

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, March 2, 2022, 5:30 P.M.
Paul D. Bueche Municipal Building
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. January 5, 2022 Minutes
 - B. Staff Letter
 - C. Park Plan Update Scope of Work
 - D. Park Rules
 - E.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Bi-Centennial Park Potential Naming
 - B. Park Plan Update Overview
 - C. Park Signage Plan
 - D.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
WEDNESDAY, MARCH 2, 2022 5:30 P.M.**

The **March 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 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: March 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/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
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: February 22, 2022

To: Park Commissioners
From: Adam Zettel, AICP
RE: March 2, 2022 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, March 2, 2022. This will be an in-person attendance located at the city offices. We missed our last meeting due to weather, so we will have the same agenda, with one more addition, for our March meeting.

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 April and May. Otterburn is in motion, but we are awaiting a submission for a grant of ARPA funds for the pavilion. This seems unlikely, so I think we should be prepared to scope out this pavilion as planned sometime this summer.

We keep hearing that the gates should be installed at Elms Park before we meet. We will see. They are coming eventually. 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.

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.

Lastly, as we look ahead to opening the parks at the beginning of May, I wish to have some input on which park rules hold priority for new signage. To guide us, I am including the park rules again. I know that we have had some initiatives in the past, such as a smoke free park system. We now have some ongoing concerns about parking/driving in the grass, issue reporting, etc.

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

Sincerely,

Adam H. Zettel, AICP

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

March 2, 2022
Park Board

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.

Flint, MI (HQ): 540 S. Saginaw Street, Suite 200, 48502 | Phone: (810) 341-7500

Civil Engineering | Surveying | Landscape Architecture | Aerial Imagery/Mapping | Planning

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 Recreation Update Base Scope Items: \$7,500

Optional: Public Engagement Items:

- Stakeholder Interviews \$1,800
- Focus Group Interviews \$1,800
- Public Attitude Survey \$1,500
- Town Hall Meeting \$ 1,500
- Youth Charrette \$2,500
- Community Visioning Meeting..... \$2,700
- Open House \$2,900
- Social Media..... \$ TBD

TOTAL AUTHORIZED FEE \$ _____

Accepted by: _____
Signature Date

Print Name and Title

Attachments

S:\Work in Progress\Letter Proposals\swartz creek Rec Plan\propopsal.docx



A. Scope of Services

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.

2. **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
<p>Stakeholder Interviews</p> <p>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.</p>	<ul style="list-style-type: none"> • Detailed feedback. • Allows for a one-on-one conversation about the community. • Allow for follow-up questions. 	<ul style="list-style-type: none"> • Relatively low proportion of the community’s population involved.
<p>Focus Group Interviews</p> <p>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.</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Small groups are sometimes dominated by one or two people.
<p>Public Attitude Survey</p> <p>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.</p>	<ul style="list-style-type: none"> • Often gets the greatest number of participants of any other approach. • Relatively low cost. • Available at resident’s convenience. 	<ul style="list-style-type: none"> • 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
<p>Town Hall Meeting</p> <p>Citizens attend a meeting to discuss their thoughts and bring up ideas for the Parks and Recreation Plan.</p>	<ul style="list-style-type: none"> • Relatively low cost. 	<ul style="list-style-type: none"> • Somewhat low participation rate. • Not very detailed information.
<p>Youth Charrette</p> <p>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.</p>	<ul style="list-style-type: none"> • Get the youth of the community engaged. • Very detailed feedback. • Direct engagement allows for follow-up questions. 	<ul style="list-style-type: none"> • Depends on relationships with schools. • Participation size may vary.
<p>Community Visioning Meeting</p> <p>Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.</p>	<ul style="list-style-type: none"> • Very detailed feedback. • Ability of participants to build on one another's ideas. 	<ul style="list-style-type: none"> • Relatively low participation rate. • Small groups are sometimes dominated by one or two people.
<p>Open House</p> <p>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.</p>	<ul style="list-style-type: none"> • Detailed feedback. • Participants have opportunity for one-on-one discussions with planning commissioners. • Improved participation over interviews. 	<ul style="list-style-type: none"> • Somewhat low participation rate. • Requires greater up-front preparation than interviews.
<p>Social Media</p> <p>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.</p>	<ul style="list-style-type: none"> • Available at resident's convenience. 	<ul style="list-style-type: none"> • 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.



