

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
WEDNESDAY, JANUARY 5, 2022 5:30 P.M.**

January 5, 2022 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 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: January 5, 2022 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. 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
DECEMBER 1, 2021

Meeting called to order at 5:43 p.m. by Chairperson Fountain.

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

Members Absent: None.

Staff Present: Adam Zettel, Robert Bincsik.

Others Present: Nate Henry, Lania Rocha, Erik Jamison, Ken Brill.

Virtually Present: None.

APPROVAL OF AGENDA: Motion by Brill to approve the agenda as amended of December 1, 2021, support by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of November 3, 2021, support by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

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

REPORTS:

- A. City Manager: All the trails are moving along. Disc Golf group has done a lot of work, but they didn't finish everything and will continue with the setup next Spring. The Gates should be installed soon. The parks have been winterized. Woodchips for the park will be bid out this winter for installation in the Spring. Holland Square events Saturday, December 4th starting at 3 p.m. with vendor market and parade at 6 p.m., tree lighting and other events following the parade.
Rae Lynn asked about the Christmas tree and possibly adding another section next year. Mr. Zettel responded it would be a great fundraiser.
- B. DPW Director: Nothing to add that Mr. Zettel didn't already cover.

BUSINESS:

- A. Christmas Parade and Decorating Contest: The Park board decided the residential light contest winners could be turned in a week later, December 17th and still make the paper before Christmas.
- B. Pavilion Scope: Mr. Zettel requested bids for the pavilion from a few other companies. He met with Jeremy Morgan & Stephanie Skinner and discussed some of the details. Ms. Skinner requested the city take this project in steps and let the family work at their own pace on the fundraising for the project. Mr. Zettel suggested board members look at the pavilion at Elms school. This could be a model of what we want.
- C. Tennis Courts-Abrams Park: Mr. Zettel researched that we could get rid of the courts, but the area must stay recreation. This is something we could discuss during the Master Plan review.
- D. Parks Master Plan/Goals Accomplished: Mr. Zettel commented late winter is when we will be reviewing the Park Plan.

MEETING OPEN TO PUBLIC: Erik Jamison reviewed the Christmas Parade/Event schedule and encouraged everyone to attend the event.

BOARD MEMBER COMMENTS: Rae Lynn Hicks wished everyone a good Christmas and the Holland Square event will be fun. Trudy Plumb welcomed Dawn Jamison glad to have her on the board and everyone have a Merry Christmas. Mark Gonyea & Samantha Fountain repeated what Trudy said. Sandi Brill is happy to have Dawn Jamison on board and everyone have a Happy & Healthy Christmas. Dawn Jamison thanked everyone on the board for the appointment and Merry Christmas to everyone. She hopes to see everyone at the Christmas Events downtown.

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

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:24 p.m.

NEXT MEETING: January 5, 2022, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: December 20, 2021

To: Park Commissioners
From: Adam Zettel, AICP
RE: January 5, 2022 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, January 5, 2022. This will be an in-person attendance located at the city offices. Due to the holidays, I am getting this packet out early. More may be added to the agenda. Given the dead of winter activity level, we could probably postpone to February, but we do have some updates.

We have more 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. The DNR grant agreement is also signed by the state. I expect this will be able to be bid this winter!

Otterburn is in motion. We have multiple prices on pavilions that indicate we should be able to get a basic structure of about 1,200 square feet for around \$35,000. However, we would like to provide power and bathrooms. With that said, I am asking the city council to submit this as the city's ARPA request for county funds. Outdoor recreation is an eligible expense, and our park activities are closed collaborated with Mundy Township, which is very desirable on the county end.

In other news, gates should be installed at Elms Park before we meet. We will also be bidding woodchips for a spring installation. To round out our business, we have a request to consider a bounce/jump pillow that can be located in-ground. I will be doing some research on this prior to our meeting.

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

Sincerely,

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

January 5, 2022
Park Board



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

8083 Civic Drive

Swartz Creek Michigan 48473

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Fax: (810)-635-2887

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