

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, February 3, 2021
Virtual (Zoom) Meeting – 5:30 P.M.
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Connie Olger, 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. November 4, 2020 Minutes
 - B. January 6, 2020 Minutes
 - C. Staff Letter
 - D.
7. REPORTS:
 - A. DPW Director
 - B. City Manager
 - C.
8. BUSINESS:
 - A. Elms Park Memorial
 - B. Elms Park Winter Slip & Slide Fundraiser Inquiry
 - C.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
WEDNESDAY, FEBRUARY 3, 2021 5:30 P.M.**

February 3, 2021 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 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: City of Swartz Creek Park & Recreation Board Meeting

Time: February 3, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/u/kedFRqg7ij>

If you have any further questions or concern, please contact 810-429-2766 or email 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 (ELECTRONIC) MEETING RULES AND PROCEDURES

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, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. 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.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;

- (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
 6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
 7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
 8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

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 a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters 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 & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

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

1. Each person who wishes to address the public body will be first recognized by the Mayor or 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 as appropriate on the digital application.
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 mayor or 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 public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or 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 PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING AT THE PAUL D. BUECHE MUNICIPAL BUILDING
NOVEMBER 4, 2020

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

Members Present: James Barclay, Jentery Farmer, Mark Gonyea, George Hicks, Rae Lynn Hicks, Steve Long (5:31), & Trudy Plumb.

Members Absent: Samantha Fountain & Connie Olger.

Staff Present: Adam Zettel.

Others Present: Lania Rocha & Nate Henry.

APPROVAL OF AGENDA: Motion by Farmer to approve the agenda of November 4, 2020, support by Plumb.
Approved by unanimous voice vote.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of October 7, 2020 support by R.L. Hicks.
Motion carried by voice vote.

MEETING OPEN TO THE PUBLIC: Mr. Long indicated that the small dog section of the dog park appears to be locked all the time. A skate park might be a good idea for the community.

COMMUNICATIONS TO THE BOARD:

- A. October 7, 2020 Minutes
- B. Staff Letter

REPORTS:

- A. DPW Director: Not present.
- B. City Manager: Mr. Zettel indicated that the disc golf course is still being graded and the parks are being winterized. There has been no change regarding the Crapo structure or the trail grants.

BUSINESS:

- A. Forestry: Staff is meeting with an arborist on November 5th. The idea is to apply rigorous inspections and maintenance to the two main parks, as well as the downtown civic area/Bicentennial park, in a three year rotation. The arborist should be able to identify property trees for future plantings based upon species mix, location, soils, and desired function.
- B. Sledding Hill Improvements: The transformation of the berm at Otterburn into a full sledding hill was proposed. This should be possible without functional changes to the park or added resources, given the nature of this area as a staging area for the city projects.

Motion by Barclay to pursue the installation of a sledding hill at Otterburn Park, support by Gonyea. Motion carried unanimously by roll call vote.

- C. Christmas Decorating: The status of the parade and tree lighting is unclear, but this is to be performed by others. The board will continue to judge the home decorating contest. Judges will be Farmer, Plumb, Gonyea, and Long. Zettel will provide maps.

MEETING OPEN TO PUBLIC: None

BOARD MEMBER COMMENTS:

Mrs. Plumb was very pleased with the election volunteers and process in town.

Mr. Farmer believes there are some good ideas coming for future Halloween events and decorating in town.

Mr. Gonyea noted that the arborist should be able to create symbiotic species mixes for future plantings.

ADJOURNMENT: Meeting adjourned at 6:04 p.m.

NEXT MEETING: December 1, 5:30 p.m. in the city council chambers.

Connie Olger, Secretary

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING VIRTUAL
JANUARY 6, 2021

Meeting called to order at 5:32 p.m. by Chairperson Barclay.

Members Present: Mark Gonyea, James Barclay, Steve Long, Samantha Fountain & Connie Olger.

