

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, April 6, 2022, 5:30 P.M.
Paul D. Bueche Municipal Building
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Sandi Brill, Connie Olger,
Samantha Fountain, Mark Gonyea, George, Hicks, Rae Lynn
Hicks, Trudy Plumb, Vacant
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. March 2, 2022 Minutes
 - B. Staff Letter
 - C. Park Plan Excerpts
 - D.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Bi-Centennial Park Potential Naming
 - B. 2022 Park Work Items
 - C. Skate Park Concept
 - 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, APRIL 6, 2022 5:30 P.M.**

The **April 6, 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: April 6, 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
VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;

- (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
 6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
 7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
 8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
PAUL D. BUECHE MUNICIPAL BUILDING
MARCH 2, 2022

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

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, Doug Skylis, Jeremy Dewar, Mike Suchodolski.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Fountain to approve the agenda as of March 2, 2022, support by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Brill to approve minutes of January 5, 2022, support by Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Mike Suchodolski & Jeremy Dewar gave an update on the Disc Golf course; they are waiting until construction equipment is off property and drainage issues are clear to start working on the course again this spring. They put together and are distributing to business a hole sponsorship flyer.

COMMUNICATIONS TO THE BOARD:

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

REPORTS:

- A. DPW Director & City Manager: Rob Bincsik noted the gates are delayed by storm covering Miss Digg flags. Adam Zettel updated on the Genesee Valley Trail, Safe Routes to School and the Otterburn Pavilion.

Boardmember Gonyea noted that pavilion #3 in Abrams Park is missing shingles and asked if someone would look at it.

Mr. Zettel recommended 1 or 2 boardmembers/councilmembers attend the county meeting next week regarding the allocation of the ARPA funds.

BUSINESS:

- A. Bi-Centennial Park Potential Naming: Boardmember Barclay suggested boardmembers think about some possible names or ways we could get the community involved in renaming the Bi-Centennial Park and discuss this at the next meeting.
- B. Park Plan Update Overview: Mr. Zettel introduced Mr. Skylus with Rowe Engineering. Mr. Skylus briefly reviewed the proposal in the packet and ask the board for input.

Motion by Fountain that we add focus group interviews, public attitude survey and town hall meeting to services provided by Rowe Engineering for our Park Plan update , support by R. Hicks.

Unanimous Voice Vote.
Motion Declared Carried.

- C. Park Signage Plan: Mr. Zettel request from the board suggest the types of signs we would like to have put up in the parks. Members suggested signs at entrance for hours, fines, vehicles will be towed after hours. Signs through out park for no alcohol, no parking on lawn, clean up before leaving were also suggested. Other suggested new barriers to prevent lawn parking.

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS: Samantha Fountain would be interested in exploring options for Disc Golf donations. Mr. Zettel suggested the disc golf group continue with the go fund me account. Rae Lynn suggested asking the Treasurer of any options. Mark Gonyea suggested setting up a display at Hometown Days with Park Plan and Disc Golf information.

Motion by Brill, adjourn the meeting, supported by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

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

NEXT MEETING: April 6 , 2022, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: March 30, 2022

To: Park Commissioners
From: Adam Zettel, AICP
RE: April 6, 2022 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, April 6, 2022. This will be an in-person attendance located at the city offices. We are not yet commencing the park plan review. However, the board still needs to make some recommendations for 2022 summer projects or work items that are to be presented in the budget. For this, we rely on the existing five-year park plan. I have included the capital improvement plan, with notes.

Concerning the Genesee Valley Trail, bidding is underway. In addition, it appears the county will be awarding another \$400,000! About 85% of this will be the city's, with 15% going to Flint Township. As such, we can expect a successful 2022 trail project!

We keep hearing that the gates should be installed at Elms Park before we meet. We will see. They are coming eventually. We are also be bidding woodchips for a spring installation. This is by far the most economical choice.

I am including the namesake of Bicentennial Park on the agenda again. Lastly, we are to hear from someone in the skating industry about the ability to convert Abrams Park tennis courts into a skate park.

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

Sincerely,

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

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Swartz Creek Michigan 48473

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<ftp://cityofswartzcreek.org>

Minor renovations occurred (doors and fixtures); exercise stations not completed

Tree Replacement is ongoing

Budgeted for FY 23

Seeking force account and budget for trail in FY 23

Pending trail expansion

Out for bid

Topic of next plan

Located at Otterburn

Years 5-10

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