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	<ul style="list-style-type: none"> • 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.



E. Grant Experience

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



E. Grant Experience

- 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

Phone: (810) 635-4464

City of Swartz Creek Proof of Pavilion Reservation

Fax: (810) 635-2887

Non-Reservable: Playscapes, Restrooms, Play Equipment, Tennis Courts, Volleyball Courts and Basketball Courts. Ball diamonds may be requested during the week by submitting a schedule to the City Offices, including dates, times, ball diamond location and group requesting the reservation; all of which will be reviewed and scheduled administratively.

All monies, including a \$100 refundable deposit, must be paid at time of reservation. Only Cash payments will be accepted for a rental date of five (5) days or less. Any cancellations must be made two (2) weeks prior to event date. **All cancellations are subject to a \$20.00 Cancellation Fee. ABSOLUTELY NO REFUNDS DUE TO WEATHER.**

Park Fees Apply on Fridays, Saturdays, Sundays and Holidays. Fees Charged May through October.

Elms Park- 4125 Elms Rd

- #1 \$70.00
70-80 People Electricity 8 Tables
- #2 \$120.00
90-100 People Electricity 7 Tables
- #3 \$70.00
25-30 People 4 Tables
- #4 \$120.00
80-90 People Electricity 12 Table
- Ball Field
- Soccer Field

Abrams Park- 5225 Winshall Dr.

- #1 \$70.00
60 People 4 Large Tables
- #2 \$70.00
80 People 6 Large Tables
- #3 \$70.00
40 People 4 Small Tables
- Ball Field

Date of Reservation _____

Name of Responsible Party _____

Address _____ Phone: _____

City _____ Zip _____

Number of Guests _____ Nature of Activity _____

Responsible Party Signature _____

E-Mail Address _____

I have received a copy of the Park Rules including applicable fines, see Ordinance # 453 in Park Rules:

Deposits can be expected to be returned within 30 days of reservation date.

CASH CHECK#

Receipt #

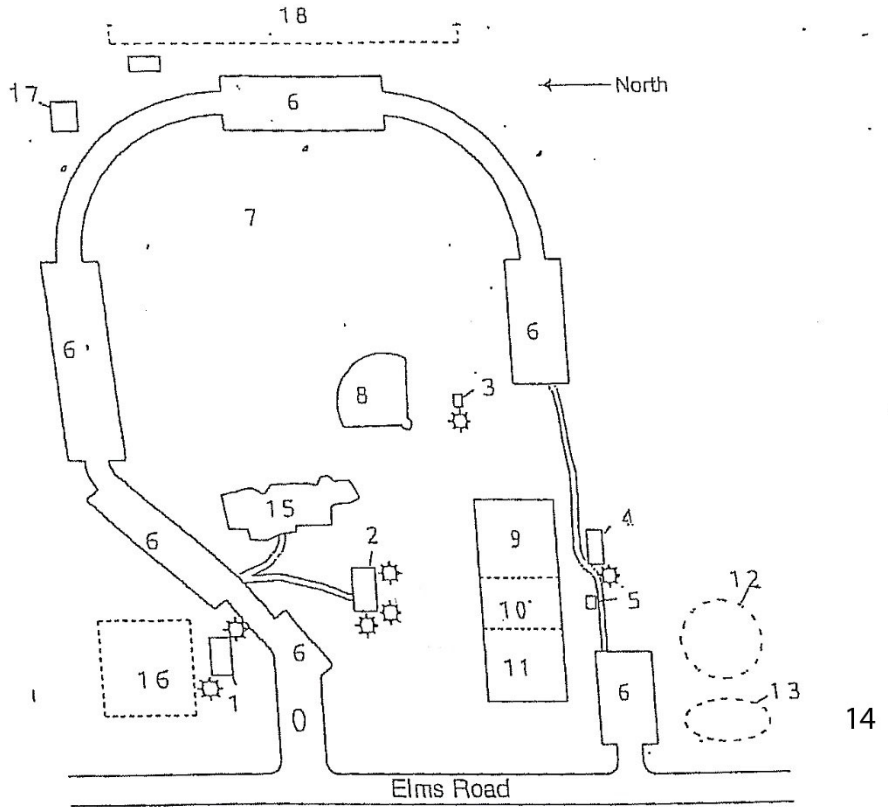
Area restrooms are attended to during the early morning hours in the summertime. Due to high park volume and vandalism, you are strongly encouraged to bring your own paper products and soap or sanitizer for restroom use.

