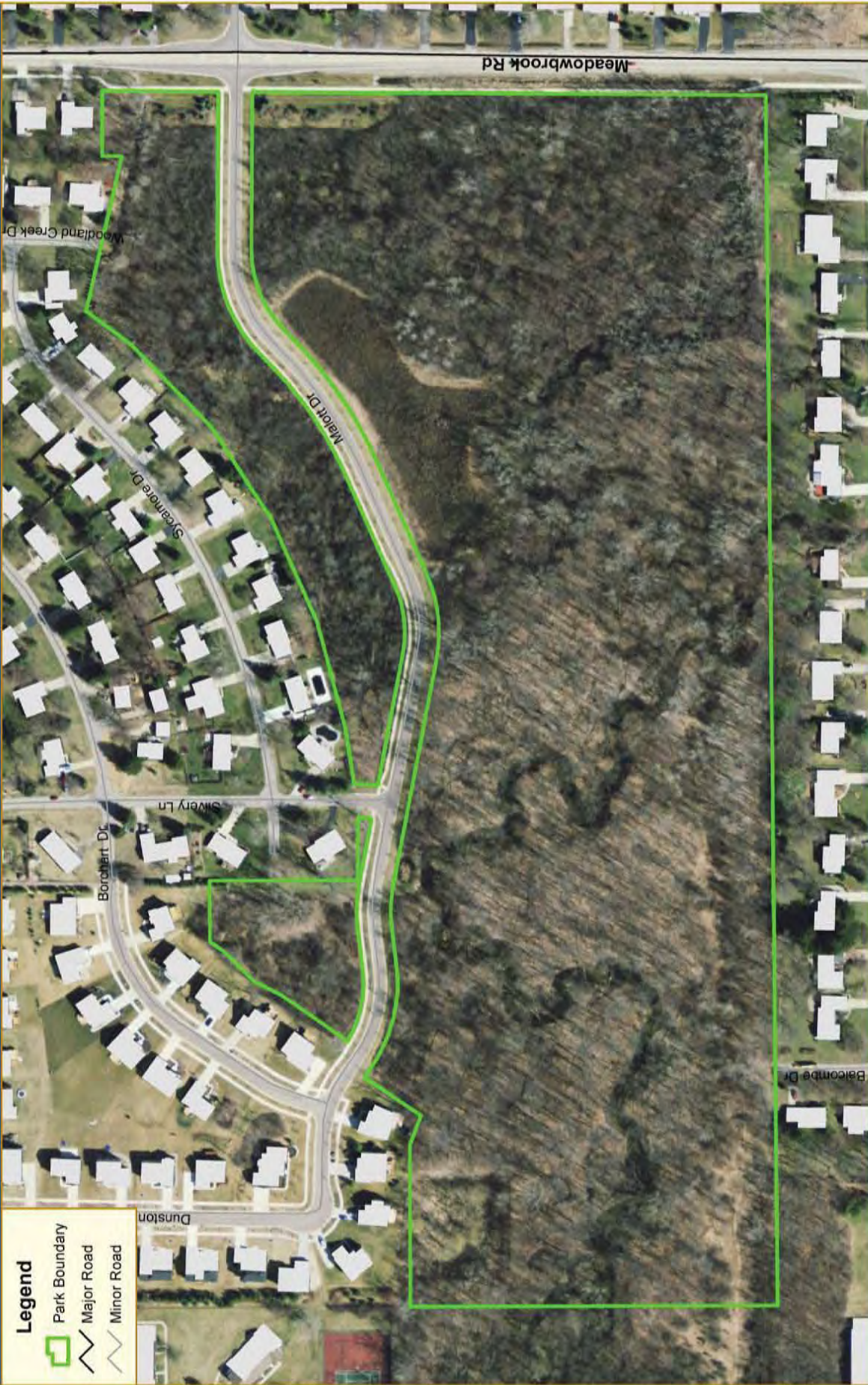
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ORCHARD HILLS WEST

City of Novi, Michigan



Legend

-  Park Boundary
-  Major Road
-  Minor Road

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 MAP AUTHOR: MATTHEW PETERSON
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0 162.5 325 650
 FEET
 1 INCH = 225 FEET

MAP PRINT DATE: 09/05/2014

PAVILION SHORE PARK FACILITY LOCATION MAP

43390 Thirteen Mile Road, Novi, MI 48377



Legend

- Park Boundary
- Paved Trail
- Fishing Pier
- Parking
- Major Road
- Minor Road
- Lake

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1 INCH = 146 FEET

MAP PRINT DATE: 07/09/2014











0 100 200 400 FEET

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ROTARY PARK FACILITY LOCATION MAP

Legend

Rotary Park Trail System

-  Chase Trail
-  Guernsey Trail
-  Rotary Trail
-  Area Facilities
-  Park Boundary
-  Parking Area
-  Picnic Shelter & Grill Area
-  Restrooms
-  Tennis Courts
-  Walking Trailhead



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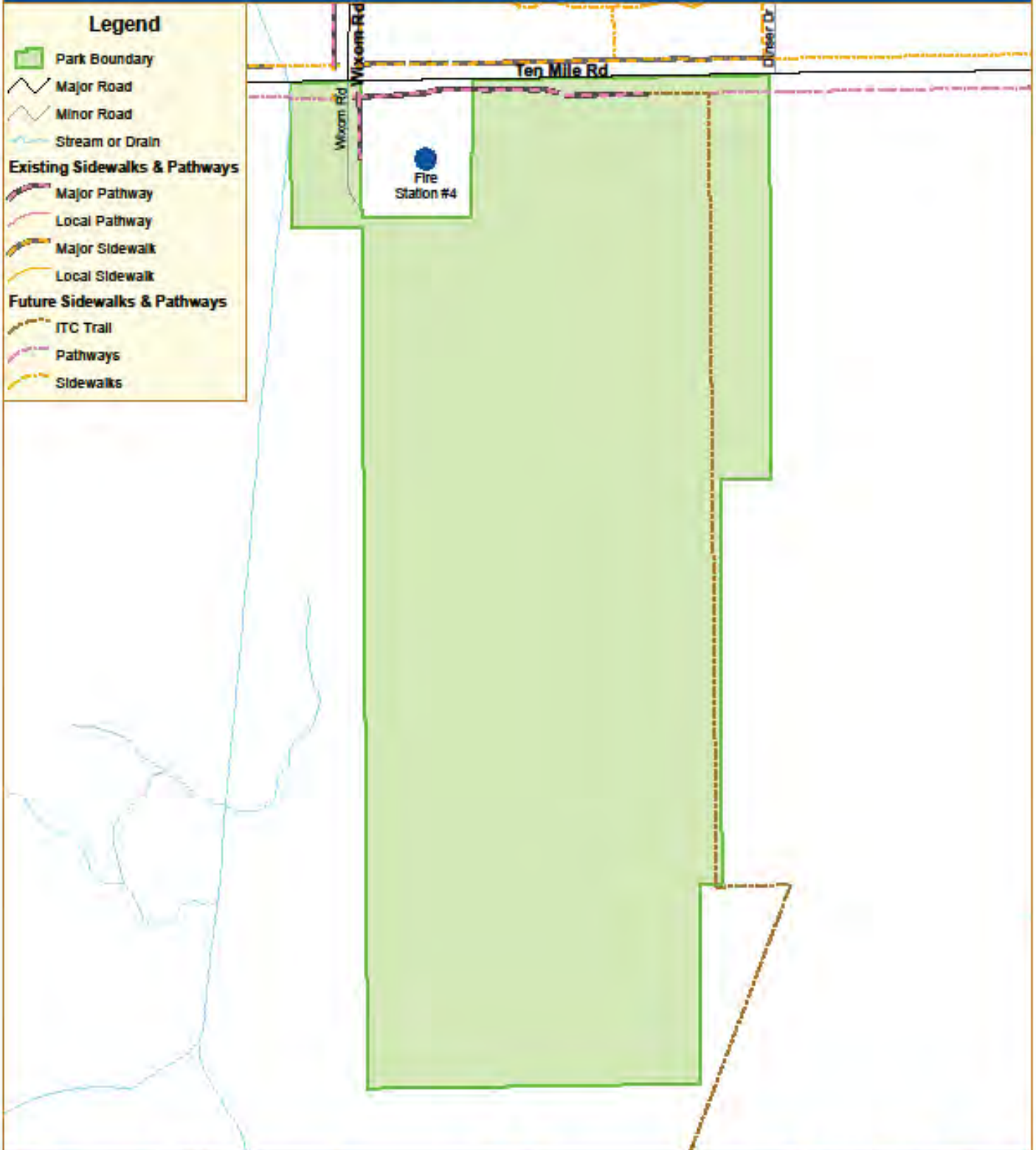


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TEN MILE SOUTH UNDEVELOPED PARKLAND LOCATION MAP

Novi, MI 48375



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 MAP AUTHOR: KERRI BLOUGH
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0 205 410 820
 FEET
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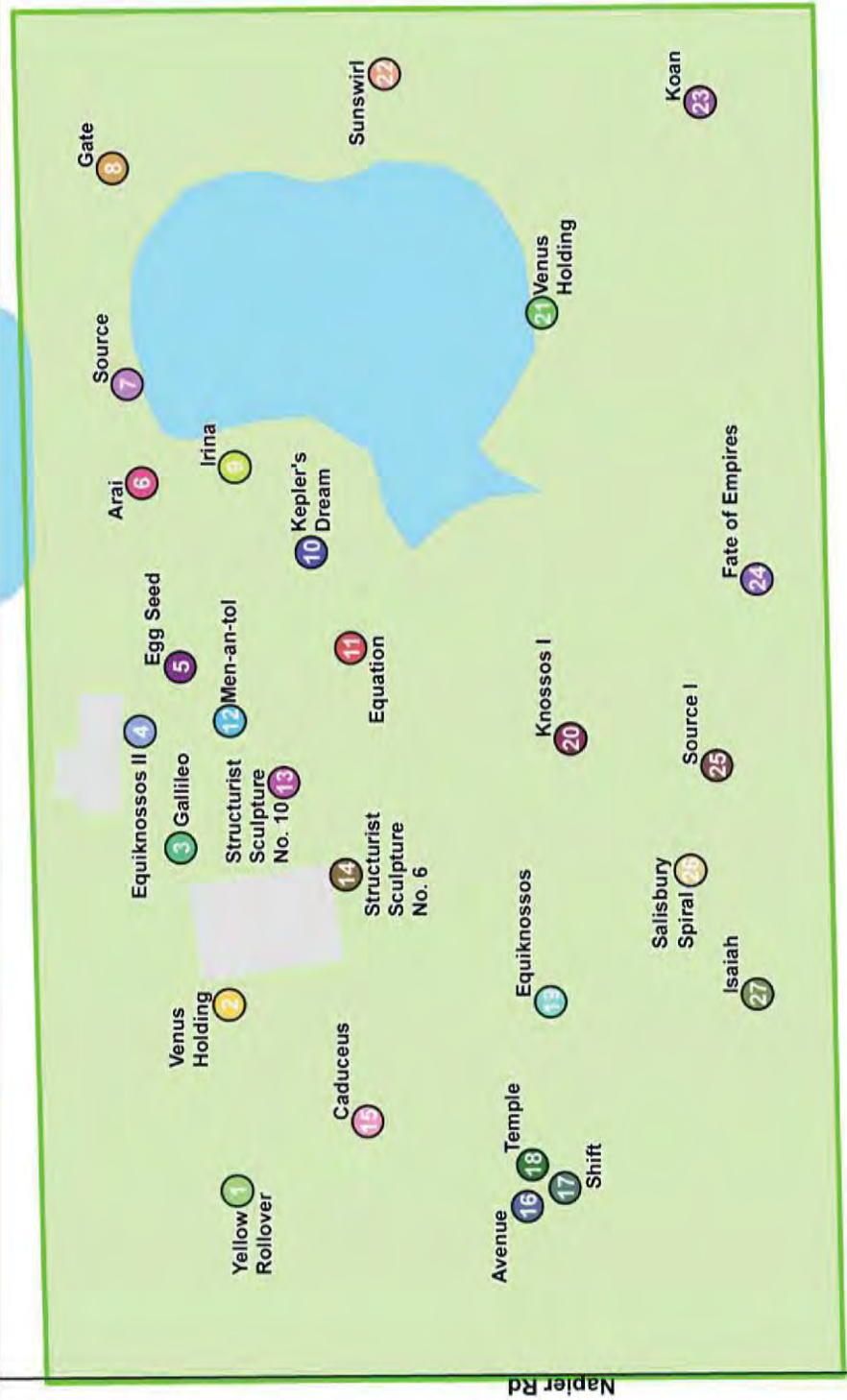
MAP INTERPRETATION NOTICE
 Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

VILLA BARR ART PARK FACILITY LOCATION MAP

22600 Napier Road, Novi, MI 48374

Legend

- Park Boundary
- Sculpture
- Building Footprint
- Major Road
- Pond



Sculptures



MAP INTERPRETATION NOTICE
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CITY OF NOVI
 DEPARTMENT OF INFORMATION TECHNOLOGY
 NOVI CITY HALL/CIVIC CENTER
 45775 W. TEN MILE ROAD
 NOVI, MI 48375-3024
 (248) 347-0400
 CITY OF NOVI/ORG
 MAP ART: RICHARD W. PETERSON
 GIS SUPPORT TECHNICIAN








FEET
 0 50 100 200
 1 INCH = 66 FEET

NOVI
 City of Novi logo with a stylized 'N' and 'O'.

VILLAGE WOOD LAKE PARK FACILITY LOCATION MAP

Novi, MI 48375

Legend

-  Park Boundary
-  Parking
-  Unpaved Trail
-  Major Road
-  Minor Road
-  Stream or Drain
-  Lake



CITY OF NOVI
 DEPARTMENT OF INFORMATION TECHNOLOGY
 NOVI CITY HALL/CIVIC CENTER
 45175 W. TEN MILE ROAD
 NOVI, MI 48375-3024
 (248) 347-0400
 CITY OF NOVI, ORG
 MAP AUTHOR: MATTHEW PETERSON
 GIS SUPPORT TECHNICIAN



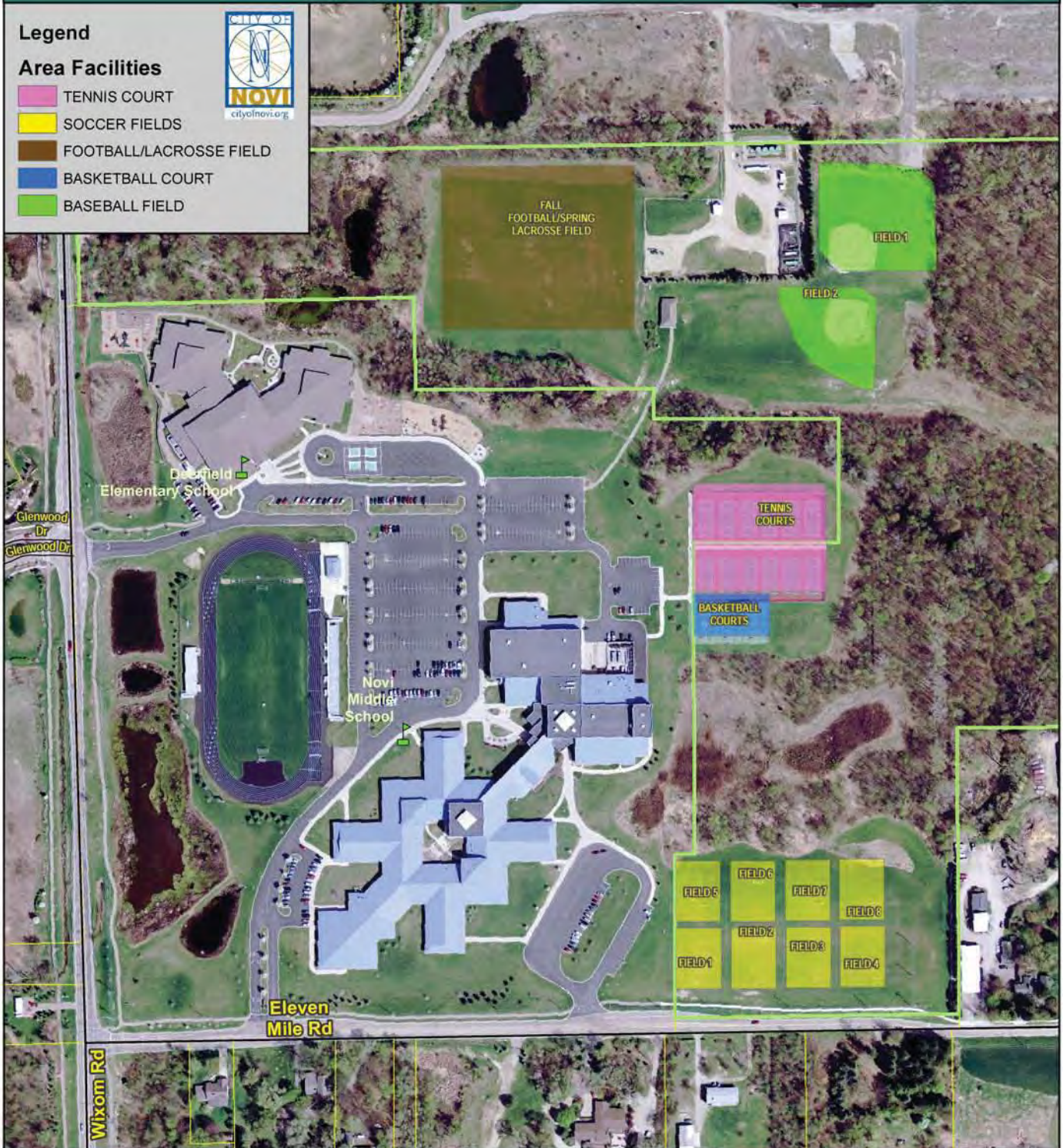
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WILDLIFE WOODS PARK RECREATION FACILITIES

Legend

Area Facilities

- TENNIS COURT
- SOCCER FIELDS
- FOOTBALL/LACROSSE FIELD
- BASKETBALL COURT
- BASEBALL FIELD



CITY OF NOVI

DEPARTMENT OF INFORMATION TECHNOLOGY
 NOVI CITY HALL/CIVIC CENTER
 45175 W. TEN MILE ROAD
 NOVI, MI 48375-3024
 (248) 347-0400
 CITYOFNOVI.ORG

MAP AUTHOR: CHRIS BLOUGH, CITY GIS MANAGER
 STEPHANIE SAMBOOK, GIS TECHNICIAN



1 INCH = 300 FEET

FEET

MAP PRINT DATE: 5/20/2011

MAP INTERPRETATION NOTICE

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Appendix D DNR Post-Completion Self- Certification Report



Pavilion Shore
Brookfarm Park
Ella Mae Power Park
Novi Core Habitat Reserve
Village Wood Lake/Orchard Hills



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [] MICHIGAN NATURAL RESOURCES TRUST FUND [] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [] RECREATION PASSPORT [] BOND FUND

GRANTEE: City of Novi

PROJECT 26-01110 PROJECT TYPE: 1980 Development

PROJECT TITLE: Ella Mae Power Park

Development will include a playground and a concession/storage

PROJECT SCOPE: building

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Novi, Jeffrey A. Muck, Director, 45175 Ten Mile Rd, 248.347.0400, Novi, MI 48375, jmuck@cityofnovi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? [x]Yes []No

Initial concession stand was replaced with newer facility and LWCF sign attached to new building. New ADA compliant playground structure to be installed in 2014.

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? []Yes [x]No

Are any of the facilities obsolete? If yes, please explain. []Yes [x]No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. [x]Yes []No

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

In 2014 an Americans with Disability Act playground is scheduled to be installed.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. Yes No

Are the facilities and the site being properly maintained? If no, please explain. Yes No

Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain. Yes No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. Yes No

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No
Routine building updates & repairs; weed control as needed; certified playground mulch inspected & added annually; garbage removed daily; mowed weekly; snow removed as needed.

GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No

What are the hours and seasons for availability of the site?
8 a.m. - Dusk for Park year round/Summer ball field hours 8 a.m. until 11 p.m.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty space for comments.

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

Jeffrey A. Muck, CPRP
Please print


Grantee Authorized Signature

9/8/14
Date

Ernie Watt
Please print


Witness Signature

9-8-14
Date

Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [] MICHIGAN NATURAL RESOURCES TRUST FUND [] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [] RECREATION PASSPORT [] BOND FUND

GRANTEE: City of Novi

PROJECT 26-01235 PROJECT TYPE: 1981 Development

PROJECT TITLE: Brookfarm Park

PROJECT SCOPE: Development of two tennis courts

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Novi, Jeffrey A. Muck, CPRP, Director, 45175 Ten Mile Road, 248.347.0402, Novi, MI 48375, jmuck@cityofnovi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? [x]Yes []No
If yes, please describe change(s). Tennis courts were cracked, unleveled and beyond normal repair. Therefore, on September 24, 2002 the courts were removed, re-seeded, and converted into open recreation areas.

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) []Yes [x]No

Are any of the facilities obsolete? If yes, please explain. []Yes [x]No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. [x]Yes []No

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

In fall 2012 improvements were made in and adjacent to Park including stream bank stabalization, along with a pathway placed along the creek and a new neighborhood connector bridge to the Village Oaks Elementary school.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/> <hr/>	
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/> <hr/>	
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. <u>Mowed weekly, garbage is collected every day, visual inspections done daily.</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/> <hr/>	
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<hr/> <hr/>	
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
What are the hours and seasons for availability of the site? <u>8 a.m. - Dusk year round</u>	
<hr/> <hr/>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty space for comments.

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

Jeffrey A. Muck, CPRP Please print	 Grantee Authorized Signature	9/8/14 Date
Eric Watt Please print	 Witness Signature	9-8-14 Date

Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [] CLEAN MICHIGAN INITIATIVE
[] LAND AND WATER CONSERVATION FUND [] RECREATION PASSPORT [] BOND FUND

GRANTEE: City of Novi

PROJECT TF05-165 PROJECT TYPE: 2005 Acquisition

PROJECT TITLE: Village Wood Lake/Orchard Hills West Acquisition

Acq. 51 acres 5,200ft frontage Middle Rouge River, Vill. Wood Lk,

PROJECT SCOPE: wetland

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Novi, Jeffrey A. Muck, CPRP, Director, 45175 Ten Mile, 248-347-0402, Novi, MI 48375, jmuck@cityofnovi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [] Yes [X] No

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [] Yes [X] No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. [X] Yes [] No
Handicap parking, and handicap picnic table along with one trail available

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. <u>Mowed weekly, garbage collected every day, visually inspected daily, foliage control on pathway as needed, snow removal as necessary</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What are the hours and seasons for availability of the site? <u>8 a.m. - Dusk year round</u>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

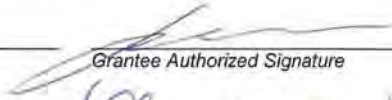
COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty space for comments.

