

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Wednesday, June 3, 2020**  
**Virtual (Zoom) Meeting – 5:30 P.M.**  
**Agenda**

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Connie Eskew, Jentery Farmer, Samantha Fountain, Mark Gonyea, George, Hicks, Rae Lynn Hicks, Steve Long, Trudy Plumb.
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
  - A. May 6, 2020 Minutes
  - B. Staff Letter
  - C.
7. REPORTS:
  - A. DPW Director
  - B. City Manager
  - C.
8. BUSINESS:
  - A. Disc Golf
  - B. Mary Crapo Lease Potential
  - C. COVID Opening
  - D.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK  
VIRTUAL PARK AND RECREATION ADVISORY BOARD  
ACCESS INSTRUCTIONS  
WEDNESDAY, JUNE 3, 2020, 5:30 P.M.**

The virtual meeting of the City of Swartz Creek Park & Recreation Advisory Board is scheduled for **June 3, 2020** starting at 5:30 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan’s Executive Orders 2020-15 and 2020-21.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: Park & Rec Meeting

Time: June 3, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84566692959>

Meeting ID: 845 6669 2959

One tap mobile

+13017158592,,84566692959# US (Germantown)

+13126266799,,84566692959# US (Chicago)

### Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 845 6669 2959

Find your local number: <https://us02web.zoom.us/u/kzfg51VZ8>

**If you have any further questions or concern, please contact 810-429-2766 or email [colger@cityofswartzcreek.org](mailto:colger@cityofswartzcreek.org). A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.**

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR PARK BOARD MEETING PROTOCOLS  
WEDNESDAY, JUNE 3, 2020, 7:00 P.M.**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, Executive Order 2020-15 (Virtual Meetings), and the Park Board procedures. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

**QUORUM OF BOARD**

Five members of the Board shall be a quorum for the transaction of business at all Board meetings. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date.

Boardmembers shall have the ability to be considered present for the purposes of deliberation and voting with audio capabilities as permitted by Michigan Executive Order 2020-15. They must be present in real time without interruption for the duration of a business item to vote. An uninterrupted quorum must be present for a business item to proceed to a vote.

Boardmembers shall refrain from additional communications with boardmembers during the meeting that the public cannot observe (e.g. direct or mass emails, texts, or other electronic messages to boardmembers).

**MAINTAINING ORDER**

Boardmembers and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of Board.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt the meeting shall be promptly removed by the city clerk or by order of the Chair. Profanity in visual or auditory form are prohibited.

The board members and staff shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing \*9 on their phone.

**MOTIONS**

All Motions and Resolutions, whenever possible, shall be crafted to be the positive, meaning yes is approved and no is defeated. All motions shall require support. The Chair may assign, by rotation, the delivery of motions. A Boardmember whom moves for a motion may oppose, argue against or vote no on the motion.

## **PUBLIC ADDRESS OF BOARD**

The public shall be allowed to address the Board under the following conditions:

1. Each person who wishes to address the Board will be first recognized by the Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand on the Zoom application or by pressing \*9 on their phone.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the Chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the Board, unless special permission is otherwise requested and granted by the Chair.
6. There shall be no questioning of speakers by the audience; however, the Board, upon recognition of the Chair, may question the speaker.
7. No one shall be allowed to address the Board more than once unless special permission is requested, and granted by the Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the Board unless special permission has been requested, and granted by the Chair.
9. Those addressing the Board shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

## **VOTING RECORD OF BOARD**

All motions shall be taken by "YES" and "NO" voice vote and the vote of each Boardmember entered upon the journal.

CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
PARK AND RECREATION ADVISORY BOARD  
MINUTES OF VIRTUAL REGULAR MEETING  
May 6, 2020

Meeting called to order at 5:30 p.m. by Chairperson Barclay.

Members Present: Rae Lynn Hicks, George Hicks, Samantha Fountain, Trudy Plumb.  
Mark Gonyea, Steve Long, Jentery Farmer (arrived late), Connie Olger, James Barclay.

Members Absent:

Staff Present: Adam Zettel & Andy Harris.

Others Present: Lania Rocha, Mike Suchodolski.

APPROVAL OF AGENDA: Motion by Plumb to approve agenda of May 6, 2020, support by Gonyea. Motion carried by voice consent.