IF THERE ARE PROBLEMS AT THE PARK CONTACT 911.

City Official _____ **Date** _____

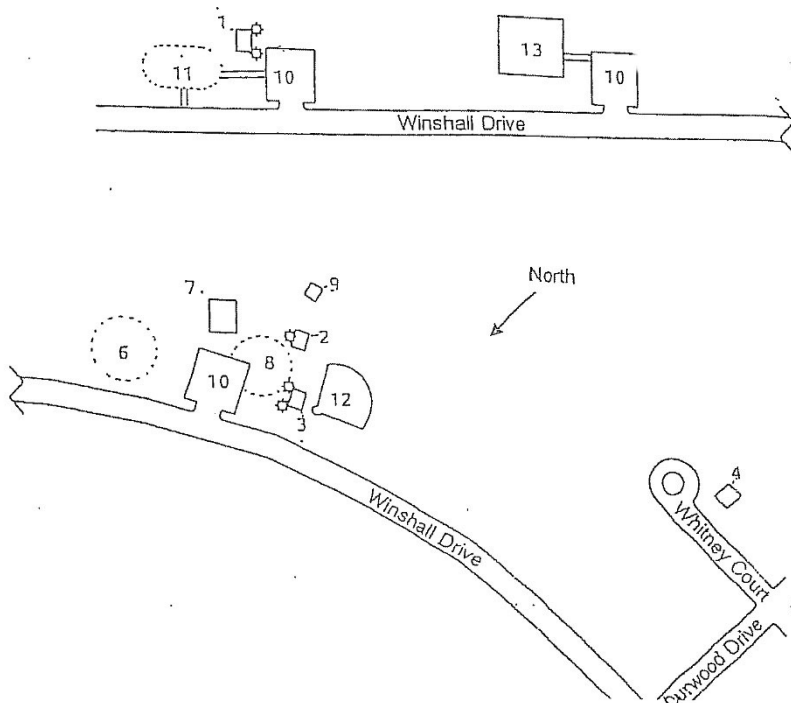
Elms Park

- 1. Pavilion #1 (70-80 people)
- 2. Pavilion #2 (90-100 people)
- 3. Pavilion #3 (23-30 people)
- 4. Pavilion #4 (80-90 people)
- 5. Pavilion #5 (cannot be reserved)
- 6. Parking
- 7. Soccer Field
- 8. Ball Field
- 9. Basketball Courts
- 10. Open Area
- 11. Tennis Courts
- 12. Sledding Hill
- 13. Skating Area
- 14. Dog Park
- 15. Dragon Area Playscape
- 16. Playground Area
- 17. Volleyball with net
- 18. Football/Soccer Field
- ☀ Grill



Abrams Park

- 1. Pavilion #1 (60 people)
- 2. Pavilion #2 (80 people)
- 3. Pavilion #3 (40 people)
- 4. Pavilion #4 (Cannot be reserved)
- 5. Vacant
- 6. Sledding Hill
- 7. Basketball
- 8. Playground
- 9. Rest Rooms
- 10. Parking
- 11. Playground
- 12. Ball Diamond
- 13. Tennis Courts
- ☀ Grill



CITY OF SWARTZ CREEK
PARK RULES AND REGULATIONS

AUTHORITY. These rules are approved by the city council and enforceable pursuant to the provisions of Section 11 of the Code of Ordinances of the City of Swartz Creek, Michigan.

ORDINANCE NO. 453

Any person in violation of the park rules and regulations adopted by the city council, shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of \$100 for the first offense, \$250 for the second offense, and \$500.00 for additional offenses or by imprisonment for not more than 90 days or by both fines and imprisonment at the discretion of the court.