CERTIFICATION

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Jeffrey A. Muck, CPRP
Please print


Grantee Authorized Signature

9/8/14
Date

Ernie Watt
Please print


Witness Signature

9-8-14
Date

Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [] CLEAN MICHIGAN INITIATIVE
[] LAND AND WATER CONSERVATION FUND [] RECREATION PASSPORT [] BOND FUND

GRANTEE: City of Novi

PROJECT TF07-017 PROJECT TYPE: 2007 Acquisition

PROJECT TITLE: Novi Core Habitat Reserve Property Acquisition

PROJECT SCOPE: Acqu. of 16.2 acres of wooded wetland adjacent to Singh Trail Parkland

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Novi, Jeffrey A. Muck, CPRP, Director, 45175 Ten Mile, 248-347-0402, Novi, MI 48375, jmuck@cityofnovi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [] Yes [X] No

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [] Yes [X] No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. [] Yes [X] No
Undeveloped wooded wetland

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

City of Novi has not determined development plans or schedule as of August 2014.

Property is currently considered habitat/nature reserve.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/> <hr/>	
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/> <hr/>	
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. <u>Limited maintenance based on current use.</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<hr/> <hr/>	
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/> <hr/>	
What are the hours and seasons for availability of the site? <u>8 a.m. - Dusk year round</u>	
<hr/> <hr/>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty space for comments.

CERTIFICATION

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Jeffrey A. Muck, CPRP

Please print

Grantee Authorized Signature

9/8/14
Date

Eric Watt

Please print

Witness Signature

9-8-14
Date

Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [] CLEAN MICHIGAN INITIATIVE
(Please select one) [] LAND AND WATER CONSERVATION FUND [] RECREATION PASSPORT [] BOND FUND

GRANTEE: City of Novi

PROJECT TF10-043 PROJECT TYPE: 2010 Development

PROJECT TITLE: Landings Park Trailhead/Waterfront Development
Construct trailhead in 11-acres create waterfront park w/835'

PROJECT SCOPE: shoreline

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Novi, Jeffrey A. Muck, CPRP, Director, 45175 Ten Mile, 248-347-0402, Novi, MI 48375, jmuck@cityofnovi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [] Yes [X] No

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [] Yes [X] No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. [X] Yes [] No

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. <u>Mowed weekly, garbage removed daily, visually inspected daily, spring & fall cleanup, tree maintenance as necessary, snow removal as needed.</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What are the hours and seasons for availability of the site? <u>8 a.m. - Dusk year round</u>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

In complying with the Department of Natural Resources policy discouraging the naming of parks after individuals, the City of Novi Parks, Recreation & Cultural Services Department (PRCS) conducted a community-wide solicitation for naming of the park based on the following guidelines: 1. Neighborhood or geographical identification 2. Natural or geological feature 3. Historical or cultural significance 3. No site shall be given the same name as an existing public facility or school site. The PRCS Department worked with the parks naming committee to complete the public input stage of the park naming process by February 13, 2012. A recommendation from the park naming committee was presented to City Council for their Final Selection on March 12, 2012. The 13 Mile and Old Novi Road (Landings) was approved on March 12, 2012 by Novi City Council to be entitled, Pavilion Shore Park.

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

Jeffrey A. Muck, CPRP

Please print

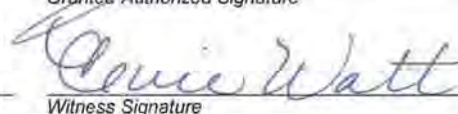

Grantee Authorized Signature

9/8/14

Date

Ernie Watt

Please print


Witness Signature

9-8-14

Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**



Appendix E Older Adult Services Strategic Plan



2013-2015 OLDER ADULT SERVICES STRATEGIC PLAN



cityofnovi.org

City of Novi, Michigan



December 2012

Welcome

November 2012

Thank you for your interest in the City of Novi's Older Adult Services Strategic Plan. This plan is a vital tool in bringing forth quality programs and services for our older adults. I extend a special thanks to those who volunteered their time and knowledge in the creation of this plan. We feel the finished product is a quality roadmap that will guide the City of Novi over the next three years in our pursuit to encourage healthy, active lifestyles.

The process to complete this strategic plan was comprehensive and multi-faceted and included a dedicated steering committee, focus groups, and data collected from our 2012 Community Assessment Survey for Older Adults, a statistically valid reflection of perceptions held by Novi older adults.

This plan is unique as it not only identifies issues and services the City of Novi can work to address, but also highlights the incredible asset older adults are to a community. Older adults provide a stable housing market and economic base and they bring a wide range of talents, knowledge and abilities to a community. These talents and abilities are as diverse as those that live here and we look forward to working with those who have a desire to share their time and talents in building our community. Sophia Loren once said, "There is a fountain of youth: it is your mind, your talents, the creativity you bring to your life and the lives of the people you love. When you learn to tap this source, you will truly have defeated age."

Our all-star team of Older Adult Services employees are dedicated individuals who work tirelessly for the betterment of our community. Their offices are located at the Novi Civic Center. Stop by to learn more about the services, programs, and opportunities available to older adults in Novi.

Sincerely,



Jason S. Mangum, CPRP
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Parks, Recreation and Cultural Services
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CONTENTS & CONTRIBUTORS

City of Novi 2013-2015 Older Adult Strategic Plan 3

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BACKGROUND & STRUCTURE

"Too many people, when they get old, think that they have to live by the calendar."

John Glenn (1921-)

History

The Novi Senior Services program was formally started in 1981, with a part-time employee tasked to research the needs for programming specific to the older adult population. Research indicated older adults were seeking opportunities to participate in group classes, and wanted more access to active and passive, activities specific to their abilities. As such, programs such as trips, softball and golf and the senior theater show were expanded, using locations throughout Novi.

Novi continued to grow throughout the 1980's and in 1983, the Parks and Recreation Director and the City Manager agreed the City of Novi should undertake a comprehensive older adult program with funding from the City, as well as grants from the Area Agency on Aging and assistance from the Oakland Livingston Human Services Agency (OLHSA). During this time, a campaign was started to build the Novi Civic Center as a central gathering space for community members as well as house City offices.

In 1987, construction of the Novi Civic Center was completed and the building became home to the Novi Senior Center. At that time, two staff members were assigned to the Novi Senior Center; one full-time City employee, and the other a employee of OLHSA. The Novi Senior Center grew exponentially during the late 1980's and early 1990's to include sports, dances, leagues, holiday events, and a lunch program. To meet the growing needs of the growing community, the Senior Transportation Service was launched in 1986 with one vehicle and volunteer driver through the Independence for Life Association.

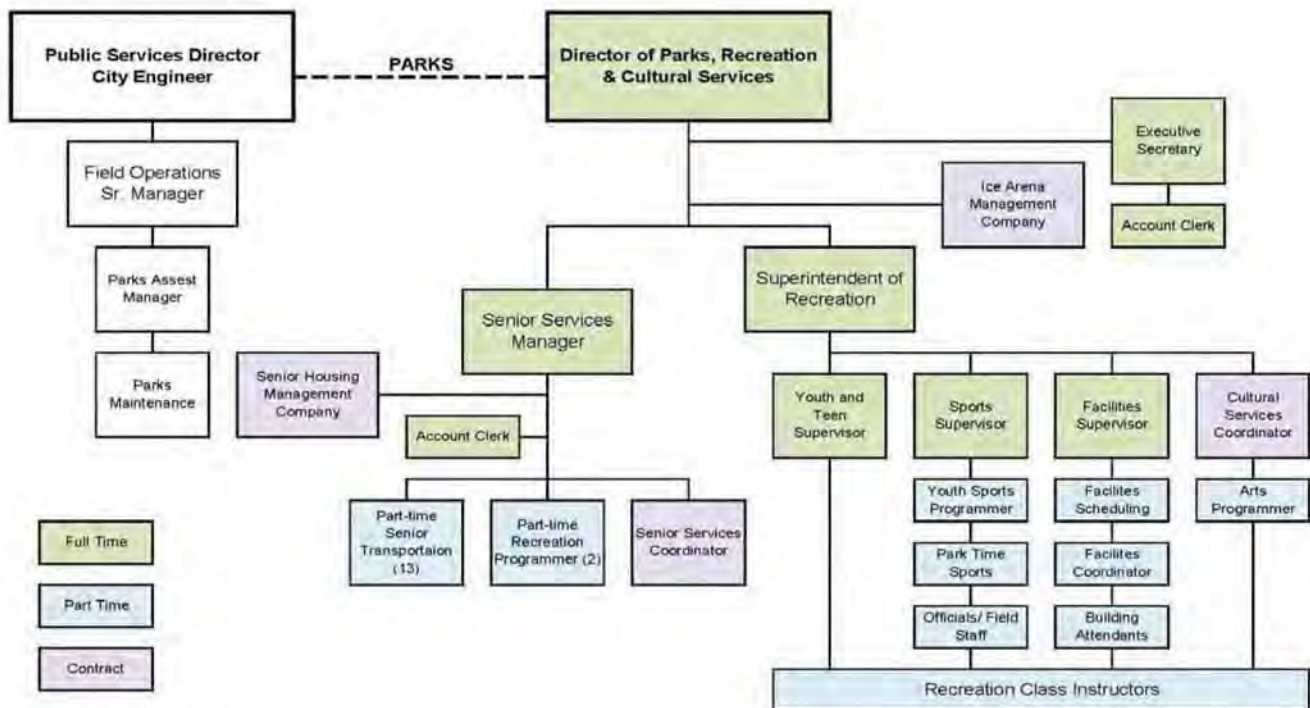
Realizing the need for dedicated, affordable older adult housing, the City of Novi created a Building Authority and a bond was issued for the construction of senior housing, using low interest rate loans. No millage was proposed or passed. The Parks, Recreation and Cultural Services Department was the responsible department for the 175 unit development, named Meadowbrook Commons, completed in 2001. During development of Meadowbrook Commons, it was determined that Senior Center administration and many programs would be moved from the Novi Civic Center to the new building, thus creating a dedicated place for Novi's older adults to congregate. The Meadowbrook Commons community is home to approximately 200 residents and generally has a waiting list for people interested in moving to the facility at market rates.

With the growing older adult population and the enhancements made on the Novi Civic Center Campus, including the new Novi Public Library and Fuerst Park, it was determined that Older Adult Services would be moved to the Novi Civic Center, taking advantage of cross-generational and diverse programming. During the summer of 2012, the move was completed and programming now takes place at both the Novi Civic Center and Novi Senior Center. The move also accommodated Baby Boomers seeking opportunities to participate, but not necessarily at a center designated as a "senior" gathering place. The relocation has increased knowledge of Older Adult Services because of the prominent location within the Novi Civic Center.



Organizational Structure

City of Novi Parks, Recreation and Cultural Services Department



Mission

To create community through people, parks, and programs

Values

Creativity - Freedom to imagine and the courage to act

Excellence - Passion to do our best in each moment

Integrity - Do the right thing the right way

Service - We care and it makes a difference

Older Adult Services Staffing/Responsibilities

Older Adult Services Manager - Full Time

The Older Adult Service Manager oversees daily operations of the Older Adult Services program, the contractual management of Meadowbrook Commons, and department budget. The Manager reports to the Parks, Recreation and Cultural Services Director and is liaison to Novi Public Library, Novi Police and Fire staff members, as well as state and local municipalities.

Social Services Coordinator - Full Time

The Social Services Coordinator coordinates social services programs by providing information and referrals, and oversees Medicare/Medicaid programs, loan closet, food commodities, health wellness programs, legal programs and volunteers. The Coordinator also works with program reports and city-wide events and serves as a liaison to social service agencies such as Area Agency on Aging-1B.

Account Clerk - Full Time

The Clerk is responsible for staffing front desk coverage of the Older Adult Services office including phone calls and sign-in sheets. The Clerk processes registrations for programs, completes money transactions, creates monthly program calendar and assists with Engage!.

Recreation Programmers - Part Time

Programmers develop and implement recreation and social programming for older adults, including fitness, sport leagues, group meetings, and more. They assist with program marketing through Engage!, Enhance and social media. Programmers work as liaisons to the Parks, Recreation and Cultural Services Recreation Supervisors to assist with community-wide events and investigate cross-over and share services.

Transportation - See **Appendix A** for more information.

KMG Prestige Management Company - Contractual

Six full time and one part time staff members

- Property Manager – oversees daily operations of the Meadowbrook Commons Community
- Assistant Manager – responsible for leasing
- Maintenance Supervisor – oversees the day to day maintenance of the building
- Maintenance Technician – works with Maintenance Supervisor to complete maintenance needed at Meadowbrook Commons
- Groundskeeper – flowers, lawn maintenance, general care of the grounds
- Housekeeper – keeps public rooms, hallways, bathrooms and lobbies clean
- Receptionist - Responsible for front desk duties, phones, registrations, and general information

Facilities

Novi Civic Center

The Novi Civic Center, located on the Civic Center Campus in the heart of Novi, is home to the Older Adult Services Administration and Transportation Program. The building provides access to a variety of programming space including a theater stage, fitness rooms, and multi-use space for programs such as cards, painting, lectures, and more. A full-service kitchen allows for meal service during large events. The Transportation Program has dedicated space for office personnel. The summer 2012 relocation of Older Adult Services Administration and Transportation Program has allowed for more programs and higher visibility by community members of all ages.



Novi Senior Center

The Novi Senior Center was home to the administration team and majority of programs from 2001 through August 2012. The Center includes a multi-purpose room with a 128 person capacity, and computer lab equipped with seven computers. During business hours, the Center shares programming space with Meadowbrook Commons residents including an activity room, craft room, game room, small movie theater, and exercise room.



Meadowbrook Commons

Meadowbrook Commons is an older adult living campus that is owned by the City of Novi and managed by a contractual service. Built in 2001 to meet the growing need of affordable senior housing, the campus includes 115 one and two bedroom apartments and 60 ranch-style homes. All units are rented. Residents of Meadowbrook Commons enjoy a full-service hair salon; movie theater; exercise facility; activity space with pool table, televisions; game room, and craft room.



Novi Public Library

The new Novi Public Library was opened to the community in June 2010 and offers a variety of services for older adults including basic computer programs, large print books and magnifying tools. The Library offers a Bookmobile Program to local senior living facilities.



Current Services

The City of Novi Older Adult Services Program provides numerous activities and events for older adults focused on providing socialization opportunities and necessary programs for the health and general well-being of an older adult. Below is an overview of offerings. During Fiscal Year 2011-12, **76,462** units of service were provided*.

Special Events provide the opportunity for socialization, celebration, and promoting independence. Nearly 40 events are held annually, such as Thanksgiving, 4th of July, winter holidays, nature walks, and picnics with more than **2,000 people attending annually**.



Support Services - These include (FY 2011-2012 statistics):

- The Food Commodity Program** - Served **550** people annually
- Daily lunch Programs - **6,101** meals served at the Novi Senior Center and **23,403** homebound deliveries***
- Medical Equipment Loan Closet - **484** people borrowed equipment including wheel chairs, walkers, shower seats, and more.
- Professional Services - **82** people received hearing exams and testing, **211** took advantage of free income tax consulting, blood pressure checks were administered **859** times during weekly sessions, and the massage therapist provided **292** therapeutic massages. Medicare presentations were given to **43** people, **226** referrals given for home health care and **63** took part in free estate planning and legal advice. In September 2012 a comprehensive health fair was successfully held in conjunction with Fall for Novi. Attendance exceeded expectations and plans are underway for 2013.
- Transportation - **9,728** rides were provided. **See Appendix A for more information**



*Units of service is defined by any connection made with older adults, i.e. phone call, in-person, registrations, etc.

Income Requirements * For a full listing of partner agencies, see Appendix B

Fitness Programs offer an avenue for older adults to maintain an active, healthy lifestyle - at their pace. **More than 4,800** registrations for programs such as Softball, Zumba Gold, Line Dance, Pilates, and Balance class were taken between July 1, 2011 and June 30, 2012.



Social Programs provide opportunities to promote positive socialization through card games, sing-a-longs, Red Hat Society, coffee and conversation, sports, and more. The Novi Civic Theatre Senior Show is held annually and showcases the talents of participants in their 50's to 90's. **More than 1,200 audience members** attend each year.



Education classes are offered to encourage older adults to stay up-to-date and utilize current technologies such as computer classes, introduction to e-readers, social networking, digital photo albums, and more. These classes are provided through contracted services. **62 people attended classes in 2012.**

As the older adult population continues to grow, so does the need for classes, social services, fitness and education. The goal of the Older Adult Senior Services Strategic Plan is to help facilitate the growth, organize those needs, and plan for the future with information gathered from the CASOA, Senior Services Strategic Plan Steering Committee, and benchmarking with other local communities.



See page 26 for a full listing of programs offered by City of Novi Older Adult Services . See page 29 to learn about the strategic planning process. See Appendix D for the Older Adult Services Community Benchmarking Analysis

CURRENT SITUATION & TRENDS

*"Aging is not lost youth but
a new stage of opportunity
and strength." Betty Friedan (1921-2006)*

Current Situation/Trends

There are several clear trends that illustrate the current situation in relation to older adults. For each of these, there are implications and opportunities that describe the potential and preferred effects in regards to City of Novi services. Older Adult Services must utilize emerging trend information to proactively develop and implement strategic initiatives, thereby demonstrating our commitment to achieving the preferred future.

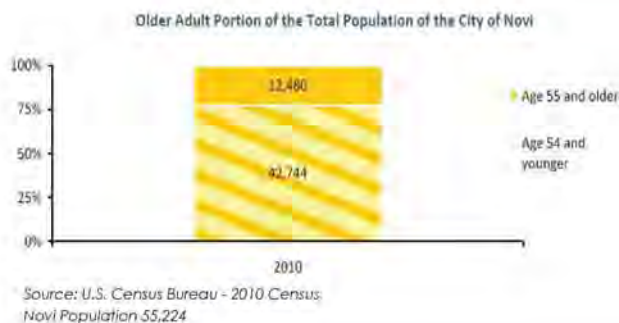
The Age Wave

According to the Area Agency on Aging-1B, the six county areas served by the agency, including Oakland County, is home to nearly 555,000 older adults (Area Agency on Aging 1-B, 2012). This population change is expected to result in a broad array of challenges and opportunities in the near future and will create challenges at all levels of government.

The 2012 Novi Community Assessment of Older Adults (CASOA™) recognized age-related trends that are apparent, affecting local government operations including:

- Advances in medical and related sciences, coupled with trends in exercise and healthy lifestyles suggest that people will not only live longer, but the number of Americans who live up to and beyond 85 years of age will continue to grow.
- Older adults will be better educated than past generations.
- Baby Boomer retirees will have a stronger desire to make contributions beyond traditional retirement.
- People are likely to stay in the workforce longer than ever before.
- The older adult population will be more racially and ethnically diverse.
- 70% percent of citizens 65 and older reported casting a ballot in the 2008 presidential election. Along with those 45 to 64 (69%), people 65 and older had the highest turnout rate of any age group (File & Crissey, 2012).

The population is changing in Novi. In fact, as Baby Boomers age, Novi's 65 + population is expected to increase by 161.8% between 2010 to 2035 (SEMCOG Community Profiles).



Implications

Presently, not only is the number of older adults increasing, but the life expectancy is higher than it has ever been. Older adults will need health care longer, straining the current systems and services in place. By age 65, statistics show that two-thirds of all Americans will have at least one chronic disease and see seven physicians in a year. Over the age of 65, two thirds of older adults are expected to have five or more chronic diseases, see 15 physicians and average more than 40 doctor visits a year (Ardis Dee Hoven, 2010). Many in the Baby Boomer generation are tasked with taking care of aging parents. This prevents them from taking preventative measures regarding their own health; therefore, the increased need for health services and programs will continue for years to come.

As documented throughout this plan, the older adult population will continue to grow faster than any other age group. Both the Novi Fire and Police Departments will respond with increased medical needs as the population continues to age. The City has contracted with ambulance services to respond to medical runs.



Current Situation

Realizing the trend of the growing older adult population, many City departments have responded with programs to meet current needs. The City proactively relocated the Older Adult Services Administration Team to the Novi Civic Center, in the heart of the Novi community on the Civic Center Campus. While classes and events continue to be offered at the Senior Center, programming on the Civic Center Campus allows for more diverse offerings, intergenerational programs, and fitness classes. The Police and Fire Departments offer safety classes for older adult residents including File of Life, Fire and Fall Prevention, home inspections, and handicap parking enforcement. The Novi Public Library offers programs such as lecture series, book discussions, technology, educational programming and special events, specifically designed for older adults. See Appendix A to learn about the Older Adult Transportation Program.

Private investors are capitalizing on the projected growth of the older adult population in Novi. In 2011 and 2012, permits were issued to build two older adult living or rehabilitation facilities with a potential capacity of 185. These facilities are in addition to the six facilities currently operating in Novi. Providence Park Hospital campus offers comprehensive health care services including orthopedic surgery, neurosciences, and a wide range of other medical and surgical specialties.

Providence Park also offers a large and convenient outpatient center which houses outpatient surgery, endoscopy services, laboratory, imaging, and a sleep center as well as many physician subspecialties.

Opportunities

Many communities across the country include the recruitment of older adults as part of their economic development strategy. The appeal of retirees to local municipalities stems from their potential for stimulating local economies. It is estimated if 100 retired households come to a community in a year, each with a retirement income of \$40,000, the economic impact is similar to that of a new business spending \$4 million annually in the community. According to CASOA™, 81% of Novi's older adults are "somewhat or very likely" to stay in Novi through retirement. This is a 10% increase over 2007 results.



Many older adult residents have time and inclination to offer productive work whether paid or not. In Novi, older adults provide significant paid and unpaid contributions. In addition to their paid work, older adults contributed to Novi through volunteering, providing informal help to family and friends, and offering more extensive caregiving. The value of these unpaid contributions by older adults in Novi in 2012 is estimated to be about \$84 million in a 12-month period. Adding the value of their paid work, the total value of their contribution is close to \$230 million in a 12-month period (Community Assessment Survey for Older Adults, 2012).

With a greater older adult population, comes the opportunity for greater partnerships and shared services between communities. Additionally grant applications for services and capital items are based largely on population statistics.

Seniors Spend Locally on Housing, Home Supplies, and Utilities

Age	Housing	Utilities	Household Operations	Total Housing Related Costs	Average Income	Housing Costs as Percent of Income
65+	\$12,993	\$3,314	\$2,746	\$19,053	\$39,341	48%
65-74	\$13,845	\$3,538	\$3,026	\$20,409	\$48,232	45%
75+	\$12,035	\$3,067	\$2,415	\$17,517	\$32,886	53%

Source: The Social and Economic Impact of the Southeast Michigan Older Adult Population, 2012

One Size Doesn't Fit All

The older adult is generally categorized as 55 years and up. This is an extremely large demographic group with differing needs and wants presenting for segments of this group. Today, with the older adult population growing in numbers and proportions, boasting increased life expectancies, and energetic lifestyles, many live 20-25% of their lives in active retirement.

