

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, July 18, 2023, 5:30 P.M.
City Council Chambers, 8083 Civic Drive
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Edmund Bosas, Samantha Fountain, Mark Gonyea, Brandon Greiner, George Hicks, Connie Olger, Trudy Plumb, Angela Ritter
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. June 20, 2023 Minutes
 - B. Staff Letter
 - C.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Slip and Slide
 - B. Bike Race Concept
 - 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, JULY 18, 2023 5:30 P.M.**

The **July 18, 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: July 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
ELMS PARK, PAVILION #2
JUNE 20, 2023

Meeting called to order at 600 p.m. by Chairperson Barclay

Members Present: Angela Ritter, Mark Gonyea, Jim Barclay, Eddie Bosas, Brandon Greiner
George Hicks, Samantha Fountain, Connie Olger, Trudy Plumb.

Members Absent: Vacant.

Staff Present: Adam Zettel, Rob Bincsik

Others Present: Nate Henry, Ken Brill, Sandi Brill, Boots Abrams, Lania Rocha, Rae Lynn Hicks.
Virtually Present: None.

APPROVAL OF AGENDA: Motion by Gonyea to approve the agenda as of June 20, 2023, support
by Plumb.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Bosas to approve minutes of May 16, 2023 meeting,
support by Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill commented it was a great decision to convert the
tennis court to basketball court and wondered if it could be divided into 2 courts.
She wishes that the park board would reconsider allowing sound amplification at
the parks with the reservations. She wanted to let the board know that Friends
of Abrams Park took care of and will continue to take care of the area around the
Abrams Park sign. She would like it if there was water to use close for watering
the flowers.

COMMUNICATIONS TO THE BOARD:

- A. May 16, 2023, Minutes
- B. Staff Letter
- C. Call for Volunteers

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel updates: trails issues continue with
storm drain and continues to be an open project for that reason, SRTS is

moving fast, purchase orders approved for all the park work; the forestry work is mostly done. The Civic Campus parking lot is being worked on now. All the signs are up at the parks.

Rob Bincsik update; new sand was put in the sandboxes at both the parks, Abrams Park pavilions are waiting for Consumers Energy to do their work, 3-4 trees still need to be cut down at Abrams Park and some need trimmed and cleaned up.

BUSINESS:

- A. Slip and Slide: Shattered Chains has been liaising with the Fire Department on the Slip & Slide Event that is scheduled for August 12th. If anyone would like to volunteer for the event, we need to let them know.

- B. Abrams Park Donation(Sandbox): Sandi Brill presented the board with a donation of \$6,000 to purchase 4 pieces of equipment, sandbox, sand ramp wall, scoop digger with seat & elevated sand table, for the tot lot at Abrams Park. The donation was from Friends of Abrams Park member Shirley Pittsley in honor of her husband. Friends of Abrams Park will purchase a plaque in his honor to be put up once the project is completed. She requested the park board approve any additional funds needed to complete these purchases. Mr. Zettel commented that it was a generous donation and appreciated.

Motion by Gonyea to approve the donation from Friends of Abrams Park to purchase the additions and improvements to sandbox at Abrams Park along with an additional funds from the city up to \$2,000 needed to complete the purchases. Also, approval of the plaque donated by the Friends of Abrams Park recognizing the donor support by Plumb.

Yes: Bosas, Griener, Hicks, Fountain, Olger, Plumb, Ritter, Gonyea, Barclay.

Motion Declared Carried.

- C. Splash Pad Consideration: Boardmember Barclay mentioned that the DDA did investigate the possibility of one and due to the cost to build , run and maintain one the city is not going to build a splash pad.

MEETING OPEN TO PUBLIC:

Sandi Brill suggested putting a storage container at Abrams Park tot lot for the sand box toys. The next focus of the Friends of Abrams Park is looking for donations for arbor covered swings that run approximately \$3,000. Boardmember Gonyea also suggested fundraising for benches to be put along the aggregate trail at Abrams Park. Sandi Brill also noted several things that need to be addressed such as backstop, bleachers, benches, and score keeper at ball field.

BOARD MEMBER COMMENTS:

Boardmember Griener introduced himself and is excited to be on the board.

Boardmember Gonyea thanked the Friends of Abrams Park for the work they are doing and the generous donation to improve the tot lot. It was a good meeting tonight and he enjoyed the ribbon cutting ceremony for the trail and is looking forward to other improvements at Abrams Park.

Boardmember Ritter suggested that the board keep in mind the privacy of the lots along the creek if the trail goes through there.

Boardmember Hicks is looking forward to volunteering at the Slip & Slide.

Boardmember Plumb also is looking forward to volunteering at the Slip & Slide.

Boardmember Fountain thanked Sandi Brill and the Friends of Abrams Park for the donation. She also reminded everyone of the call for volunteer and groups in the packet.

Mr. Zettel thanked all 9 members for attending and commented that he still needs to have an orientation with the 2 new members and he will get in contact with them.

Motion by Plumb, adjourn the meeting, support by Bosas

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:40 p.m.

NEXT MEETING: July 18, 2023, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: July 12, 2023

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

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, July 18, 2023. We will be back at the city council chambers!

By way of update, all tennis court and basketball court work is approved but those contractors have not mobilized yet. The sandbox and related equipment for Abrams Park has also been ordered. I will have updates on the completion of the Genesee Valley Trail, Safe Routes to School work, park use, and regular maintenance.

Our first business item is the slip and slide and related disc golf course. I hope we can go over final planning details for this event, as well as how we can assist Shattered Chains with finalizing the course installation.

Also on the agenda is a new concept. A resident on Bristol Road has noticed the happenings at Otterburn and wishes to add some activity. She mentioned a off-road bicycle race. I am hopeful that she can attend and share her idea so we might be able to realize it!

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

Sincerely,

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

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