



NORTHVILLE
Parks & Recreation
Commission

SEPTEMBER 27, 2023
MEETING PACKET

Northville Parks and Recreation Commission
AGENDA
Wednesday, September 27, 2023
Northville Township Hall, 44405 Six Mile Road
Time: 5:30 pm

1. Call To Order

2. Roll Call: Mark Abbo
 Brian Turnbull
 Scott Frush
 Mindy Herrmann
 James Mazurek
 Barbara Moroski-Browne

Staff: Todd Mutchler, George Lahanas, Derek Smith

3. Citizen Comments – Limited to 2 minutes per citizen/subject. If more time is needed, the item may be placed on the agenda.

4. Adoption of Agenda and Consent Agenda

Consent Agenda items considered routine will be approved by one motion. There will be no separate discussion of these items unless a commissioner or citizen requests that the item be moved to the main agenda.

5. Approval of May 24, 2023 Meeting Minutes

6. Department Report

A. Introduction of New Assistant Director, Greg Morris

B. 60 Day Analysis Presentation

C. Report Items

i. SMART Transportation Program

ii. Staffing

iii. Parks

iv. Recreation

7. Old Business

A. Skatepark

B. Ford Field Master Plan – Gateway and Bank Stabilization Project Presentation

Wendy Wilmers-Longpre, Dir. of Strategic Planning & Special Projects, City of Northville

C. Master Plan Update / Legacy park Master Plan Update

D. Legacy Park Update

E. Basketball Incident – Disorderly Conduct Charges

8. New Business

A. Northville Cricket Club Agreement

B. Northville Community Center Parking Lot

C. Parks & Recreation Commission Meeting Time

9. Any other business or public comment for the Parks and Recreation Commission

10. Adjournment

Next Meeting – November 15, 2023 *Note change from regular schedule

5. DRAFT MINUTES / MAY 24, 2023

Northville Parks and Recreation Commission
Meeting Minutes
May 24, 2023
Northville Township Hall, 44405 Six Mile Road
Time: 5:30 p.m.

1. **Call to Order:** 5:30 p.m.

2. **Roll Call:** Mark J. Abbo, Chair (Supervisor, Northville Township)
Mindy Herrmann (Trustee, Northville Township), arr. 5:45pm
James Mazurek (School District Board Member)
Barbara Moroski-Browne (Council Member, City of Northville)
Brian Trumbull, Vice Chair (Mayor, City of Northville)

Absent: Scott Frush (Trustee, Northville Township)

Staff: Debra Bilbrey-Honsowetz, Interim Parks and Recreation Director
Todd Mutchler, Northville Township Manager
George Lahanas, City of Northville Manager

3. **Citizens Comments** – Limited to 2 minutes per citizen/subject. If more time is needed, the item may be placed on the agenda.

Jim Porterfield, resident, explained that the recently formed group Northville Tree Champions was an advocacy group for tree promotion and preservation, as well as education. Northville Tree Champions was willing to help the Parks and Recreation Commission in any way it could, especially relative to tree questions and tree health in the parks.

Trumbull offered comments supporting the Northville Tree Champions, which was working toward becoming a 501 (c) (3) organization. ~50% of the Tree Champions members come from Northville Township.

4. **Adoption of Agenda and Consent Agenda:** The Parks and Recreation Commission will approve the Consent Agenda by one motion. There will be no separate discussion of these items unless a commissioner or citizen requests that the item be moved to the main agenda.

MOTION by Trumbull, support by Mazurek, to approve the agenda as posted.
Motion passed unanimously by voice vote.

Chair Abbo said that as some Commissioners were time-constrained this evening and might need to leave early, and in order to maintain a quorum for priority items, the order of the agenda would be modified, and the modifications are reflected in the record below.

6. **Selection of Parks & Recreation Director**

Township Manager Mutchler explained that Interim Director Bilbrey-Honsowetz's term would be complete at the end of July, and a permanent Director – Derek Smith – was being recommended this evening.

Mutchler explained the recruitment process, which started with HR Director Caldwell working with the team and putting together a recruitment brochure. The position was posted in early April on the Michigan Townships Association website, the Parks website, the National Parks website, and other locations. The recruitment process also utilized social media.

27 applications were received from Michigan and Indiana. The Township's HR specialist redacted the applications, and Director Caldwell and Bilbrey-Honsowetz then reviewed the them. That process generated the top 4 candidates, and interviews were conducted on May 12 by Mutchler, Lahanas, Bilbrey-Honsowetz, and Coldwell. Derek Smith emerged as the top candidate, and he was then interviewed by Township Supervisor Abbo and City Mayor Turnbull. Both Abbo and Turnbull also recommended that Derek Smith be hired as the new Parks and Recreation Director.

Mutchler reviewed Smith's background and resume, noting that Smith had deep experience and extensive knowledge with other Parks & Rec departments, most recently serving as Independence Township's Parks and Recreation Department Director.

Smith is a Certified Parks and Recreation Professional (CPRP). Smith led Independence Township through their first accreditation under CAPRA (Commission on Accreditation for Parks and Recreation) in 2016, and later through their re-accreditation. Achieving accreditation under CAPRA was a Northville Parks & Recreation Commission goal.

In addition to other municipal work, Smith had served on the executive board of mParks, and remains active in that organization.

Abbo said that both he and Turnbull felt Smith was the right person at the right time to bring the needed leadership to the Parks & Recreation Department.

Smith offered comments relative to the opportunity to serve in Northville, and pointed out ways in which Northville's direction aligned with his own goals, including community stewardship, environmental sustainability, providing economic impact opportunities, and encouraging healthy active lifestyle choices.

Turnbull said that during the interview process he had specifically talked with Smith about the big projects occurring in the City of Northville, including the river walk. Abbo added that both he and Turnbull had worked to ensure Smith was coming in to the position with his eyes open.