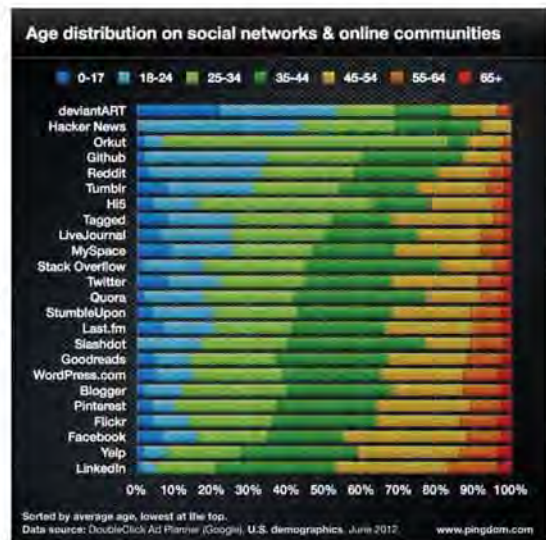


The 2012 Novi Community Assessment of Older Adults segments the older adult population in four categories: 55-59, 60-74, 75-84, 84+. Survey findings varied based in the age of the respondent. Transportation, falls, heavy housework, activities of daily living, and visiting local parks are more problematic for those ages 60 to 85+. On the other side of the age curve, younger older adults, ages 55-59, have the greatest problem with information about federal government assistance programs and services available to older adults in Novi (Community Assessment Survey for Older Adults, 2012).

Implications

Older adult seniors and Baby Boomers have distinct needs and wants. Programming for this diverse population segment must take this into account. Baby Boomers struggle being labeled as seniors. The typical Boomer believes that old age doesn't begin until age 72, according to a 2009 Pew Research survey. Boomers are generally in better health, more tech savvy, travel more often, and pursue active recreation.

Baby Boomers grew up with technology; they were in their teens to early 30's when the first IBM PCs and Apples appeared, and were the innovators and early adopters of that era. Yet they also recall a time when all telephones had wires and were rented monthly from MaBell — a time when there were a handful of television stations, and if you turned on the set in the middle of the night, you saw a test pattern. They created their social lives before the advent of ubiquitous communication, when physical distance meant true separation. Boomers want to bring their own values to technology; they want technology to fit the lives they have made and the values they hold dear. The boomers thus occupy a unique niche. If their children are the technology pioneers, the first to explore new territory, boomers are the settlers. With one foot in



Boomers are the fastest growing demographic on Facebook and numbers continue to increase across social networking platforms.

the future and the other in the past, they are inventing a world for the 50 year-old of the future. The choices they make, the devices, software and services they embrace, will directly inform what is available as the next generation grows older (Rogers, 2009).

It is estimated 10,000 Baby Boomers will retire nationwide each day between 2010 and 2029 (10,000 Boomers to Retire Each Day for 19 Years, 2010). However, with the recent economic decline, many are seeking part-time employment to supplement their incomes. More than 60% of workers, in a recent survey conducted by the Transamerica Center for Retirement Studies, said they've lost confidence in their retirement plans since 2007. The survey also found that more than half (54%) of workers in their 60's said they haven't saved enough to sustain themselves for the rest of their life. At age 62, the current earliest eligibility age (EEA) for receiving Social Security retirement benefits, life expectancy for the average man and woman is approximately 21.4 years and 23.8 years, respectively. This means that many individuals will spend more years in retirement than they did in school, clearly a nontrivial amount of time (Knoll, 2011).

To many Baby Boomers, also known as Boomers, retirement is an enigma - financially, emotionally, and psychologically. In the CASOA, those ages 55 to 74 reported having some minor problems with having adequate information or dealing with public program such as Social Security, Medicare, and Medicaid. Also, they reported not being aware of services available to them. In society, work remains a defining feature of a persons daily life and identity. Work is



more than the mental or physical tasks performed while employed. Work refers to the idea of being paid and engaged in activities that are productive for oneself and society. Ending ones work life, consequently, may not be an easy task (Holtzman, 2002). Boomers are more downbeat than other adults about the long-term trajectory of their lives -- and their children's. Some 21% say their own standard of living is lower than their parents' was at the age they are now; among all non-Boomer adults, just 14% feel this way, according to a May 2010 Pew Research survey.

Current Situation

The City of Novi has historically provided a comprehensive program geared towards those ages 65 and above. In recent years, services and activities have been added for the younger older adult, those ages 55 to 65. These include more variety in fitness classes, active recreation offerings (canoeing, softball, nature walks, and paddle-boarding), and technology programs. A Facebook page was created to engage the Baby Boomer's and Enhance - Active Lifestyles for Older Adults newsletter is sent to households with a resident 50 years old or above.

Opportunities

The older adult population continues to grow with a generation that is tech-savvy, enjoys active recreation, implements a healthy-lifestyle, and has adequate financial resources from continuing to work. The notably nostalgic boomer generation seeks out youthful activities and environmentally friendly products. Boomers are known for an unwavering determination to not get old. Studies conducted by AARP, the main advocacy organization for older Americans, show that up to 80 percent of Boomers intend to work past 65 and possibly pursue second careers. Boomers have a strong desire to feel they have accomplished something and to leave a legacy. Currently, an estimated 26 million workers are 55 and older - a 46% increase since 2000 (Congressional Quarterly, 2007). Active recreation and tech programs have been added to older adult offerings, with more planned. Care will need to be taken to ensure programs are offered at convenient times and communicated to the Boomers.

The movement in America towards designing more "livable" communities – those with mixed-use neighborhoods, higher density development, increased connections, shared community spaces, and more human-scale design – will become a necessity for communities to age successfully. "Smart growth" is not only beneficial for the environment, but holds great promise for the mobility, independence and civic life of its older residents (Community Assessment Survey for Older Adults, 2012).



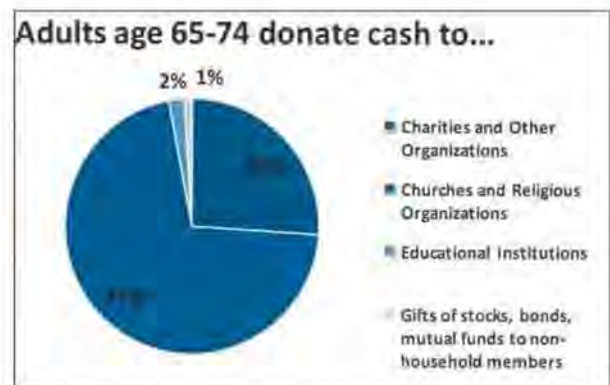
The City has made significant investments in connectivity through the Non-Motorized Master Plan and the Walkable Novi Committee. More than 38,000 feet of sidewalks and pathways have been added by the City since 2006, with more currently under construction. Additionally, bike routes have been identified and marked with signage. In the 2012 CASOA™, the ease of walking was rated "excellent or good" by 55% of respondents, an increase of 50% in 2007.

The entire Non-Motorized Master Plan is available online at cityofnovi.org.

Contributing to the Community

As referenced in the 2012 CASOA™, productivity is the touchstone of thriving in old age. Productive activities such as traditional and non-traditional forms of work and maintenance of social ties combined with health and personal characteristics to promote quality in later life and contribute to successful aging. Older adults tend to continue to participate in productive activities after retirement through volunteer activities or part time work. Older adults rated the volunteer opportunities in Novi favorably, similarly to the 2007 survey, with opportunities to volunteer increasing one percentage point. 14% of older adults volunteer 1-3 hours per week.

Specific to the region, households headed by adults age 65+ contribute an average of \$2,272 in cash to charities each year, approximately 6% of after-tax income. 92% of Michigan's older adults age 60-64 are likely to contribute to charity. The estimated annual transfer of wealth in Michigan is \$14.1 billion, equating to \$3,400 per household. If just 5% were captured in community endowments, nearly \$7 billion could be permanently set aside for future betterment projects. In Oakland County the annual transfer of wealth is \$2.31 billion, if 5%, \$115.53 million, were captured with a 5% payout on endowments, the benefit would be \$5.78 million (Area Agency on Aging 1-B, 2012).



Source: Area Agency on Aging 1-B, 2012

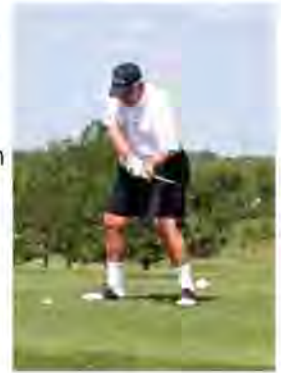
Implications

According to the 2012 CASOA™, 50% of older adults feel like their voice is heard in the Novi community, 28% report problems with finding meaningful volunteer work and 25% have problems finding productive or meaningful activities to do. Seeking, coordinating, and training of volunteers takes time and effort of staff. To appropriately engage an older adult, staff must identify and prepare projects that can be achieved. Learning the capabilities of a volunteer is better served in the "hiring" process than "on-the-job." Seeking talents and using them is key in creating a positive experience for the volunteer and their efforts should be part of the big picture, no matter how menial the task may be.

Current Situation

The City of Novi recently introduced a comprehensive volunteer program designed to take advantage of the various talents of Novi residents, most often older adults. The program is an enhancement to the volunteer initiatives of individual department. Older Adult Services currently engages 50 active volunteers in a variety of capacities including greeting people at the front desk, special events, and hosting many programs. As Boomers retire or reduce their working hours, they often seek fulfillment through volunteer opportunities.

The Novi Parks Foundation was founded in 2005. With the mission to *enhance the recreational, educational, and cultural life in the Novi community by encouraging and soliciting support for Novi Parks, Recreation and Cultural Services*. The Foundation, a 501(c)(3) corporation, receives contributions through a Naming Rights Program, memorial tributes, donations, legacy gifting and annual golf outing.



Opportunities

The current climate is ripe to increase participation of older residents in local governing and community decision-making. As stated in the 2012 CASOA™ report, local governments may consider the diversity of their planning boards and oversight committees, the age of participants should become one of the diversity criteria. As communities age, there will be a natural accumulation of older adults who may be interested in serving and be aware of the opportunities available. The wave of Baby Boomers has the potential to be the backbone of civic activity. The Center for Social Development suggests an "institutional capacity" perspective to leverage older adult engagement addressing (Community Assessment Survey of Older Adults):

- **Access:** Opportunities must be available that address barriers such as transportation, physical health, need for continued employment, and lack of technological skills.
- **Expectations:** Community expectations can shape volunteerism.
- **Information:** Public education about need and contributions of older volunteers can be beneficial and help shape the expectations of younger adults for their retirement years.
- **Incentives:** Older adults are most interested in volunteer work that gives them "a chance to give back", utilizes skills and shows impact.
- **Facilitation:** A range of activities can help recruit and sustain older volunteers including orientation, readings, computer training and other education.

An incentive program and online clearinghouse of volunteer opportunities may increase volunteerism.

The Novi Parks Foundation could benefit from population that is seeking opportunities to contribute to the community. A marketing campaign, sharing the value of the Foundation, should be amplified.

Increased Health and Wellness Opportunities

The Centers for Disease Control and Prevention (2004) have argued, "poor health is not an inevitable consequence of aging." Community supports are needed to help maintain the health and independence of a growing older adult population.

Implications

Of all the attributes of aging, health poses the greatest risk and biggest opportunity. If the community cannot assist the independence of residents who experience the inevitable decline in health that accompanies aging, the potential economic contribution of older residents will be lost to hospitals and nursing homes. Health and wellness includes physical health, mental health, health care and independent living (Community Assessment Survey of Older Adults, 2012).

Current Situation

In the 2012 CASOA™, fitness opportunities were rated more positively than 2007, while the availability of daytime care options for older adults was rated less favorably by older residents. Generally, Novi older adults were much more likely to rate health and wellness opportunities as "excellent or good" when compared to other jurisdictions across the country. About 23% of Novi older adults reported injuring themselves from a fall and 24% reported having been institutionalized in the 12 months prior to the CASOA™. The rates of falls or institutionalizations remained the same between 2007 and 2012. Older residents in Novi were less likely to have injured themselves in a fall or spent at least one day in the hospital than older adults in other communities across the nation.

Opportunities

- **Preventive Programs:** While the City of Novi offers programs such as home safety, fall prevention and health programs. More programs offerings must be evaluated by both Older Adult Services and Public Safety. The Boomer population may seek online classes or groups for information.
- **Transportation:** Age friendly communities strive to provide safe and well-regulated roads, suitable parking and public transportation that is affordable, reliable, frequent, assessable and convenient. The City of Novi currently has nine drivers and seven vehicles to serve the community. The drivers are sensitive to those with disabilities and mobility challenges. In the future, as the population shifts, the Transportation Program will need to be increased with more vehicles, drivers, and available hours.
- **Public Space:** Age-friendly communities ensure that public areas including parks, open spaces, public buildings, public restroom facilities, pavements, cycling and walking paths, and pedestrian crossings are clean, safe and pleasant and meet Americans with Disabilities requirements. The 2012 CASOA™, results indicate visits to parks or recreational facilities decreased from 2007-2012; this needs to be addressed.

Organizational Analysis

Realizing the growing older population trend, the City of Novi partnered with the National Research Center to create and distribute the 2007 Community Assessment Survey of Older Adults (CASOA™). The survey was designed to gauge trends, needs, and perceptions of the older adult community in Novi. Following the survey, the 2008-2012 Senior Services Strategic Plan was developed to guide programs, services, and budgeting. Twenty-nine priorities were identified in the categories of Connecting with Community, Expansion of Quality Services, Volunteer Opportunities, and Transportation. The following priorities have been completed:

Priority 1 - Connecting with the Community

- Completed color coded flyers for fitness, social services, recreation, and special events and tri-folds brochures – residents now relate to specific flyers with color coding and the information now reaches many residents
- Provide monthly discussions on healthy lifestyles – brings information directly to residents that might not get this information
- Yearly Health Fair – brings health screenings, flu shots and health topics to the community
- Monthly hearing tests and hearing aid cleaning - many residents do not realize their hearing is failing and with monthly tests our residents now are able to live an active lifestyle
- Weekly blood pressure checks – blood pressure is one of the leading deaths in older adults and this program allows weekly checks to monitor their blood pressure
- Fall prevention program with the fire department – partnership with Fire Department gives residents a better chance of living in place
- Monthly arthritis program – better understanding of a disease that reaches out to a large population
- Grief support program – allows people to mend at their own pace with assistance
- Developed tri-folds on classes – better marketing of classes
- Web page – Boomers and Beyond – social media is becoming more popular and allows staff to market and disseminate information to a large audience
- Eight page Enhance Newsletter sent to more than 10,000 community members – this newsletter is a direct link to those over 50 and provides vital information to this demographic
- Presentations to Home Owner Associations, Retiree's groups – allows information to be provided to an audience that might not otherwise participate in programs
- Social events opened to family members – allows residents to bring families with them and a better understanding of programs



Priority 2 – Expansion of quality services

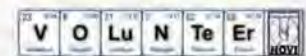
- ✓ Hired two part-time recreation programmers – has brought in additional programming a better connection to older adults
- ✓ Started active recreation programming such as paddle boarding, 55+ softball, bocce ball, canoe trips, nature walk, Zumba gold – a great way to reach younger older adults and has proven to be successful
- ✓ Expanded social services by growing loan closet, updating health care professionals, offered Medicare/Medicaid services –
- ✓ Opened Older Adult Services office in Civic Center to reach younger seniors that do not want to participate in a senior center – proving to be a better way to market programs and events to this specific age group
- ✓ Expanded classes and programs to off-site locations such as computer classes, library and parks – this allowed up-and-coming programs and technology to be offered
- ✓ Enhanced working relationships with partners for information and referrals such as Area Agency on Aging, National Institute on Aging, Michigan Association of Senior Centers – helps us to stay in touch with current situations and information useful to our audience
- ✓ Added evening programming during the winter months such as Super Saturdays – provides Socialization opportunities for residents that otherwise might not get out of their house on weekends



Priority 3 – Volunteer Program

- ✓ Volunteer Novi – a new volunteer program that is set in place to benefit all city departments and to utilize the talents of our community
- ✓ Working with Community Relations to organize placement of volunteers in departments – ongoing process
- ✓ Created Older Adult Services volunteer manual complete with job descriptions to outline their duties and expectations of the departments
- ✓ Combined volunteer recognition with Older Adults, Coaches and Community Emergency Response Team members – allows a combined effort to bring a grander appreciation to a larger group of volunteers

Essential Elements



For Success!



Priority 4 – Transportation

- ✓ Defined desk personnel to have 2 part-time schedulers and one Coordinator that helps with reports, maintenance logs for vehicles- this has allowed a better, smoother day to day operation of the transportation program
- ✓ Introduced GPS for fleet to manage reports, maintenance, distance, speed – a management tool to locate drivers, make changes in routes when needed, and a better option to have information for reports
- ✓ Expanded distance for trips to include the 10 mile radius to go anywhere even if not medical – this service has allowed our residents to expand their travel and go to destinations that was not available to them in the past



Priority 5 – Fiscal

- ✓ Partner with Suburban Mobility Authority for Regional Transportation to receive \$54,454 yearly for transportation – this grant is completed yearly and helps to defray the cost of the program
- ✓ Partner with Providence to receive \$20,000 – this grant is to be completed yearly and, if accepted, helps to defray the cost of the transportation program
- ✓ Received continued support from community sponsors
- ✓ Continued to generate revenue from Health Fair, programs, social events and newsletter advertising

Current Offerings - Comprehensive List

SPECIAL EVENTS

- Monthly Themed Events
- Special Holiday Luncheons
- Super Saturday Dinners
- Fall Line Dance Party

SOCIAL ACTIVITIES

- Lunch and Learn Program
- Monday Movie Matinee
- Sing-A-Long w/George & Caroline
- Panera Bread with Coffee & Conversation
- "Novi Needlers" Quilting Club
- "Scarlet Ladies" Red Hat Society

CARDS & GAMES

- Bingo
- Pinochle
- Contract/Duplicate Bridge
- Euchre

PHYSICAL FITNESS CLASSES

- Keep on Movin'
- Keep on Movin' Men Only
- Tai Chi
- Balance Training
- Stretch & Strength
- Line Dance
- Zumba Gold
- Morning Tone and Stretch
- Pilates
- Cardio Express
- Senior Olympics

SPORTS

- Golf Leagues
- Softball League
- Lawn Bocce Ball

CREATIVE ARTS

- Scrapbooking
- Novi Civic Theatres Senior Variety Show

HEALTH AND WELLNESS

- Hearing Aid Cleaning
- Hearing Exams
- Health Screenings
- Food for Thought
- Foot Specialist
- Therapeutic Massage
- Weekly Blood Pressure Screening
- Annual Flu Shot Clinic & Health Fair

EDUCATIONAL/CLASSES/PROGRAMS

- Personal Technology Classes
- Computer Classes
- Bookmobile & Lending Library
- Chinese Club
- Common Knowledge Television Show

ACTIVE RECREATION

- Nature Walks
- Snowshoeing
- Canoeing
- Paddleboarding
- Walking Club

SUPPORT SERVICES

- Durable Medical Equipment Loan Close
- Medicare Counseling
- Daily Lunch (M-F)
- Home Delivered Meals on Wheels
- Bereavement Support Group
- Cell Phone Program
- Food Assistance Programs
- (Focus Hope & TEFAP)
- Information & Referral Program
- AARP Income Tax Preparation Assistance
- Energy Assistance Programs
- "Ask the Lawyer"
- Estate Planning

TRAVEL OPPORTUNITIES

- Novi Travel Fair
- Day/Extended Trips

Perception

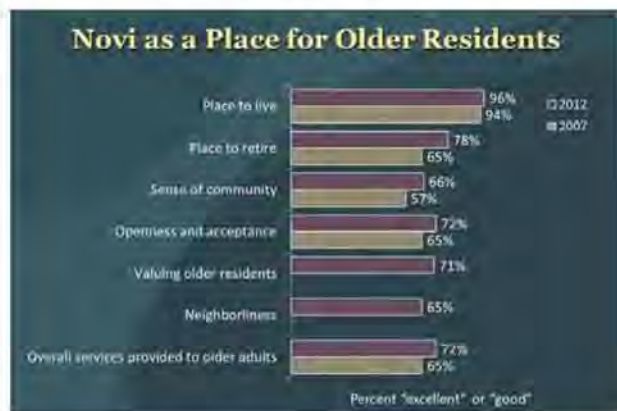
Novi's population reflects the nation-wide demographic increase in older adults with an estimated 12,480 residents 55 or older per the 2010 U.S. Census. According to the Southeast Michigan Council of Governments, Novi households with one or more people 65 or over increased by more than 70% from 2000 to 2010. Realizing this trend, the City of Novi proactively conducted two CASOA™ surveys through the National Research Center. The first survey was conducted in 2007, the second in 2012. The results drive resource allocation and program development to meet the needs of the older adult population.

The 2007 assessment focused on a series of resident needs and community supports that foster successful aging. Survey respondents were asked to rate 34 aspects of the community related to six dimensions including overall quality of the community, community and belonging, availability of community information, productive activities, health and wellness, and community design and land use. Overall, Novi was rated positively by its older residents. All six survey dimensions were rated higher in 2012 than in 2007, with the highest rating increases in quality of community, community and belonging, and availability of community information. Most rated the city as a "good" or "excellent" place to live and many rated the city as an "excellent" or "good" place to retire.

The accomplishment of 29 priorities recognized in the 2007-2011 Older Adult Strategic Plan including the creation of the Enhance newsletter, expanded Transportation, and increased active recreation offerings assisted in the upwards trending of survey responses between the 2007 and 2012 CASOAs.

Other factors increasing perceptions include the opening of Providence Park Hospital and the overall increase in medical facilities, more health and safety classes being offered by the Police and Fire Departments, and the completion of the new Novi Public Library.

The entire Community Assessment Survey of Older Adults report can be found online at cityofnovi.org. See **Appendix C** for a summary of findings.



Source: CASOA, 2012

Strategic Planning Process

Following the success of the first Community Assessment Survey of Older Adults and the Older Adult Services Strategic Plan in 2007, which facilitated the completion of 29 strategic goals, it was decided to conduct a second CASOA™ in 2012 and use the results to guide the development of the 2013-2015 Older Adult Services Strategic Plan.

The survey was mailed in January 2012 to a random selection of 1,000 older adult households in Novi. A total of 349 completed surveys were obtained, providing an overall response rate of 36% and a margin of error of plus or minus 5% around any given percent and three points around any given average rating for the entire sample.

On January 13, 2012, two Older Adult Community Input Sessions were held to determine the needs and wants of older adults, to discuss achievements and future partnerships, and define what programs/services need to continue or be deleted. Those in attendance included staff from other older adult residential communities, Police, Fire, and Library staff, Parks & Recreation staff, other City employees, and older adults from the Novi community.

The format for each session was the same and included the following questions:

- What programs and services should be offered specifically for Baby Boomers and Older Adults
- What does Older Adult Services do well and where is there room for improvement
- What potential partnerships should we seek
- What social services are necessary and should more be sought

In April 2012, the results from the 2012 CASOA™ were presented to City Council and staff.

