CITY OF SWARTZ CREEK

Park and Recreation Advisory Board Wednesday, February 2, 2022, 5:30 P.M. Paul D. Bueche Municipal Building Agenda

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- 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. January 5, 2022 Minutes
 - B. Staff Letter
 - C. Park Plan Update Scope of Work

D.

- 7. REPORTS:
- A. DPW Director

B.

- 8. BUSINESS:
 - A. Bi-Centennial Park Potential Naming

B.

- 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 2, 2022 5:30 P.M.

The February 2, 2022 Park Board meeting will commence 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 <u>join.zoom.us</u> 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 2, 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/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 SWARTZ CREEK, MICHIGAN PARK AND RECREATION ADVISORY BOARD MINUTES OF REGULAR MEETING PAUL D. BUECHE MUNICIPAL BUILDING JANUARY 5, 2022

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: Dawn Jamison.

Staff Present: Adam Zettel, Robert Bincsik.

Others Present: Nate Henry, Boots Abrams.

Virtually Present: None.

APPROVAL OF AGENDA: Motion by Plumb to approve the agenda as amended of January 5, 2022, support by

Gonyea.

Unanimous Voice Vote. Motion Declared Carried.

APPROVAL OF MINUTES: Motion by R. Hicks to approve minutes of December 1, 2021, support by Plumb.

Unanimous Voice Vote. Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. December 1, 2021, Minutes
- B. Staff Letter
- C. Boardmember Fountain Membership/Collaboration with Mundy Township: Chairperson Fountain verbally explained her role as a Mundy Township resident on the Swartz Creek Park Board, as well as the desire for Mundy to place a Swartz Creek resident on their board.
- D. Flint River Watershed/Botanical Garden: Boardmember Brill verbally indicated that she will invite the FRWC to a future meeting.

REPORTS:

A. City Manager: Gates are not in at Elms Parks yet. Vandalism occurred at Elms Park and the perpetrators were caught. Restoration will be done as part of enforcement, and we are getting estimates for this. Just found out that the county is offering Covid relief funds, and the application is due this week. I am applying for the funds to be used for Otterburn Park.

Motion by Gonyea, to support allocation of Covid Relief Funds for Otterburn Park, support by Brill.

Unanimous Voice Vote.

Motion Declared Carried.

B. DPW Director: Nothing to add.

BUSINESS:

- A. Jumping Pillow: Boardmember Brill suggested a jumping pillow and remarked she asked on facebook for suggestions for Abrams Park. Mr. Zettel responded this is a good item to discuss when updating our Park Plan, which is due for update this year. We typically do this in Late Spring/Early Summer. Mr. Zettel remarked that Rowe has done the plan in the past. Boardmember Hicks suggested inviting surrounding communities to these meetings for their input since those residents use our parks too.
- B. Selection of Officers: Officers were selected for 2022

 Motion by R. Hicks, Chairperson Barclay, Vice-Chair Fountain, and Secretary Olger, supported by Plumb.

Unanimous Voice Vote.

Motion Declared Carried.

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS: Mark Gonyea Happy New Year and looking forward to coming year. Thanks to the Park Board and the Womens Club for picking the winners of the Christmas decoration contest. Sandi Brill is thankful to all who are patient with her learning. She is excited about Otterburn and Happy New Year. Trudy Plumb Happy New Year to everyone. George Hicks looks forward to 2022. Rae Lynn Hicks is glad about the possible funding & the collaboration with surrounding communities. Samantha Fountain wished everyone a Happy New Year.

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

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:26 p.m.

NEXT MEETING: February 2, 2022, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 25, 2022

To: Park Commissioners From: Adam Zettel, AICP

RE: February 2, 2022 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, February 2, 2022. This will be an in-person attendance located at the city offices. I will not be in attendance for the meeting, but Connie and Robert shall be.

Concerning the Genesee Valley Trail, we will be bidding this winter or early spring. I do not know the month yet, but it is expected to range between March and May. Otterburn is in motion, but we are awaiting a submission for a grant of ARPA funds for the pavilion. The park board considered this in January. If awarded, we will have funds to increase the scope of work to include bathrooms, electrical, and architectural features to complement the historic Otterburn rail depot (thanks to Mr. Henry for the idea).

In other news, gates should be installed at Elms Park before we meet. But we have been told this before by the contractor. We will also be bidding woodchips for a spring installation. Concerning our agenda business, the chairperson is looking to test the waters on the potential to rename Bi-Centennial Park, possibility through the solicitation of public input.