APPROVAL OF MINUTES: Motion by Plumb to approve minutes of March 4, 2020 support by Gonyea. Motion carried by voice consent.

MEETING OPEN TO THE PUBLIC: Mike Suchodolski a disc golf enthusiast has walked the property and would like the approval to go ahead and mark off the course so they can begin with cutting out the course. He also mentioned if the slip and slide event did happen this summer that they were going to set up a demo course that day at Elms Park for publicity.

Mr. Zettel replied that the council has approved the course.

COMMUNICATIONS TO THE BOARD:

- A. March 4, 2020 Minutes
- B. Staff Letter
- C. Mary Crapo Lease

REPORTS:

- A. DPW REPORT: Andy reported picnic tables have been painted at both parks. After speaking with Chief Bade it was suggested to try to brighten up the park area and see if that would deter the vandalism at Abrams Park. If this doesn't seem to work the security camera will be the next step. The old exercise equipment as suggested at last meeting was taken out. The gravel path at Elms Park was installed.
- B. City Manager: Mr. Zettel and Mr. Harris did a complete walk through at Elms Park and the maintenance and wish list have been included in the packet distributed.

BUSINESS:

- A. New Board Members: Steve Long was introduced and he gave a brief background history.
- B. Disc Golf: updates given earlier in public comment.

- C. Slip and Slide: Everyone agreed that at July 8<sup>th</sup> meeting a decision would be finalized if the event would happen or not due to Covid 19.
- D. Five Year Park Plan Review: Everyone agreed the maintenance list provided in packet was acceptable.
- E. Mary Crapo Lease Potential: Mr. Zettel gave a brief recap of the Crapo Project. Communities' First lease restricts the area to be used for a ballfield. They feel after many workshops that were held, the community stated that they wanted the ballfield to stay. Mr. Barclay was opposed to the lease. Mrs. Hicks felt it was too restrictive. Mr. Farmer requested the school be contacted for input.

MEETING OPEN TO THE PUBLIC: None.

BOARD MEMBER COMMENTS: Mark Gonyea wanted to know if there was an update on the plaque by flagpole at Abrams Park. Rae Lynn did not have any information on it. Mr. Gonyea will follow up on it. He also wondered if anyone would be interested in putting together a committee to get fundraising started to put in new playground equipment at Abrams Park.

Mr. Barclay replied that he would help if Mr. Gonyea put a group together. He also informed Mr. Gonyea that it would probably cost \$30,000-\$40,000. Mr. Gonyea will put something out on social media and see what kind of response he gets.

Mrs. Hicks suggested we make a decision tonight about the Mary Crapo Lease to pass on to the council.

MARY CRAPO LEASE: Motion by Barclay to not accept the Mary Crapo lease as is, support by Hicks.

Yes: R. Hicks, G. Hicks, Fountain, Plumb, Barclay, Long, Gonyea, Olger.

No: Farmer.

ADJOURNMENT: Meeting adjourned at 6:39 p.m.

NEXT MEETING: June 3, 5:30 p.m.

---

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

Date: May 27, 2020

To: Park Commissioners  
From: Adam Zettel, AICP  
RE: June 3, 2020 Park Board Meeting

Hello everyone,

**We will be meeting at 5:30 p.m. on Wednesday, June 3, 2020, using the Zoom interactive meeting application.** Information on how to access the meeting is included.

We will have more staff updates on maintenance. At this time, the parks are limited to passive recreation due to COVID 19. The restrooms and playscapes are still closed. As of writing, we are looking to get the dog park in shape for formal use. We have this on the agenda as well for consideration.

Concerning disc golf, it appears folks have been working on designing and marking the course. We will need to go over next steps, which hopefully includes an awareness/fundraising event. We can then look to have the city participate in parking creation and pad/basket installation.

Lastly, we expect to have Mr. Mainke (Swartz Creek Community Schools Superintendent) present to go over their perspective on the Mary Crapo lease. At the last meeting, there was not an appetite to take over the ballfield, as requested by Communities First. I have communicated this to them, and their position has not changed.

Contact me with additional future agenda items, questions, or comments.

Sincerely,

Adam H. Zettel, AICP  
City Manager  
City of Swartz Creek  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

---

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

<ftp://cityofswartzcreek.org>