Those in attendance at the January meetings were invited to a August 6, 2012 meeting in which the name Older Adult Services was chosen to represent programming and services for the 55+ population. Responses to the questions presented at the Older Adult Community Input Sessions were discussed. An outline of common themes was derived from this meeting.

A meeting of the Older Adult Services Strategic Plan Steering Committee was held September 17, 2012 at which the common themes were discussed further and strategic action items began to emerge. These themes and strategic action items are incorporated into this plan.

STRATEGIC ACTION ITEMS

*GOING FORWARD:
2013-2015*

*"How old would you be if
you didn't know how old
you was?" Satchel Paige (1906-1982)*

Strategic Action Items

Engaging a wider audience

Goal: To ensure adult residents have activities and program opportunities specific to their needs.

Strategies

- Research and create five new active recreation programs each year for Older Adults in response to research to be collected and implemented
- Develop three new marketing techniques to promote the new Older Adult Services office to reach a wider adult audience
- Cross promote within the division to develop three new physical fitness classes to target adult residents to more effectively reach all levels of fitness needs and a more efficient use of building space
- Identify five new businesses in and around Novi to partner with for the marketing of programs
- Develop and implement two new intergenerational programs working within the division
- Offer a monthly program on retirement, social security and financial seminars
- Increase revenue by seeking grants and sponsorships by 1%



Encouraging a sense of community through volunteer opportunities

Goal: Work together with the Volunteer Novi program to identify opportunities utilizing adult adult skill sets.

Strategies

- Develop communication methods for volunteer opportunities with those seeking to volunteer their time and talents working with Volunteer Novi
- Research and implement three forms of communicating appreciation for hard-working volunteers
- Build and enhance the volunteer program by helping to place five new permanent volunteers per year throughout City departments
- Utilize a marketing plan to enhance the Volunteer Novi program and communicate available volunteer positions within Older Adult Services



Increasing program awareness through effective communication

Goal: To increase program awareness using a variety of methods including current technology and social media.

Strategies

- Educate residents how to use the online option for program registration
- Increase the content of the Older Adult Services webpage to include photos, volunteers, marketing of specific classes and information about programs
- Increase the number of social media interactions by 30% each year and devise methods of promotional incentives
- Collaborate with schools, hospitals and other non-profit organizations for off-site programming.



Provide and promote social service focused programming

Goal: To determine ways to identify target audience to better meet needs of community members.

Strategies

- Provide resources for staff to attend three workshops yearly pertaining to social services with focus on implementing new programs and services
- Work with social service agencies to develop a comprehensive list of senior center and homeless shelters
- Work with City of Novi Police and Fire Department staff to cross promote programming to include public safety, fire protection and fall prevention
- Research, develop and implement a program that helps to meet the growing needs of family caregivers that includes presentations on the subject of the needs of caregivers
- Expand partnership with Providence Park Hospital to utilize their medical equipment loan closet in conjunction with Older Adult Services



Transportation

Goal: To provide a safe transportation option for Older Adult residents 55+ and over to stay active in the community, maintain their sense of independence and reach a variety of destinations.

Strategies

- Actively seek and apply for grants to support the program
- Research and implement training opportunities for transportation drivers
- Require drivers to participate in an annual driving test to ensure safe transport of passengers
- Develop a plan to utilize the Global Positioning System to its full potential to gather pertinent data for monthly reports such as maintenance done on vehicles, mileage, oil changes
- Plan and implement a program to utilize the transportation vehicles for field trips when not in use which would then enhance services and generate increased revenue
- Establish a yearly revenue goal of \$5,000 for the van advertising program



APPENDICES & WORKS CITED

"Anyone who stops learning is old, whether at 20 or 80. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young." Henry Ford

Appendix A - Transportation

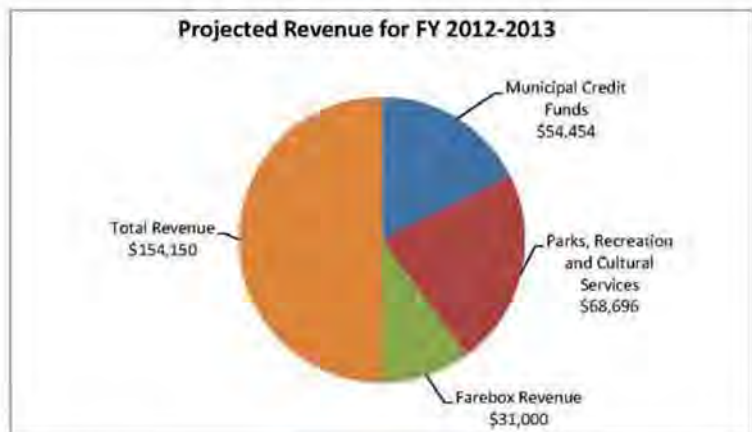
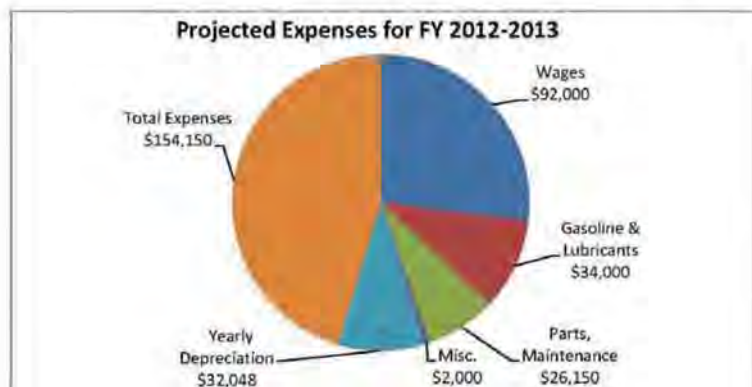
Transportation Program Overview

The Older Adult Transportation program began in 1986 with one van funded by the Independence for Life Association and one part-time driver funded by the City through the Parks and Recreation budget. The first full year of operation, 3,390 one-way rides were provided. The program has grown exponentially with **54,487** one way rides provided in the since 2007, averaging more than 10,000 rides per year.

The Older Adult Transportation program had been supported by the City of Novi General Fund, Community Development Grants (CDBG), user fees and Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credits funding. Funding for the program was modified in 2011, reflecting of the economic status of the region. Currently, the transportation program is supported with revenue for vehicles and operation from SMART, farebox revenue, and Parks, Recreation and Cultural Services funds.

SMART monies are determined by the population of the municipality and in 2011 the allocation to the City of Novi was \$54,454. This is an increase over the 2009 and 2010 allocations (\$44,713). It is estimated the Transportation Program will receive \$31,000 in farebox revenue. Additionally, staff applies for a St. John Providence Park Hospital grant in the amount of \$20,000 it be used for program operations if awarded.

For Fiscal Year 2012-2013, the budgeted amount of the Transportation Program is **\$154,150** with \$68,696 from the City of Novi Parks, Recreation and Cultural Services budget. To help reduce expenses, a comprehensive advertising plan will allow for ads inside and out of the vehicles, generating additional revenue. (The charts to the left only indicate known sources of revenue.)



Source: City of Novi

The Older Adult Transportation program currently operates a total of seven vehicles:

Vehicle	Seating	Mileage (updated 9/18/12)	Purchase price	Current Depreciation value	Useful life
2011 Ford Bus (#1)	9 pass or 4 pass and 2 w/chair	29,293	\$31,918	\$27,359	7
2009 Ford Bus (#9)	14	23,322	\$39,977	\$22,844	7
2012 Ford Bus (#5)	9 pass or 4 pass 2 w/chairs	4,848	\$35,798	\$33,241	7
2009 Ford Crown Vic (car) (#7)	3	85,891-out of service	\$20,601	\$11,772	7
2005 Ford E350 Van (#3)	8 pass or 2 pass w/2 w/chairs	116,746	\$33,996	-	7
2007 Chrysler Mini Van (#8)	6	96,369	\$31,522	\$9,006	7
2007 Ford E350 Van (#2)	5 pass or 2 wheel chairs & 1 pass	46,289	\$30,522	\$8,721	7

Maintenance costs for all vehicles for FY 2011-2012 totaled \$13,172.33 which includes, oil changes, body work, tires, GPS monitoring and general work. Fuel during the same time frame was \$17,167 for all seven vehicles. Transportation employees include one transportation coordinator, two part-time driver/schedulers and nine part-time drivers. The program is supervised by the Older Adult Services Manager.

The Transportation Program, available to Novi residents only, operates Monday through Friday 8am to 9pm and Saturday 9am to 2pm. Advance reservation of 72 hours is required for transports after 4pm. Passengers may ride anywhere within the City of Novi for a fee of \$4 per one-way ride and \$6 per one-way ride for up to 10 miles outside the City of Novi. In April 2012, the Transportation guidelines were enhanced to allow residents to utilize the 10 mile radius to go to any location, not just medical.

This expanded services has proven valuable, as 49 one-way non-medical rides outside of Novi limits were provided since inception. To encourage older adults to remain active within the community, a "discounted" fee of \$1 each way is available to visit the Novi Senior Center, Civic Center or the Novi Public Library or to any program sponsored by the Parks, Recreation and Cultural Services Department.

A punch card program, used in place of cash, was initiated for added convenience for riders and collection of fees:

10 rides within the City	\$40
6 rides outside the City	\$36
20 rides to Senior Center, Civic Center, Library	\$20

Appendix B - Partner Organizations

Agencies

- **Western Oakland Meals on Wheels** - Provides daily meals to 20-25 people per day and Home-bound meals to 100 per day
- **Suburban Mobility Authority for Regional Transportation** - partner with Older Adult Services by providing a yearly grant of \$54,454 for Transportation
- **Oakland Livingston Human Services Agency** - provides speakers for Medicare/Medicare, Social Services, food commodities
- **Area Agency on Aging1B** - Provides information and referrals for older adults
- **National Council on Aging** – national organization that provides updated trends and information
- **Michigan Association of Senior Center** - State-wide organization for members of senior centers. information and referrals
- **National Council on Senior Centers**
- **Veterans of Foreign Wars** - Partner with Veterans for Memorial Day and Veterans Day
- **American Legion Post 1519** - Partner with Memorial Day and Veterans Day
- **Visiting Nurse Association** - provides yearly flu shots at the annual Health Fair
- **Novi Lions Club** – provides small airplanes for Memorial Day parade
- **Veterans Hospital** – works with our volunteers that provide lap blankets, afghans for Veterans
- **Alzheimer's Association** – provides speakers for support group
- **Church of the Holy Family** - works hand in hand with the senior center with food commodities programs and help for the needy
- **Focus Hope** - provides monthly boxed food for the needy
- **Haven** – senior center provides food and clothing to assist those involved in domestic abuse during the month of December

Private Business

- **Providence Park Hospital** - yearly grant of \$20,000 for transportation and a partner in programming
- **Panera Bread** - provides over \$33,000 in kind product every Tuesday for participants at the Senior Center (breads, bagels, sweet rolls)
- **Hear Clear** – provides free monthly hearing aid cleaning and testing
- **O'Brien Funeral Home** - provides speakers on grief support and ads for Enhance
- **KMG Prestige** - provides management of Meadowbrook Commons for leasing, grounds, maintenance, and housekeeping
- **Estate Planning and Ask The Lawyer**

Municipalities

- **City of Northville Senior Center** - Partner with Pickleball drop-in

Appendix C - CASOA

Overview

The Community Assessment Survey for Older Adults (CASOA™) provides a statistically valid survey of the strengths and needs of older adults as reported by older adults themselves in communities across America. This report is intended to enable local governments, community based organizations, the private sector and other community members to understand more accurately and predict more carefully the services and resources required to serve an aging population. With this report, Novi stakeholders can shape public policy, educate the public and assist communities and organizations in their efforts to sustain a high quality of life for older adults. The objectives of the CASOA™ are to:

- Identify community strengths in serving older adults.
- Articulate the specific needs of older adults in the community.
- Estimate contributions made by older adults to the community.
- Determine the connection of older adults to the community.



The results of this exploration provides useful information for planning and resource development as well as strengthen advocacy efforts and stakeholder engagement. The ultimate goal of the assessment is to create empowered communities that support vibrant older adult populations.

Methodology

Participating households with residents 55 years or older were selected at random and the household member who responded was selected without bias. Results were statistically weighted to reflect the proper demographic composition of older adults in the entire community. The survey was mailed in January 2012 to a random selection of 1,000 older adult households in Novi. A total of 349 completed surveys was obtained, providing an overall response rate of 36% and a margin of error of plus or minus 5% around any given percent and three points around any given average rating for the entire sample.

Conclusions

CASOA™ captured the perspective of Novi's older residents, demonstrating widespread agreement that seniors are generally satisfied with the current quality of life in the community. The City of Novi is doing a good job of providing opportunities for older residents, but there are limitations to continued success that need to be addressed before the full force of the growth in the number of older adults hits. Much of the planning for the demographic swell must be led not just by Congress and national organizations, but by city councilors, Area Agency on Aging advisory boards, county commissioners, faith communities, service club members, college presidents, hospital administrators, business owners and community members. A periodic sounding of Novi's older adults will provide ongoing assessment of the progress the City makes as the spring of older adults bubbles into the community. Conducting the CASOA™ puts Novi vastly ahead of most communities in the U.S. because planning for the coming wave of older adults most often is accomplished by the assertions of hard working service providers, who, despite their commitment to the well-being of older adults, cannot speak as articulately for older adults as older adults can speak for themselves. The entire CASOA report is available online at cityofnovi.org.

Appendix D - Older Adult Services Benchmarks

The primary objective of a Benchmark Analysis is to determine how the Novi Parks, Recreation and Cultural Services Department/Older Adult Services, compare to other similar municipalities in regards to services.

The chart below compares Novi's Older Adult Services with other Senior Centers within Michigan, both with and without transportation. The City of Novi Older Adult Services offers a high number of programs with minimal programming staff and is one of few public facilities in Michigan connected to a residential complex with shared programming space.

	Agency type	FT Staff	PT Staff	Programs per month	Residents on site	National Accreditation	Transportation
Novi Senior Center (1)	Public	3	14	120	200	No	Yes
Kraphol Senior Center (2)	501(c) (3)	2	4	50	No	Yes	Yes
Saline Senior Center	501(c)(3)	3	3	60	No	No	No
Birmingham Center (3)	501(c) (3)	1	7	120	No	No	Yes
Independence Twp.* (4)	Public	4	10	40	No	No	Yes
Auburn Hills (5)	Public	2	30	50	No	No	Yes

- 1 - Staff includes one transportation coordinator, two transportation schedulers and nine drivers
- 2 - Staff includes three volunteer drivers
- 3 - Staff includes one driver and one dispatch/driver
- 4 - Staff includes two full-time drivers, three part-time drivers and one dispatcher
- 5 - Staff includes 3 PT drivers and 1 Dispatcher

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Appendix F Resolutions and Adoption



Plan Completion and Adoption

The Parks, Recreation, and Cultural Services Commission held a public meeting on September 18, 2014 to hear comments on the draft 2015-2019 Strategic Community Recreation and Master Park Plan to solicit public input prior to a 30-day public review.

The City of Novi Parks, Recreation and Cultural Services Department then served notice of the 30-day public review period September 22, 2014 till October 22, 2014 by posting on the city website, legal notice and an article in the Novi News.

Comments related to pathways and sidewalks were sent to the Walkable Novi Committee for incorporation into the Non-Motorized Master Plan and prioritization of projects. Comments regarding the condition and number of baseball/softball fields at ITC Community Sports Park were incorporated into the Department's Capital Needs Assessment and planning for future improvements at the park. Comments related to acquiring additional green space and nature areas are recognized with Strategy #4 Develop and maintain quality park infrastructure.

After the one month public review period Parks, Recreation and Culture Services served notice in the Novi News of a Public Meeting scheduled for Monday, November 20, 2014 for approval, of the 2015-2019 Strategic Community Recreation and Master Park Plan. The Plan was then sent to Council and adopted on November 24, 2014 at a regularly scheduled meeting.





PARKS, RECREATION & CULTURAL SERVICES COMMISSION AGENDA

CITY OF NOVI

Regular Meeting

Thursday, September 18, 2014 7PM

Council Chambers | Novi Civic Center | 45175 W. Ten Mile Road
248.347.0400

1. **PLEDGE OF ALLEGIANCE:**
2. **ROLL CALL:** Commissioners Torimoto, Bauss, Ferrell, Jewell, Pratt, Staab, Wingfield, Student Representatives Suhas Kodali, Aria Thakore
3. **APPROVAL OF AGENDA:**
4. **CITIZEN COMMENTS:**
5. **APPROVAL OF MINUTES:**
 - A. Approval of August minutes
6. **COMMITTEE REPORTS:**
 - A. Walkable Novi – Commissioners Torimoto & Bauss
 - B. Novi Park Foundation – Commissioners Staab & Ferrell
7. **STAFF REPORTS:**
 - A. Administration Division – Director Jeff Muck
 1. Deputy Director status
 2. Cultural Arts Advisory Board
 3. Program Updates
 4. Capital Needs Assessment Update
 5. Power Park inclusive playground conceptual plan
 - B. Older Adults – Older Adult Services Manager Karen Kapchonick
 1. Older Adults Advisory Board
 2. Program updates
 3. Transportation
8. **MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:**
 - A. Review and discussion to approve the Park Strategic Community Recreation & Master Park Plan

9. CITIZEN COMMENTS:

10. COMMISSIONER COMMENTS:

11. ADJOURNMENT

12. FUTURE EVENTS:

September 2014

- 20 Fall for Novi Open House – Civic Center Campus – 11 a.m. – 2 p.m.
- 22 City Council – Council Chambers – 7 p.m.

October 2014

- 3 Fire Up Fest – Civic Center Campus
- 6 City Council – Council Chambers – 7 p.m.
- 16 Parks, Recreation & Cultural Services Commission – 7 p.m.
- 20 City Council – Council Chambers – 7 p.m.
- 23 Trick or Trucks – Civic Center Campus – 5:30-7:30 p.m.
- 31 Older Adult Halloween Party – Meadowbrook Activity Center

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the Parks, Recreation and Cultural Services Department 248.347.0400 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

**RESOLUTION FOR ADOPTION OF THE STRATEGIC COMMUNITY RECREATION AND
MASTER PARK PLAN**

**THE CITY OF NOVI PARKS, RECREATION AND CULTURAL SERVICES
COMMISSION**

WHEREAS, the Parks, Recreation & Cultural Services Commission of the City of Novi has undertaken a Five Year Strategic Community Recreation and Master Park Plan which provides direction to meet the changing needs of a diverse community with innovative programs, exceptional services and state of the art facilities during the period between 2015-2019, and

WHEREAS, the Parks, Recreation & Cultural Services Department of the City of Novi has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, the 2015-2019 Strategic Community Recreation and Master Park Plan was prepared utilizing community input, the Parks, Recreation and Cultural Services Department's previous Strategic Plan and Community Recreation Plan and the Department of Natural Resources plan requirements,

WHEREAS, the Strategic Community Recreation and Master Park Plan serves to be more efficient and timely. The action plans, parks inventory, funding and other sections will be reviewed and updated on an annual basis.

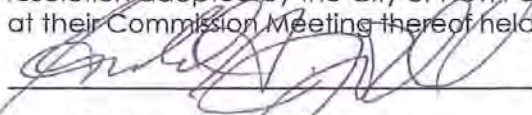
NOW, THEREFORE BE IT RESOLVED the City of Novi Parks, Recreation & Cultural Services Commission hereby recommends adoption by the Novi City Council of the attached Strategic Community Recreation and Master Park Plan 2015-2019 upon completion of 30 days of public comment commencing on September 22, 2014 thru October 22, 2014.

(Yeas: 5

Nays: 0

Absent: 2)

I, Jerry Jewell do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Novi Parks, Recreation & Cultural Services Commission at their Commission Meeting thereof held on the 18th date of September 2014.



Jerry Jewell, Acting Chairperson

PARKS, RECREATION & CULTURAL SERVICES

Thursday, September 18, 2014 – 7:00 P.M.

NOVI CIVIC CENTER – COUNCIL CHAMBERS

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

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

APPROVAL OF AGENDA:

Director Muck added an update on the new City Manager as item 6 under Administration Staff Reports. It was moved by Commissioner Staab and seconded by Commissioner Wingfield to approve the agenda with the new update.

Voice Vote

Unanimous

CITIZEN COMMENTS:

Jeff Patrick stated he has been a Novi resident for 10 years and is the field director for the Novi Youth Baseball League.

Novi Youth Baseball League has been around for 20 years

They play exclusively at ITC Community Sports Park

They went from about 400 players last year to about 435

There is a concern that field space is tight especially with losing a practice field, which they used extensively, at Novi Meadows for a Pre School building.

They use all of the fields available to them seven days a week and still do not have enough practice space for all of the teams.

They want to let the Commission know it is a concern of theirs and they may have to rent fields from Northville and South Lyon as a backup plan.

At the ITC fields there is a gap where the dirt meets the grass of the outfield which is a safety concern.

More dirt is needed and they were told there is not enough in the budget. They would like to help with this either by soliciting businesses for donations or working with the Novi Parks Foundation.

Another concern is exposed sprinkler heads which could cause an injury.

They would like to make other improvements to make the fields more viable to bring in tournaments in the summer. This would include lights. They will bring proposals in the future.

Commissioner Wingfield stated he supports this and these are things that have been discussed for several years.

Director Muck thanked Mr. Patrick for coming. In Staff reports under item number 4, which is Capital Needs Assessment, we will be looking at all of our fields. That report will bring up some of the issues Mr. Patrick talked about and allow us to set up a long term budget to address these issues.

Commissioner Staab stated the field lip and irrigation issues are hazards which need to be eliminated. He would like to work with the Parks & Recreation Department as a proponent with the Novi Parks Foundation to help fund what is recommended.

Nancy Shumay lives at Wixom Road and Birchwoods. She has been a resident for 20 years. She suggested moving up the construction on 3 pathway segments.

Segment 51 – Ten Mile Road from Dinser to Woodham on the north side.

Segment 53 – Beck Road from Kirkway Drive to Eleven Mile on the west side to complete the connection between Ten Mile Road and Eleven Mile Road.

From Deerfield School to Target on the east side of Wixom Road due to children trying to cross Wixom Road at Target which is a safety concern.

Commissioner Bauss suggested contacting the Walkable Novi Committee and Barb McBeth.

Ms. Shumay stated she had and that Ms. McBeth had suggested coming to the Parks and Recreation Commission Meeting because it was on the agenda tonight.

Commissioner Wingfield stated he appreciates her presentation and knows the segments she is talking about.

Manager Kapchonick made a recommendation to add Ms. Shumay's comments to the Master Park Plan under Public Comments so we could use the minutes from today's meeting and incorporate it with the Public Comment section of the Master Park Plan.

APPROVAL OF MINUTES:

A. Approval of the August 21, 2014 minutes

It was moved by Commissioner Pratt and seconded by Commissioner Bauss to approve the minutes as written.