Mazurek, speaking on behalf of the School Board, said that he appreciated the depth of Smith's experience. The community comprised of the School District, the Township, and the City was a collaborative one; they all worked closely together, and Mazurek welcomed Smith in his new role.

MOTION by Abbo, support by Mazurek, to accept the recommendation of Derek Smith for the position of Northville Parks and Recreation Director.

Roll call vote:

Abbo	yes
Mazurek	yes
Moroski-Browne	yes
Turnbull	yes

Motion carried 4-0.

5. Audit Presentation/Financial Report – Plante & Moran

Commissioner Herrmann arrived at 5:45pm.

Plante & Moran Audit Manager Kristen Colella presented the December 31, 2022 Northville Parks and Recreation Audit, highlighting the following:

- The Audit began in early March, and was completed in a timely way.
- Township staff is professional, responsive and knowledgeable relative to all accounting standards.
- Plante Moran issued an unmodified opinion on the financial statements, which is the highest level that can be achieved. There were no material weaknesses or significant deficiencies identified during the audit.
- Financial highlights included:
 - Total assets increased by \$657K, liabilities increased by \$443K.
 - Net position increased by \$357K.
 - Overall revenue increased by \$306K.
 - Expenses increased approximately \$327K this year on a full accrual basis.
 - On a fund basis, expenditures increased approximately \$611K.

The most significant reason for this year's increases is due to the implementation of new accounting standard GASB 87 for leases, which was new this year.

- Legacy Costs
 - Commission remains in a strong position as far as legacy costs go.
 - Pension plan is 102% funded at 12/31/21, with an asset of \$25K. This is a decrease in liability of over \$25K.
 - OPEB (Other Postemployment Benefits) plan is 162% funded at 12/31/22.
 - No contributions are required for the pension or OPEB plan, which means that the net position can go toward programs to support the community.
- Long-Term Considerations, Year ended December 31, 2022
 - The Commission continues to prioritize employee recruitment while promoting and prioritizing employee growth and development.
 - The Commission continues to strategically align its operating and capital needs with available resources while navigating the restraints of the market.

Commissioners expressed satisfaction with the positive fund balance and the audit in general, and thanked Interim Director Bilbrey-Honsowetz for her exceptional guidance and work over the past year.

MOTION by Herrmann, support by Moroski-Browne, to receive the Northville Parks and Recreation Audit for year ended December 31, 2022.

Motion passed unanimously by voice vote.

4. A. Approval of March 29, 2023 Meeting Minutes

Motion by Turnbull, support by Herrmann, to approve the March 29, 2023 minutes as submitted.

Motion passed unanimously by voice vote.

8. New Business

A. Budget Amendment for NCC Improvements

MOTION by Mazurek, support by Herrmann, to amend the Parks & Recreation budget for the Northville Community Center improvements to \$76,000 out of the Operating (Shared Service) fund surplus.

Motion discussion:

Bilbrey-Honsowetz explained that the Northville Community Center underwent a major renovation in 2003, when the building received massive expansion/upgrades to meet the increased demands of the community. It has been 20 years since that renovation and the Parks and Recreation Department is starting to focus on improvements to the facility including construction of a storage room in the gymnasium (2021), new banquet furniture (2022) and a completed LED renovation (2023).

The focus of the next phase aims to provide a fresh look to the facility. Project scope includes painting of the banquet hall, meeting rooms, office, and living room while also providing new flooring (carpet/LVT) in those rooms. A committee will make color selections for paint/flooring.

Originally, \$20,000 was budgeted in the NCC building improvement fund and \$10,000 was budgeted in the NCC building maintenance fund for this work. But like everything else post-COVID, every price came in very high, and the original budgeted amount won't complete the project. After receiving quotes, the project is estimated to be \$76,000. A budget amendment of \$46,000 is necessary to move forward. There is sufficient fund balance in the parks operating account to cover the additional costs.

The work is strategically planned for right after the year-end holidays. The building will be closed to do the upgrades, and re-open as a fresh, updated facility.

In response to questions, Bilbrey-Honsowetz said the new carpeting would be squares, with extra purchased so worn squares can be replaced when needed.

Roll call vote:

Abba	yes
Herrmann	yes
Mazurek	yes
Moroski-Browne	yes
Turnbull	yes

Motion carried 5-0.

B. NBSA Request

Jason Stoops, President, Northville Baseball-Softball Association, explained that in order to provide fields with fence distance appropriate for softball, the Northville Baseball-Softball Association (NBSA) is requesting funds to provide temporary fences on three fields: Millennium SW and SE, and MGCP #6. Temporary fences would be used for league and tournament play and installed and removed by NBSA staff and coaches.

Mr. Stoops said that NBSA currently did not have a regulation softball field that has a normal fence. The temporary fences can be used for tournament games without taking the fields away from being baseball fields. They were hoping to have the temporary fences before the Northville softball tournament, scheduled for the second week of June.

In response to questions, Mr. Stoops said the fence posts would be recessed below grade every five feet, with the ability to sleeve down into the recess. When lowered, the posts will be flush with the ground with a cap.

The Commission suggested dropping metal into the sleeves so they can be found by a metal detector and using bright colored caps, so that the posts are easy to find when they are needed.

The temporary fences will have a lifetime of 7-10 years.

MOTION by Herrmann, support by Mazurek, to authorize reimbursement to Northville Baseball-Softball Association in the amount of \$6,898.80 to purchase three fences.

Roll call vote:

Abbo	yes
Herrmann	yes
Mazurek	yes
Moroski-Browne	yes
Tumbull	yes

Motion carried 5-0.

