

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, September 4, 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. August 7, 2019 Minutes
 - B. Staff Letter
 - C. Holland Square Usage Guidelines
 - D.
7. REPORTS:
 - A. DPW Director
 - B. City Manager
 - C.
8. BUSINESS:
 - A. Dog Park Dedication
 - B. Plaza Guidelines
 - C. Disc Golf
 - D. Playscape Stain (September 14th)
 - E. Jeepers Creekers (candy or other participation)
 - F.
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
August 7, 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, Rick Henry (5:34), Rae Lynn Hicks, Samantha Fountain, Connie Eskew, & Trudy Plumb.

Members Absent: Joe Perrault.

Staff Present: Adam Zettel.

Others Present: Erik Jamison, Lania Rocha, & Bob Plumb.

APPROVAL OF AGENDA: Motion by Plumb to approve agenda of August 7, 2019, support by Farmer.
Motion carried by voice consent.

APPROVAL OF MINUTES: Motion by Plumb to approve minutes of July 3, 2019, support by Cummings.
Motion carried by voice consent.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. July 3, 2019 Minutes
- B. Staff Letter
- C. Elms Park Aerial
- D. Plaza Draft Rules

REPORTS:

- A. DPW REPORT: None.
- B. City Manager: There has been vandalism in Elms Park. We are working to tighten our security and identify those responsible. Repairs are forthcoming. Parking in Abrams Park by contractors is being addressed. Youth sports are back on in Elms.

BUSINESS:

- A. Dog Park: The dog park is being graded and should be fenced soon. There was some thought to registering owners with a digital code for access.
- B. Elms Storage: The use agreements will go to council Monday.
- C. Slip and Slide Debriefing: The fire department will look to take this event over soon. The next event must display consistent times and fees. The bounce house payment will go to the Swartz Creek Chamber of Commerce, with excess to the Swartz Creek Firefighters Association.
- D. Playscape Stain & Kiwanis: This is delayed until fall. There will be a stain date on Saturday, September 14th from 10am-2pm.
- E. Green Team GFWC Projects: They completed their Corunna Road cleanup. They may work to deliver watershed flyers.

- F. Plaza Guidelines: The draft was considered. Most folks felt it should be open and available to for profit entities, but there should be oversight concerning the impact and benefit. The guidelines will be reviewed in September.
- G. Bristol Road Property: Disc golf was brought up as a potential use for the 20 acres that the city owns on Bristol Road by GM. This was well received and will be further considered in September.

Motion by Barclay to explore the concept of disc golf for Bristol Road property, support by Farmer. Motion carried by voice consent.

MEETING OPEN TO THE PUBLIC: Mr. Jamison supported the disc golf concept and the potential to expand the Family Movie Night concept with a portable screen.

Lania Rocha explained Jeepers Creekers events.

BOARD MEMBER COMMENTS: None.

ADJOURNMENT: Meeting adjourned at 6:45 p.m.

NEXT MEETING: September 4, 2019, 5:30 p.m. at City Hall.

Connie Eskew, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: August 28, 2019

To: Park Commissioners
From: Adam Zettel, AICP
RE: September 4, 2019 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, September 4, 2019, at the city offices. Art in the Park was a big success, and there are not any issues to report. The dog park installation is substantially complete, and we are able to consider a dedication for mid-September. Walt should be at the meeting to discuss this with us.

I am including the guidelines for use of Holland Square again. I hope folks can take time to consider these guidelines for use as we balance the need for parking with opportunities for community use. I have some comments from Mrs. Hicks. Please prepare some if you have the time!

I also hope to continue our conversation about disc golf on Bristol Road. We will see if we can get some information from some local folks that have an interest and some skills with this sport.

In other news, the use agreements for storage are executed. We also have the staining of the playscape scheduled for September 14th, from 10am to 2pm. Jeepers Creeks is also coming up soon!

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

Sincerely,

Adam H. Zettel, AICP
City Manager
City of Swartz Creek
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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) *Drunkness, 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