

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, January 17, 2023, 5:30 P.M.
City Council Chambers of City Hall
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. December 20, 2022 Minutes
 - B. Staff Letter
 - C. Draft Park Plan
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Selection of Officers
 - B. Downtown Placemaking
 - C. Vacancy
 - D. Abrams Tennis Courts
 - E. Slip and Slide Date
 - F.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
TUESDAY, JANUARY 17, 2023 5:30 P.M.**

The **January 17, 2023 Park Board meeting** will commence at 5:30 p.m. This meeting will be conducted in-person and 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: January 17, 2023 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
DECEMBER 20, 2022

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

Members Present: Sandi Brill , Mark Gonyea, Jim Barclay, George Hicks, Samantha Fountain, Connie Olger.

Members Absent: Vacant, Rae Lynn Hicks, Trudy Plumb.

Staff Present: Adam Zettel, Rob Bincsik.

Others Present: Nate Henry, Ken Brill.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Brill to approve the agenda as of December 20, 2022, support by Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Fountain to approve minutes as printed of November 15, 2022, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. November 15, 2022, Minutes
- B. Staff Letter
- C. Draft Park Plan

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel noted that we were not awarded the forestry grant and we have submitted the SPARK grant. We did a walk through at Elms Park with our lead DPW worker and have a detailed plan with parking and posting of signs. Still haven't been able to get a quote on tennis courts. Boardmember Olger submitted all the pictures to The View of the Christmas Decoration contest. Mr. Zettel commented that the Christmas Parade went well, next year we will have better organization. The DDA is considering using some of their funds to put synthetic skating at Holland Square along with other recreational things downtown. Mr. Bincsik commented that the ice rink at Elms Parks hasn't been done yet due

to the warm weather. Boardmember Brill commented that Mary Crapo would be a good site for an ice skate rink.

BUSINESS:

- A. Park Plan : Mr. Zettel has a completed draft and needs approval for distribution and to be made available to the public for the next 30 days. Then final approval by council on January 23rd.

Motion by Barclay that we place this plan for public inspection for 30 days, support by Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

- B. Vacancy: Boardmember Barclay suggested we explore high school honor students joining our park board as a park board member. Discussion took place and Boardmember Barclay requested Mr. Zettel put the vacancy discussion back on the agenda for February. He is also forwarding a video from Nate Henry on a fitness course with the board and would like a discussion on this to be put on February's agenda.

MEETING OPEN TO PUBLIC: Ken Brill 5352 Greenleaf Drive, asked why no bulbs were put on the tree at Holland Square. Mr. Bincsik responded that they wouldn't stay on. Mr. Bincsik noted a lot of the decorations have a lot of wear and are unpresentable. Mr. Brill also questioned whether a student on the park board was appointed, would be a permanent position. Boardmember Barclay responded he feels it would be. Nate Henry 5411 Don Shenk Drive mentioned the video he sent Boardmember Barclay and also the school board has a similar seat with a student.

BOARD MEMBER COMMENTS: Boardmember Brill wished everyone a Merry Christmas. Boardmember Fountain wished everyone Merry Christmas and Happy New Year. Boardmember Barclay wished everyone Merry Christmas.

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

Unanimous Voice Vote.
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:32 p.m.

NEXT MEETING: January 17, 2023, 5:30 p.m.

Connie Olger, Secretary



Date: January 12, 2023

To: Park Commissioners
From: Adam Zettel, AICP
RE: January 17, 2023 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, January 17, 2023. REMINDER: Regular meetings of the park board will now be on the 3rd Tuesday of the month. The time is still 5:30 p.m., and regular meetings will still be at city hall.

We are still in a holding pattern as it relates to spring improvements, the Spark Grant (Otterburn Park), and the park plan approval (January 23rd), however, we still have some business to attend to. January has been our annual meeting in which the board selects officers for the next year. Currently the Chairman is Barclay, Vicechair is Fountain, and the Secretary is Olger.

We also have an update to give on the DDA's plan to focus on a placemaking project in the downtown. This could include public art, seasonal skating, and/or signage. We also need to continue to plan for the reuse of the Abrams Park tennis courts.

Lastly, with Krystal is no longer able to serve with the park board, the mayor is seeking a new member. This has proven difficult to fill as some folks have interest by not enough interest to fill out an application or attend a meeting. The board inquired about the possibility of the board seat being filled by an area student. I have reached out to the HS Principal to see if we can contact the National Honor Society.

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

Sincerely,

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