

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, May 16, 2023, 5:30 P.M.
City Council Chambers of City Hall
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Edmund Bosas, Connie Olger, Samantha Fountain, Mark Gonyea, George Hicks, Trudy Plumb, Angela Ritter, Vacant
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. April 18, 2023 Minutes
 - B. Staff Letter
 - C. Reservation Report
 - D.
7. REPORTS:
 - A. DPW Director & City Manager
 - B. Reservation Report
8. BUSINESS:
 - A. Abrams Park Aggregate Trail
 - B. Park Levy Discussion
 - C.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

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
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
TUESDAY, MAY 16, 2023 5:30 P.M.**

The **May 16, 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: May 16, 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
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
PAUL D. BUECHE MUNICIPAL BUILDING
APRIL 18, 2023

Meeting called to order at 5:43 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, Robert Oakman, Dale Gentle, Ken Brill, Boots Abrams.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Brill to approve the agenda as of April 18, 2023, support by
Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of March 21, 2023 meeting,
support by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. March 21, 2023 Minutes
- B. Staff Letter
- C. Abrams Park Aerial

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel SRTS project has started successfully with the tree removal and clearing. Otterburn disc golf group working on the course. Kildee's office submitted our project to appropriations. The little library donation was approved by the council. We haven't heard anything back regarding the Recreation Passport Grant. Robert Bincsik remarked all of Abrams Park pavilions will have electricity, we are working on it now. Restrooms at the parks will be open once the

temperature goes up. Replaced a hand dryer at Abrams Park restroom, expanded parking area at Elms Park and signs at both parks are ready to be installed.

BUSINESS:

- A. Abrams Park & Whitney Court: Mr. Zettel spoke of the Phase II USDA watermain replacement project, and it coincides with the reconstruction of Whitney Ct. This allows the city some possibilities to increase usage of the west/south end of Abrams Park by having Whitney Ct. lead into a parking area in the park. Or we can just have a single driveway access for the one resident on Whitney Ct. Letters were sent to adjacent residents within 300 feet of this area for their input.

Resident on Whitney Ct. would like to see the option of the parking lot added. Resident on Winshall would like to see it kept the same with no parking lot and leaving it all greenspace.

Boardmembers Brill & Gonyea would like to see that area used by residents. Maybe adding other features would increase the activity at that end of the park.

Mr. Zettel suggested having a gate at that entrance like the one at Elms Park.

Motion by Fountain recommend putting in a small parking lot with 20 spots that is gated, support by Gonyea.

Discussion Ensued.

Yes: Bosas, Hicks, Fountain, Olger, Plumb, Brill, Gonyea, Barclay.

No: None.

Motion Declared Carried.

- B. Kiwanis Report: Boardmember Brill spoke to the Kiwanis about the sandbox and the digger in the sandbox needing to be replaced. Kiwanis is considering purchasing a new sandbox along with a tabletop for ADA and digger. She will keep the board updated.

C. Vice Chair Selection:

Boardmember Brill nominated Boardmember Gonyea, seconded by Boardmember Plumb.

Boardmember Barclay nominated Boardmember Bosas seconded by Boardmember Fountain.

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

Vote to elect Vice Chair

Boardmember Hicks:	Bosas
Boardmember Fountain:	Bosas
Boardmember Olger:	Bosas
Boardmember Plumb:	Gonyea
Boardmember Brill:	Gonyea
Boardmember Gonyea:	Gonyea
Boardmember Barclay:	Bosas
Boardmember Bosas:	Bosas

Elected: Bosas
Motion Declared Carried.

MEETING OPEN TO PUBLIC:

None.

BOARD MEMBER COMMENTS:

Boardmember Bosas thinks we made a good choice on the parking lot, and this could lead to other opportunities down the road.

Boardmember Plumb thinks the board needs to stop this tug a war between Abrams & Elms Park and look at both parks and decide on a project for each one and take it from there.

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

Unanimous Voice Vote.
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:33 p.m.

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

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: May 10, 2023

To: Park Commissioners
From: Adam Zettel, AICP
RE: May 16, 2023 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, May 16, 2023. REMINDER: Park Board members must attend in person at city hall to participate. The public may attend via Zoom. Note that we have a new face with Angela Ritter, who is filling the seat left by Rae Lynn Hicks! Welcome Angie! However, we now have another vacancy to fill, with the resignation of Sandi Brill.

By way of update, we have approved bids for the Elms basketball courts and some forestry in Abrams Park. We should have a good idea where we stand with the tennis court bids in both parks by the time we meet. I will also have updates on the completion of the Genesee Valley Trail, Safe Routes to School work, pavilion reservations to date, and regular maintenance.

With park maintenance priorities established and the question of Whitney Court access answered, Jim is moving us forward with discussion on some new matters. The first is the potential for an aggregate path in Abrams Park. This is something that has been discussed for a number of years, but it may have been lost during the pandemic. The idea is to use contractor materials and in-kind efforts from the construction staging in Abrams to install a walkway near the creek in the park, connecting the walk ways on each end and/or providing a loop.

If staging for the next phase of watermain and street work in Winchester Village occurs in Abrams, this seems like a reasonable ask of the contractor. It is on the agenda for discussion on the merits of such a path, as well as what form it could take.

In other new business, we have discussion of a dedicated park levy. It is unclear where this will lead. Certainly, new taxes are not fun, but there is an argument that the value is there. I should have some idea of the process and what we may see for revenues at various rates.

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

May 16, 2023
Park Board

Lastly, we will consider the upcoming slip and slide event to ensure that this is in the proper stages of planning.