7. Department Report – Interim Director Bilbrey-Honsowetz

UPDATES

- February 11th Basketball Incident Update

Bilbrey-Honsowetz updated the Commission on the resolution of the February 11th basketball incident, involving adults that got in a brawl at a game. The Department had issued suspensions and filed disorderly conduct charges. Both participants had gone through the court process, both were very conciliatory, and the charges were subsequently dropped. Both agreed not to attend games for a year (one will not enroll their child), and the situation was resolved.

The Code of Conduct policy is being posted at all facilities.

- Popularity of Pickleball.
Pickleball is continuing to grow, and other activities are sometimes being pared (when slow) to allow more space for pickleball. The Ford Field Master Plan public input showed pickleball as one of the top desired amenities. Pickleball is being included in the middle school curriculum. College scholarships are also being offered for pickleball. The sport has transitioned from being a seniors-oriented activity to an all-age activity.

Herrmann suggested the Commission look at providing its own dedicated lighted outside pickleball courts.

Moroski-Browne noted that some individuals had spoken to her about privately funding the infrastructure if they could be provided outdoor space for pickleball courts.

- Fish Hatchery Parking Lot

After lengthy study, and the Department being unwilling to spend more money for more options and more potential designs, the recommendation was to utilize a portion of the available funds to grade and gravel the parking lot, and continue to monitor the situation relative to sustainable stormwater management.

- **Cricket**
Parks and Recreation is looking at a partnership with the Northville Cricket Club. The Township will be asked to fund a cricket pitch, which will in essence take up two soccer fields – probably Millennium #1 and #2.
- **Skatepark**
Construction will start in July, with final punch list items in October.
- **Restroom Upgrades at Millennium Park**
Last week the Board of Trustees approved a project to upgrade the restrooms at Millennium Park. The goal is to do this at off-times, with minimal disruption for users.
- **Master Plans**
 - Ford Field
 - 1200 survey responses
 - Open house scheduled for June 8 with separate plans for 1) people, 2) pedestrians, 3) pathways.
 - Department Master Plan
 - Legacy Park
 - Developing survey sessions for Department and Legacy Park Master Plans.
 - Soliciting input at the High School during lunch hours on June 6 in order to get student input.
 - RFP issued for trail construction at Legacy Park; responses due June 6.

Abbo reported that last week the Board of Trustees approved \$1.5M for Legacy Park improvements. The funds are coming from the difference between the \$12M in bonds that were issued, and the \$10.5M in final cost for demolition.

- **New Staff and Staff Changes**
 - New full time hire Ken Rundstadler – Park Specialist
 - Cheryl Sayn – Front Desk Associate (part time – replaces Libby Smith)
 - Margy Burkhart – Front Desk Associate (part-time – admin.)
 - Libby Smith staying on to assist with master plans

LOOK AHEAD

- **Employee Compensation**
At the last meeting, there was a brief discussion about the compensation package, including benefits for Parks and Recreation employees, and how important it is to be competitive with other agencies, and be competitive internally with other departments, in order ensure longevity and stability within the Department. There have been some very, very preliminary discussions with HR and the Township and City Manager on this item. Director Smith will likely be continuing this conversation.
- **Budget**
As noted at the August meeting, due to staff vacancies there had been some lapses in service, followed by the learning curve of the new staff. Some program numbers had indeed declined partly due to the learning curve, and partly due to things outside the

Department's control. For example, the ski club was limited to two busses, which limited revenue opportunity.

Staff is working hard to offer new and additional programs, secure sponsorships, and reduce expenses whenever possible to offset any loss of revenue.

- **Fund Balance Policy**
Director Smith will likely weigh in on the draft fund balance policy before it comes to the Commission for final approval.
- **Parks Maintenance Building**
Billbrey-Honsowetz recommended that when the Department of Public Services relocates to the Essential Services Complex, Parks and Recreation remain at its current location, which has indoor storage for equipment, bays, and is the right type of facility for that use. A fair rental rate will be brought to the Board.

A BRIGHT FUTURE!

The future looks bright for the Department. Staff is dedicated and hard-working. There is an excellent team environment with the entire organization, including the Commission.

Commissioners thanked Billbrey-Honsowetz for her leadership during this interim period, and for keeping the Commission informed of events such as the February 11th basketball incident.

MOTION by Herrmann, support by Mazurek, to receive and file the Department report.

Mazurek reported on the successful bond millage in May, and how that related to funds spent on recreation facilities, including the new turf going in at the football stadium.

MOTION by Turnbull, support by Herrmann, to adjourn the meeting.

Motion passed unanimously by voice vote.

The meeting adjourned at 6:40pm.

6. Department Report

A. Introduction of New Assistant Director Greg Morris



Please give a warm welcome to the latest addition to our Parks and Recreation team, Greg Morris!

Holding the title of Assistant Director of Northville Parks and Recreation, Greg brings a wealth of experience from his most recent role at the City of Novi, and he's no stranger to municipal work, having spent significant time at both the City of Marshall and City of Novi, along with a stint at the Huron Valley School District.

Beyond his professional endeavors, Greg's downtime is filled with passions like golf, spending quality moments with his loved ones, and an unwavering devotion to sports.

He resides in Commerce Township with his wife Melissa, celebrating 15 years of marriage, and they're proud parents to their 9-year-old son, Ethan.

Greg's leadership approach emphasizes building strong relationships and empowering his colleagues to shine in their roles. We're thrilled to have him on board!