Voice Vote

Unanimous

COMMITTEE REPORTS:

A. Walkable Novi – Commissioners Torimoto and Bauss

Commissioner Bauss stated the Walkable Novi Committee Meeting was not held due to lack of business.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated the Novi Parks Foundation met last Tuesday night. At that meeting the Foundation decided to co-op with the Parks and Recreation Department for thirty thousand dollars for the Power Park playstructure. Commissioner Staab gave a presentation on what the donation will cover on the playstructure. The final tally is not yet in on the Golf Outing but it was bigger than last year. There was also discussion on the selection of an Executive Director. Recommendations were made and the position was accepted. Rachel Zagaroli will be the new Executive Director for the Novi Parks Foundation.

STAFF REPORTS:

A. Administration Division – Director Jeff Muck

1. Deputy Director status

Director Muck thanked everyone for their support. He was recently appointed Director of Parks, Recreation and Cultural Services and is happy to serve the City of Novi. The position of Deputy Director is now posted on the Michigan Recreation and Park Association website and the City of Novi website. We will move forward on this in October. The posting closes on October 14th.

2. Cultural Advisory Board

Director Muck stated the Cultural Advisory Board has been focusing on arts in Novi. They brought you the art commissioning and decommissioning pieces. They have been working on garden plans at the Villa Barr Property. We are in need of more Board members. They intend to meet monthly. Anyone interested can contact the Parks and Recreation office.

3. Program Updates

Director Muck stated "Fall for Novi" will be this Saturday from 11a.m. to 2 p.m. It is our annual Open House. Dog Park memberships went on sale last Monday. There is an online video to watch and a test to take as part of the application process. The Dog Park Grand Opening will be October 4th from 10 a.m to noon. The benches are in place and waste stations are being installed. "Fire Up Fest" will be Friday, October 3rd and is for High School students. Our fitness classes are going well and attendance is up. Bollyfit is featured on "Destination Recreation". The Adult Tennis League wrapped up last night with the annual banquet. They had 50 players this year and continue to grow. Soccer and flag football and camps are in full swing. This is our first year with NFL/Michigan Flag Football Association and we have over 250 children participating in that program. The Farmer's Market is still in full swing and we are extending the season to October 25th. The Farmer's Market Manager and staff are working on winter options. We are running a Halloween Teen Trip to Cedar Point on October 25th. "Annie, Jr." has been cast with 86 participants. There are two casts and the performances are November 7th through 9th.

Commissioner Pratt asked if for people applying for Dog Park memberships, there was anything in the office for people to view the video and take the test if they do not have a computer.

Director Muck confirmed there is a computer set up for that purpose.

Commissioner Winfield asked about confirmation of shots and license.

Director Muck confirmed the paperwork needs to be presented with the application.

4. Capital Needs Assessment

Director Muck stated six firms submitted proposals for our Capital Needs Assessment. One firm stood out and we are moving them forward for approval by City Council. We will be looking at our ballfields, pavilions and fences.

5. Power Park inclusive playground conceptual plan

Director Muck stated Commissioner Staab did a good job when he talked about it earlier. It is handicapped accessible and with the generosity of the Parks Foundation upgrades were able to be made. He met with the designer of this playground. He also met with Mr. Harris of the Paralyzed Veterans Association who made some suggestions for changes which were incorporated in this playground.

6. City Manager Update

Director Muck stated we now have a new City Manager, Peter Auger. He was selected by City Council and started on Tuesday. He invited the Commissioners to an Open House for Mr. Auger to be held Monday, September 21st, just before the City Council Meeting.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Older Adults Advisory Board

Manager Kapchonick stated they had their meeting yesterday evening. It has been a year since the Older Adult Advisory Board was established. They look to provide additional services for older adults by going out in to the community and look for programming offsite. They hope to accomplish some of the goals within the Strategic Plan.

2. Program updates

Manager Kapchonick stated this evening was the Travel Fair which is offered three times a year. Two are during the day and one is in the evening. She reminded residents 65 and older that October through December is the new enrollment period for Medicare and for Part B Prescription. They will be offering sessions for individuals to come in and talk to representatives. The Novi Walking Club will have a walk on Saturday prior to “Fall for Novi” and one on Saturday the 27th. The Enhance newsletter went out and the programs are also on the website.

Commissioner Wingfield complemented the “Enhance” newsletter.

3. Transportation

Manager Kapchonick stated transportation is a service which is greatly needed on a regular basis. In the month of August they had over nine hundred rides. There were about two hundred who used the complimentary rides to the Civic Center, Library and Meadowbrook Activity Center. We just applied for the Providence Grant and we are working on the SMART renewal.

Commissioner Wingfield asked if we see residents of Fox Run participating in many of our programs.

Manager Kapchonick stated we do see them participating in our Tech Talk programs, exercise programs and transportation. Two Advisory Board members are from Fox Run.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

A. Review and discussion to approve the Park Strategic Community Recreation & Master Park Plan

Director Muck gave a recap of the Strategic Plan process. He explained the benefit of having a Park Strategic Community Recreation & Master Park Plan. It is a five year document with an annual review. An Appendix will be added each year and the plan adjusted. The DNR is encouraging communities to do this. There is a revised draft with significant changes since the original draft. He stated Manager Kapchonick has put in many hours on the document. There is a resolution for adoption of the plan before each Commissioner. He asked the Commissioners for their comments and after discussion he would ask for a motion to approve the resolution.

Commissioner Pratt stated the document is very well put together and thought out.

Commissioner Wingfield asked if the one month period for Public Hearing was just during certain hours.

Manager Kapchonick stated it is for 30 days and there are various places people can go to look at it during regular business hours. It is here at the Civic Center, Meadowbrook Commons, Novi Ice Arena, Novi Library and will also be on the website. People can review it and make comments which will be noted and submitted to the DNR.

Director Muck added there is a place on the comment sheet where they can note if they would like to receive follow up to talk to someone.

Commissioner Wingfield asked about the Parks and Recreation Services Fund.

Director Muck stated it is our surplus fund to be used for additional projects or things that may come up and need to be taken care of. We want to target 12% to 22% of our annual budget and if not used it carries over.

Commissioner Wingfield stated talk about acquiring more park land concerns him since we have a surplus of passive park land. He feels we need more active park land. He asked about tennis courts and if we factor in what is owned by the schools in our programming.

Director Muck stated we do count only or own for inventory but factor in the school owned tennis court for our programming.

Commissioner Wingfield asked about the jump in funds for Capital Improvements in the years 2017 through 2019 and if it includes a Recreation Center.

Director Muck stated that is covered in the outline for potential projects in existing parks and does not include a Recreation Center.

Commissioner Wingfield stated a Recreation Center is something this community could use.

Director Muck stated staff discussion has indicated indoor space is something that is needed so he would agree.

Commissioner Wingfield praised the department for achieving so many of the goals on the Plan.

Manager Kapchonick stated for the Capital Improvements there is a breakdown per year where it is suggested the money goes.

Commissioner Staab stated it is very important to get ITC Community Sports Park to where it needs to be. It is time to put more money in to it to get it where we want it. The Tim Pope Memorial playstructure gets so much activity and needs to be up to date. He appreciates all of the hard work that went in to developing the draft and Recreation Plan. He likes that it is an active document.

Commissioner Bauss agreed with Commissioner Staab's comments. He loves the clarity of the document and it is a job well done.

Student Representative Kodali stated he will take a look at the Park Strategic Community Recreation & Master Park Plan. He stated he agrees with Nancy Shumay's comments on the pathways.

Student Representative Thakore stated she also agrees with the comments and concerns regarding the pathways.

Commissioner Jewell stated the document is well laid out and Manager Kapchonick did an outstanding job because it is transparent and open for revision. He also feels we need more active rather than passive park land and we also need to do something with ITC Community Sports Park.

A motion was made by Commissioner Pratt to approve the Park Strategic Community Recreation and Master Park Plan as written. A second was made by Commissioner Wingfield.

Voice Vote

Unanimous

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Student Representative Thakore stated it is great to see everything that is going on especially all of the things for older adults.

Student Representative Kodali asked if Recreation Supervisor Greg Morris coordinates the volunteers for the Dog Park Open House and Fire Up Fest.

Director Muck replied that it is now Recreation Supervisor Cristin Spiller who coordinates those. Supervisor Morris now coordinates sports.

Commissioner Bauss stated he is amazed at how often the department touches his life. His daughter is involved in "Annie, Jr." and enjoying it. He attended "Play in the Park" day at Pavilion Shore Park. He went to a Homeowner's Association Meeting and they were talking about Brookfarm Park and the benches to be installed. He stopped at the Farmer's Market this weekend. He enjoys being part of the Commission and appreciates what everyone does.

Commissioner Staab stated he appreciates all of the hard work on the Strategic Plan and is looking forward to the Public feedback we will get. He reminded everyone this Saturday is "Fall for Novi" here at the Civic Center from 11 a.m to 2 p.m. He asked about the Homeowner's Association breakfast that same morning.

Director Muck confirmed the Homeowner's Association breakfast is prior to "Fall for Novi". He appreciates all of the work everyone does.

Commissioner Pratt stated it is great to hear how well the Farmer's Market is doing. The Dog Park will bring in more programs and a different clientele. This helps fill more needs of the City. He congratulated Director Muck on his appointment.

Commissioner Wingfield asked Commissioner Bauss if the Walkable Novi Committee is aware of what Nancy Shumay was talking about with the pathways.

Commissioner Bauss stated he is not familiar with that area but everyone has been able to supply input and the gaps have been prioritized. There is a plan to fill in the gaps.

Commissioner Wingfield stated it is a critical area.

Commissioner Pratt stated he believed they are connecting to the schools first and then branching out. The first concern was getting kids to school.

Director Muck stated we have heard the comments from Nancy Shumay and also the two Student Representatives and will take them to the next Walkable Novi Committee meeting as a topic for discussion.

Commissioner Staab stated one of the things that will be done this summer and fall is the connector off of 275 on Meadowbrook.

Director Muck stated it is scheduled for completion this Fall. There will be information out when it opens.

Commissioner Wingfield thanked the department for their work on the Strategic Plan and congratulated Director Muck on his appointment.

Commissioner Jewell congratulated and welcomed Director Muck. He gave kudos to Manager Kapchonick for her work on the document. He attended "Play in the Park" day which was a great event. The grass was a little rough. The DNR and Mayor were there. He was just going to drop in but was there for two hours. He attended the Farmer's Market and is pleased with how it is growing and doing well on Ten Mile. He suggested a few more signs for the Farmer's Market. He rides his bike a lot and suggested a connector on Beck from Eleven Mile to the hospital.

close to Brookfarm Park and appreciates all that has been done to the park. He looks forward to improvements. Regarding the path through the woods Ms. Thompson was talking about, there was one before the creek was redone. He was involved in an Eagle Scout project that went in to the woods and cleared the path. A month later, trees were taken out as well as many fallen trees. He stated it would be nice to have the path again. There was a winding path that went along the creek and through the woods.

Director Muck stated the path with access to the creek has been referenced in the Capital Needs Assessment. He does not know where it falls in the ten year plan.

Commission Bauss thinks parking is needed and four or five spots would be beneficial.

Commissioner Staab welcomed Deputy Director Ringle. He thanked Manager Kapchonick and Supervisor Morris for being at the meeting. He appreciates the efforts on the Five Year Strategic Plan. He looks forward to implementation and is feels it is an active plan. He looks forward to seeing everyone at Light Up the Night on December 5th and wished everyone a Happy Thanksgiving.

Commissioner Jewell welcomed Deputy Director Ringle and thanked Manager Kapchonick and Supervisor Morris for attending the meeting. He thanked Manager Kapchonick for all of her hard work on the Five Year Plan.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Jewell at 7:48 p.m.

DATE APPROVED: _____

Harry Torimoto, Chairperson

Jerry Jewell, Vice Chairperson



**NOTICE OF A 30-DAY PUBLIC REVIEW PERIOD
CITY OF NOVI, PARKS,
RECREATION AND CULTURAL SERVICES
STRATEGIC COMMUNITY RECREATION AND
MASTER PARK PLAN**

The City of Novi is preparing a five-year Strategic Community Recreation and Master Park Plan in accordance with the Michigan Department of Natural Resources requirements. When completed, the plan will serve as a guide for the acquisition and development of the Park, Recreation and Cultural Services (PRCS) Department's parks, facilities and programs for the next five (5) years.

Notice is given to any and all interested parties that the draft of the Strategic Community Recreation and Master Park Plan is available for review and comment for 30 days beginning Friday, September 19, 2014 at the Parks, Recreation and Cultural Services Department at the Novi Civic Center, 45175 Ten Mile Road, Meadowbrook Activity Center, 25075 Meadowbrook Road, Novi Ice Arena, 42400 Nick Lidstrom Drive, and The Novi Library, 45255 West Ten Mile Road, during regular business hours or online at cityofnovi.org.

All interested parties may submit comments via the comment pages located near each hard copy of the plan, in person at the PRCS Department at 45175 Ten Mile Road, Novi, MI, 48375, or online at cityofnovi.org. Please contact the PRCS Department at 248.347.0400 or noviparks@cityofnovi.org with questions or comments.

Published: September 25, 2014

LD-00007-014 3d

City wants community input on parks and recreation master plan

By Lonnie Huhman
Staff Writer

The city of Novi is looking for community input as it prepares the five-year Strategic Community Recreation and Master Park Plan, which will have much impact going forward.

This is being done in accordance with the Michigan Department of Natural Resources requirements. City officials are encouraging residents to join in on formalizing thoughts during the Public Review Period through Oct. 22.

"The city of Novi wants to know what the public thinks about our community and especially city-owned and

operated recreation facilities, parks and programs," said Jeffrey Muck, Novi's Parks, Recreation and Cultural Services director. "Input from the public helps us shape the future of Novi's recreation programs and parks."

Muck said the plan will serve as a guide for the acquisition and development of parks, facilities and programs for the next five years.

The primary mission of PRCS is to provide exceptional park, recreational and cultural opportunities that are diverse and enhance lives.



Muck

DETAILS

To learn more about the plan and to give feedback, visit <http://www.cityofnovi.org/>. Copies of the drafted plan are also available for viewing at the Novi Civic Center, Novi Library, Novi Ice Arena and Meadowbrook Activity Center. Input can be given through email at noviparks@cityofnovi.org or by calling 248-347-0400.

In the plan's draft, Muck said officials are developing this plan during a transformational moment in PRCS history. "Since completion of the

last plan in 2010, we have seen both a significant expansion of the Parks and Recreation system and rapidly changing local demographic needs," he said. "In light of these changes, we must strategically evaluate our facilities, services and operations to continue to meet our mission."

He said PRCS has taken a progressive route with this plan in creating it to be more efficient and timely.

"The plan will be reviewed and updated on an annual basis, as it is meant to be an action-oriented working document used to serve the community in meeting the needs of its citizens," he said.

The plan includes action items, capital improvement

plans, parks inventory, funding sources and other sections.

When completed, Muck said the plan makes the city eligible to apply for recreation grants administered by the Michigan Department of Natural Resources.

The resolution on approval of the plan will be presented Nov. 10 to city council. Muck said after approval, the plan is submitted to the state DNR and Southeast Michigan Council of Governments.

"Staff will then implement the plan while reviewing and updating it on an annual basis over the next five years," Muck said.

lhuhman@hometownlife.com
517-294-4215 | Twitter: @lhuhman

City Services > Parks, Recreation and Cultural Services > Administrative > Strategic Community Recreation and Master Park Plan 2015-2019


Strategic Community Recreation and Master Park Plan 2015-2019

The City of Novi is preparing a five-year Strategic Community Recreation and Master Park Plan in accordance with the Michigan Department of Natural Resources requirements. We encourage you to join us in formalizing this plan by sharing your thoughts during the 30-day Public Review Period from September 22, 2014 through October 22, 2014. [Comments can be submitted via email.](#)



This plan will guide the Parks, Recreation and Cultural Services Department (PRCS) in providing exceptional park, recreational and cultural opportunities that are diverse and enhance lives. It also provides direction in the acquisition and development and enhancements of facilities, services and operations.

Your input is greatly appreciated!

 [Strategic Community Recreation and Master Park Plan 2015-2019 - DRAFT](#)

<http://cityofnovi.org/City-Services/Parks,-Recreation-and-Cultural-Services/Administrativ...> 9/25/2014



**City of Novi
Parks, Recreation and Cultural Services**

Five Year Strategic Community Recreation and Master Park Plan

**30-Day Public Review Period
September 22, 2014 thru October 22, 2014**

Review Acknowledgement Form

The City of Novi is preparing a five-year Strategic Community Recreation and Master Park Plan in accordance with the Michigan Department of Natural Resources requirements. We encourage you to join us in formalizing this plan by sharing your thoughts or acknowledge that you have reviewed the plan.

This plan will guide the Parks, Recreation and Cultural Services Department (PRCS) in providing exceptional park, recreational and cultural opportunities that are diverse and enhance lives. It also provides direction in the acquisition and development and enhancements of facilities, services and operations.

Your input is greatly appreciated!

Jeffrey A. Muck CPRP
Director, Parks, Recreation & Cultural Services

I acknowledge that I have reviewed the plan.

Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____
Name: _____	Date _____

Interested in a follow-up conversation or plan status?

Please indicate the best way we can contact you.

**CITY OF NOVI, PARKS, RECREATION AND
CULTURAL SERVICES COMMISSION
NOTICE OF PUBLIC HEARING
APPROVAL OF THE STRATEGIC COMMUNITY RECREATION
AND MASTER PARK PLAN**

NOTICE is hereby given that the City of Novi, Parks, Recreation and Cultural Services (PRCS) will hold a Public Hearing at the regularly scheduled PRCS Commission meeting on Thursday, November 20, 2014, 7:00 p.m., in the Novi Civic Center, Council Chambers, 45175 Ten Mile Road, Novi, Michigan, to consider the adoption of the proposed Parks, Recreation and Cultural Services Department's (PRCS) 2015-2019 Strategic Community Recreation and Master Park Plan.

The Strategic Community Recreation and Master Park Plan has been developed and updated in accordance with the Michigan Department of Natural Resources (MDNR) requirements. The plan will serve as a guide for the acquisition and development of the PRCS Department's parks, facilities and programs for the next five (5) years and is necessary for the application of grants through the MDNR.

All interested citizens are requested to attend this Hearing

Comments will also be received in writing or in person at the City Clerks Office - City of Novi, 45175 Ten Mile Road, Novi, Michigan 48375, until 5:00 p.m., November 20, 2014.

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance. Contact Maryanne Cornelius at 248.347.0456 for special services.

Publish: November 6, 2014

MARYANNE CORNELIUS
CITY CLERK

LO-0000219970 343.5



PARKS, RECREATION & CULTURAL SERVICES COMMISSION AGENDA

CITY OF NOVI

Regular Meeting

Thursday, November 20, 2014 7PM

**Council Chambers | Novi Civic Center | 45175 W. Ten Mile Road
248.347.0400**

- 1. PLEDGE OF ALLEGIANCE:**
- 2. ROLL CALL:** Commissioners Torimoto, Bauss, Ferrell, Jewell, Praff, Staab, Wingfield, Student Representatives Suhas Kodali, Aria Thakore
- 3. WELCOME/INTRODUCTION OF NEW DEPUTY DIRECTOR:** Tracie Ringle
- 4. APPROVAL OF AGENDA:**
- 5. PUBLIC HEARING:**
 - A. Citizens input on the 2015-2019 Strategic Community Recreation and Master Park Plan (Draft)
- 6. CITIZEN COMMENTS:**
- 7. APPROVAL OF MINUTES:**
 - A. Approval of October minutes
- 8. COMMITTEE REPORTS:**
 - A. Walkable Novi – Commissioners Torimoto & Bauss
 - B. Novi Park Foundation – Commissioners Staab & Ferrell
- 9. STAFF REPORTS:**
 - A. Administration Division – Director Jeff Muck
 1. Capital Needs Assessment
 2. Programs & Facilities
 3. Dog Park update
 - B. Older Adults – Older Adult Services Manager Karen Kapchorick
 1. Meadowbrook Commons
 2. Programs & Services
 3. Transportation

10. MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

- A. Commissioners shall select from the members a chairman and vice-chairman to preside at all Commission meetings.
- B. Review and discussion to approve the Five Year Strategic Community Recreation and Master Park Plan
- C. Review and discussion to approve Novi Parks, Recreation & Cultural Services participant and spectator Code of Conduct

11. CITIZEN COMMENTS:

12. COMMISSIONER COMMENTS:

13. ADJOURNMENT

14. FUTURE EVENTS:

November 2014

- 20 Parks, Recreation & Cultural Services Commission – 7 p.m.
- 24 City Council – Council Chambers – 7 p.m.
- 27 Thanksgiving – City Offices Closed
- 28 City Offices Closed

December 2014

- 5 Light Up the Night – Novi Civic Center Campus – 6 p.m.
- 8 City Council – Council Chambers – 7 p.m.
- 11 Older Adult Holiday Party – Meadowbrook Activity Center – noon
- 12 Evening of Appreciation – 7 p.m.
- 17 Older Adult Advisory Board – 6:30 p.m.
- 18 Parks, Recreation & Cultural Services Commission – 7 p.m.
- 22 City Council – Council Chambers – 7 p.m.
- 24 Christmas Eve – City Offices Closed
- 25 Christmas Day – City Offices Closed
- 31 New Year's Eve – City Offices Closed

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the Parks, Recreation and Cultural Services Department 248.347.0400 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

**RESOLUTION FOR ADOPTION OF THE STRATEGIC COMMUNITY
RECREATION AND MASTER PARK PLAN**

**THE CITY OF NOVI PARKS, RECREATION AND CULTURAL SERVICES
COMMISSION**

WHEREAS, the Parks, Recreation & Cultural Services Department of the City of Novi has undertaken a Five Year Strategic Community Recreation and Master Park Plan, which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2015 – 2019, and

WHEREAS, public comments were received during the Parks, Recreation and Cultural Services Commission meeting held on Thursday, September 18, 2014 at the City of Novi Civic Center to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Strategic Community Recreation and Master Park Plan, and

WHEREAS, a 30-day open public comment session was conducted from September 22, 2014 until October 22, 2014 where comments were received,

WHEREAS, the Parks, Recreation & Cultural Services Department of the City of Novi has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after the public hearing on November 20, 2014, the Parks, Recreation & Cultural Services Commission voted to adopt said Strategic Community Recreation and Master Park Plan,

NOW, THEREFORE BE IT RESOLVED the City of Novi Parks, Recreation & Cultural Services Commission hereby recommends adoption by the Novi City Council of the attached 2015-2019 Strategic Community Recreation and Master Park Plan.

(Yeas: 1 Nays: Absent:)

I, GERALDA J. BURK do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Novi Parks, Recreation & Cultural Services Commission at their Commission Meeting thereof held on the 20th day of November, 2014.