APPLICABILITY. These rules apply to City of Swartz Creek parks, play fields, and other recreational public grounds, hereafter called parks.

1. **HOURS.** City parks shall be open to the public, daily, between the hours of 8:00 a.m. to 10:00 p.m. and, excepting as provided in this article, it shall be unlawful to occupy or be present in any public park during such hours when it is not open to the public. Seasonal park provisions, including water, bathroom facilities, and waste collection will be offered May through October or as directed by the city manager.

Exceptions to use of or presence in park after hours.

- 1) It shall not be unlawful for city employees, while on city business, to remain in or on public parks during such times as the park shall be closed to the public.
 - 2) It shall not be unlawful for persons other than city employees to be on or in park property after hours, provided that they have the prior approval and written permission of the city manager and that such approval shall not be granted except in pursuance of and when related to city business.
 - 3) Non-motorized paths and sidewalks, within and outside of the right of way, may be used twenty four hours a day, 365 days a year for permitted non-motorized transportation and recreation.
2. **CREEK ACCESS AND FLOOD STAGE WATER.** Creek access is permitted in Abrams Park at the risk of the user. Swimming and the use of any boat, canoe, or other floatation device within a city park during a flood event is prohibited except by emergency personnel.
 3. **SMOKING.** Smoking, including (tobacco, cannabis, e-cig, or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in the city parks.
 4. **PROHIBITED USES AND ACTS.** No person in any park owned or operated by the city shall:
 - 1) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on park property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcohol or drugs of any kind upon park property.
 - 2) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, fireplaces, grills, light poles, fountains, tennis nets, trees, playground equipment, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
 - 3) *Kindling fires.* No person shall kindle or build or cause to be kindled or built a fire in any park except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
 - 4) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which he owns or has permission to control to be brought within the confines of any park unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required. See Dog Park Regulations.
 - 5) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for any park property.
 - 6) *Restricted sections of park.* No person shall enter upon any area of the park system where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
 - 7) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on park property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.

- 8) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds or park. (No person shall use any indecent or obscene language).
 - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.
 - 10) *Sleeping in parks.* No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on park property during the hours the park is closed, excepting in such areas as shall be specifically designated for such use. Furthermore, such use in such areas shall require the written approval and authorization of the city manager, and such approval and authorization shall clearly designate the time period within which such use may be made.
 - 11) *Dumping articles in parks.* No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the park system other than such refuse accumulated from organized and acceptable activities within the park, and such refuse must be deposited in receptacles provided for that purpose. No hazardous materials are permitted to be in the park.
 - 12) *Posted signs, rules and regulations.* No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the park system.
 - 13) *Public meetings, parades.* No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the park system without the express consent and written approval of the city manager.
 - 14) *Advertisements.* No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any park property without prior approval.
 - 15) *Offering articles for sale.* No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the park system without permission from the city manager.
 - 16) *Inflatable play equipment.* Inflatable play equipment is prohibited unless arrangements are made in advance and a certificate of insurance from the party providing such equipment is filed with the city and includes a rider naming the city as an additionally insured party.
 - 17) *Non-Motorized Paths.* No person shall obstruct, occupy, or otherwise use the non-motorized paths in a way that prohibits or unreasonably hinders use of the paths by others.
 - 18) *The use of nails, staples, or other permanent fasteners on park structures, equipment or tables is prohibited.*
 - 19) *The use of non-biodegradable confetti, streams, water balloons, and similar party favors or debris is prohibited.*
5. **PARK POLICE AND EMPLOYEES.** No person shall resist any police officer or city employee exercising his duty within the park area, or fail or refuse to obey any lawful command of any such police officer or park employee, or in any way interfere with, hinder or prevent any such police officer or park employee from discharging his duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
6. **MOTOR VEHICLES.** The operation of motor vehicles in any park is prohibited, except in that area laid out and appropriated as driving lanes, parking area, or for motor vehicles by the city. No motor vehicle shall be driven or operated on a driving lane at a speed greater than ten miles per hour.
- 1) No person shall stop, stand or park a motor vehicle except in such areas as may be laid out and designated as a parking area by the city.
 - 2) No person shall operate a motor vehicle on any lane or service drive, whether posted or not, which is laid out as a means of access for maintenance employees to the various sections of the park system.
 - 3) No person shall park or store any motor vehicle during the hours the park is closed in any park, parking area or driving lane owned or operated by the city. Members of the police department are hereby authorized to remove any vehicles so parked or stored.
 - 4) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle of any type, to fail to obey any such applicable traffic control sign, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.
7. **FEES.** Fees for pavilion and other facility rentals shall be set by resolution of the city council. Fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city. Monies must be paid at the time of reservation. Cancellations must be made two (2) weeks or more prior to event date and all cancellations are subject to a \$20 fee.

