

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, April 18, 2023, 5:30 P.M.
City Council Chambers of City Hall
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Edmund Bosas, Sandi Brill,
Connie Olger, Samantha Fountain, Mark Gonyea, George
Hicks, Trudy Plumb, Vacant
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. March 21, 2023 Minutes
 - B. Staff Letter
 - C. Abrams Park Aerial
 - D.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Abrams Park & Whitney Court
 - B. Vice Chair Selection
 - 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, APRIL 18, 2023 5:30 P.M.**

The **March 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: April 18, 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
MARCH 21, 2023

Meeting called to order at 5:32 p.m. by Chairperson Barclay

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

Members Absent: Vacant.

Staff Present: Adam Zettel, Rob Bincsik.

Others Present: Nate Henry, Corey Jarbeau, Tonya Ketzler, David Krueger, Boots Abrams.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Brill to approve the agenda as of March 21, 2023, support
by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes as amended of February 21,
2023, support by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. February 21, 2023 Minutes
- B. Staff Letter
- C. Park Work Project Pricing

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel SFTS project bid came in at 10% of engineers estimate, council approved, and approval has been received by MDOT. No time frame for the GV trail restoration but it should be commencing within the next month. Recreation Passport Grant Fund & a

request for congressional designated spending are some things our grant writer is working on for Otterburn Park.

Robert Bincsik remarked the flagpole at Abrams Park has been fixed, it had to have the wiring redone. General maintenance in the parks is being done and we are getting bathrooms ready at the parks.

BUSINESS:

- A. Tonya Ketzler spoke of the City/Township partnership. She announced James Barclay will be on the Mundy Township board due to Rae Lynn Hicks resignation. She spoke of the advantages of having the partnership such as doing grants together, promoting each other's community events, sharing expenses. She feels the liaisons of having one member on each park board from the other municipality is a great start.

Break 6:05-6:12p.m.

- B. Bicentennial Library Donation: Mr. Zettel indicated that the Women's Club wants to donate a little library that they would like to be put up in Bicentennial Park/Holland Square area.

Motion by Brill to accept donation of the little library from the Women's Club , support by Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

- B. Initial 2023 Work Plans: Mr. Zettel reviewed the available budget for the parks. He spoke about the pricing for some park projects included in the packet to be considered.

Motion by Olger to approve resurface Elms Tennis Court, resurface Abrams Tennis court to basketball courts, resurface Elms Basketball Court and the reminder of monies budgeted to be used for removal of trees at Abrams , support by Brill.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO PUBLIC:

Nate Henry reminded everyone that there is a Chili Cookoff at the American Legion on March 25th.

Mayor David Krueger commented wise decisions were made tonight that were made in the best interest of the recreational needs of the community.

BOARD MEMBER COMMENTS: Boardmember Gonyea attended a training in Frankenmuth and it was very well put together and he got a lot out of it.

Boardmember Bosas introduced himself and spoke of his family, career and background and living near Elms Park.

Boardmember Brill is glad we figured out that motion.

Boardmember George Hicks commented good decisions and good progress tonight.

Boardmember Barclay suggested everyone go drive through the parks and look around and see you next month.

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

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:50 p.m.

NEXT MEETING: April 16, 2023, 5:30 p.m.

Connie Olger, Secretary



Date: April 13, 2023

To: Park Commissioners
From: Adam Zettel, AICP
RE: April 18, 2023 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, April 18, 2023. REMINDER: Park Board members must attend in person at city hall to participate. The public may attend via Zoom.

By way of update, the Safe Routes to School project is underway. We expect full mobilization for this in mid-May. The city also applied for a DNR Recreation Passport Grant, as well as legislative directed spending from both Michigan Senators and Congressman Kildee. These funds, if awarded, would support improvements at Otterburn Park. We are hearing good things about the Otterburn Park request through Congressman Kildee's office lately!

Mrs. Bosas is now having the DPW install new signs at Elms Park. This is part of our effort to create more awareness and compliance with park rules and expectations. She will also be mobilizing the DPW to better arrange for parking and traffic circulation in the park by relocating many boulders and bollards that corral traffic. General spring cleaning and maintenance is underway.

The Little Library donation was approved by the city council and is to be placed in the planting area at the northeast corner of Holland Square. The DDA is also working on a plan to improve Holland Square with a placemaking grant. This could include seating areas, new lighting, sound amplification, and some weather/shade constructs.

The focus of our agenda will be on Abrams Park. The city will bid Phase II of the USDA watermain replacement project, which coincides with the reconstruction of Greenleaf, Durwood, Norbury, Winshall, and Whitney Ct. Whitney Court and the west/south end of Abrams is the focus of the matter. This area of the park is not well used. At this juncture, the community has some options to look to increase usage of this area or to scale back access for more passive recreation.

Whitney Court serves as a means of limited access to this part of Abrams Park. There is a pavilion here, but there is not much else. The pavilion does not offer power, water, restrooms, or ample parking. With that said, during the reconstruction phase, we can look to reduce our infrastructure footprint by downsizing Whitney Court into a single driveway access for the resident. We can also look to go the other way and have the street lead into a larger parking area that can eventually support larger gatherings or active recreation.

To help make the decision, we have reached out to all adjacent residents and those within 300 feet. The situation has been briefly explained and feedback is sought for our meeting or prior to the meeting. I am hoping the park board can recommend a course of action to either scale back the infrastructure investment to reflect more passive recreation or to commit to increasing activities in this area of Abrams by designing street access that leads to a larger parking area.

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" written in a larger, more prominent script than the last name "Zettel".

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

Abrams Park