Commissioner
Parks, Recreation & Cultural Services Commission

PARKS, RECREATION & CULTURAL SERVICES

Thursday, November 20, 2014 – 7:00 P.M.
NOVI CIVIC CENTER – COUNCIL CHAMBERS

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

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

WELCOME/INTRODUCTION OF NEW DEPUTY DIRECTOR: Tracie Ringle

Director Muck explained the selection process and thanked Commissioner Wingfield for his assistance in the process. Deputy Director Ringle was originally in the Parks Department and has been in the Community Relations Department for the last few years gaining a more extensive knowledge of the City and supporting Parks through events and through our marketing and communication efforts. Deputy Director Ringle started on Monday and we are glad to have her. Deputy Director Ringle stated she has worked the City for twelve years. The first six years were with the Parks Department. She then took some of her duties up with her to the Community Relations Department including, Engage! and marketing and press releases for the Parks Department. She is now able to take her knowledge from the two departments as well as her educational background in Parks back to the Parks Department. The Parks Department has a great forward momentum and she is excited to be a part of that.

APPROVAL OF AGENDA:

It was moved by Commissioner Bauss and seconded by Commissioner Pratt to approve the agenda as written.

Voice Vote

Unanimous

PUBLIC HEARING

A. Citizen input on the 2015-2019 Strategic Community Recreation and Master Park Plan (Draft) Eleanor Thompson who lives at 24071 Glen Ridge in Willowbrook Subdivision 3 stated she is speaking as a homeowner on behalf of some of her neighbors. Brookfarm Park once had a path you could use to walk through the woods. Now there are cement walkways on the outside of the woods. The gentleman who lives on the right side of the park told her he spent over \$4,000 cleaning up a lot of the ash trees that were down there. She feels the park was better than it is now because you could walk in the woods. She heard from an older lady, who also lived next to the park, that she had taken a large, long, branch which had fallen and dragged it and put it next to a garbage can in the park hoping when the City truck came they would take it away or grind it up. They put the branch back in the woods and according to Parks and Recreation it was done for environmental reasons. She stated what they want is all of the dead stuff ground up and for the weeds to be

sprayed. They want to be able to walk in the woods. She stated the homeowners at the end of the creek do not want the stop signs there and would like them taken out. She stated that they do not want a parking lot at the park. She suggested people park in the Village Oaks School parking lot. Director Muck stated her concerns are noted. He stated she had contacted the Parks and Recreation department before and her concerns were forwarded to the Department of Public Services. Much of it has to do with forestry and our standards as it applies to Woodlands and Wetlands regulations within the City. He stated there are plans for a small parking lot at the end of Ripple Creek so that people can access the park. It will only be about 5 spots. The issue she has with the stop signs would have to be addressed by the Department of Public Services. He stated the parking spaces are still in the design and engineering phase and before anything is completed the neighborhood and residents will be made aware of the plans.

CITIZEN COMMENTS: None

APPROVAL OF MINUTES:

A. Approval of the October 23, 2014 minutes

It was moved by Commissioner Pratt 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 had just come from a Walkable Novi Committee meeting where they discussed the Annual Non-Motorized Prioritization Report for 2014-2015. There were good participation and community comments coming in to the Committee.

B. Novi Parks Foundation - Commissioners Staab and Ferrell

Commissioner Staab stated Tuesday, November 18th there was a Foundation meeting. In attendance were Director Muck, Deputy Director Ringle, Executive Director Zagaroli, Member Randy Balconi, and himself. They are looking at alternative fundraisers. They are looking at a fundraiser that would be revolving around Pavilion Shore Park with beer and wine tasting linked to Villa Barr for a fund raiser. We are looking at a meeting on December 18th at Randy Balconi's Interior Environments. There were no final numbers for the Golf Outing because Linda Blair was unable to attend the meeting. This past golf outing will be the last one as they are looking at alternative fundraisers.

STAFF REPORTS:

A. Administration Division – Director Jeff Muck

1. Capital Needs Assessment

Director Muck stated we have received our Capital Needs Assessment. We had a firm come in and look at our parks and make recommendations and evaluations on our amenities, structures, ball fields, playgrounds, pathways and accessibility from parking lots. We are using that as a tool to plan our next ten years of budgetary items for our Capital Improvement Program. We are now in the middle

of prioritizing and a lot of that is based on infrastructure. We will be looking at our fields especially. There will be more information as we go through the budget process. Commissioner Wingfield asked if they would be able to see the results of the assessment by the outside groups. Director Muck confirmed this.

2. Programs & Facilities

Deputy Director Ringle stated one of the largest events, Light Up the Night, is coming up on Friday, December the 5th at the Civic Center Campus, including the Library, from 6 p.m. to 9 p.m. The team has put together some opportunities, as an initiative by the Commission, for some outdoor recreation opportunities. Greg Morris has been working on a Chilly Chilly Softball Showdown at Ella Mae Power Park in late January. The Walking Club runs all year long but they will add some winter dates and incorporate some disc golf, maple syrup and a naturalist and look into winter education tying in to that. There will be a Camp Artic Adventure in mid-February for 6 to 12 year olds with activities inside and outside the Novi Ice Arena. The Creative Arts Department is doing a "Snap a Snowman" Contest which will encourage people to build a snowman and share it via social media for awards. We are working with the DNR at Maybury State Park to look at a partnership in offering a "Snowshoeing 101". All of these are included in the upcoming January through March Engage! which will be in mailboxes by mid-December. We received notification from our theatre production company, "Sky's the Limit", to exercise their right to opt out of their contract. We will continue to move forward with Novi Civic Theatre productions and are looking at ways to do this internally. We are confident that program will continue to be a success and serve the Novi community.

Commissioner Staab asked the effective date of the opt out.

Director Muck stated they notified us on Tuesday and there is a sixty day opt out. There are no programs or services within those sixty days so that will expire in January and there will be no break in service.

Commissioner Wingfield asked Deputy Director Ringle if she will continue to do the Engage!. Deputy Director Ringle replied that Community Relations will continue to work on Engage!. Her role will change to the internal side so she will still have a connection. Community Relations is looking at how they are going to move forward with that as far as staffing but there will not be in interruption in service.

3. Dog Park update

Director Muck stated we currently have approximately 175 members for the Dog Park after a couple of months, which exceeds our expectations. We were anticipating around 200 as we celebrated our first year. We will keep the Dog Park open through the winter, conditions allowing. Our notification system is very good. If we had to close the park for any reason, members would receive a notification by e-mail.

Commissioner Staab stated at the Foundation Meeting a couple of citizens stated they would like to see some poles with bags at the back of the park. If we could get some sort of naming sponsorship it would be great.

Director Muck stated a naming rights agreement is an option for the Dog Park to help maintain our operations there. As far as other amenities that might be added to the park, what we want to do is see in a year how the park reacts and how our patrons utilize the park and then reevaluate what potential amenities might be added.

Commissioner Wingfield stated he has been to the Dog Park several times. The dog loves it and it is great. There are some areas right when you walk in and high traffic areas that may get really muddy. He suggested a little shelter at the top of the hill and a few more benches. He has talked to some people at the park, not telling them he is on the Commission, and these are things they have suggested. He is especially concerned about the grass.

Director Muck stated this is something they are in discussion with the DPS and they are aware of the grass area as you enter the park and he is glad for the input on the shade structure and benches.

Commissioner Bauss stated he has heard nothing but glowing remarks about the Dog Park but there is concern about parking.

B. Older Adults – Older Adult Services Manager Karen Kapchonick

1. Meadowbrook Commons update

Manager Kapchonick stated they welcomed 7 individuals. Three moved in to the apartments and four moved in to the ranches so Meadowbrook Commons is still at 100 percent occupancy. The gazebo has been built thanks to the members of the Rotary Club. It was built in one day and a couple of weeks later the shingles were put on. There will be a dedication in the spring. The Rotarians raised about \$8,000 for that project.

2. Programs & Services

Manager Kapchonick stated last week they had the Veteran's Brunch. The brunch was sponsored by the Novi Youth Council. Sixty students participated by serving the Veterans and their guests. We will continue this program and in addition work with the Rotary Club on a Veterans activity next year as well. We had our "Freaky Fright" Halloween party this past week. At this party we had to do everything in reverse because our meals did not show up in time. Programmer, Sarah Douglass, did a great job.

The Thanksgiving luncheon was a sellout which means we had over 128 individuals participate. The Christmas party which is coming up in two weeks is sold out also.

On Wednesday, November 26th we invite Novi residents to Moe's on Ten for a Thanksgiving dinner. We will also provide transportation for those who would like to attend. It is a free Thanksgiving meal. Contributions are welcomed and go to our Novi Meals on Wheels program.

The Rotary Club in cooperation with Novi Middle School will be sponsoring the 41st annual Senior Holiday Lunch. The students serve the lunch to the seniors and have an instrumental music presentation. Novi Public Schools provide transportation.

The DIA is offering a free program for older adults on December 8th. They will provide transportation to the DIA and have a tour with coffee and lunch. We are still accepting registrations.

3. Transportation

Manager Kapchonick stated since they have been busy it has kept transportation on the go. There have been over 1,100 rides this month which is about 148 more than the previous month. Out of those rides we serviced around 450 for medical needs. We service around 939 residents and around 235 Meadowbrook Commons residents.

MATTERS FOR COMMISSION DISCUSSION AND/OR ACTION:

- A. Commissioners shall select from the members a chairman and vice-chairman to preside at all Commission meetings
Nominations opened. Commissioner Wingfield nominated Commissioner Jewell as Chairman of the Parks, Recreation and Cultural Services Commission. The nomination was seconded by Commissioner Bauss.

Voice Vote Unanimous

Commissioner Wingfield nominated Commissioner Staab as Vice-Chairman of the Parks, Recreation and Cultural Services Commission. The nomination was seconded by Commissioner Bauss.

Voice Vote Unanimous

- B. Review and discussion to approve the Five Year Strategic Community Recreation and Master Park Plan
Director Muck gave a recap on the Five Year Strategic Community Recreation and Master Park Plan. He stated we will be reviewing this plan on an annual basis and updating it. We have had Public, Commission and City Council comments and have made some minor changes. He wanted to point out we have added to our Walkable Novi section and added more detail and action plan. He thanked Manager Kapchonick for all of her hard work and time on this plan. He is presenting the final draft for Commission approval. Pending Commission approval it will go to City Council on Monday night for their approval and pending their approval it will be placed on file with the DNR (Department of Natural Resources) and sent to SEMCOG (Southeast Michigan Council of Governments).
Commissioner Pratt made a motion to approve the Five Year Strategic Community Recreation and Master Plan with the existing changes. The motion was seconded by Commissioner Staab.

Voice Vote Unanimous

- C. Review and discussion to approve Novi Parks, Recreation & Cultural Services participant and spectator Code of Conduct
Director Muck turned over the discussion to Recreation Supervisor Greg Morris. Supervisor Morris stated as part of the CAPRA accreditation it is important that we have a Participant and Spectator Code of Conduct. It will be part of the registration process and parents would see it when they register. Coaches would get it as part of their coach's meeting and in coaching manuals. He referred to the document which is broken down into coaches, spectators and players. We have already been utilizing a coach's code of conduct in their manual. The code of conduct for spectators and players is new. Research was done evaluating codes of conduct in

several communities and one was put together that would work for the City of Novi. He asked the Commissioners to look at it and get their thoughts and input on it. Based on Commission recommendation we will move to add it to our CAPRA files and get it out to our coaches, players and spectators.

Commissioner Wingfield stated Novi Youth Baseball League has a code of conduct for the coaches who were encouraged to have a team meeting and go over the code of conduct with parents and players. Coaches were asked to sign them. He thinks this is an excellent step.

Commissioner Pratt thinks this is a good idea because a signature holds people accountable. He suggested the code of conduct be posted at each venue.

Commissioner Pratt made a motion to accept the Code of Conduct with the addition of a signature required for coaches. The motion was seconded by Commissioner Wingfield.

Voice Vote

Unanimous

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Pratt welcomed Deputy Director Ringle. He stated he likes the signs as you walk into the gymnasiums that tell about our programs. He sees people reading them. He stated that even though Ms. Thompson stated they did not want a parking lot at Brookfarm Park, our goal is to get people in to our parks and accessibility is important even for those who live in the subdivision so he is glad we are talking about parking. She had a good point about going and informing the residents what the plans will be for that park.

Commissioner Wingfield welcomed Deputy Director Ringle back to the department. He thanked Director Muck for letting him be involved in the evaluation process. This is his second time to participate and it is a great process. He stated the MRPA conference is in Lansing this year and asked if the department would consider paying for a day for a Commissioner to go. He went a few years ago and it was very beneficial. He noted that Light Up the Night will be on December 5th.

Student Representative Kodali congratulated Deputy Director Ringle and also Chairperson Jewell and Vice Chairperson Staab. He asked where he could view the Master Plan.

Director Muck stated we have copies at the Novi Parks, Recreation and Cultural Services office and after City Council approval it will be on the website.

Student Representative Thakore congratulated Deputy Director Ringle, Chairman Jewell and vice Chairman Staab. She asked if the department tracked attendance at the Dog Park.

Director Muck replied the fob system can break it down by day and even by hour.

She asked how it has been going and in the cold there seems to be less attendance.

Director Muck stated depending on weather it may be less.

Commissioner Bauss congratulated and welcomed Deputy Director Ringle. He stated he is looking forward to the Novi Theatre continuing and interested in the steps it takes to grow that program. His family has benefited from participating. He stated he lives

close to Brookfarm Park and appreciates all that has been done to the park. He looks forward to improvements. Regarding the path through the woods Ms. Thompson was talking about, there was one before the creek was redone. He was involved in an Eagle Scout project that went in to the woods and cleared the path. A month later, trees were taken out as well as many fallen trees. He stated it would be nice to have the path again. There was a winding path that went along the creek and through the woods.

Director Muck stated the path with access to the creek has been referenced in the Capital Needs Assessment. He does not know where it falls in the ten year plan.

Commissioner Bauss thinks parking is needed and four or five spots would be beneficial.

Commissioner Staab welcomed Deputy Director Ringle. He thanked Manager Kapchonick and Supervisor Morris for being at the meeting. He appreciates the efforts on the Five Year Strategic Plan. He looks forward to implementation and is feels it is an active plan. He looks forward to seeing everyone at Light Up the Night on December 5th and wished everyone a Happy Thanksgiving.

Commissioner Jewell welcomed Deputy Director Ringle and thanked Manager Kapchonick and Supervisor Morris for attending the meeting. He thanked Manager Kapchonick for all of her hard work on the Five Year Plan.

ADJOURNMENT

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

Voice Vote

Unanimous

The meeting was adjourned by Commissioner Jewell at 7:48 p.m.

DATE APPROVED: _____

Harry Torimoto, Chairperson

Jerry Jewell, Vice Chairperson

several communities and one was put together that would work for the City of Novi. He asked the Commissioners to look at it and get their thoughts and input on it. Based on Commission recommendation we will move to add it to our CAPRA files and get it out to our coaches, players and spectators.

Commissioner Wingfield stated Novi Youth Baseball League has a code of conduct for the coaches who were encouraged to have a team meeting and go over the code of conduct with parents and players. Coaches were asked to sign them. He thinks this is an excellent step.

Commissioner Pratt thinks this is a good idea because a signature holds people accountable. He suggested the code of conduct be posted at each venue.

Commissioner Pratt made a motion to accept the Code of Conduct with the addition of a signature required for coaches. The motion was seconded by Commissioner Wingfield.

Voice Vote

Unanimous

CITIZEN COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Pratt welcomed Deputy Director Ringle. He stated he likes the signs as you walk into the gymnasiums that tell about our programs. He sees people reading them. He stated that even though Ms. Thompson stated they did not want a parking lot at Brookfarm Park, our goal is to get people in to our parks and accessibility is important even for those who live in the subdivision so he is glad we are talking about parking. She had a good point about going and informing the residents what the plans will be for that park.

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Commissioner Bauss congratulated and welcomed Deputy Director Ringle. He stated he is looking forward to the Novi Theatre continuing and interested in the steps it takes to grow that program. His family has benefited from participating. He stated he lives



SUBJECT: Approval of the Resolution for Adoption of the Novi Parks, Recreation and Cultural Services Strategic Community Recreation and Master Park Plan 2015 to 2019.

SUBMITTING DEPARTMENT: Parks, Recreation & Cultural Services

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The State of Michigan Department of Natural Resources (DNR) requires municipalities to develop and approve a five-year Community Recreation Plan (CRP) to be eligible to apply and be awarded State and Federal grant monies. A Community Recreation Plan provides a base of information to use in implementing the department's Strategic Plan. Therefore, the Parks, Recreation & Cultural Services (PRCS) Department is combining its Community Recreation Plan and its Strategic Plan into one workable document entitled, "2015-2019 Strategic Community Recreation and Master Park Plan." In order to keep the plan more efficient and timely, the action plans, parks inventory, funding and other sections will be reviewed and updated on an annual basis.

Development of the plan utilized components of the 2010-2013 PRCS Strategic Plan, the 2009-2014 PRCS Community Recreation Plan, DNR Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans. Input was sought and provided by community members, PRCS staff, PRCS Commissioners, and City Council members. The plan was available for public comment from September 22nd until October 22nd at the Novi Civic Center, Novi Public Library, Novi Ice Arena, and Meadowbrook Commons and on the City website. On November 20th, a public hearing was held at the PRCS Commission meeting and the plan has been recommended for City Council approval by the PRCS Commission.

The plan will be sent to the DNR for final approval following City Council consideration and approval on November 24, 2014.

RECOMMENDED ACTION: Approval of the Resolution for Adoption of the Novi Parks, Recreation and Cultural Services Strategic Community Recreation and Master Park Plan 2015 to 2019.

	1	2	Y	N		1	2	Y	N
Mayor Gatt					Council Member Mutch				
Mayor Pro Tem Staudt					Council Member Poupard				
Council Member Casey					Council Member Wrobel				
Council Member Markham									



CITY COUNCIL AGENDA

CITY OF NOVI

Regular City Council Meeting

Monday, November 24, 2014 | 7 P.M.

Council Chambers | Novi Civic Center | 45175 Ten Mile Road

(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Markham, Mutch, Poupard, Wrobel

APPROVAL OF AGENDA

PUBLIC HEARING

1. 2015 Community Development Block Grant Program

PRESENTATIONS

Results of National Citizen Survey Perceptions – Dr. Thomas Miller, National Research Center

Comprehensive Financial Audit for year-end June 30, 2014 – Andrews, Hooper, Pavlik

Comprehensive Annual Financial Report ending June 30, 2014 – Carl Johnson, Finance Director

REPORTS:

1. MANAGER/STAFF

2. ATTORNEY

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 5 p.m. five days before the meeting and the materials cannot be changed before the meeting.

CONSENT AGENDA REMOVALS AND APPROVALS (See items A-M) All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered at the end of the normal Agenda.

MATTERS FOR COUNCIL ACTION

Consideration of a request of Eberspaecher North America, Inc. for a variance from Section 22-100(d)(1) of the City Code prohibiting loading and unloading of any commercial vehicle between the hours of 8:00 p.m. and 7:00 a.m. within 400 feet of a residential structure. The applicant would like to conduct loading and unloading activities between the hours of 5:00 a.m. and 11:00 p.m. within 210 feet of the adjacent residential property.

Approval to award a unit price service contract for forestry services to Asplundh Tree Expert Company (for a one-year term with three one-year renewal options) for an estimated annual price of \$123,000.

Approval of the final payment to VIL Construction, Inc., for the Pavilion Shore Park project in the amount of \$264,055.02.

Approval to award a construction contract for Regency Centre and Knightsbridge Gate Lift Station Upgrades to Great Lakes Power & Lighting, the low bidder, in the amount of \$121,980.

BREAK

MATTERS FOR COUNCIL ACTION – PART II

Approval to award the Civic Center and Police Headquarters Air Handler Replacement Project to R.W. Mead and Sons, Inc., the low bidder, in the amount of \$456,950.

Consideration of Zoning Ordinance Text Amendment 18.271 to update, amend and re-format Appendix A, "Zoning", of the City of Novi Code of Ordinances (the prior Ordinance No. 97-18, as amended) and related Zoning Map for purposes of incorporating Clearzoning formatting and clarifying certain provisions. **FIRST READING**

Consideration of Ordinance No. 14-124.19, Chapter 11 "Design and Construction Standards", Articles XI "Bicycle Paths", and Article XII "Pedestrian Safety Paths"; and Ordinance No. 14-45.30, Appendix C of the City of Novi Code of Ordinance, Article VI, "Design Standards", Section 4.05, "Pedestrian Safety Paths, Bicycle Paths and Public Walkways", in order to amend the existing design and construction standards to incorporate the Engineering Design Manual standards for off-road non-motorized facilities and to repeal conflicting Design and Construction Standards for Bicycle Paths, Pedestrian Safety Paths and public walkways. **FIRST READING**

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 5 p.m. five days before the meeting and the materials cannot be changed before the meeting.

COMMITTEE REPORTS

MAYOR AND COUNCIL ISSUES

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION: Consent Agenda items which have been removed for discussion and/or action.

COMMUNICATIONS:

CONSENT AGENDA: Background information for Consent Agenda items is available for review at the City Clerk's Office.

Approve Minutes of:

November 10, 2014 – Regular meeting

November 13, 2014 – Special meeting

Approval of the Resolution for Adoption of the Novi Parks, Recreation and Cultural Services Strategic Community Recreation and Master Parks Plan 2015 to 2019.

Approval of bid award to administer the 2015 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to Oakland Livingston Human Service Agency (OLHSA) in the amount of \$15,501.

Approve the Program Year 2015 Community Development Block Grant (CDBG) Application in the approximate amount of \$91,505 and authorize the Mayor to sign the Application and Sub-recipient Agreement.

Approval of traffic control orders 14-21 through 14-24 for the placement of an all-way stop at the intersection of White Pines Drive and Moorgate Drive in Royal Crown subdivision.

Approval of traffic control orders 14-25 through 14-48 for traffic control signage within Island Lake of Novi Phases 2A, 2B, 3A, 3B and 3C.

Approval to award the purchase and installation of one hot water boiler and one heating boiler at the Novi Ice Arena facility, to Serve-Ice, the low qualified bidder in the amount of \$23,442; and to amend the budget.

Approval to apply for a 2014 Assistance to Firefighters Grant (AFG) for a Digital Fire Attack Training System with a total potential match of \$2,110 by the City of Novi.

Approval to award an amendment to the engineering services agreement with Spalding DeDecker for construction engineering services for the Regency Centre and Knightsbridge Gate Lift Station Upgrades in the amount of \$14,269.

Approval of Resolution Concerning Acquisition and Approving Declaration of Necessity and Taking and authorization of Offer to Purchase in the total amount of \$500 for the acquisition of Lot 34, Shore Acres Subdivision (parcel 22-02-176-018) for the purpose of constructing the NC-1 pathway connection between East Lake Drive and Novi Road.

Approval of a Street Light Purchase Agreement with Detroit Edison Company for the installation and on-going operation costs of street lights within the Preserve at Island Lake (Phase 8) development on Ten Mile Road; and approval of an agreement with Toll

Brothers MI II for the sharing of installation and ongoing operation costs per the City's Street Lighting Policy.

Approval of a new Taxicab License for Kurt's Green Transport Service with one (1) taxicab.

