

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Wednesday, April 7, 2021, 5:30 P.M.**  
**Agenda**

**THIS WILL BE A HYBRID MEETING, WITH UP TO 25 PERSONS IN THE CITY COUNCIL CHAMBERS AND TWO-WAY COMMUNICATION VIA THE ZOOM APPLICATION. PLEASE NOTIFY THE CITY CLERK IF YOU INTEND TO ATTEND IN PERSON**

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. March 3, 2021 Minutes
  - B. Staff Letter
  - C. Park Plan Excerpts
  - D.
7. REPORTS:
  - A. DPW Director
  - B. City Manager
  - C.
8. BUSINESS:
  - A. Disc Golf Update
  - B. 2021-2021 Projects
  - 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, APRIL 7, 2021 5:30 P.M.**

**April 7, 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](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: City of Swartz Creek Park & Recreation Board Meeting

Time: April 7, 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/j/5699610014>

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 (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 VIRTUAL  
MARCH 3, 2021

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

Members Present: Jentery Farmer, James Barclay, Steve Long, Rae Lynn Hicks, George Hicks, Samantha Fountain, Connie Olger, Trudy Plumb.

Members Absent: Mark Gonyea.

Staff Present: Adam Zettel, Andrew Harris.

Others Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Plumb to approve the agenda of March 3, 2021, support by Fountain.

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Barclay b to approve minutes of February 3, 2021, support by Steve Long.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. February 3, 2021 Minutes
- B. Staff Letter

REPORTS:

- A. DPW Director: Last week while prepping for the Slip & Slide event we noticed some of the outlets in some of the pavilions were not working and we are working on getting those fixed.
- B. City Manager: Genesee Valley Trail is on track and we are still working on 2 easements.

Merry Go Round Abrams Park has been removed, it's the one by the ballfield. Cost to replace is around \$7,500 - \$11,000. It is not in the budget this year and Adam would like the board's opinion if we would like to replace it or not. Board members agree on not replacing it.

Mr. Zettel would like to get with the Disc Golf folks in the next 30-60 days to start working on a fundraiser for the course.

**BUSINESS:**

- A. Otterburn Park: Mr. Zettel informed the board that there is \$10,000 budgeted this fiscal year and wanted the board to discuss whether we should invest in Disc Golf equipment or wait till project is at a more advanced stage of construction.

Motion by Barclay, Park Board agrees to purchase Disc Golf equipment this fiscal year upon Mr. Zettel's discretion, supported by Hicks.

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

No: None. Motion carried.

MEETING OPEN TO PUBLIC: None

BOARD MEMBER COMMENTS: Jim Barclay wondered if we would be meeting in person next meeting. Mr. Zettel responded, yes we will meet in person in April.

Rae Lynn Hicks spoke to one of the employees from the tree company the city employed and was told that the city could have the wood and chips that they are getting from the job, if we are interested.

Steve Long wondered if the board decided which park, Elms or Abrams, the donated tree would be planted. Mr. Zettel responded, yes it will be planted at Elms Park.

Rae Lynn Hicks asked the board if anyone objected to her donating a stick box outside of the dog park. It's something she saw and would like to make one and have it put by the dog park.

ADJOURNMENT: Meeting adjourned at 6:06 p.m.

NEXT MEETING: April 7, 2021, 5:30 p.m.

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Connie Olger, Secretary





Adam Zettel, AICP

City Manager

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

Date: March 30, 2021

To: Park Commissioners  
From: Adam Zettel, AICP  
RE: April 7, 2021 Park Board Meeting

Hello everyone,

**We will be meeting at 5:30 p.m. on Wednesday, April 7, 2021. This will be a hybrid meeting, offering in-person attendance and virtual attendance using the Zoom application. 25 persons can attend in person. Contact the city clerk to reserve such a spot. All other will be able to engage in two way communication via Zoom. Information on how to access the meeting is included.**

For this meeting, we will discuss the 2020-2021 projects that we have had in the hopper. I am including the park plan excerpts that indicate our priorities. You can see what we have accomplished and what remains. This includes the partial reclamation of the east side of Elms Park vegetation, the Elms Park internal loop, and Otterburn disc golf. We are also setting the table for the trail extensions and possible sledding at Otterburn Park.

Some of these projects are in-kind and have been limited by COVID/budget considerations. Other are in the state grant process. We hope to be able to communicate with the city's contractors about expectations for work in Otterburn and Elms to get an idea of how much clearing and trail work can reasonably be done with the budgeted funds. I expect this work to continue into the 2022 fiscal year (after July 1).

Disc golf baskets and artificial launch pads (tees) are ordered. The group is very much engaged and is communicating with the Hometown Days group about an event during that time. This should be a good kickoff to the awareness and fundraising campaign we hope for.