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

Sincerely,



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

05/09/2023

RECEIPT ITEMS REPORT FOR CITY OF SWARTZ CREEK
 Post Date from 01/01/2023 - 05/09/2023 Completed Receipts
 Receipts Items: PKUSE

Receipt # Date	Description Received Of	Reference	Cashier Distribution	Amount
PKUSE	Parks Use Fee			
270136 01/03/2023	#2 Aug 5 Susan Drummond	Parks Use Fee	cchristensen 101-783.000-651.000	100.00
270153 01/03/2023	Elms Park #2 7-29-23 Candice Garner	Parks Use Fee	JKEY 101-783.000-651.000	20.00
270155 01/03/2023	Candice Garner	Parks Use Fee	JKEY 101-783.000-651.000	80.00
270156 01/03/2023	#4 July 8 Amber Claspell	Parks Use Fee	cchristensen 101-783.000-651.000	80.00
270351 01/03/2023	#2 AbramsJune 4, 2023 Rae Lynn Hicks	Parks Use Fee	cchristensen 101-782.000-651.000	50.00
270757 01/09/2023	#1 Elms Park 09/09/23 Belinda Wright	Parks Use Fee	cchristensen 101-783.000-651.000	80.00
271020 01/10/2023	#2 Elms 9/17/23 Bonnie Alfaro	Parks Use Fee	cchristensen 101-783.000-651.000	100.00
271574 01/18/2023	#2 Elms 6/17/23#2 Elms 9/4/23 Zachary Arrand	Parks Use Fee	cchristensen 101-783.000-651.000	200.00
271607 01/19/2023	Elms #2 7/15/23 Brian Talarico	Parks Use Fee	KBROWN 101-783.000-651.000	100.00
272209 01/25/2023	Elms #2 8/12/23 Sara Witter	Parks Use Fee	KBROWN 101-783.000-651.000	100.00
272629 02/06/2023	Elms Park @#2 8/27/23 Stephen Dangelo	Parks Use Fee	JKEY 101-783.000-651.000	100.00
273199 02/22/2023	#2/9-9-23 Judy Frost	Parks Use Fee	cchristensen 101-783.000-651.000	100.00
273248 03/01/2023	Pav. #2 7/8/2023 Elms Park Yolanda Cross	Parks Use Fee	JKEY 101-783.000-651.000	240.00
273249 03/01/2023	#1 Elms Park 7/29/23 LaTanya Banks	Parks Use Fee	cchristensen 101-783.000-651.000	200.00
273251 03/01/2023	#2 Elms Park 8/13/23 Jane Harger	Parks Use Fee	cchristensen 101-783.000-651.000	240.00
273264 03/02/2023	#1 Elms Park 08/26/23 Frank Chrastek Jr	Parks Use Fee	cchristensen 101-783.000-651.000	200.00
273286 03/07/2023	Elms Park #2 8/6/23 Cynthia Martin	Parks Use Fee	JKEY 101-783.000-651.000	240.00

273355 03/15/2023	Elms Park Pav. #2 6/24/2023 Camrey Johnson	Parks Use Fee	JKEY 101-783.000-651.000	100.00
273397 03/23/2023	elms Park #2 6/3/2023 Khatija Moiz	Parks Use Fee	JKEY 101-783.000-651.000	240.00
273406 03/27/2023	#2 Elms 6/4/23 Briana Shaver	Parks Use Fee	cchristensen 101-783.000-651.000	100.00
273419 03/28/2023	Elms #2 8/26/23 Maurice Vickers	Parks Use Fee	KBROWN 101-783.000-651.000	240.00
273420 03/28/2023	Elms Park #2 6/25/23 Thomas Bur	Parks Use Fee	JKEY 101-783.000-651.000	100.00
273874 04/06/2023	Elms #1 8/27/23 Scott Raquepaw	Parks Use Fee	KBROWN 101-783.000-651.000	80.00
273875 04/06/2023	Elms #4 6/25/23 Ed Loney	Parks Use Fee	KBROWN 101-783.000-651.000	80.00
274281 04/12/2023	#1 Elms Park 6-10-23 Malissa Addington	Parks Use Fee	cchristensen 101-783.000-651.000	200.00
274290 04/12/2023	Elms #1 8/12/23 James Franklin	Parks Use Fee	KBROWN 101-783.000-651.000	200.00
274351 04/13/2023	Pavilion #2 Elms Park 5/19/2023 Twila Williams	Parks Use Fee	JKEY 101-783.000-651.000	240.00
274609 04/18/2023	July 15 #1 Rebecca Lawrence	Parks Use Fee	cchristensen 101-783.000-651.000	80.00
274683 04/19/2023	#2 Elms 5/7/23 Tori Choate	Parks Use Fee	cchristensen 101-783.000-651.000	240.00
274697 04/19/2023	Elms park #2 7-9-23 Deborah Harris	Parks Use Fee	JKEY 101-783.000-651.000	240.00
275316 04/25/2023	#1 Abrams Park Tristen Kelley	Parks Use Fee	cchristensen 101-782.000-651.000	140.00
275401 05/01/2023	#1 Elms Park 08/05/23 Gretchen Lawton	Parks Use Fee	cchristensen 101-783.000-651.000	80.00
275564 05/08/2023	#2 Elms 9/8/23 Millie Hursin	Parks Use Fee	cchristensen 101-783.000-651.000	100.00
			Total PKUSE (33)	4,690.00
			Grand Total (33):	----- 4,690.00