Approval of Claims and Accounts – Warrant No. 928

ADJOURNMENT

SCHEDULED MEETINGS - All Regular Council meetings are held in the Council Chambers unless otherwise noted. The following schedule consists of meetings that are routinely held in the Council Chambers. For a complete listing of scheduled meetings, please visit the Event Calendar at cityofnovi.org.

November

27 – City Offices Closed

28 – City Offices Closed

December

8 – City Council – Council Chambers – 7 p.m.

9 – Zoning Board of Appeals – Council Chambers – 7 p.m.

10 – Planning Commission – Council Chambers – 7 p.m.

17 – Library Board – Council Chambers – 7 p.m.

18 – Parks, Recreation & Cultural Services Commission – Council Chambers – 7 p.m.

22 – City Council – Council Chambers – 7 p.m.

24 – City Offices Closed

25 – City Offices Closed

31 – City Offices Closed

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

We kindly request that you turn off all cell phones while in the Council Chambers. Thank you.



**RESOLUTION
STRATEGIC COMMUNITY RECREATION
AND MASTER PARK PLAN**

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

City Manager
Peter E. Auger

**Director of Parks, Recreation &
Cultural Services**
Jeffrey A. Muck

WHEREAS, the Parks, Recreation and Cultural Services Commission and the City Council of the City of Novi has undertaken a Five Year Strategic Community Recreation and Master Park Plan which describes the physical features, existing recreation facilities, programs and the desired actions to be taken to enhance and maintain recreation facilities, programs and services during the period between 2015 – 2019, and

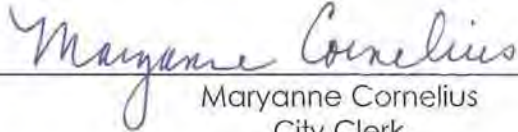
WHEREAS, the Parks, Recreation and Cultural Services (PRCS) Commission passed resolution of the plan on November 20, 2014, and

WHEREAS, the Parks, Recreation and Cultural Services (PRCS) Department, Commission, and City Council of the City of Novi has developed the plan for the benefit of the entire community and adopts the plan as a document to assist in meeting the recreation needs of the community.

NOW, THEREFORE, BE IT RESOLVED the City Council hereby adopts the City of Novi Strategic Community Recreation and Master Park Plan as a guideline for (PRCS) as an element in the overall comprehensive planning process for future development of the community.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held this 24th day of November, 2014.



Maryanne Cornelius
City Clerk

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org

**REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, NOVEMBER 24, 2014 AT 7:00 P.M.
COUNCIL CHAMBERS – NOVI CIVIC CENTER – 45175 TEN MILE ROAD**

Mayor Gatt called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Markham, Mutch, Poupard, Wrobel

ALSO PRESENT: Peter Auger, City Manager
Victor Cardenas, Assistant City Manager
Thomas Schultz, City Attorney

APPROVAL OF AGENDA:

CM 14-11-177 Moved by Wrobel, seconded by Casey; **CARRIED UNANIMOUSLY:**
To approve the Agenda as presented.

Roll call vote on CM 14-11-177	Yeas: Staudt, Casey, Markham, Mutch,
	Poupard, Wrobel, Gatt
	Nays: None

PUBLIC HEARING

1. 2015 Community Development Block Grant Program

Public hearing was opened at 7:01 p.m. Susan Woods, representing HAVEN, stated the domestic violence agency has served 141 families and individuals in Novi over the 2013-2014 fiscal year and is asking for continued support. Public hearing was closed at 7:02 p.m.

PRESENTATIONS

1. Results of National Citizen Survey Perceptions – Dr. Thomas Miller, National Research Center

Dr. Miller spoke about the findings of the Citizen Survey. A representative sample is done which is a scientific survey of residents. The survey asks residents' perspectives of how the community is doing and quality of services. There are many different reports that he would recommend. He explained the results apply to other stakeholders with government, such as, other community organizations. The survey looked at 8 factions (cited on the slide #3). This survey has taken place every other year since 2006. There was a 28% response rate. He displayed a schematic of national benchmark comparisons so as to see how Novi residents compare to other residents throughout the United States. Tracking this information over a period of time, can be regularly used for governing bodies' decisions to decide what direction to move in. Safety and economy

were most important to residents. Key findings had to do with quality of life. They have been continuously above and have increased, education and enrichment, cleanliness and overall economic health. The second key finding was how residents feel safe here and that includes 9 out of 10 feeling safe or very safe. Overall economic health ratings were high or very high. Special thanks were given to Sheryl Walsh as the liaison for the City and to Dr. Miller. One of the questions on the survey relates to City priorities that were essential or very important. They felt information sources such as the Engage, City website, Novi News, homeowner associations were very important. Conclusions show, which was based on the data, exceptional quality of life, importance of public safety, economic health, and the exceptional quality of them were most important. Remarkable findings show Novi improving since 2006. He wanted to draw attention to the perception that community engagement here is not strong compared to other places. Street repair ratings have declined that could be due to the unusually difficult winter last year. Many characteristics are better than other communities as they support many activities.

Mayor Gatt noted his surprise at the community engagement levels being lower. Street repairs are definitely needed after this past winter. Member Wrobel asked about the low response rate of the questionnaire and if it can be improved. Dr. Miller noted that people may be burnt out from completing surveys. He recommended more publicity and an additional contact may aid. Another area of concern was the online survey. They are exploring having everyone reply online and providing ways of opting people in with a larger sample size. Member Wrobel noted he took the online survey and his observation was that it was endless. Member Markham commented about community engagement and how to link school districts in the community. Contacts begin with the school districts and thought the outer school districts didn't feel connected to the community without reaching out on their own.

Comprehensive Financial Audit for year-end June 30, 2014 – Andrews, Hooper, Pavlik

Roger Hitchcock presented the financial audit. They had great cooperation from management and with the new staff this year. There were no significant matters noted during the audit process. There was an un-modified clean opinion again like last year. He mentioned a material weakness of monitoring agreements with sewer and water connection fees that were created in 1979. Management found 50 agreements that required a correction of an error, but excellent results on the financial statement. The GFOA (Government Finance Officers Association) certificate of excellence in financial reporting was received for the 16th year. S & P bond rating of AA+. In note #14 on page 51, there are new GASB requirements. He noted GASB 68 and 71 will come into effect next year. There is one exposure draft that will come into effect 2015 of Other Post Retirement Benefits. It will create a liability like the pensions by 2017. Liability exposure is about \$4 million now. He went through the percentages of each of the graphs to display the overall 30% Fund Balance. He noted that Novi is in a good position. Mayor Gatt thanked the City Management for all the work they do. Member Mutch noted the fact that we get \$28,000 per year from Lansing. That seems unbelievable at a rate of .50 cents per resident. He also asked about the material

weakness as to how that has been addressed. Mr. Hitchcock noted management brought all these concerns to their attention. Most of those came from management and that is a very strong group. Member Mutch asked if there were any other things. Mr. Hitchcock stated no others were necessary. Member Markham noted this has been a transition year for our Finance Department and appreciated that we've had a very smooth transition. Staff is to be commended for that.

Comprehensive Annual Financial Report ending June 30, 2014 – Carl Johnson, Finance Director

Mr. Johnson went through some key items to be highlighted. He thanked each of his staff for their assistance during the audit and noted they are the backbone of the department. The audit had a clean opinion on page 2; correction of an error goes into detail on page 56. This related to monitoring agreements back in 1979 related to a Council resolution. Annually, we receive \$3-5 million for the tap-in fees. There were 50 of these outstanding cases. The potential refunds are over \$2.5 million dollars. The refunds have been ready to go and should have been recorded as a liability. Also, four funds were combined in the Municipal Street Fund that should have been broken out under the State's requirements and there were two funds that were reclassified under the Special Revenue Funds. The fund balance listed on page 25 was restated. The Municipal Street Fund had 17 different Special Assessment Funds that hadn't been closed out over the last 20 years. There are 3 new funds in the Financial Statements under Special Revenue; West Oaks street lighting, West Lake Street Lighting and Town Center Street Lighting which are ongoing. The other correction was the Special Assessment Revolving fund that is designated as capital for future road purposes and was reclassified as Capital Projects fund now. The Drain Perpetual Special Care fund was reclassified. The Street Improvement fund was added because the balances are based on timing. We've had a lot of construction contracts that are carryover from year to year. This new fund will track those. It will zero itself out at the end of this fiscal year with \$4.7 million dollars. The next item was the Special Assessment Districts that were lumped together. They closed all of them that needed to be closed. The result is that restricted funds significantly changed. Currently, there are no restrictions and \$3 million is now available to the city. This frees up \$5-6 million after the Special Assessments were cleaned up. The Drain Fund has a zero balance. The General fund has \$24.6 million in the current year, but the largest sources are the \$19 million of revenue in taxes and state shared revenues. He noted our growth and revenue will be small. Our total revenue was up only \$112,000. The expenditures are only \$33,000 less than last year. Our fund balance is 29%. It is outstanding. OPEB liabilities are fully funded as of June 31, 2014. Regarding pension liabilities, he spoke about the liabilities continue to increase even though we pay what we should and a little extra. Debt is good. As millages fall off, we have an opportunity for the \$1.5 million to be redirected to the drains or other items. Mayor Gatt noted that it was a very comprehensive report. Member Mutch asked about unrestricted funds being available for street projects. Mr. Johnson said they were. Member Mutch asked the nature of the funds as far as projected funds. Mr. Johnson answered the only thing that changed is the \$3 million in the Municipal Road fund. He explained the lifting of the restrictions of SAD funds is due

to the way they were administered. Member Mutch asked about OPEB liability and pension funds and what strategy can be used to allow us to address outstanding pension obligation. He is looking in the budget for an ongoing strategy besides what we are doing that will address the liability. Mr. Johnson said the defined benefit plans are all closed except for 2. We went with option A rather than B and that capped the liability and will continue to address it. Mayor Pro Tem Staudt asked if Mr. Johnson would encourage them to spend some of the fund balance. He answered that if it is a planned use of fund balance and once you've hit your goals is fine, but not regularly. 15-20% is needed for cash flow purposes. Member Markham asked about tax abatements. When we grant one, that allows them to provide half the tax revenue over a period of time. How is that reflected in the budget? Mr. Johnson said it is in the revenue. It is a reduced amount of revenue that is shown in the financial statement. Member Markham felt it was hidden in the budget as they are allowed to pay half. Mayor Pro Tem Staudt confirmed that there is no expenditure for tax abatements.

REPORTS:

1. MANAGER/STAFF - None
2. ATTORNEY - None

AUDIENCE COMMENT:

Kim Bondar, 43999 Durson, noted all businesses must abide by all codes and ordinances. He asked Council to deny the request from Eberspaecher. He explained the offending noise comes from the parking lot of Eberspaecher. The offending noise has not been addressed. The applicant's sound data proved they violated the ordinance on several occasions outside of extended hours.

Darnel Krause, 44057 Marlson, asked that the permanent variance be denied. They've moved trucks as early as 4:15 a.m. and employees come in with vehicles that show up at 2:30 or 3:00 a.m. playing loud music. He asked that Council consider the citizens.

Stephanie Ernster, 43925 Settlers Creek Ct., noted excessive noise has occurred with the sound of metal crashing into bins. She called Police Department at 5 a.m. on a Sunday. She is concerned that the sound study was done in June through August when trees are at their fullest. In the fall and winter, there is no barrier. She had questions about the current code.

Josette Poirier, 43980 Durson, had no complaint but lives close. They back up to CVS. She felt that if the distance was cut down from 400 to 210 feet, she worried that CVS will want to do the same thing with three shifts. They cannot ask for a variance and increase hours too. CVS isn't a problem at this point, but other companies will want to follow suit. They wondered if they would have to accept this for the growth of the City for 220 more jobs.

James Wasolek, 25884 Clark St. said he has been a resident for 35 years. He stated this company has been a noise nuisance, as we can't silence air brakes, large trucks, back up beepers on trucks and hi los, air horns, loud talking, car doors slamming, three shifts of workers coming and going. Most important, the residents won't be silenced. Many home owners don't have air conditioning; they can't enjoy a peaceful morning or evening. The so-called berm has sunk and trees are dead. None of them want to be woken up at 5:00 a.m. Sleep is another issue with noise going on until 11 p.m. He felt this company made a poor choice on the location and citizens are not going to pay for their mistake with loud noise levels. He asked Council to reject the request and return it to the original ordinance.

Jason Richard, 25890 Clark St., a three-year resident, doesn't understand even with its own study, how Eberspaecher could violate its own rules. Why should they be allowed to expand when they can't follow current rules? He didn't think this was something that should have been granted. He asked Council to listen to citizens that live there daily.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 14-11-178 Moved by Wrobel, seconded by Casey; CARRIED UNANIMOUSLY:

To approve the Consent Agenda as presented.

Approve Minutes of:

November 10, 2014 – Regular meeting

November 13, 2014 – Special meeting

Approval of the Resolution for Adoption of the Novi Parks, Recreation and Cultural Services Strategic Community Recreation and Master Parks Plan 2015 to 2019.

Approval of bid award to administer the 2015 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to Oakland Livingston Human Service Agency (OLHSA) in the amount of \$15,501.

Approve the Program Year 2015 Community Development Block Grant (CDBG) Application in the approximate amount of \$91,505 and authorize the Mayor to sign the Application and Sub-recipient Agreement.

Approval of traffic control orders 14-21 through 14-24 for the placement of an all-way stop at the intersection of White Pines Drive and Moorgate Drive in Royal Crown subdivision.

Approval of traffic control orders 14-25 through 14-48 for traffic control signage within Island Lake of Novi Phases 2A, 2B, 3A, 3B and 3C.

Approval to award the purchase and installation of one hot water boiler and one heating boiler at the Novi Ice Arena facility, to Serve-Ice, the low qualified bidder in the amount of \$23,442; and to amend the budget.

Approval to apply for a 2014 Assistance to Firefighters Grant (AFG) for a Digital Fire Attack Training System with a total potential match of \$2,110 by the City of Novi.

Approval to award an amendment to the engineering services agreement with Spalding DeDecker for construction engineering services for the Regency Centre and Knightsbridge Gate Lift Station Upgrades in the amount of \$14,269.

Approval of Resolution Concerning Acquisition and Approving Declaration of Necessity and Taking and authorization of Offer to Purchase in the total amount of \$500 for the acquisition of Lot 34, Shore Acres Subdivision (parcel 22-02-176-018) for the purpose of constructing the NC-1 pathway connection between East Lake Drive and Novi Road.

Approval of a Street Light Purchase Agreement with Detroit Edison Company for the installation and ongoing operation costs of street lights within the Preserve at Island Lake (Phase 8) development on Ten Mile Road; and approval of an agreement with Toll Brothers MI II for the sharing of installation and ongoing operation costs per the City's Street Lighting Policy.

Approval of a new Taxicab License for Kurt's Green Transport Service with one (1) Taxicab.

Approval of Claims and Accounts – Warrant No. 928

Roll call vote on CM 14-11-178

Yeas: Casey, Markham, Mutch, Poupard, Wrobel, Gatt, Staudt

Nays: None

MATTERS FOR COUNCIL ACTION

Consideration of a request of Eberspaecher North America, Inc. for a variance from Section 22-100(d) (1) of the City Code prohibiting loading and unloading of any commercial vehicle between the hours of 8:00 p.m. and 7:00 a.m. within 400 feet of a residential structure. The applicant would like to conduct loading and unloading activities between the hours of 5:00 a.m. and 11:00 p.m. within 210 feet of the adjacent residential property.

City Manager Auger added Eberspaecher has done several items in the past nine months to try to be good neighbors to the residential unit. They've also agreed, if going forward, to another half dozen items such as: shrinking the delivery pick-up by two hours, creating a gate so other trucks don't use their parking lot as a holding area that

they are using currently, and creating an 18 foot sound barrier wall across the property closer to the residential areas. The choice for Council is, are they moving in the right direction so that Administration and staff can visit next year and they can continue on. They are looking for a larger building that they can consolidate their other corporation into, which could be in two years. Mayor Gatt asked if there had been police complaints and if this has been going on for six months. Mr. Auger said he thought it has been around six months. The calls that came in to the Police Department weren't targeted towards Eberspaecher but had identified CVS. The challenge is when there are two trucking operations in the same place. It is difficult to identify where the noise is actually coming from. He believed there were about three police calls over the last six months. Mayor Gatt asked what the results of the calls were. Mr. Auger said that it was hard to tell where the sounds were coming from, was it the CVS or the Eberspaecher. Mayor Gatt asked the representative from Eberspaecher if they wanted to speak before Council on this issue before he opened it up for Council.

Larry Wojciechowski, Plant Manager for Eberspaecher Gen Mar Facility, noted City Manager Auger has spoken very eloquently on what they have done in the past. Since he last spoke before Council in February, we did what we were required and requested some sound studies be done on the facility to determine what types of noises were emitted that our neighbors would be seeing from our operations. They did the sound studies and put the sound recording devices as close to the residences as they possibly could staying within the property line adjacent to the property owners to make sure they could see what the impact was. Yes, some of the noises did reach the sound levels. The result of the sound study has been presented. There were over 400 hours of studies that were performed. The events that were generated out of Eberspaecher were less than noises that were emitted from regular city sounds. As a neighbor to our neighbors, we are emitting sounds that are within the same decibel levels that they were seeing from traffic from Novi Road, Police/Fire trucks traveling around the areas, thunderstorms, airplanes, trains, and things our Community normally hears on a day-to-day basis and we do not give it a second thought. Yes, we are new to the Community and we are trying to work well within those guidelines. We have done a number of things and we are continuing to do a number of things. We are reducing our hours as of January 1st from 6:00 a.m. to 10:00 p.m. He said that is the shipping window that they are looking at putting into effect January 1st.

We have been working with our traffic logistics company to reduce it even further. Our customer, though, is putting a limit on the 6:00 a.m. deliver/pickup from our facility and that is where we are at right now. We are also looking at putting up a wall, which we are working with our sound company to find out what the best composition is going to be. They are looking at concrete, composite materials, appropriate height which would be 18 feet, and wrapping it, not all the way around the buildings, but to protect the homes the best that they can. Most of the wall will be on the parking lot and it will not be intrusive to the neighbors. We will not put a wall on the neighbors' property lines. They will keep the wall on our own facility so it can stop the sound at its source and prevent it from reaching our neighbors the best they can. The other thing we are doing as the City Manager said, we are within the next 24 months, looking at consolidating all of our North American operations into a larger facility. That is going to help reduce staffing; it is also going to reduce shipping hours and it will reduce overall hours of

staffing; it is also going to reduce shipping hours and it will reduce overall hours of operations. These things do take time to find an appropriate location and an appropriate facility. The City of Novi has reached out to help find an appropriate facility that will house 3 other facilities from Novi, Wixom, and Brighton facilities. Combining them is difficult. It is a big task and it is going to take some time to coordinate those efforts and can't be done overnight. We are working towards it and the company president estimated they are going to have this all done within the next 24 months.

Mayor Gatt asked two questions: what would be the ramifications if this Council did not grant a variance and they could not work between the hours of 8:00 p.m. – 7:00 a.m. Mr. Wojciechowski said they would have to work with their customer to stop the operations and it would be very catastrophic to the company. They would have to move out the operations within a very short period of time. Jobs will be lost and they would have to leave the City. They would lose the revenues and lose 200 jobs at that plant. They don't have a place to put them right now. The customer would take the jobs and give them to somebody else. So they would lose it as an organization.

Mayor Gatt confirmed with Mr. Wojciechowski that he is proposing to move the operations from 6:00a.m. to 10:00 p.m. One hour in the morning would cause that much of an impact on the operation? Mr. Wojciechowski said they are doing that right now. They are working with their logistics company and their customer too. Their original first window is at 4:00 – 4:30 in the morning. They have avoided those windows already by working with their logistic company and the customer and got away from that early time frame. They are pushing that envelope to 6:00 in the morning. It would be catastrophic to push it to 7:00 a.m. Mayor Gatt asked if he was at the Council meeting six months ago. Mr. Wojciechowski said he was. Mayor Gatt asked if he recalled asking him or his representatives to go into the neighborhood, talk to the people and be good neighbors. Did anybody from your company do that, he asked. Mr. Wojciechowski said no, they did not.

Mayor Pro Tem Staudt asked if the customer that is requiring the 6:00 a.m. pickup, was aware of this situation. Mr. Wojciechowski said yes, they are. Mayor Pro Tem Staudt confirmed that they have not volunteered to change their process even a half hour to 7:00 a.m. Mr. Wojciechowski answered no they cannot. Member Staudt mentioned he would like to know who it is because he would like to give a call to their president tomorrow. Mr. Wojciechowski said it was Sterling Heights Assembly Plant. Mayor Pro Tem Staudt said regarding the late night issues that you have, what requires them to stay open to 10:00 p.m. Mr. Wojciechowski said the final shipping window to our customer. Mayor Pro Tem Staudt asked if he couldn't move that back to 9:00 p.m. to accommodate instead of perhaps leaving them a little more time in the morning cutting it back a little bit at night. Mr. Wojciechowski said right now the customer's hours of operation are 4:30 a.m. until 12:30 a.m. They have defined window times for us to make deliveries to them and our latest one on record is at 12:30 at night so they have that material for their start up in the morning. Mayor Pro Tem Staudt asked when they purchased the plant, did he anticipate these hours of operation. Mr. Wojciechowski said, no sir. Mayor Pro Tem Staudt asked what happened. Mr.

Wojciechowski said what happened was the plant that they are talking about looking for in the next 24 months was on their agenda for last year. Their parent organization decided that they did not have the capital within their company to go ahead and make that purchase. They have a German based organization and the economy in Germany over the last couple years has been very tight. Making capital expenditures of that nature and that magnitude were asked to be delayed. The job that is in their facility is the exhaust system for the Chrysler 200 was slated for a brand new plant. However, due to the economics they had to reconfigure themselves and reorganize the Gen Mar facility to accept this building for the period of time. Mayor Pro Tem Staudt confirmed that he was aware of the noise restrictions at the time they purchased the building. Mr. Wojciechowski said correct, the intent of the facility was going to be a specialty products facility. There are two different types of manufacturing that can occur, one that does high volume for the automotive industry where 1,000 vehicles a day are being made, that is the case of the Chrysler 200, or a lower volume and a special niche market which is what this facility was intended. The initial intent was to be purchased to produce that. Some of those products are exhaust after treatment for Case and Holland Farm equipment. They are in the process right now beginning that transition, two years down the road. The Case and Holland systems are one or two a day that are being made and shipped out. So, the ability to work within the confines of the City ordinance becomes that much easier. Mayor Pro Tem Staudt explained that he must understand, as he stands here with the residents, that you are basically telling Council that because of your corporate situation or financial issues that you've used this plant for something that it was never intended to be used for and they didn't expect them to be working on a 24 hour shift. Mr. Wojciechowski said yes, they did not expect that at all, when they first walked into that facility.