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)

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## **ACTION PLAN**

The following is a description of the projects that the Parks and Recreation Advisory Board has determined are recreational priorities for the city in the future. Justification is provided for each project. A list of potential funding sources has also been included.

### *Short-Term Projects*

- Install backstops in Elms Park. Work on maintenance around the park as well with the playground equipment.
- Develop a bathroom cleaning checklist at park locations.
- Add an off-leash fenced dog park for the south side of Elms Park. Enhancements to the parking lot including placing guardrails or wooden poles to stop people from parking over the spaces.
- Address various drainage issues in Elms Park.
- Remove and replace the cottonwood trees in Winshall Park with something new (i.e. Swamp Oak, Elm Trees)
- Annual maintenance to play equipment, including staining of sections of Elms Park play structure in a more organized, thorough manner rather than tackling the entire structure at one time.
- Depending on grants and other match funding, development of the non-motorized trail may be timely with improved bid pricing due to local road projects by the city.

### *Mid-Term Projects*

- Add exercise stations in Winshall Park similar to what is being installed at Elms Park. Improve restrooms.
- Use tennis courts in Winshall Park for the ice skating. Relocate the ice skating rink to a location that is more accessible to people.
- Work with the school district to develop the southwest corner of Cappy and Fairchild to include forestry education, community garden, play equipment, and creek observation deck/kayak launch.

The existing softball field should be turned into a baseball field and have the outfield extended. The schools recently completed a building addition that eliminated two baseball fields which has increased the demands for facilities in the community. This is more cost effective to meet a short-term need than developing a new facility at the Heritage Park site or other location. A cooperative effort with the school might be sought as both the city and schools have limited budgets.

- Work with the school districts to determine locations for new baseball fields
- Converting softball fields to baseball fields is still a viable option. Most of the softball fields could be converted since most of the groups that would use the field would be little league teams.

### *Long-Term Projects*

- Implement the Heritage Park concept.
- Research feasibility to locate a baseball field near the old Consumers property that is in the rear of Elms Park.

#### *Develop Non-Motorized Trail*

##### Elms Park Internal Trail

Based on the success of grant funding, the city proposes that a paved non-motorized trail system be developed throughout the park. Establishing a pedestrian trail is a high priority of the city. Given the available area within the park, Elms Park is the ideal location for the trail system.

It is proposed that a paved trail system be looped through the park, providing a pedestrian link between park facilities. Trail users will be able to enter the park from the sidewalk along Elms Road without having to share the entry road with vehicles. This will increase pedestrian safety. It is anticipated that the trail would be of barrier-free design, constructed with a paved surface, striped, and 8 feet to 10 feet in width. This would allow a wide range of users such as walkers, runners, people in wheelchairs, bikers, or inline skaters to safely and efficiently use the trail. The paved surface will be durable and low-maintenance. Traffic control and a well-defined crosswalk will be provided wherever the trail crosses a vehicular drive. The length of the proposed trail loop within the park will be approximately 1,300 linear feet, or ¼-mile.

The city proposes that signage be placed at appropriate trailhead locations throughout the system. The signs would show the following information: park boundaries and facilities, location of other trailheads, connections to secondary trails and other linkages, trailway distances, and location of water fountains and restrooms. Benches will be added along the trailway to provide rest areas for trailway users.

##### Extend Non-Motorized Trail to Elms Road Elementary School

There is an existing Consumers Power Easement that connects the park to Elms Road Elementary, which is located approximately ¼-mile to the north of the park. The proposed trail connection will provide the school with an opportunity to utilize the facility for recreational activities such as gym classes and cross country running events. The park will also provide a pedestrian connection from the school to residential neighborhoods to the south. This will allow students to walk, bicycle, etc. to school.

##### Winshall Park Trail Improvements

The development of a non-motorized trail along Swartz Creek through Winshall Park is a long-term priority for the city. The location of the Swartz Creek and the

natural character of the park make Winshall Park an attractive location for a trail system.

It is proposed that a paved trail system be located along the Swartz Creek which would provide public access to the waterway as well as a pedestrian link between park facilities. Trail users will be able to enter the park from the sidewalk along Winshall Drive and continue traveling through the park on the trail. It is anticipated the trail would be of barrier-free design, constructed with a paved surface, striped, and 8 feet to 10 feet in width. The paved surface will be durable and low maintenance. The length of the proposed trail loop within the park will be approximately 1,300 feet, or ¼-mile. A proposed pedestrian bridge would provide access to the property on the other side of the Swartz Creek.