Members Absent: Jentery Farmer, Rae Lynn Hicks, George Hicks & Trudy Plumb.

Staff Present: Adam Zettel, Andrew Harris.

Others Present: Lania Rocha, Lisa Harms & Nate Henry.

APPROVAL OF AGENDA: Motion by Fountain to approve the agenda of January 6, 2021, support by Gonyea.

Yes: Gonyea, Barclay, Long, Fountain, Olger.

No: None. Motion Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

A. Staff Letter

REPORTS:

A. DPW Director: Nothing to report.

B. City Manager: Nothing to report.

BUSINESS:

A. Selection of Officers: Officers were selected for 2021.

Motion by Barclay, Chairperson Farmer, Vice-Chair Fountain, and Secretary Olger, supported by Gonyea.

Yes: Fountain, Olger, Gonyea, Barclay, Long.

No: None. Motion Carried.

B. Elms Park Memorial: Lisa Harms would like to donate a tree in memory of her son. This memorial tree could be used by the community to honor loved ones that passed, such as decorating at Christmas with ornaments.

Board members loved the idea, and asked Ms. Harms if she preferred Elms Park or would she consider Abrams Park. The decision of what park the tree would be planted at will be discussed at next meeting.

Motion by Barclay, Resident to donate a tree as a memorial tree, supported by Fountain.

Yes: Fountain, Olger, Gonyea, Barclay, Long.

No: None. Motion carried.

MEETING OPEN TO PUBLIC: None

BOARD MEMBER COMMENTS:

Mrs. Fountain asked if there was any updates on the DNR grant. Mr. Zettel responded nothing more than what was noted in the staff letter.

ADJOURNMENT: Meeting adjourned at 5:55 p.m.

NEXT MEETING: February 3, 2021, 5:30 p.m. in the city council chambers.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 27, 2021

To: Park Commissioners
From: Adam Zettel, AICP
RE: February 3, 2021 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, February 3, 2021, using the Zoom interactive meeting application. Information on how to access the meeting is included. For those that missed it, we have new officers for 2021. Mr. Farmer serves as the chair, Mrs. Fountain as the vice-chair, and Mrs. Olger as the secretary.

We do not have any updates on Otterburn Park or the disc golf course that is going there. Hopefully, we will be able to solidify plans for a sledding hill and course improvements prior to spring.

The trail is moving forward, with more easements being signed. We are down to two holdouts, for which we are in the eminent domain process now. The bigger concern is attempting to align the expectations of MDOT (who wants bids going out ASAP) with the expectations of MDNR (which won't likely have a grant agreement until June). We are also attempting to integrate the Safe Routes to School project, but this is still being designed. As such, though we expect work this year, the completion is looking like 2022.

Concerning business, Lisa is expected to join us again to finalize the memorial concept. The park approved the donation of a tree in January, but it appears we need to settle on a tree type and location. There is also thought of decorating the tree each Christmas, which seemed to be well-received.

Next on the agenda is a request by a non-profit to hold a fundraiser at Elms Park. Usually, this group does a polar plunge to raise funds and awareness. However, they are constrained this year and are looking to do a slip and slide in the winter instead. They initially requested permission to have non-exclusive rights to do this independently at the Elms Park sledding hill sometime in February. The fire department was independently being asked to participate.

However, they are now seeking to have the city participate by staffing the park to unlock bathrooms and to provide the tarp. Note that the bathrooms are closed and must remain closed. They would be used for changing only. Doing so will result in overtime to open the bathrooms (and clean them) as well as to provide and/or install the tarp. This also raises the concern of liability. Lastly, if the event scale is large enough, we could be looking a temporary hill damage and a lot of mud on the tarp and bathrooms.

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

February 3, 2021
Park Board

As such, I have asked their representative to join us. She will explain what they are about, what they expect the event impact to be, and what they are asking of the city. My knee jerk reaction is to provide the port-a-johns and nothing else, but perhaps we can be more involved. We will see where the discussion takes us.

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

Sincerely,



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