

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, August 7, 2019
Paul D. Bueche Municipal Building – 5:30 P.M.
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Connie Eskew, Jentery Farmer, Samantha Fountain, Rae Lynn Hicks, Rick Henry, Joe Perreault, Trudy Plumb, Larry Cummings.
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. July 3, 2019 Minutes
 - B. Staff Letter
 - C. Draft Plaza Rules
7. REPORTS:
 - A. DPW Director
 - B. City Manager
 - C.
8. BUSINESS:
 - A. Dog Park Progress
 - B. Elms Park Storage Update
 - C. Slip and Slide Debriefing
 - D. Playscape Stain & Kiwanis
 - E. Green Team (GFWC) Projects
 - F. Plaza Guidelines
 - G.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
July 3, 2019

Meeting called to order at 5:30 p.m. by Chairperson Hicks at the Paul D. Bueche Municipal Building.

Members Present: Larry Cummings, Jentery Farmer, James Barclay, Rae Lynn Hicks, Samantha Fountain, Connie Eskew, Joe Perrault, Trudy Plumb.

Members Absent: Rick Henry.

Staff Present: Tom Svrcek & Adam Zettel.

Others Present: Walt Melen (with family), Lania Rocha, Dennis Cramer, & Bob Plumb.

APPROVAL OF AGENDA: Motion to approve agenda of July 3, 2019. Motion carried by voice consent.

APPROVAL OF MINUTES: Motion to approve minutes of June 5, 2019. Motion carried by voice consent.

MEETING OPEN TO THE PUBLIC: Mr. Plumb indicated that the fire truck and EMS will be onsite for the 7/20/19 slip and slide.

COMMUNICATIONS TO THE BOARD:

- A. June 5, 2019 Minutes
- B. Staff Letter
- C. Elms Park Aerial
- D. Dog Park Map and Notes

REPORTS:

- A. DPW REPORT: The parks are mostly mowed, but there are still low spots. Special care will need to be taken for the slip and slide. Drainage solutions were discussed, but no direction was given.
- B. City Manager: Preliminary engineering is going before the council for approval on July 8th. There was no response from the board regarding the allergy notice sign since the requester was not present.

BUSINESS:

- A. Dog Park: The fence is ready to be installed by July 27th. The donors indicate that the conditions match the original description of a 140' x 140' enclosure, less a 70' x 70' section, creating an "L" shape. The fence will be 4' black vinyl. Additional grade work will be provided by the DPW, with final staking agreeable to all parties. The dog park rules were recommended for approval provided that, "by calling 911." is added to the last provision.
- B. Elms Storage: Placing the sheds on grass, in the far east side of the park, was agreeable. A use agreement will be prepared for the city council.
- C. Playscape Stain & Kiwanis: This is delayed until fall.

D. Green Team GFWC Projects: No update.

E. Slip & Slide: The event is on. The DDA canopy will be available. TS will get tear free soap. The Chamber is set to provide concessions.

MEETING OPEN TO THE PUBLIC: Mr. Dennis Cramer spoke about the graffiti on the back of the Abrams Park bathrooms. Discussion ensued. The park board did not give any new directions or guidance to staff. The current guidance is to tolerate graffiti on the east wall as long as there is not graffiti anywhere else, painting over obscene material as needed.

BOARD MEMBER COMMENTS: None.

ADJOURNMENT: Meeting adjourned at 6:20 p.m.

NEXT MEETING: August 7, 2019, 5:30 p.m. at City Hall.

Connie Eskew, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: July 29, 2019

To: Park Commissioners
From: Adam Zettel, AICP
RE: August 6, 2019 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, August 7, 2019, at the city offices. The slip and slide is complete. By all accounts, the event went well in terms of safety, weather, turn-out, and community participation. There was a scare concerning volunteer participation, but folks were able to make it work. A big thanks goes out to Jim, Rae Lynn, and the other park board members that made this happen under the hot sun!

The dog park installation is underway. We are assisting with grading and marking. The volunteers are installing the fence with the guidance and supervision of a professional. I suspect a kick-off or opening is merited, but I have not heard how they may wish to proceed.

I am including the guidelines for use of Holland Square for review. Though this is not a park, I believe the Park Board is best suited to consider guidelines for use as we balance the need for parking with opportunities for community use. This site will hopefully be able to add culture, recreations, education, and economic uses if we can enable safe and fair access to community groups or businesses.