6. Department Report
B. 60 Day Analysis Presentation - Director Derek Smith

Parks & Recreation Department

60 Day Analysis - Director Derek O. Smith, CPRP

Tuesday, September 19, 2023



Northville's Golden Age of Recreation:
"A Community Within A Park"

Bike Park



ii. STAFFING

- Lindsay Boujoulian resignation
 - Replacement in process - Interviews
- Chris Noles resignation
 - Replacement in process - job posting
- Greg Morris Assistant Director hired

iii. PARKS

- Millennium Park Dugout project



- Millennium Park Cricket Pitch Project – in progress



- Fish Hatchery Park Parking Lot Project completed



NOTABLES:

- 3rd parks fertilizer/weed control application completed
- Millennium irrigation main relocation completed
- Fish Hatchery bridge railing replaced from storm damage
- Community Park Playground - Coming October 2023!
- Replacement bench pads at Ford Field completed
- Cady St. Dog Park paddock pad poured
- Hosted Michigan Jaguars Fall Tournament at Community Park (231 games)

V. RECREATION

Highlight - Community Bike Ride at Maybury State Park - Aug 2, 2023

- 75/100 people for first year event
- Police department gave away 4 brand new bikes
- Trinity Health gave out new bike helmets
- Friends of Maybury State Park - giveaways
- Fire Department attendance and PR - giveaways



NOTABLES

- Hosted final Maybury Family Camp Out - 15 families.
- Began last summer TGA Golf camp with 24 kids and last Jump-a-Rama camp with 20 kids, both full classes.
- Volleyball Camps ran with 54 incoming 3rd-8th graders.
- Ran three sessions of youth sports camps - Kiddie Sports, Sports Shorts, and Beginning Lacrosse - for a total of 42 kids.
- Ended final week of multiple camps on Friday - Maybury Day Camp, TGA, Cheer/Tumbling, Fencing, and Volleyball.
- Preparing to start new fitness class at Hillside by setting up newly-purchased equipment.
- Recreation Superintendent attended multiple meetings, including grants policies, mParks Professional Development Committee, and Northville DDA Marketing Committee.
- Ended final session of youth sports summer camps with Coach Dave - 3 sessions, 42 participants.
- Met with Kaizen Labs to demo a new recreation registration software system
- New fitness class from a new contractor - Balls and Bands.
- New sessions of TRX and Soulful Flow (fitness) began with 9 people each.
- Fall Senior Men's Poker Softball league began with a full roster of 44 players.
- 15 tennis classes started in the first fall session - 52 players.
- The first fall session of archery began - Archery 1 (8 archers) and Mustangs Archery Club (full with 10 archers).

SENIORS

- Introduced new, free blood pressure screenings - offered monthly.
- Monthly book club held on Wednesday's.
- Three buses sent in for maintenance at multiple dealerships.
- Sent final version of Inspire for September-October to print and finished entering fall classes in RecPro.
- Coffee with a Cop brought in 3 people to visit with Officer Domzalski and Pawfficer Max.
- Hosted "Goodbye Summer" party on Thursday - 28 guests in attendance plus volunteers and a visit from the Mayor.
- We welcomed local Northville author, Dennis Merlo, to discuss and sign his book, "The Loneliest Lions Fan".
- Held Techy Tuesday in partnership with the IT department.
- 5 participants made sunflower night lights in a new glass fusion class.

7. Old Business

A. Skatepark

The 'Unity Skatepark' has had its challenges in the construction phase. Early in Spohn Ranch's process of digging the lowest drain relative to the 'bowl' of the park, water was struck. It was soon realized that the deepest point of the bowl was below the water table. After reviewing the geotechnical report conducted by G2 Consulting, it was determined that Spohn Ranch had missed Soil Boring Location B-01 during the engineering phase of design. After exploring many options of park redesign, it was concluded that the skatepark's original design could be moved twenty-two (22) feet to the east towards the athletic fields, and the bowl could be shallowed by one (1) foot to achieve an appropriate depth above the water table. Director Smith included Gabriella Duhn in all aspects of moving the park to avoid the issue. Mrs. Duhn agreed to all changes. Park Superintendent Nathan Riley was also consulted regarding the move, including the relative affects of being in closer proximity to the athletic space. It was determined that there would not be any crossover issues in play between amenities.

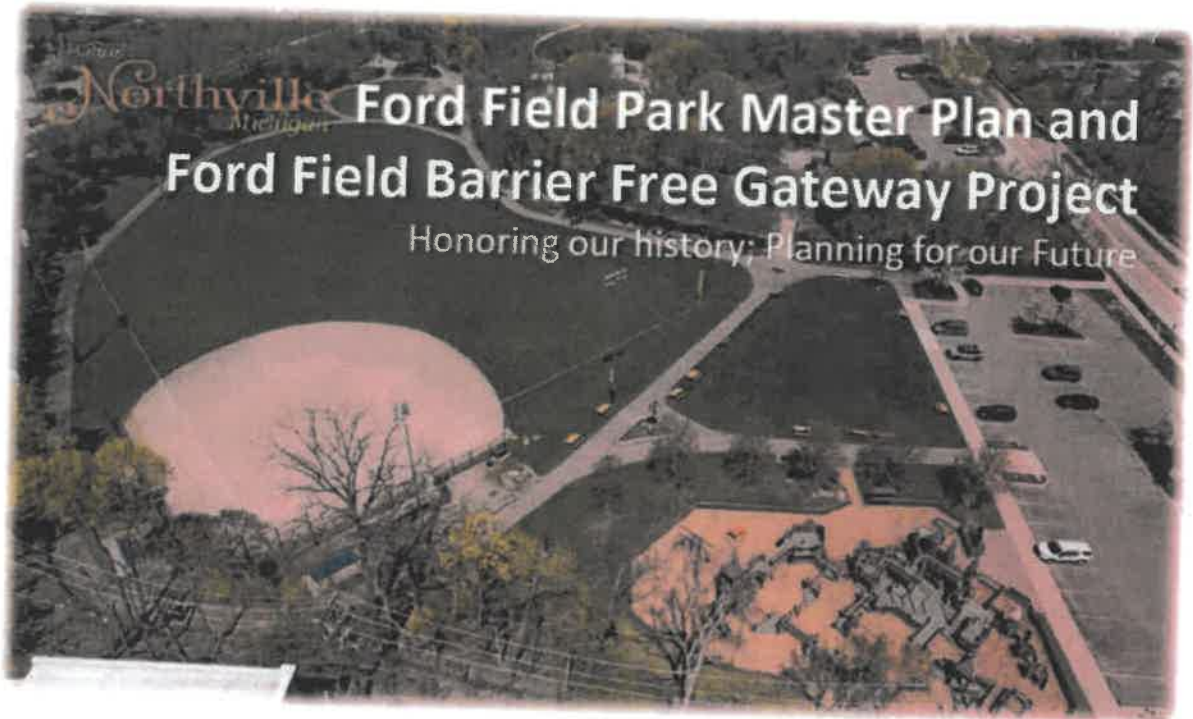
OUTCOME: Unity Skatepark will be constructed as planned, 22 feet farther east. Cement pouring will begin Monday, September 25, 2023. Project completion is expected to be early November.