Lastly, the council has approved a plan update as performed by Rowe Professional Services. I am including their scope of work. This is something we have the entire calendar year to perform, so I think it would be best if we tackle this during the warmer months, when we can more readily explore our parks and get higher involvement.

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

Sincerely,

Adam H. Zettel, AICP City Manager

City of Swartz Creek

azettel@cityofswartzcreek.org



January 6, 2022

Adam Zettel, AICP City Manager - City of Swartz Creek 8083 Civic Drive Swartz Creek, MI 48473

RE: Five-Year Community Recreation Plan

Dear Mr. Zettel:

ROWE Professional Services Company appreciates this opportunity to provide a proposal to the City of Swartz Creek to update your Parks and Recreation Plan that expires in 2022.

ROWE completed your last three plans, spanning 15 years of involvement with your recreation and other planning efforts in the community. We understand you are not pursuing a Michigan Department of Natural Resources (MDNR) grant application this year as the deadline would be February 1, 2022; an approved plan is required for communities who wish to pursue funding through the MDNR grant programs.

We have provided scope items that need to be updated in your current recreation plan. It is ROWE's understanding that the city will provide direction through the Parks and Recreation Advisory Board.

The attachments to this letter provide more detail as follows:

Section A: Scope of Services

Section B: Public Engagement Options

Section C: Notice Process for Parks and Recreation Plan

Section D: Timeline and Meeting Schedule

Section E: Grant Experience

We estimate the project will take four months to complete from the time we are authorized to proceed.

Adam Zettel, AICP January 6, 2022 Page 2

If you wish to accept this proposal, please return a signed copy of the acknowledgement as a notice to proceed.

Please contact me at (810) 341-7500 with any questions relative to this proposal.

Sincerely, ROWE Professional Services Company

Douglas Schultz, PLA Senior Project Manager Doug Skylis, PE Senior Project Manager

Upon acceptance, ROWE will prepare a contract for execution.

Please indicate below any optional items you wish ROWE to perform and then total the amount for the authorized fee.

Parks and Re	creation Update Base Sc	ope Items:	\$7,500
Optional: Pub	olic Engagement Items:		
			\$1,800
□ Social	Media		\$ TBD
		TOTAL AUTHORIZED FE	E \$
Accepted by:			
	Signature		Date
	Print Name and Title		,

Attachments

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ROWE's scope of services for an update to the parks and recreation plan will include the following (optional items are also identified which the city may choose to include):

- 1. **Chapter Updates** ROWE will address the following sections within the current background information where updates have been identified (Meeting #1).
 - a. City staff will provide information regarding an update to the introduction, community profile, administrative, and park analysis regarding any changes in current city parks since the last recreation plan.
 - ROWE has a copy of the previous parks and recreation plan in a Word version and will insert updated text into the plan.
 - b. Update the recreation inventory of public facilities within the community. ROWE will update barrier-free/accessibility inventory based in input from the city. ROWE will also coordinate updating park facility charts.

The city will provide updated self-assessment forms for grant funded parks for facilities.

- c. Update the planning process section based on the selected public engagement.
- Public Engagement In Section B of this proposal, there are several public engagement techniques described.

During the COVID-19 pandemic, ROWE has developed hybrid and virtual adaptations to the public engagement strategies provided. The advantages and disadvantages for each type and the cost of the different techniques are shown.

Under the MDNR Guidelines, two types of public engagement are required. The required public hearing may count as one of the types of public engagement. One of the public engagement sessions must take place within one year of adopting the plan or prior to adoption by the governing body.

For the last parks and recreation plan, a survey was conducted as well as various on-site intercept surveys by the Advisory Board, in addition to the public hearing. Our base public input scope includes up to two stakeholder meetings with key groups as well as attendance at a public hearing.

- 3. Review the Goals, Objective, and Action Program ROWE will review the updated information and public input from the public engagement activities with the previous plan's goals and objectives and action plan. (Meeting #2).
- 4. **Public Hearing** ROWE will attend and assist city staff and the Advisory Board at the public hearing meeting (Meeting #3).
- 5. **Legislative Body Adopts Parks and Recreation Plan** ROWE will attend the council meeting where the parks and recreation plan will be adopted (Meeting #4).