#### Extend Non-Motorized Trail to Swartz Creek Middle School

The city proposes that the trail be connected to the Swartz Creek Middle School by extending the trail from the park to the school along the Swartz Creek County Drain easement. The school is located approximately 1 mile to the northeast. This trail would provide recreational and educational opportunities to students. It would also provide a safe pedestrian link to the school through the park to the residential neighborhoods east of the park.

#### Develop Non-Motorized Trail Regional Connections

The city should pursue funding application for the various phases of trail identified in the master plan, providing regional connection to the Genesee County and indirectly to the statewide Iron Belle Trail system. This process should start early to allow time to assemble easements, grants and matching funds.

#### *Maintain Open Space*

Development within the park should be limited to maintain open space. This allows for pickup games, soccer practice, and other non-programmed activities. The existing facilities should be maintained, such as the ongoing boy scout project to upgrade the existing exercise stations. The addition of lighting within the park will allow neighbors and others to keep an eye on activities within the park, reduce the potential for vandalism, and increase use.

#### *Improve Existing Playground Equipment*

There is some existing playground equipment that remains to be updated. The equipment is limited in terms of function and needs to be updated and expanded. Improving the play area will provide additional recreational opportunities to children and young families and address safety factors. These improvements should include seating and fencing.

- Develop Basketball Court at Winshall Park

The city will consider expanding or improving the existing court. This will increase the recreational opportunities for older children and adults.

- Resurface basketball court/tennis court into tennis only court in Winshall Park

### *Bicentennial Park*

Bicentennial Park is a relatively small park located on Morrish Road, south of Miller Road. The city owns property on both sides of the road and intends to maintain both sides of the road as park open space. The city has completed a pavilion and barrier-free sidewalk on the east side of the road. Continued “complete streets” improvements along this corridor will enhance recreation connections throughout the city.

- Remove pavilion: Parks and Recreation Board discussed that they don't need the pavilion and that it might be more useful to use the area as a playground or something for the downtown area
- Potential partnership with the DDA
- Incorporation of a splash pad in downtown: Potential for adding new parking in the downtown area to accommodate for the new splash pad

### *Administration*

Future exploration of forming a recreation authority with adjacent communities and agencies might be explored to better leverage limited funds, staffing and facilities to serve the recreation needs of the community.

## **CAPITAL IMPROVEMENT PLAN**

The following schedule is a summary of the action plan that includes key maintenance and development projects in an approximated timeline for completion pending available funding:

### Funding Key:

MNRTF – MDNR Trust Fund

Passport – MDNR Recreation Passport

TAP – MDOT Transportation Alternative Program

GF – General Fund

Private – Private Donation/Foundations

Capital Improvement Plan			
Year	Project	Cost	Funding
Years 0-5	<b>Winshall Park</b>		
	• Tree replacement	\$10,000	CE, Private GF, Passport
	• Annual maintenance (\$40,000 per year x 5)	\$200,000	
	• Renovate restroom floor, add exercise stations	\$15,000	
	• Refurbish Basketball Courts	\$65,000	
	<b>Total</b>	<b>\$290,000</b>	
	<b>Elms Park</b>		
	• Replace backstops	\$5,000	GF, Passport, Private
	• Drainage improvements, extend internal path	\$20,000	
	• Dog park	\$25,000	
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Reclaim East-side of Elms Park	T.B.D.	
	<b>Total</b>	<b>\$300,000</b>	
	<b>Non-Motorized</b>		
	• Construct Phase 1 of regional trail system	\$150,000	TAP, MNRTF, GF, Private
<b>Total</b>	<b>\$150,000</b>		
<b>Total for 0-5 Years</b>		<b>\$740,000</b>	
Years 5-10	<b>Winshall Park</b>		
	• New internal path	\$100,000	Private, GF, Passport
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Refurbish or repurpose tennis courts	\$125,000	
	• Disc Golf (9-holes)	\$4,500	
	<b>Total</b>	<b>\$479,000</b>	
	<b>Elms Park</b>		
	• Drainage	\$10,000	GF, Passport, Private
	• Annual maintenance (\$60,000 per year x 5)	\$300,000	
	<b>Total</b>	<b>\$310,000</b>	
	<b>Bicentennial</b>		
	• Remove or enhance pavilion with new features	\$150,000	MNRTF, GF, Private, DDA
	• New Benches	\$3,000	
	<b>Total</b>	<b>\$153,000</b>	
	<b>Non-Motorized</b>		
• Construct Phase 2 and 3 of regional trail system	\$350,000	TAP, MNRTF, GF, Private	
<b>Total</b>	<b>\$350,000</b>		
<b>Total for 5-10 Years</b>		<b>\$1,292,000</b>	