NOTE: Entrance design and construction, being planned by Mrs. Duhn, has been delayed due to relocation of the skatepark. It has been discussed to move the entrance of the park to the west end of the construction location for several reasons including: providing maximum exposure from the entrance drive of the park; more space for design implementation; and aligning the skatepark entrance to the adjacent sidewalk/pathway located on the west side of the park entrance drive.



7. Old Business
B. Ford Field Master Plan

Wendy Wilmers-Longpre
Director of Strategic Planning and Special Projects
City of Northville



7. Old Business
C. Parks & Recreation 5 Year Master Plan Update

Public Input Meeting was held at the Northville Community Center on Thursday, August 3, 2023, from 3 - 7pm. Landscape, Architects & Planners (LAP) has received over 2,000 survey responses to date (Preliminary results attached below. Although the survey has had great success, LAP and the department continue to push for more responses through media outlets.



The survey was re-promoted on September 11th:

- Emailed out via Constant Contact (sent to 7099 people this AM). We have already had 1899 opens.
- Social media post (on PR page – shared to Township page as well)
- Contacted Liz and provided her with the graphic – she will either share that on to the City's page or share the post from the Township page. If there is room, she may also include in the City's weekly newsletter
- Hero image on the township & PR pages (have been here since the survey began)
- The September 30 deadline has been added to the township calendar
- This will be included in our quarterly newsletter (which is emailed out. We will also print a nice version and pass it out at the fire open house on the 23rd)

9/13/23 Sixty-Five (65) surveys were delivered by the Disability Network to their constituents.

ACTION ITEMS - LAP

Northville Five-Year Master Plan

1. Review past plan and current inventory.
2. Opinion Survey – Final Push, end date; Saturday, September 30, 2023
3. Meet with planners to obtain her input, guidance
4. Meet with Parks Director, Assistants, and Maintenance to develop a Capital Improvement projects list and big picture goals
5. Coordinate with the City of Northville (Wendy Wilmers Longpre, George Lahanas), review meetings with the boards.
6. 30 day public review of the plan required
7. Set up public hearing and boards (Township/City) for approval as required by the DNR.
8. Five-Year Plan is due on February 1, 2024 (not much time left)

Legacy Park Master Plan

- 1. Meet/understand the Trail project recently launched ("Rock Solid"), Understand the Brownfield Report, Review other background items.**
- 2. Finish the video recapping Legacy Park history, (Derek to do intro, others if available, complete contract with Pete Bosheff videographer).**
- 3. Develop a Park Program, essential facilities, other wanted, wish list type of facilities (Rest Rooms, Trails, New Community Center, etc.)**
- 4. Public input meeting to obtain specific ideas, Show Legacy Video as an introduction, If appropriate, interactive high visibility workshop (drop in type of thing). Needs to demonstrate public involvement.**
- 5. Develop Conceptual Plans – What does the public want to see? We have some insight from the Opinion Survey but this will be more face/face**
- 6. Second Meeting to Present Concept Plans to the public and gain input.**
- 7. Produce a Preliminary Plan**
- 8. Produce a Final Plan – might not be adopted? Might not be done the same time as the Five-Year Plan due to summer delays.**
- 9. Set up public hearing and board approvals (Township/City).**



7. Old Business

D. Legacy Park Update



At the August 17, 2023 Northville Township Board of Trustees Meeting, Rock Solid was awarded the bid for Phase I Trail Construction.

Four (4) proposals were submitted for review: Kinetic Trails, Louisville, CO; Rock Solid Trail Contracting, Bentonville, AK / Copper Harbor, MI; Single Track Trails, LLC., Grand Junction, CO; TrailSense, LLC., Holly, MI.

After studying the proposals, meeting with Legacy Park Committee Members and reviewing their input, the Northville Parks & Recreation Director is recommending Rock Solid Trail Contracting, LLC based on:

- Vetting Rock Solid with the Kay-Linn Principal, Scott Linnenburger
- 14 years' experience building trails
- Experience in building adaptive mountain bike trails and provided example in proposal
- Proposal was project specific
- Proposal provided quotes on Phase 2 & 3
- Local Michigan company
- Best understanding of Committee's interests and Legacy Park site

Rock Solid LLC. is the largest trail building company in the country with crews across the Midwest. The company's capacity will allow for easy scheduling and quicker, quality driven results. Rock Solid LLC is an experienced trail building company with success stories across the United States and produces outcomes at the highest standard of service.

8. New Business
A. Northville Cricket Club Agreement

NORTHVILLE PARKS & RECREATION COMMISSION
Request for Action

Meeting Date: September 27, 2023

Agenda Item: Authorize Agreement with Northville Cricket Club

Support & Background Information:

Over the past few years Northville Parks & Recreation has received an increasing number of rental requests for a cricket pitch but has lacked a facility to accommodate those requests. On occasion some cricket rentals have been accommodated on the Marv Gans Community Park baseball field which is less than ideal and presents issues with existing sports activities.