A. Scope of Services

6. Deliverables - Following adoption of the parks and recreation plan, and receipt of approval documentation from the county and other participating municipalities, ROWE staff will provide the commission with 15 bound copies and a digital copy of the plan including all the notices and other required documentation and a digital copy of the plan for submission by the commission to the MDNR through the state's recreation portal (MiGrants).



B. Public Engagement Options

Below is a list of different optional public engagement techniques the city may utilize for the parks and recreation plan update. As noted previously, ROWE has developed successful hybrid and virtual adaptations to the public engagement strategies provided in the table below. Should in-person meetings not be feasible, ROWE will continue to follow federal, state, and county best practices regarding health and safety. ROWE will be mindful of updating practices to reflect best practices.

In the table below are listed advantages and disadvantages for each of the different techniques.

Public Engagement	Advantages	Disadvantages
Stakeholder Interviews Conduct a series of one-on-one meetings or phone interviews (half-hour each/maximum of 10) with developers, property owners, and residents within the community.	 Detailed feedback. Allows for a one-on-one conversation about the community. Allow for follow-up questions. 	Relatively low proportion of the community's population involved.
Focus Group Interviews Conduct a series of group meetings (1 hour each/3-7 people per group/maximum of 7 groups). The focus groups can include groups with a variety of age groups that work or otherwise visit the community that might not otherwise participate (high school students, college age, young working people, seniors, etc.) as well as other groups, such as local business organizations and neighborhood associations.	 Detailed feedback. Ability of participants to build on one another's ideas. More members are included than the stakeholder interviews. Allow for follow-up questions. 	Small groups are sometimes dominated by one or two people.
Public Attitude Survey Short questionnaire available to be filled out online by residents of the community. A small number of paper copies can be distributed to accommodate those who would otherwise not have access to participate in the online survey.	 Often gets the greatest number of participants of any other approach. Relatively low cost. Available at resident's convenience. 	 No opportunity for follow-up questions. May exclude residents without access to the Internet or uncomfortable with online technology. More effective with mailing or social media to get participation. Better participation when prize(s) is(are) offered.



B. Public Engagement Options

Public Engagement	Advantages	Disadvantages
Town Hall Meeting Citizens attend a meeting to discuss their thoughts and bring up ideas for the Parks and Recreation Plan.	Relatively low cost.	Somewhat low participation rate.Not very detailed information.
Involves a half-day session with youth, from elementary to high school age. The participants would be taken through a series of designs and/or maps. Small group discussions will be facilitated to brainstorm issues, opportunities, and their vision of the community's future.	 Get the youth of the community engaged. Very detailed feedback. Direct engagement allows for follow-up questions. 	 Depends on relationships with schools. Participation size may vary.
Community Visioning Meeting Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.	 Very detailed feedback. Ability of participants to build on one another's ideas. 	 Relatively low participation rate. Small groups are sometimes dominated by one or two people.
After preliminary plan alternatives are prepared for the development plan, the public attends a meeting featuring multiple stations where alternatives are presented in an "open house" atmosphere. Participants come and go as they please and investigate the stations that most interest them.	 Detailed feedback. Participants have opportunity for one-on-one discussions with planning commissioners. Improved participation over interviews. 	 Somewhat low participation rate. Requires greater up-front preparation than interviews.
Social Media Facebook, Twitter, and similar social media sites are online sites where it allows the tracking of comments during the entire planning process and provides a portal for reporting out the status of the planning process to the public.	Available at resident's convenience.	 This tool is more effective with more online tools such as online survey and community remarks. May exclude residents without access to the Internet or uncomfortable with online technology.

Park Board Packet 12



C. Notice Process for Parks and Recreation Plan

The DNR's guidance on preparing a parks and recreation plan outlines the steps required in reviewing and adopting the plan. ROWE Professional Services Company will assist with the approval process as noted below.

The city will be responsible for publishing the notice of the public hearing, providing a location where the draft plan can be reviewed by the public, and providing ROWE with the signed resolutions, minutes, and affidavit of publishing. The process is outlined below:

