

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, February 21, 2023, 5:30 P.M.
City Council Chambers of City Hall
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Edmond Bosas, Sandi Brill,
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 17, 2023 Minutes
 - B. Staff Letter
 - C.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Abrams Tennis Courts
 - B. Initial 2023 Work Plans and Opportunities
 - C.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
TUESDAY, FEBRUARY 21, 2023 5:30 P.M.**

The **February 21, 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: February 21, 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
JANUARY 17, 2023

Meeting called to order at 5:35 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: Vacant

Staff Present: Adam Zettel, Rob Bincsik.

Others Present: Nate Henry, Ken Brill, Mike Suchodolski.

Virtually Present:

APPROVAL OF AGENDA: Motion by Gonyea to approve the amended agenda as of January 17,
2023, support by Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Fountain to approve minutes as printed of December 20,
2022, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. December 20, 2022, Minutes
- B. Staff Letter
- C. Draft Park Plan

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel commented that the DPW is working on ordering signs for the parks. There has been no word on the SPARK grant. Mr. Bincsik commented that the DPW is working on all the picnic tables.

BUSINESS:

A. Selection of Officers: Officers were selected for 2023.

Motion by Fountain, Chairperson Barclay, Vice-Chair Rae Lynn Hicks, and Secretary Olger, supported by Plumb.

Yes: R. Hicks, G. Hicks, Fountain, Olger, Plumb, Brill, Gonyea, Barclay.

No: None. Motion Carried.

B. Downtown Placemaking: Mr. Zettel updated the board that the DDA plans to focus on a placemaking project downtown. Things discussed are public art, seasonal skating, and signage. The DDA's next meeting is February 9th and encourage everyone to attend.

C. Vacancy: Mr. Zettel reached out to NHS and explained what we are thinking about. He is waiting to hear back.

D. Slip and Slide Date: Mike Suchodolski, Shattered Chains Disc Golf, requested a couple dates in August, after discussion August 12th was chosen as the date for the Slip & Slide Event.

E. Abrams Tennis Courts: Several ideas were discussed for the tennis courts such as additional play equipment, or just refurbishing the courts and keeping them, exercise equipment or demolishing the courts and just having green space. We need to continue the discussion on this at the February meeting.

F. Abrams Tot Lot Base: Brill suggested getting a quote for the ADA rubber mat in the tot lot so she can present the quote to Kiwanis. Mr. Zettel did some research and had a price range of \$15-23 per sq. ft. He will seek quotes for Mrs. Brill to present to Kiwanis.

G. Endowment Fund: Mrs. Brill thinks we should be looking at investing in something for the future of the parks. Mundy Township is doing this, Mrs. Fountain passed around a brochure Mundy has for this.

MEETING OPEN TO PUBLIC:

Nate Henry 5411 Don Shenk Drive spoke about the tennis courts not workable for pickle ball due to the courts being covered with moss and are too slippery. The cage offers pickle ball courts.

BOARD MEMBER COMMENTS: Boardmember R. Hicks suggested we just keep talking, bringing ideas of what the courts can be used for, eventually we will find the right thing. Boardmember Plumb appreciates everyone's patience with her absences but she is getting back into a routine. Boardmember Fountain mentioned Mundy Township bids for the construction for the park and they only received one bid and it was twice as much as they expected. Boardmember Gonyea believes Abrams Park needs a lot more work it could be more family and kid friendly and nature friendly as well. He thinks as a board we need to concentrate more on things we can do to improve Abrams Park. Boardmember Brill asked about a foot bridge over the creek,

Boardmember Barclay responded that the property on the other side of the creek is privately owned. Boardmember Barclay commented that he asked the office if the park reservations were going well, and they said they haven't had much pushback. Boardmember Olger responded that we haven't really had any complaints, but February is the month we will hear more.

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

Unanimous Voice Vote.
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:34 p.m.

NEXT MEETING: February 21, 2023, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: February 15, 2023

To: Park Commissioners
From: Adam Zettel, AICP
RE: February 21, 2023 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, February 21, 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.

Some good news comes first! We have a new park board member that I am sure we will all be excited to meet, Mr. Edmond Bosas. He is a father of two that lives near Elms Park!

Some bad news comes next. We did not receive an award of any Spark Grant funds (Otterburn Park). There were just under 500 applications and only 14 awards. Yikes! We plan to work to acquire some congressional directed spending and/or a DNR Trust fund award yet this year. We are still working with our grant specialist on this matter.

I will have some verbal updates on the DDA's plan to focus on a placemaking project downtown. This could include public art, seasonal skating, and/or signage. The safe routes to school trails are also out for bid. There has been an issue with the route that was bid versus what was designed. I will explain the situation at the meeting as well.

Concerning business, we are not yet at a point in the season where we can begin budgeting 2023 summer work items. I am very confident that we will have remaining budget figures, pricing, and a work plan for the March agenda. That said, March will be a very important meeting! We also need to continue to plan for the reuse of the Abrams Park tennis courts.

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

Sincerely,

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

February 21, 2023
Park Board



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