Approximately 2 /12 ago a group of residents interested in cricket contacted Parks and Recreation to discuss the possibility of a cricket field in Northville. This group has since organized as the Northville Cricket Club (NCC) under the umbrella of the Michigan Cricket Association. On July 20, 2023 the Northville Township Board awarded a bid for installation of a cricket pitch on fields 1 & 2 at Millennium Park.

Parks and Recreation negotiated an agreement with the NCC for facility use similar to the Northville Baseball & Softball and Northville Soccer Associations.

Budget Impact: NCC will be charged \$300/day or \$40/per hour.

Suggested Motion: Authorize the Facility Rental Agreement with the Northville Cricket Club for 2024.

Comments/Questions:

Follow-up:	M/S	COMMISSION MEMBER	YES	NO
		Abbo		
		Frush		
		Herrmann		
		Mazurek		
		Morowski-Browne		
		Turnbull		

DRAFT

FACILITY RENTAL AGREEMENT FOR NORTHVILLE CRICKET CLUB

This Facility Rental Agreement for the Northville Cricket Club ("Agreement") is made effective as of _____, 2023 ("Effective Date"), by and between Northville Cricket Club, a Michigan nonprofit corporation ("NCC"), and the Northville Parks & Recreation, a shared service of the Charter Township of Northville and the City of Northville, Michigan ("NPR"). For purposes of this Agreement, NCC and NPR are the "Parties".

Recitals

WHEREAS, the NCC is a Michigan nonprofit corporation whose mission is to impact the lives of young children by providing programs that build character, teamwork, respect and promote healthy choices through the game of cricket, and

WHEREAS, the NPR is the administrator of various public parks and amenities in the Northville area. This Agreement pertains solely and exclusively to "Millennium Park" at 45769 Six Mile Road, and hereafter may also be referred to as the "Facility", or Facilities, and

WHEREAS, NCC and NPR desire to enter this Agreement with regard to use the Millennium Park Field No. 1 and Field No. 2 (the "Fields") for playing the game of cricket on Saturdays and Sundays, only.

Agreement

NOW, THEREFORE in consideration of the Recitals which are restated in their entirety and mutually relied upon, and the covenants and obligations contained herein, the Parties agree as follows:

I. TERM

- A. This Agreement shall be for a term of one (1) season beginning April 1, 2024, pending field conditions as determined by the Parks and Facilities Superintendent, and ending October 31, 2024, subject to extension for weather delays, but in no event beyond November 15, 2024, (the "Contract Term"). It is understood that league schedules dictate the beginning and ending of seasons.
- B. This Agreement may be renewed at the option but not the obligation of the Parties for additional like terms, conditioned upon the following: If not in violation of any provision of this Agreement, NCC shall have the option to renew this Agreement upon such terms and conditions mutually approved by NPR and NCC no later than January 15, 2025.
- C. If either party should desire to cancel this Agreement, it shall do so by giving written notice to the other party prior to April 1st of the year for which the cancellation is requested. This contract is deemed cancelled if not renewed in writing.
- D. That NCC shall provide the following information to NPR by the following dates:
1. No later than April 1, 2024 & August 1, 2024 - The following shall be transmitted in an electronic format by email to the Director or representative of NPR: list of all players and parents, including, first name, last name, address, email address, and phone numbers for all

DRAFT

players registered for each of the spring and fall sessions, respectively. In addition, the player information shall indicate the player's residency; specifically indicating whether they reside in Northville, City or Township, or other, with other specified. The same information for all players registering thereafter to be provided by the later of 5/1 and 10/1, respectively, or when registered.

2. During the Contract Term, provide NPR access to the NCC related website (www. .com) for the following: completed registration forms, signed medical release forms, signed parent consent forms, schedules, and information regarding coaches.
3. 3/15/2024 - Current organizational by-laws and any amendments (unless previously provided).
4. 3/15/2024 - Proof of insurance and indemnification, including the City, Township, and Parks and Recreation as additional insureds, for the Contract Term.
5. 3/15/2024 - If applicable, financial report of all expenditures and revenues for the previous calendar year (including a balance sheet).
6. 3/15/2024 - Annual operating budget for current calendar year.
7. 3/15/2024 - List of current officers and board members with addresses, phone numbers and email addresses.
8. 3/15/2024 - A letter from the NCC President on official NCC letterhead confirming that criminal history background investigations were performed and completed on all NCC coaches and assistant coaches before being assigned to coach a youth team and that all assigned and assistant coaches have received approval by the Michigan Cricket Association USA, or similarly related regulatory organization.
9. 3/15/2024 - A copy of form 990 filed with Internal Revenue Service for the previous calendar year, if any.
10. During the Contract Term, cooperate with and provide NPR, upon request, with information and reports involving any accidents, complaints, investigations, and lawsuits involving NCC, NPR or the Fields and facilities used by NCC.
11. NPR will only use the information provided by NCC for NPR purposes and parent and player information will not be sold or transferred to third parties for advertising purposes. NPR will not disclose NCC information to third parties except as required by law or court order.

In the event the above information is not furnished by the dates specified above, this Agreement and/or any approved extension may in the sole discretion of NPR be immediately cancelled without further notice or penalty.

II. USE OF FACILITY

- A. Pending suitable field conditions as solely determined by the designated NPR/Parks and staff, NCC shall have the right during the Contract Term to use of the Millennium Park Fields 1 & 2 as assigned by NPR and in cooperation with other Tier 1 schedules.
- B. When the Fields are not in use by NCC, NPR reserves the right to assign such Fields to other associations, organizations or programs. It is understood that NPR programs, Northville

DRAFT

Public Schools and certain community events are scheduled in advance of the Fields being reserved by/assigned to NCC. NPR will provide NCC a list of these events by February 15th for the spring season and by June 1st for the fall season. It is understood by and between the Parties that those programs and events scheduled in advance of the release of the fields to NCC shall take priority over any NCC events. NCC will provide NPR with its spring schedule by April 1st and its fall schedule by September 1st, with weekly updates throughout each season.