Deposits, in an amount set by resolution of the city council, shall also be collected for pavilion rentals. Said deposit shall be forfeited for damage to park facilities, failure to properly clean facilities, or violations of park rules that are found in connection to the rental.

8. **PAVILION RESERVATIONS.** Picnic pavilions shall be available on a first-come, first-served basis. Reservations will be taken beginning on the first business day of each calendar year for city residents and thirty (30) days after the first business

day of each calendar year for resident and non-resident applications. Fees and exclusive reservations are for weekends (Friday, Saturday, & Sunday) and holidays only.

9. **LIMITED USE FACILITY RESERVATIONS.** Any club, school, association, organization or recognized group desiring the use of specific areas of any park, such as picnic areas, athletic fields or ice rinks, shall file an application with the city manager and shall not use the park or area until the permit is granted.
- 1) All permits shall require the permittee to clean up the park area after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
 - 2) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, including, but not limited to, picnic grounds, ball fields, skating rinks, stadiums, provided that such permit is on official forms when presented.
 - 3) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority in the use of ball fields, soccer fields and similar athletic facilities in city parks shall be given to organizations scheduling regular games or matches. The city manager shall have the authority to designate organizations to provide for scheduling and oversight of use of athletic fields. Such organizations shall schedule use of the fields in a way that accommodates use by all interested organizations to the greatest extent feasible and to provide for compliance by these rules and regulations by all organizations using the athletic facilities.
 - 4) The city manager shall have the authority to restrict use of athletic fields to avoid excessive wear and tear on facilities.
 - 5) Organizations using athletic fields for scheduled games, matches and practices shall be responsible for removing litter from the areas used for their activities. In addition, organizations shall be responsible for removing and storing any equipment used in their activities. Installation of bleachers or similar facilities must be authorized by the city manager or his/her designee.
 - 6) The city will provide refuse disposal and the maintenance of athletic fields in coordination with the needs and schedules of organizations using the fields. Organizations using athletic fields that undertake specific activities uniquely required for their particular use of the fields such as the installation of bases or nets, the painting of lines on fields, etc. require prior approval.
 - 7) Weekend reservations for facilities shall not be permitted. Playscapes, restrooms, play equipment are not available for reservation.
10. **EXPANDED PARK USE AND RESERVATIONS.** Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principle office or auxiliary presence within the Swartz Creek school district) may be permitted the use of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:
- 1) Use must be pre-approved by the city council.
 - 2) The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others.
 - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage.
 - 4) The city reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.
 - 5) Fees shall equal the cost of all pavilion rentals for the park in use on a daily basis. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
 - 6) In no case will use result in a charge for or prohibition on general access to the park by the public, by vehicle or other means.
 - 7) Reservations for this category can be granted by the city council beginning December 1 of the previous calendar year.
- 11) **VENDING.** Vending is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.
- 12) **DOG PARK REGULATIONS.** Within the designated dog park area in Elms Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.
- 1) All dogs must be leashed when not in the designated and enclosed dog park facility, including the adjacent parking lot.
 - 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
 - 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.

- 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 5) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
- 6) All dogs must have current vaccinations and licenses and shall wear a collar.
- 7) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.
An aggressive dog means:
 - i. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
 - ii. A dog that injures or kills another domestic animal without provocation while at the dog exercise area.
- 8) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
- 9) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
- 10) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
- 11) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department by calling 911.

12) **PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

City Council Approval: November 8, 2021.