No other big projects are planned for this summer, but we will have updates on the storage, Elms trail loop, and other maintenance items. I am not sure if the playscape staining or Greenteam initiatives are moving forward at this point, but I have placed them on the agenda.

That is all I have. Contact me with additional agenda items, questions, or comments.

Sincerely,

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August 7, 2019
Park Board

Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org

CITY OF SWARTZ CREEK
DRAFT PLAZA RULES AND REGULATIONS

AUTHORITY. These rules are approved by the city council and enforceable pursuant to the provisions of the Code of Ordinances of the City of Swartz Creek, Michigan.

APPLICABILITY. These rules apply to City of Swartz Creek Plaza, located at 5012 Holland Drive.

1. **PARKING.** The plaza shall accommodate day and night parking in accordance with applicable laws when not otherwise designated for an authorized use. The maximum parking duration is 24 hours, with the expectation that vehicle owners/operators can be notified to relocate their vehicle for a reservation within a 24 hour period.
 - 1) No business or individual shall have an ongoing vested interest in the use of parking.
 - 2) Owners and/or operators of vehicles shall comply with city official and/or police officer instructions to relocate the vehicle at any time for any reason.
 - 3) No person shall park or store any motor vehicle during the hours the plaza is reserved or otherwise closed.
 - 4) Members of the police department are hereby authorized to remove any vehicles so parked or stored if notice was given 24 hours prior to said removal in the form of posting the site, official notice upon the vehicle, or recorded interaction with the owner/operator.
 - 5) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle, to fail to obey any such applicable traffic control sign, notice, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.
2. **SMOKING.** Smoking, including (e-cig or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in the plaza.
3. **PROHIBITED USES AND ACTS.** No person shall engage in:
 - 1) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, light poles, trees, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or property or appurtenances whatsoever, either real or personal.
 - 2) *Fires.* No person shall kindle or build or cause to be kindled or built a fire in any park except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
 - 3) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which she owns or has permission to control to be brought within the confines of any plaza unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required.
 - 4) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for plaza property.
 - 5) *Restricted sections of plaza.* No person shall enter upon any area of the plaza where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
 - 6) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on plaza property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.
 - 7) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds. (No person shall use any indecent or obscene language).
 - 8) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on public property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcoholic liquors upon plaza property, unless part of an approved event.
 - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or temporary or permanent toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.
 - 10) *Sleeping.* No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on public property.

- 11) *Dumping*. No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the plaza other than such refuse accumulated from organized and acceptable activities within the plaza, and such refuse must be deposited in receptacles provided for that purpose.
 - 12) *Posted signs, rules and regulations*. No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the plaza.
 - 13) *Public meetings, parades*. No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the plaza without the express consent and written approval of the city manager.
 - 14) *Advertisements*. No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any public property.
 - 15) *Offering articles for sale*. No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the plaza without permission from the city manager.
 - 16) *Inflatable play equipment*. Inflatable play equipment is prohibited unless arrangements are made in advance and a certificate of insurance from the party providing such equipment is filed with the city and includes a rider naming the city as an additionally insured party.
4. **POLICE AND EMPLOYEES**. No person shall resist any police officer or city employee exercising his duty within the plaza area, or fail or refuse to obey any lawful command of any such police officer or employee, or in any way interfere with, hinder or prevent any such police officer or employee from discharging her duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
5. **PLAZA RESERVATIONS**. Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principle office or auxiliary presence within the Swartz Creek school district) may be permitted the use of the plaza, including control during hours the plaza is typically closed to the public, subject to the following conditions:
- 1) Use must be pre-approved by the city council.
 - 2) The organizations' use of the plaza area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent areas by others.
 - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the plaza and shall provide evidence of insurance coverage.
 - 4) The city reserves the right to direct where organizations' activities conducted are conducted to minimize interference with the use of adjacent properties and businesses.
 - 5) Fees shall be set by resolution of the city council. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
 - 6) In no case will use result in a charge for or prohibition on general access to the plaza by the public unless such charge is approved by the city council in advance.
 - 7) Reservations for this category can be granted by the city council beginning December 1 of the previous calendar year.
 - 8) All permits shall require the permittee to clean up the plaza after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
 - 9) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, provided that such permit is on official forms when presented.
 - 10) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority for use shall be given to organizations scheduling regular events (e.g. weekly markets) or annual events (e.g. bike races).
- 11) **VENDING**. Vending is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.
- 12) **PUBLIC NOTICE**. The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

City Council Approval: Draft