C. If NCC should desire to use any other NPR controlled fields for non-league activities, such as tournaments, tryouts, or for special events, clinics or programs, NCC shall make a request to NPR upon a 60-day advance notice. Any assignment of other NPR controlled Fields or Facilities for use by NCC will be subject to availability and upon terms as solely determined by NPR.

D. NCC understands and agrees that NPR will maintain a master schedule for all Fields.

E. NCC understands and agrees that at times weather and/or field conditions may result in NPR denying or canceling the use of Facilities/Fields on dates for which prior approval had been granted. NCC understands that the Park and Facilities Supervisor has the authority to deny or cancel use of the Fields. The Park and Facilities Supervisor or their designee will make all determinations on field closures. Weather related closures will be made by 2:00 p.m. on weekdays and by 7:00 a.m. on weekends. Weather will be monitored beyond the determination times if necessary. A weather hotline (248-449-9951) will be used to facilitate notification of Field closures. NPR will work with NCC to reschedule and resolve any weather-related scheduling conflicts. Decisions based on emergency weather events will be made when and as necessary.

F. NPR shall at all times have the right to inspect its Facilities and Fields being used by NCC and

III. NCC RESPONSIBILITIES

A. NCC shall pay NPR the sum of \$300 per day or \$40 per hour for the 2023 season, as follows:

1. Due March 15, 2024, for the period of April 1, 2024 - June 30, 2024, amount to be calculated

2. Due June 1, 2024, for the period of July 1, 2024 - October 31, 2024 - \$_____.

B. Any NCC requests for field improvements or cricket related purchases will be handled as a "Facility Improvement Project" and will be submitted to Northville Township in writing. These improvements will be quoted separately by NPR for NCC approval for financial reimbursement, prior to any work commencing.

C. The Parties agree that if the purpose of this Agreement would be frustrated by the enforcement of local, state or federal regulations, laws or guidelines prohibiting the use of the Fields and Facilities for the intended purpose, the Parties agree the amount due under Section IV. A. shall be prorated, reduced, or eliminated based on the amount of Field actually used or available, plus any incurred costs.

D. NCC will adhere to all local, state, and federal guidelines related to health and safety for youth sports activities and events.

DRAFT

- E. NCC shall furnish NPR with a complete game and practice schedule for each league season. A final schedule shall be provided as soon as possible prior to start of each season. The schedule may be adjusted as the season progresses and will serve as a guide for maintenance of the Facilities. Master schedules shall incorporate the blackout dates provided by NPR under Section IIA before being distributed to teams.
- F. NCC agrees to provide NPR with a minimum of 48 hours' notice for all scheduled make-up games. Field availability is based on approval of prior events and schedules.
- G. NCC shall not discriminate against any person or persons because of race, color, religion, sex, height, weight, marital status, disability, national origin, or any unlawful basis.
- H. NCC shall make every effort to keep Facilities clean and to inform players and coaches to place trash in provided receptacles.
- I. NCC shall not engage in any business at any NPR Field or Facility or perform any activity that shall be in violation of any existing state or federal law or municipal ordinance. NPR reserves the right to exclude any individual or group from its Facilities based on conduct which NPR determines in its sole discretion to be objectionable, contrary to community interests, and/or unlawful. The NCC hereby consents to the exercise of such authority and discretion by NPR over its NCC members, officials, agents, and guests.
- J. NCC shall have all responsibility for all coaches, participants, referees, parents, spectators, and persons attending or involved with all practices, games, tournaments, events and any activities in connection with its use of any Fields, Facilities, restrooms, parking areas, common areas and any other facilities and the exercise of its rights under this Agreement. NCC shall conduct its activities in a safe and responsible manner and shall take all necessary actions to prevent any personal injuries, property damage, breach of the peace, or violations of applicable federal, state and local laws. NCC acknowledges and agrees that NPR shall have no responsibility for any personal injuries, property damage, claims, liabilities, costs, and expenses of any nature whatsoever arising in connection with the foregoing and any activities conducted by NCC.
- K. NPR delegates authority to NCC for cricket program enrollment, registration and delivery of all NCC program services. This requires that NCC collect participants' personal information for cricket programs and related activities. NCC agrees to abide by the NPR Personal Information Protection Policy (attached). In summary, this Policy insures that family profiles and participant information are safeguarded securely, used for Official purposes only, and not distributed to any third party. NCC will provide NPR with a list of NCC program participants, including (1) participant name, birthdate, school, and grade, if applicable, enrolled program(s), and (2) participant's family contact information, including parent or legal guardian's name, street address, city, zip code, phone number and email address. NPR will limit use of this NCC-gathered personal participant and family information, overall, but may use this information periodically to confirm participant residency for program services, monitor delivery of program services, and solicit feedback on program service quality. In rare circumstances, NPR may need to contact an NCC participant(s) in an emergency that may threaten an individual's life, health, or personal security.
- L. In cooperation with NPR, NCC shall conduct an evaluation and inventory of cricket fixtures (if any) or equipment at the Facilities and Fields by _____, 2023 to determine the priority

DRAFT

schedule for repairs and improvements and an end of season inventory by _____, 2023.

M. Notify NPR within seven (7) days of damage to any pitch, fixture, or equipment at the Facilities or Fields.

N. NCC may provide portable player benches if desired and may be stored on site as designated by NPR. NCC is responsible for moving benches to/from storage area.

