

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, June 1, 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, Krystle Lynch, Trudy Plumb
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. April 6, 2022 Minutes
 - B. Staff Letter
 - C. Draft Survey
 - D.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Park Plan Survey Discussion
 - B. Grants
 - C.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
WEDNESDAY, JUNE 1, 2022 5:30 P.M.**

The **June 1, 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: June 1, 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
APRIL 6, 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.

Members Absent: Samantha Fountain, Connie Olger & Trudy Plumb.

Staff Present: Adam Zettel.

Others Present: Nate Henry, Ken Brill, Sharon Shumaker, Mark Barnard, Mike Suchodolski.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Brill to approve the agenda as of April 6, 2022, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Brill to approve minutes of March 2, 2022, support by R. Hicks.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. March 2, 2022, Minutes
- B. Staff Letter
- C. Park Plan Excerpts

REPORTS:

- A. City Manager: Adam Zettel still waiting on gates, update on the Genesee Valley Trail, will look to have park plan Rowe consultant in May, street construction updates, DPW still doing routine work. James Barclay commented that the shed with the green roof in Elms Park needs painting.

BUSINESS:

- A. Bi-Centennial Park Potential Naming: Sharon Shumaker spoke on a sign that she had put up on the park grounds years ago in honor of Mike Shumaker, he was the one that set up that

park. She just wanted that sign to stay there. Barclay responded that there was a suggestion that the park be named after Mike. Barclay liked the idea of using a name and along with Bicentennial Park such as “ Shumaker Bi-Centennial Park”. Mr. Zettel will put this on future agenda to continue discussion.

- B. 2022 Park Work Items: Mr. Zettel in the proposed budget to council we have added, for council review, refurbishing of basketball courts at Abrams Park, Elms Park tennis court refurbishing, disc golf at Otterburn, forestry to continue at Abrams Park, internal path extension at Elms Park and backstop at Elms Park. He requested members let him know if over the next few weeks if there was anything else that could be added.
- C. Skate Park Concept: Presenter didn't come to meeting. Gonyea thinks a skate park is a great idea. He does feel that it would need a separate curfew for it and more police presence.

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS: Sandi Brill is looking forward to summer. Rae Lynn Hicks commented the Woman's Club would like to donate a tree for Arbor Day but needs some guidance. She asked Mr. Zettel to get with Mr. Bincsik and let her know. James Barclay asked about the dirt on Kincaid Field and Mr. Zettel responded it has nothing to do with the city.

Motion by Gonyea, adjourn the meeting, supported by G. Hicks.

Unanimous Voice Vote.
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:21 p.m.

NEXT MEETING: May 4 , 2022, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: May 25, 2022

To: Park Commissioners
From: Adam Zettel, AICP
RE: June 1, 2022 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, June 1, 2022. This will be an in-person attendance located at the city offices. We did not have a quorum in May, so we technically did not have a meeting. This did not go well since May was the kickoff meeting for the park plan update. Please do your best to attend. If you cannot, let myself or Connie know.

Despite not having a quorum, Mr. Doug Schultz was in attendance from Rowe. We spent some time going over the prior plan, as well as considering public outreach and the survey. We were not able to make substantial progress. I am hopeful that folks can join us June 1st so we can give this another shot. I sent out the survey questions from the last plan for feedback. I have received one response. Please take a look at the template (included), and make notes on things to add, omit, or change. We are interested in getting information from the public that helps shape specific decisions for improvements in the next five years.

Concerning updates, the Genesee Valley Trail is well underway. This would be finished in a couple weeks, but Consumers Energy has not relocated their poles. Unfortunately, I have observed this process to take many months in the past. We are still struggling to get Michigan Fence to perform the installation (they are seven months behind). However, Glaeser Dawes is to work ahead on grading the drive/parking area at Elms with the deposited millings. They may also be able to start on the Elms Park loop. Our crew, with three additional summer help, are working hard on the parks!

Also on the agenda is discussion of grants. Our community may be able to be more aggressive in seeking state and federal earmarks for specific investments, especially those of an economic development or regional impact nature.

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

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

June 1, 2022
Park Board

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly legible.

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

Sample Five Year Park Plan Community Survey

2022

1. Are you a resident within the city of Swartz Creek?
2. Do your children attend Swartz Creek Schools? What school or schools do they attend?
3. What is your age?
4. How long have you lived in the Swartz Creek area?
5. Do you believe that community parks add to the degree to which an individual is healthy, comfortable, and able to participate in or enjoy life events?
6. How often do you visit parks in Swartz Creek?
7. How often do you participate in organized activities in parks within Swartz Creek?
8. Are there any specific park activities or equipment that you would suggest be added to the parks?
9. What do you like most about the facilities in the parks?
10. What do you feel needs the most improvement in the parks? Please be specific as to which park.
11. Do you feel there are any problems with the maintenance of the parks? (acceptable or needs improvement) Please be specific as to which park.
 - a. Lawn mowing
 - b. Tree care
 - c. Bathroom cleanliness
 - d. Play equipment
 - e. Parking lots
 - f. Trash
 - g. Pavilions
 - h. Tennis courts
 - i. Other
12. Please rank your priority for use of budgeted funding, from 1 being the highest priority to 5 being lowest priority.

- Improving existing facilities
- Schedule additional activities at existing parks
- Continue expanding non-motorized trail system
- Complete new Otterburn Disc Golf Park
- Acquire additional property for parks
- Other

13. Rank the following suggested uses for the current tennis courts in Abrams Park, from 1 being most desirable to 5 being least desirable.

- Tennis Courts
- Open Space
- Pavilion
- Community Garden
- Other

Despite their small footprint, pocket parks can dramatically enhance the quality of life of their surrounding communities.

Pocket parks prevent overdevelopment in dense neighborhoods and vary the form of the built environment with islands of shade, quiet, and privacy, which may otherwise be difficult to find in urban areas. Well-maintained pocket parks can deter the vandalism which occurs in otherwise abandoned lots. The beautification efforts of pocket parks can increase a neighborhood's aesthetic appeal and shape a distinct, positive visual identity for a city as a whole.

14. Would you like to see pocket parks developed in Swartz Creek?

15. Do you agree with renaming parks located in Swartz Creek?

*We appreciate your time. Please submit this survey before **Date here***

Sincerely,

The City of Swartz Creek Parks and Recreation Advisory Board