Member Wrobel said he was disappointed he didn't get together and talk to the local residents as was suggested the last time. He directed to Mr. Auger, if anyone could answer the question, if they put an 18 foot tall barrier, would it do any good. Mr. Auger didn't think there is that expertise to state it, but if you look at the highway walls that go up around the highways, it is about the same size. Member Wrobel also wanted to know because he heard that some of the problems are CVS and some is Eberspaecher and he only wanted to hold them accountable for the noise they are making and not for what is carry over noise from CVS. He didn't know if they had any data saying CVS is doing this or Eberspaecher is doing this. Mr. Auger said one of the issues is the CVS lot is actually a gated lot if you drive down their road. Their delivery trucks are only allowed in to their lot at certain times to make their pickups. So if they get to property first they pull into the Eberspaecher parking lot and back in there to wait for their time slot. The gate that they are looking to put in would restrict any vehicles of a certain height to come in during those times and that is why the company came forward with that design. It will keep those trucks somewhere else. They will have to park somewhere else instead of near the neighborhood. Member Wrobel would like to accommodate this company because he wants them to stay in Novi. He understood that when they first came here, this wasn't the kind of operation they were doing. He is also concerned about the citizens. They have been there a long time and there are certain expectations of what the noise is going to be. He will be curious to see what his other colleagues state regarding this issue.

Member Mutch asked Mr. Wojciechowski questions relating to some of the statements that he made; just to better understand, what the nature of the work is that is being done inside the facility. Mr. Wojciechowski said they take metal components that they purchase and they weld them together in order to make an exhaust system. The worst noises that they have are the trucks coming into the facility inside of the plant. They do have a forklift trucks that move material from point A to point B. Those trucks do have back up beepers on them. They are currently working with their supplier forklift company to reduce the noise decibels on those vehicles themselves, put socks on the horns on them if nothing else in order to make the noise effective for within the facility and less of a chance to permeate outside of the facility. Member Mutch noted it sounds to him that it is a manufacturing operation. They are taking raw materials and creating exhaust systems. He just wanted to be clear on that. He asked how long they have been in the current facility. Mr. Wojciechowski said they have been in there since August, 2011. Member Mutch asked what kind of work was being done when they first went into the facility. Mr. Wojciechowski said he was hired as the plant manager for the facility and the work they were going to do in there would be the specialty products that they would be making, the lower volume, and the one or two units a day that they would be producing. They started and did not actually manufacture a part out of that facility until December, 2013. Member Mutch asked for that two year time period what was the nature of the activity in the building. Mr. Wojciechowski said the nature of the activity of the building was to prepare for manufacturing. Member Mutch summarized they were setting up staging the facility. He said they went in front of the Planning Commission and got approval for parking lot improvements and storage tank for argon gas. Mr. Wojciechowski added it started out with modifying offices when they got into the facility and making sure that they did all the proper upgrades to fire equipment within the City codes. Once it was determined that the manufacturing that was going to be done with the facility shifted, they realized that this small facility and the small parking lot was not going to hold what they needed to do. So therefore, we did have to expand and yes, they did go before Planning Commission and modify the parking. Member Mutch asked, in terms of the duration of the hours of operation, has it always been a 24 hour operation or what did they start with and at what point did they transition to 24 hours. Mr. Wojciechowski said it was not a 24 hour operation until the middle of May, 2014. Member Mutch asked what their hours of operation were when he came before Council initially in February-March, 2014. Mr. Wojciechowski said they were a one shift operation when at 5:00 p.m. It was quiet. Member Mutch asked when the shift started in the morning. Mr. Wojciechowski said it started at 6:00 a.m. Member Mutch confirmed the time line, from December, 2013 till May, 2014 they were operating from 6 a.m. to 5 p.m., then from May, 2014 forward it has been a 24 hour operation. Member Mutch again asked about their effort to locate a facility where they will consolidate operations. He asked if they had a facility picked out. Mr. Wojciechowski said they have been unsuccessful in finding one as of right now. Member Mutch asked if they are looking in Novi. Mr. Wojciechowski said they are looking at a number of locations; some are within Novi, with the combination of the three facilities, they are trying to find a spot that is centrally located to those three facilities so they can keep those employees and not have to train an entire new workforce. Member Mutch said a couple of things have been referenced in terms of the sound studies that were done

since they were last here. In reviewing the sound studies, it is characterized by the company he hired to do the analysis. It is evident that there are number of time periods, and residents have attested to it, where there is noise that is being attributed to their operation. He knew the sound engineers made an effort to try to differentiate whether it was Mother Nature or whether there was a train going by or CVS. As he looked at the reports that have been provided to them, he saw a number of times where there is excessive noise from their facility. Again, as it was pointed out, not only during the expanded time period that they requested Council granted earlier this year, but beyond that, beyond the 11:00 p.m. and before 5:00 a.m. That creates a concern for him and doesn't look to him like there is enough control to be able to prevent these excessive sounds even within the window that they requested. The problem he has is if he grants the 5:00 a.m. to 11:00 p.m. then what's to say somebody is not come back and they want a waiver for beyond that. If we as a City are going to allow this kind of noise impact on a residential neighborhood at 5:00 a.m. or up to 11:00 p.m. at night, what are our standards because Council would be saying that they don't care? He said if this was his house and he was getting woken up at 5:00 a.m. by truck traffic, he would not be happy. The problem he has is that they are not guidelines; the City has standards that are put in place to try to balance the needs of residents versus business. It has worked for a number of years. One of the things they have learned is that next to a residential area, it creates an excessive amount of noise relative to everything else that is going on. From the information that they have provided, it is clear to him, what happened was that they went into the facility expecting to do one thing and ended up doing another. Now they are being asked to allow a 24 hour operation with shipping for 18 out of 24 hours next to a residential use. He doesn't see a track record of meeting those ordinance standards. They have only met the standards. He cited noise complaints filed with the City. He felt Council had been very generous and the company was given the opportunity.

Member Markham was also concerned with the sound study that was done in the summer when there is tree cover. She was not concerned about noise during the day or regular operating hours. It is the extended hours where they were not able to show that they could operate within those extended hours. She originally voted to allow them to operate this way. She would like to see them remain in Novi but she thought the burden is on them to work with their customers, their logistics people, and their operation to stay within the constraints of what our City ordinances require. She could not support the variance at this time.

Member Casey echoed the two previous speakers. She was opposed to granting the variance and she understands the position he is in. She understands what he did to negotiate the deals in the first place with the clients. She sympathizes with the situation he is in, especially, understanding how the corporate office is not giving them the fullest amount of support. Her opposition has not changed and his data only strengthens her opposition to granting the variance. If he could come back with other things to protect the residents behind them and she is not able to support it now.

Regarding the request from Eberspaecher North America, Inc. for a variance from Section 22-100(d)(1) of the City Code to allow loading and unloading of any commercial vehicle between the hours of 8:00p.m. and 7:00a.m. within 400 feet of a residential structure, with a finding that the standards of City Code Section 1-12, have not been met, and specifically that:

- (a) The applicant has not demonstrated that there is anything unique about its operation as compared to other uses that require work adjacent to residential properties during nighttime hours;
- (b) The deviation for the ordinance that is being requested is substantial, and the applicant has not proposed an alternative that adequately protects the interests of the adjacent residential properties; and
- (c) The granting of the variance will be detrimental to the public health, safety and welfare and injurious to the adjoining and neighboring properties due to the additional noise generated from the operations of the facility at early and late (nighttime) hours in close proximity of the neighboring residential homes.

The applicant will be allowed to maintain the current variance of 5 a.m. to 11 p.m. for a period of 90 days, and then they will need to revert back to the ordinance.

Mayor Pro Tem Staudt said the biggest mistake was not going back and talking to the residents. He told him to go back to their corporate operations and let them know that this was not a good decision. He would suggest 90 days for a time line be given to the company. Member Wrobel asked for clarification of the motion. What are the times that they are proposing? Mayor Pro Tem Staudt said whatever the current variance times are.

Member Mutch stated he was very clear initially on this and could not support the variance extension. There wouldn't have been a variance to allow them to operate; based on the applicant's testimony he would never institute the 24 hour operation at this location. He hasn't seen steps to address the noise. It is the problem going forward. He asked for confirmation that it has been documented that the applicant has exceeded the noise ordinance standards. City Attorney Schultz said he is not a noise expert, and the study on its own is not something that can just be used to write a ticket and then get a judgment on the issue in court. We have to take the noise study, if the motion passes, and decide if it is enough to get into court to get a violation established. He didn't know enough about the study to determine whether or not that is going to happen in this case. Member Mutch clarified that it wasn't whether they would win the case, it was whether by definition of the ordinance when they exceeded the noise ordinance standards it would be a violation of an ordinance. City Attorney Schultz said it was the same thing; he couldn't say at this point, without further analysis of the study, that it proves any particular violation. It may, but that conclusion has not been reached. Member Mutch said it was unfortunate. He wouldn't support the motion.

Member Casey said she could not support the extension of the variance. They asked the residents to go along with us on this pilot for six months and she couldn't see giving them another three months to have them live with the noise from 5:00 a.m. to 11 p.m.

Roll call vote on CM 14-11-179

Yeas: Poupard, Wrobel, Gatt, Staudt

Nays: Markham, Mutch, Casey

Approval to award a unit price service contract for forestry services to Asplundh Tree Expert Company (for a one-year term with three one-year renewal options) for an estimated annual price of \$123,000.

CM 14-11-180

Moved by Wrobel, seconded by Casey; CARRIED UNANIMOUSLY:

To approve to award a unit price service contract for forestry services to Asplundh Tree Expert Company (for a one-year term with three one-year renewal options) for an estimated annual price of \$123,000.

Roll call vote on CM 14-11-180

Yeas: Mutch, Poupard, Wrobel, Gatt, Staudt, Casey, Markham

Nays: None

Approval of the final payment to VIL Construction, Inc., for the Pavilion Shore Park project in the amount of \$264,055.02.

CM 14-11-181

Moved by Wrobel, seconded by Staudt; CARRIED UNANIMOUSLY:

To approve the final payment to VIL Construction, Inc., for the Pavilion Shore Park project in the amount of \$264,055.02.

Roll call vote on CM 14-11-181

Yeas: Poupard, Wrobel, Gatt, Staudt, Casey, Markham, Mutch

Nays: None

Approval to award a construction contract for Regency Centre and Knightsbridge Gate Lift Station Upgrades to Great Lakes Power & Lighting, the low bidder, in the amount of \$121,980.

CM 14-11-182

Moved by Casey, seconded by Mutch; CARRIED UNANIMOUSLY:

To approve to award a construction contract for Regency Centre and Knightsbridge Gate Lift Station Upgrades to Great Lakes Power & Lighting, the low bidder, in the amount of \$121,980.

Roll call vote on CM 14-11-182

Yeas: Wrobel, Gatt, Staudt, Casey, Markham, Mutch, Poupard

Nays: None

Approval to award the Civic Center and Police Headquarters Air Handler Replacement Project to R.W. Mead and Sons, Inc., the low bidder, in the amount of \$456,950.

CM 14-11-183 Moved by Casey, seconded by Mutch; CARRIED UNANIMOUSLY:

To approve to award the Civic Center and Police Headquarters Air Handler Replacement Project to R.W. Mead and Sons, Inc., the low bidder, in the amount of \$456,950.

Roll call vote on CM 14-11-183

Yeas: Gatt, Staudt, Casey, Markham, Mutch, Poupard, Wrobel

Nays: None

Consideration of Zoning Ordinance Text Amendment 18.271 to update, amend and re-format Appendix A, "Zoning", of the City of Novi Code of Ordinances (the prior Ordinance No. 97-18, as amended) and related Zoning Map for purposes of incorporating Clearzoning formatting and clarifying certain provisions. **FIRST READING**

City Manager Auger explained staff has spent a lot of time working with Clearzoning, it will be a formatting change and makes it a lot easier for people when they come to do business with the City. They can find it online and search it. It will clean up a lot of issues for staff.

Member Mutch commented the changes that were in the new formatting will be a vast improvement over the current zoning ordinance. It will make it much easier. He would like to see one provision revised between First and Second Readings is Section 3.29.3(a). In the new format it deals with residential density within residential unit developments. It has come up during previous discussions of the RUD projects. The current ordinance standard uses net density calculation. Every section of our zoning ordinance net density is used except in the RUD. In the RUD we allow a property owner to utilize unbuildable land for the calculation of density. It creates unfair situation where two similar situated property owners could have different densities allowed. It is inconsistent with every other section of the ordinance. In approving the first reading, he would like it

to be addressed and change the RUD provision to make it net density. Then it will be uniform across our entire zoning ordinance and every piece of property will be treated equally.

CM 14-11-184 Moved by Mutch, seconded by Casey; CARRIED UNANIMOUSLY:

To approve the Zoning Ordinance Text Amendment 18.271 to update, amend and re-format Appendix A, "Zoning", of the City of Novi Code of Ordinances (the prior Ordinance No. 97-18, as amended) and related Zoning Map for purposes of incorporating Clearzoning formatting and clarifying certain provisions including the change from gross density to net density in the RUD provisions of the zoning ordinance. FIRST READING

Roll call vote on CM 14-11-184

Yeas: Staudt, Casey, Markham, Mutch, Poupard, Wrobel, Gatt

Nays: None

Consideration of Ordinance No. 14-124.19, Chapter 11 "Design and Construction Standards", Articles XI "Bicycle Paths", and Article XII "Pedestrian Safety Paths"; and Ordinance No. 14-45.30, Appendix C of the City of Novi Code of Ordinance, Article VI, "Design Standards", Section 4.05, "Pedestrian Safety Paths, Bicycle Paths and Public Walkways", in order to amend the existing design and construction standards to incorporate the Engineering Design Manual standards for off-road non-motorized facilities and to repeal conflicting Design and Construction Standards for Bicycle Paths, Pedestrian Safety Paths and public walkways. **FIRST READING**

Member Mutch commented this went through the Ordinance Review Committee in which it was approved to go to City Council. The one item that was highlighted in the memo is the discussion of what to do with sidewalk segments on roads with single lots. This will include language that will allow City Administration to grant a variance based on certain standards. If there is no sidewalk within 300 feet of where the City is requiring it, there is an option to allow the property owner to contribute equivalent to the construction cost of the sidewalk that can be used to fill gaps in the existing system. It will relieve the property owner of the obligation to create a sidewalk on the property. He also asked staff about the language regarding pathway easements connecting sidewalks to a sub or school. He would like to increase the easement widths in subdivisions. In a subdivision situation there needs to be about 20 feet. It creates enough distance on either side of the pathway or sidewalk that they don't run into conflicts with adjoining property owners.

CM 14-11-185 Moved by Mutch, seconded by Markham; CARRIED UNANIMOUSLY:

To approve Ordinance No. 14-124.19, Chapter 11 “Design and Construction Standards”, Articles XI “Bicycle Paths”, and Article XII “Pedestrian Safety Paths”; and Ordinance No. 14-45.30, Appendix C of the City of Novi Code of Ordinance, Article VI, “Design Standards”, Section 4.05, “Pedestrian Safety Paths, Bicycle Paths and Public Walkways”, in order to amend the existing design and construction standards to incorporate the Engineering Design Manual standards for off-road non-motorized facilities and to repeal conflicting Design and Construction Standards for Bicycle Paths, Pedestrian Safety Paths and public walkways. **FIRST READING**

Roll call vote on CM 14-11-185

Yeas: Casey, Markham, Mutch, Poupard, Wrobel, Gatt, Staudt
Nays: None

AUDIENCE COMMENT:

Kim Bondar. 43999 Durson, said he appreciated Council’s consideration regarding Eberspaecher. He cautioned that it should not turn into another CVS issue. Residents can determine between CVS noise and Eberspaecher noise. He made several complaints to police but those were never logged.

COMMITTEE REPORTS:

Member Markham reported on the Walkable Novi committee. They met twice and approved the updated 2014-15 non-motorized plans draft, reviewed top 20 pathways and made a few tweaks to the system. Haverhill subdivision residents have uncompleted pathway segments and they were able to consolidate those to help those residents. Those would be dealt with during the next CIP (Capital Improvements Program).

Member Markham also commented on the SEMCOG committee that is the Access to Core Services Task Force. They identify core services in the region, employment centers, and municipal services to link regional long range transportation planning with core service centers to fill in the gaps. We have regional malls, hospital, and Suburban Collection Showplace. That committee will help us with our transportation gaps.

MAYOR AND COUNCIL ISSUES - None

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION - None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 9:24 P.M.

Robert J. Gatt, Mayor

Maryanne Cornelius, City Clerk

Transcribed by Jane Keller

Date approved: December 8, 2014



December 8, 2014

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Doreen Poupard

City Manager
Peter E. Auger

**Director of Parks, Recreation &
Cultural Services**
Jeffrey A. Muck

Grants Management
Michigan Department of Natural Resources
P.O. Box 30425
Lansing, MI 48909-7925

Dear Grants Committee,

Please find enclosed for your review and approval our application and 2015-2019 Strategic Community Recreation and Master Park Plan. A copy of this plan has also been sent to SEMCOG and Oakland County for their information. This replaces our current 2009-2014 Recreation Plan which expires on December 31, 2014. Please notify me should you have any questions or need further documentation.

Sincerely,

Jeffrey A. Muck, CPRP
City of Novi
Director of Parks, Recreation and Cultural Services

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org

APPENDIX I. COMMUNITY PARK, RECREATION, OPEN SPACE AND GREENWAY PLAN CERTIFICATION CHECKLIST



Michigan Department of Natural Resources - Grants Management

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than March 1 of the year the local unit of government is applying for grants.

PLAN INFORMATION		
Name of Plan: City of Novi - 2015-2019 Strategic Community Recreation and Master Park Plan		
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
City of Novi-Parks, Recreation and Cultural Services	Oakland	November, 2014
PLAN CONTENT		
INSTRUCTIONS: Please check <u>each</u> box to certify that the listed information is included in the <u>final</u> plan.		
<input checked="" type="checkbox"/> 1. COMMUNITY DESCRIPTION		
<input checked="" type="checkbox"/> 2. ADMINISTRATIVE STRUCTURE		
<input checked="" type="checkbox"/> Roles of Commission(s) or Advisory Board(s) <input checked="" type="checkbox"/> Department, Authority and/or Staff Description and Organizational Chart <input checked="" type="checkbox"/> Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming <input checked="" type="checkbox"/> Current Funding Sources <input checked="" type="checkbox"/> Role of Volunteers <input checked="" type="checkbox"/> Relationship(s) with School Districts, Other Public Agencies or Private Organizations Regional Authorities or Trailway Commissions Only <input type="checkbox"/> Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities <input type="checkbox"/> Articles of Incorporation		
<input checked="" type="checkbox"/> 3. RECREATION INVENTORY		
<input checked="" type="checkbox"/> Description of Methods Used to Conduct the Inventory <input checked="" type="checkbox"/> Inventory of all Community Owned Parks and Recreation Facilities <input checked="" type="checkbox"/> Location Maps (site development plans recommended but not required) <input checked="" type="checkbox"/> Accessibility Assessment <input checked="" type="checkbox"/> Status Report for all Grant-Assisted Parks and Recreation Facilities		
<input type="checkbox"/> 4. RESOURCE INVENTORY (OPTIONAL)		
<input checked="" type="checkbox"/> 5. DESCRIPTION OF THE PLANNING PROCESS		

<input checked="" type="checkbox"/>	6. DESCRIPTION OF THE PUBLIC INPUT PROCESS
<input checked="" type="checkbox"/>	Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
<input checked="" type="checkbox"/>	Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
	Date of the Notice <u>September 25, 2014</u>
	Type of Notice <u>Novi News-Legal Notice</u>
	Plan Location <u>Novi Civic Center, Novi Library, Novi Ice Arena, Meadowbrook Commons</u>
	Duration of Draft Plan Public Review Period (Must be at Least 30 Days) <u>September 19-October 22, 2014</u>
<input checked="" type="checkbox"/>	Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)
	Date of Notice <u>November 6, 2014</u>
	Name of Newspaper <u>Novi News</u>
	Date of Meeting <u>November 20, 2014</u>
<input checked="" type="checkbox"/>	Copy of the Minutes from the Public Meeting (public hearing and meeting where the plan was adopted)
<input checked="" type="checkbox"/>	7. GOALS AND OBJECTIVES
<input checked="" type="checkbox"/>	8. ACTION PROGRAM
<input checked="" type="checkbox"/>	9. POST-COMPLETION SELF-CERTIFICATION REPORT(S) Full report submitted separately.
PLAN ADOPTION DOCUMENTATION	
APPROVAL DOCUMENTATION: For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.	
<input checked="" type="checkbox"/>	1. Official resolution of adoption by the governing body dated: <u>November 24, 2014</u>
<input checked="" type="checkbox"/>	2. Official resolution of the <u>Novi Parks, Recreation and Cultural Services</u> Commission or Board, recommending adoption of the plan by the governing body, dated: <u>November 16, 2014</u>
<input checked="" type="checkbox"/>	3. Copy of letter transmitting adopted plan to County Planning Agency dated: <u>December 22, 2014</u>
<input checked="" type="checkbox"/>	4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: <u>December 22, 2014</u>
OVERALL CERTIFICATION	
NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.	
<i>I hereby certify that the recreation plan for</i>	
<u>City of Novi - Parks, Recreation and Cultural Services</u>	<i>includes the required content, as indicated</i>
<small>(Local Unit of Government)</small>	
<i>above and as set forth by the DNR.</i>	
<u>Jeffrey A. Muck, CPRP</u>	<u>12/17/14</u>
<small>Authorized Official for the Local Unit of Government</small>	<small>Date</small>

This completed checklist must be uploaded in MiRecGrants



December 8, 2014

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Doreen Poupard

City Manager
Peter E. Auger

**Director of Parks, Recreation &
Cultural Services**
Jeffrey A. Muck

Southeast Michigan Council of Governments
Attn: William Parkus
1001 Woodward Avenue, Suite 1400
Detroit, MI 48226-1904

Dear Mr. Parkus,

As is required by the Michigan Department of Natural Resources, please find enclosed the City of Novi, Parks, Recreation and Cultural Services, 2015-2019 Strategic Community Recreation and Master Park Plan for your information and files. Please notify me should you have any questions or need further documentation.

Sincerely,

Jeffrey A. Muck, CPRP
City of Novi
Director of Parks, Recreation and Cultural Services

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org



December 8, 2014

CITY COUNCIL

Mayor

Bob Gatt

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Gwen Markham

Doreen Poupard

City Manager

Peter E. Auger

**Director of Parks, Recreation &
Cultural Services**

Jeffrey A. Muck

Oakland County Planning and Economic Development Services
Attn: Charlotte Burckhardt, Principal Planner
2100 Pontiac Lake Road, Building 41W
Waterford, MI 48328-0412

Dear Ms. Burckhardt,

As is required by the Michigan Department of Natural Resources, please find enclosed the City of Novi, Parks, Recreation and Cultural Services, 2015-2019 Strategic Community Recreation and Master Park Plan for your information and files. Please notify me should you have any questions or need further documentation.

Sincerely,

Jeffrey A. Muck, CPRP
City of Novi
Director of Parks, Recreation and Cultural Services

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
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Appendix G 2015 Annual Review





Appendix H 2016 Annual Review





Appendix I 2017 Annual Review





Appendix J 2018 Annual Review