Steps in the Parks and Recreation Process

STEPS	ACTION	NOTICE/RESOLUTION	RESPONSIBLE PARTY		
1	Notice of public review and dates of public review and hearings published at least 30 days prior to the commission's public hearing	Notice of public review and dates of public review and hearings	ROWE PSC – draft notice City Staff – publish notice		
2	One or more locations are provided for the public to inspect a copy of the draft Parks and Recreation Plan	N/A	City Staff		
3	Parks and Recreation Commission, etc. reviews the plan and makes recommendation on plan	N/A	ROWE PSC – revise plan		
4	City holds public hearing and votes to adopt Parks and Recreation Plan	City and others pass and signs Resolution	ROWE PSC – draft resolution City – signs resolution and prepares copy of meeting minutes		
5	Copies of the adopted plan are submitted to the County Planning Agency and the Regional Planning Agency	Letter of Transmittal	ROWE PSC		
6	PDF of plan with attachments is submitted to the State of Michigan through their Recreation Portal	PDF	ROWE PSC prepares PDF City Staff – submits plan		
7	A PDF copy of the plan is prepared with the following attachments in the appendix	 Copy of Notice of Public Review and Hearing Copy of Minutes of Public Meeting(s) Copy of Resolution(s) of Adoption Copy of transmittal letter to county and region Plan Certification Checklist Post Completion Self- Inspection 	ROWE PSC – provides Self Inspection Report Form and Certification Checklist City Staff – Completes forms and provides remainder of material		

D. Timeline and Meeting Schedule

We are proposing the following tentative schedule for 2022:

SCHEDULE / MONTHS	1	2.	3	4
Collect Data/Update Chapters	X			
Public Engagement*				
Review Goals, Objectives, and Action Program		X		
Public Hearing (30-Day Review Period)			X	=
Assistance with the Adoption Process				X

Key: X = Meeting

* = Timeline and number of meetings depend on options selected.

Note: Addition of optional public engagement activities may modify the schedule.





ROWE regularly works with many grant and loan programs for funding projects. We work hard to help clients find the right program to aid in financing projects that are critical to maintaining a good quality of life and environmental protection for their community. We guide our clients through the evaluation and application process for the following programs and private grants.

Parks and Trails Grants

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternatives Program
- Non-motorized Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund and Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Scrap Tire Market Development Grant
- Congestion Mitigation Air Quality (CMAQ)
- Michigan Economic Development Corporation (MEDC) Community Block / Patronicity Crowd Funding

Recent Grant Awards

- City of Alma (MDOT) Superior Street / Heartland Trail Extension \$340K
- City of Alma (MDNR) 2013 Access Projects \$300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail, etc. \$1M
- City of Caro (MEDC) Farmers Market Pavilion \$1M
- City of Clio (MDNR) Riverfront Park / Trail \$262K
- City of Clio (EGLE) Scrap Tire Grant \$600K
- City of Flint (MDNR) McKinley Park \$270K
- City of Flint (MDNR / MDOT) Grand Traverse Trail \$1.5M
- City of Flint (MDOT) Genesee Valley Trail \$700K
- City of Flushing (MDNR) Trailway Extension \$300K
- City of Gladwin (MDNR) Park Improvements \$185K
- City of Imlay City (MDNR) Splash Pad \$150K
- City of Omer (Saginaw Chippewa Indian Tribe) Park Improvements \$30K
- City of Owosso (MDNR) Restroom Improvements \$30K
- City of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead \$240K
- City of Port Sanilac (MDNR) Harbor Park Site Improvements \$31,300
- City of Sanford (MDNR) Playground Improvements \$150K
- City of Stanton (MDOT TAP) Veteran's Memorial Park Trail \$362K
- City of Stanton (MDNR) Veteran's Memorial Park \$296K
- City of Swartz Creek (MDNR) Elms Park Improvements \$20K
- Flint River Watershed Coalition (Patronicity) Kayak Landing \$50K
- Garfield City (MDNR) Lake Station Trailhead \$228K
- Genesee County Parks & Recreation (MDOT TAP & CMAQ) Flint River Trail-Genesee to Vassar Road \$960K
- Genesee County Parks & Recreation (MDNR) Iron Belle Trail \$300K
- Genesee County Parks & Recreation (MDNR) Hegel Road Acquisition \$540K
- Genesee County Parks & Recreation Commission (MDNR) Bluebell Beach Trail \$45K





- Grand Blanc Charter Township (MDOT) Trail Improvements \$700K
- Independence City (U.S. Tennis Association) Tennis Courts \$50K
- Mid-Michigan Pathway Mt. Pleasant to Shepherd (MDOT/MNRTF) \$1.6M
- Mid-Michigan Pathway Ithaca to Alma / St. Louis (MDOT) \$2M
- Montrose City (MDNR) Park Expansion \$103K

TOTAL IN PAST TEN YEARS: \$14+ MILLION