

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Wednesday, August 3, 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. July 6, 2022 Minutes
 - B. Staff Letter
 - C.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Park Plan Update
 - B. Slip and Slide
 - C. Shumaker Bicentennial Park Dedication/Signage
 - D. Meeting Date Discussion
 - E.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
WEDNESDAY, AUGUST 3, 2022 5:30 P.M.**

The **August 3, 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: August 3, 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
JULY 6, 2022

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

Members Present: Sandi Brill, Mark Gonyea, Jim Barclay, Krystle Lynch, Rae Lynn Hicks, George Hicks, Connie Olger.

Members Absent: Samantha Fountain, Trudy Plumb.

Staff Present: Adam Zettel, Rob Bincsik.

Others Present: Ken Brill, Mike Suchodolski, Nate Henry, Lania Rocha, Boots Abrams.

Virtually Present: Linda Davis-Kirksey.

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

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by R. Hicks to approve minutes of June 1, 2022, support by Brill.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Ken Brill 5352 Greenleaf all went well with the United Methodist Church service @ Abrams Park Sunday. He heard a few complaints about the restrooms being dirty but the church enjoyed the time there.

Boots Abrams 5352 Greenleaf would like to put a metal picture of her and Dick in front of the park sign. She will come back to a future meeting with a design of how it would be displayed. The board had no issue with the placing of the picture being placed there.

COMMUNICATIONS TO THE BOARD:

- A. June 1, 2022, Minutes
- B. Staff Letter
- C. Grant Writer Proposal

REPORTS:

- A. DPW Director & City Manager: Rob Bincsik updated the board on several things happening. Gates at Elms Park have been installed, working with Consumers Energy on getting power at Abrams. Boardmember Gonyea asked if bollards are going to be put in. Mr. Bincsik replied no, and he is not sure that will help with vehicle traffic.

Adam Zettel trail is going well and there will be bollards installed there. We have a fantastic summer crew, and they are doing a lot of forestry in the right of ways. Otterburn Park is coming along very nice, and we should be able to have a horseshoe parking area. We also have a speaker tonight, Linda Davis-Kirksey, grant writer to present her proposal for her services to work on a grant for Otterburn Park.

BUSINESS:

- A. Grant Writer: Linda Davis-Kirksey, CSC & Davis Kirksey Assoc., Inc. introduced herself, gave a career history and explained what exactly she does and her past experiences. She feels confident with her experience that she can help the city get the grant for the Otterburn Park.

Motion by Brill to recommend to city council to hire Linda Davis-Kirksey as a grantwriter, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

- B. Park Plan Update: Mr. Zettel commented that the survey is out, and it is on the city's website. He has no new information from Rowe currently so nothing new to add.
- C. Slip and Slide: August 13th is the date of the event. At this time we do not have a dedicated person in charge. The city can set up and supply waivers and wristbands. Mike Suchodolski with disc golf has 8 volunteers to help run the event. Rae Lynn Hicks will get with the Fire Dept. on who is going to participate from the department that day. She will have more information at the next meeting.
- D. BC Park Name: Boardmember Barclay asked how boardmembers feel about renaming or adding Shumaker to the Bicentennial Park name.

Motion by Brill to add Shumaker to Bicentennial Park name, making the new name Shumaker Bicentennial Park, support by R. Hicks.

Unanimous Voice Vote.
Motion Declared Carried.

Boardmembers requested Mr. Zettel add board meeting dates to next meeting agenda along with alternate dates we could have our meetings.

MEETING OPEN TO PUBLIC: Mike Suchodolski gave a disc golf update. He said they received a donation of a tractor to maintain the grounds. The construction crew has made tremendous progress and it looks amazing now.

Ken Brill wanted to know if Art in the Park vendors will be able to drive on the grass for set up. Mr. Zettel responded they will still be able to get in and set up.

Boardmember R. Hicks commented that maybe it is time to put up a sign at Otterburn indicating that it is the future home of disc golf. Mr. Suchodolski will make and sign and have it put up.

BOARD MEMBER COMMENTS: Rae Lynn Hicks commented this was a good meeting and she is looking forward to the slip & slide event. She intends to drive by Elms Park and see the new gates now that they are installed.

Boardmember Gonyea felt this was a good meeting and a lot was accomplished. He is looking forward to the grant process and hopefully getting it.

Boardmember Brill still would like to see the tot lot at Abrams Park have an surface put in accessible for special needs.

Boardmember Barclay thought it was a great meeting and a lot of good things are going on in town. The trail looks great at Elms Park.

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

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:51 p.m.

NEXT MEETING: August 3 , 2022, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: July 27, 2022

To: Park Commissioners
From: Adam Zettel, AICP
RE: August 3, 2022 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Wednesday, August 3, 2022. This will be an in-person attendance located at the city offices. We have a number of updates, the slip and slide, and some ongoing business to go over.

Concerning notable updates, the gates are in and functional. The grant writer agreement has been approved. Forestry efforts in rights of ways and other public areas are also going really well. Lastly, Shumaker Bicentennial Park is official! Prior to the meeting, I will look to get an image of the park sign/plaque. I ask the park board to consider how we wish to approach signing the park and/or doing a dedication.

This is our last meeting prior to the slip and slide. Hopefully, we can dot all I's and cross all t's by the end of the meeting. Let staff know in advance if you are aware of any needs in terms of services, products, or contacts to make this successful.

Concerning the park plan. I am reaching out to Rowe to see where we are in the process. We can get current survey results delivered by the time we meet. I am not sure what next step they will recommend, but we are at that point when the workshops, focus groups, and detailed discussion will begin.

Lastly, the commission wished to entertain alternative meeting dates. I have consulted the municipal calendar, and have some to consider that seem to work around election days, municipal meetings, and known service club/affiliate meetings. Those days include:

1st Thursdays
3rd Tuesdays
3rd Thursdays
4th Thursdays

August 3, 2022
Park Board

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

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