

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Wednesday, December 1, 2021, 5:30 P.M.**  
**Elms Park**  
**Agenda**

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Sandi Brill, Dawn Jamison,  
Connie Olger, Samantha Fountain, Mark Gonyea, George,  
Hicks, Rae Lynn Hicks, Trudy Plumb,
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
  - A. November 3, 2021 Minutes
  - B. Staff Letter
  - C.
7. REPORTS:
  - A. City Manager (trails, pavilion, & disc golf)
  - B. DPW Director
  - C.
8. BUSINESS:
  - A. Xmas Parade and Decorating Contest
  - B. Pavilion
  - 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, DECEMBER 1, 2021 5:30 P.M.**

**December 1, 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 and rules promulgated by the Michigan Department of Health and Human Services.

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: December 1, 2021 05:30 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+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: 830 9640 1128**

Find your local number: <https://us02web.zoom.us/j/83096401128>

**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  
SWARTZ CREEK, MICHIGAN  
PARK AND RECREATION ADVISORY BOARD  
MINUTES OF REGULAR MEETING  
PAUL D. BUECHE MUNICIPAL BUILDING  
November 3, 2021

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

Members Present: Sandi Brill, Mark Gonyea, Jim Barclay, Rae Lynn Hicks, George Hicks, Samantha Fountain,  
Connie Olger & Trudy Plumb.

Members Absent: Vacant.

Staff Present: Adam Zettel, Robert Bincsik.

Others Present: Nate Henry, Boots Abrams, Erik Jamison & Robbie Fitzpatrick.

Virtually Present: Lania Rocha

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

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of October 5, 2021, support by Plumb.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. October 5, 2021 Minutes
- B. Staff Letter
- C. Park Rules (confetti/streamers/staples) cameras?

REPORTS:

- A. City Manager: All the trails are moving along. There has been no change with pavilion at Otterburn Park, haven't been able to meet with family. We are looking to get the kit information. Disc Golf group has been doing a lot of work and there has been a lot of interest in sponsorships. Food truck vending has been at Elms Park providing concessions for youth athletics. Suggestions such as limiting the number of trucks and allowing for events only going forward. Food Trucks in the parks will be required to go through the permitting process.
- B. DPW Director: Park restrooms have been winterized and the gates for Elms Park have been ordered and are on backorder.

BUSINESS:

- A. Park Rules and Reservations: The park board made some minor updates and had a couple additions, such as fasteners and confetti/balloons. Barclay suggested adding no overnight parking signs.

Motion by Plumb to approve the Park Reservation rules amendments, support by Brill.

Unanimous Voice Vote.  
Motion Declared Carried.

- B. Pavilion Scope: Nothing new to add other than what was mentioned earlier.
- C. Christmas Parade & Decorating Contest: The Christmas Parade is December 4, 2021 @ 6 pm. Erik Jamison spoke of the parade and events they are organizing, such as a vendor market during the day before the parade, at Holland Square. The parade route will run from the Middle School to Holland Square. He's looking for ideas and community support.

Judges for the decorating contest will be Trudy Plumb, Sandi Brill, Rae Lynn Hicks, & Samantha Fountain. Connie will get the maps & signs to all the judges. Winners need to be reported to Rae Lynn for pictures by December 10<sup>th</sup>.

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS: Trudy Plumb thanked Mr. Jamison & Mr. Fitzpatrick for attending the meeting and once they get date/time set for the Christmas events meeting to let us know. Sandi Brill would like to get more information on the green outhouse for Abrams Park by tot lot. She also reached out to the Flint River Water Shed and spoke with Nicole and Nicole would like to attend one of our meetings. Jim Barclay thinks the sledding hill at Otterburn Park is going to be a pretty good hill.

Motion by Plumb, adjourn the meeting, supported by George Hicks.

Unanimous Voice Vote.  
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:43 p.m.

NEXT MEETING: December 1, 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: November 23, 2021

**To: Park Commissioners**  
**From: Adam Zettel, AICP**  
**RE: December 1, 2021 Park Board Meeting**

Hello everyone,

**We will be meeting at 5:30 p.m. on Wednesday, December 1, 2021. This will be an in-person attendance located at the city offices.**

We will have some good news on trails! The MDOT grant is good to go concerning the right of way certification. This has been holding us up for months. The final MDOT review on plans is occurring. I expect this will be able to be bid this winter!

Disc golf had a lot of work done in October, but things have obviously slowed down. With the site still being used for staging at this point, not much else will occur yet this year. I do expect to have the course and parking ready in the spring. With that said, we are looking to affirm the pavilion.

I have struggled to get Jentery's family and Tri City Construction in a meeting to finalize things. At this point, I have moved on from Tri City and have reached out to J.W. Morgan, RBF, Banacki, and others for input. I have a meeting scheduled with J.W Morgan on November 30<sup>th</sup> with Jentery's family. This will be at 5:30 at city hall. If anyone wishes to attend, please let me know. I have also heard back from RBF. They have the initial scope and indicate that 'it is a good price'. However, they are going to see what their lumber person can do. Note that prices are greatly in flux, especially when looking ahead 4-8 months.

In general, contractors are tough to reach. Getting work lined up is even harder. It may be that Tri City is still the best option, but they are terrible at communicating (which seems par for the course). Setting a scope and getting an order will not be as easy at it would be under more normal circumstances.

In other news, gates are on order for Elms Park. We will also be bidding woodchips for a spring installation. To round out our business, we have the Christmas Parade and

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

<ftp://cityofswartzcreek.org>

December 1, 2021  
Park Board

Christmas decorating contest on the agenda. Click [here](#) to learn more about the winter market and Christmas events.

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)