IV. NPR RESPONSIBILITIES

A. NPR agrees to accept the responsibility for the Facility Maintenance as "Parks and Recreation Department Responsibilities", as follows: mowing of fields, provide park supervision when NCC activity has been scheduled; provide trash removal when placed in department trash receptacles; update the recorded weather hotline daily; provide park scheduling services; maintain restrooms, (if any) at the start of each season and weekly thereafter; operate and repair irrigation systems; provide outdoor storage of cricket fixtures (if any).

B. The Parties agree that NPR obligations under this Agreement will be performed as soon as reasonably possible after the necessary funds are budgeted and allocated. If NPR is unable to fulfill its responsibilities under this Agreement due to budget restrictions, it will not be obligated to NCC for any monetary or other damages. In such event, NCC will not be charged for services not performed or unavailable Fields/Facilities.

C. An invoice will be provided to NCC at least 30 days prior to the dues dates set forth in Section III. A.

D. NPR will provide NCC with complimentary space in the activity catalogues twice per year for program advertisement with a minimum of ¼ page and additional program advertisement if available as determined by the Director of NPR.

E. NPR will provide NCC with a breakdown of the costs used to calculate the payment required under Section IV. A for review and information.

F. In cooperation with NCC conduct evaluation and inventory of cricket fixtures and pitch by _____, 2023 to determine the priority schedule for repairs and improvements and an end of season inventory by _____, 2023.

VI. INSURANCE, RELEASE, and INDEMNIFICATION

During the Contract Term of this Agreement, NCC shall maintain in effect general public liability insurance covering the City of Northville, Charter Township of Northville, and the Northville Parks and Recreation Department, and including the Fields and Facilities, against all claims related to bodily injury, personal injury, death, and/or damage to property, with a limit not less than Three Million (\$3,000,000.00) dollars, per occurrence. NCC shall execute a waiver of subrogation in favor of the insureds. The City of Northville, Charter Township of Northville and Northville Parks and Recreation shall be named as insureds on such policy (policies) and shall be entitled to thirty (30) days advance notice of cancellation or changes of any kind.

DRAFT

NCC hereby agrees to and shall release, and shall indemnify, defend, and hold harmless NPR, the City of Northville, and the Charter Township of Northville, and all of their respective officials (elected and appointed), employees, agents, attorneys, contractors, and others working or having worked with or for them, from and against any and all suits, actions, demands, or claims of any character, type, or description, including all expenses of litigation, judgments, awards, settlements, court costs and attorney's fees, brought or made for or on account of any injuries or damages alleged, received or sustained by any person or persons or property, arising out of, or occasioned by, the act, failure to act, omissions, commissions, and/or negligence of NCC and/or its officers, employees, players, agents, volunteers, spectators, or others working or having worked with NCC, regarding use of the Fields or Facilities and/or arising out of obligations of NCC as set forth in this Agreement.

NPR shall hold harmless the NCC and its officers, agents and employees from and against any and all suits, actions, or claims of any character, type, or description, including all expenses of litigation, court costs and attorney's fees, brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by, the negligence of NPR or its agents, volunteers, arising out of use of the Fields or Facilities.

VII. ASSIGNABILITY, NON-EXCLUSIVITY, ENFORCEMENT and NOTICE

This Agreement is a privilege for the benefit of NCC activities only and may not be assigned in whole or in part by NCC to any other person or organization.

The Parties stipulate and agree that except as expressly set forth in this Agreement, use of the Facilities/Fields is nonexclusive.

Michigan law governs this Agreement. Enforcement shall occur in a court of competent jurisdiction in and for Wayne County, Michigan.

Unless otherwise provided herein, any notice, tender or delivery to be given hereunder by either party to the other shall be in writing and effected by personal delivery, by registered or certified mail, postage prepaid, return receipt requested, or e-mail. Service shall be deemed effective upon personal delivery, 2 days after mailing or upon sending by e-mail without notification of non-delivery. Notices shall be addressed as set forth, but each party may change its address by written notice in accordance with this section.

The Parties hereby execute this Agreement as of the Effective Date.

Northville Cricket Club

Northville Parks & Recreation

By: _____

By: _____

Its: _____

Derek O. Smith
Director

Email: _____

Email: d.smith@northville.twp.mi.us

Address:
Northville Cricket Club

Address:
Northville Parks & Recreation Commission

DRAFT

**16329 Mulberry Way
Northville, Michigan 48168**

**44405 Six Mile Road
Northville, Michigan 48168**

DRAFT

8. New Business

B. Northville Community Center Parking Lot

NORTHVILLE PARKS & RECREATION COMMISSION Request for Action				
Meeting Date:	September 27, 2023			
Agenda Item:	Request Approval of City Hall/Library/NCC Parking Lot Replacement			
Support & Background Information:	<p>The parking lot east of the Northville Community Center is in disrepair. Estimated cost of replacement by the Nagle Paving Company in \$101,000 (attached). The shared cost of the repair has been discussed with both the Northville District Library and the Northville Public Schools. Both organizations are unwilling to provide financial support for the project. The City of Northville has indicated its willingness to pay for 50% of the parking lot replacement.</p> <p>Due to the cost savings of not paving Fish Hatchery Park and only completing grade and gravel repairs, Northville Parks & Recreation has an estimated \$89,000 remaining in the projects Capital Improvement Plan.</p>			
Budget Impact:	\$50,500 City / \$50,000 Township into shared services			
Suggested Motion:	Pending the approval of the Charter Township of Northville Board of Trustees, the Northville City Council, and legal review of the 'Shared Parking Agreement,' move to approve the City Hall/Library/NCC Parking Lot replacement project and accept the quote from Nagle Paving Company in an amount not to exceed \$101,000.			
Comments/Questions:				
Follow-up:	M/S	COMMISSION MEMBER	YES	NO
		Abbo		
		Frush		
		Herrmann		
		Mazurek		
		Morowski-Browne		
		Tumbull		

