

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Tuesday, November 21, 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, George Hicks, Connie Olger, Trudy Plumb, Angela Ritter, Vacant
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
  - A. October 17, 2023 Minutes
  - B. Staff Letter
  - C. City Decoration District Maps
  - D.
7. REPORTS:
  - A. DPW Director & City Manager
  - B.
8. BUSINESS:
  - A. Annual Decorating Contest
  - B. Abrams Park Asphalt Open Area
  - 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, NOVEMBER 21, 2023 5:30 P.M.**

The **November 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 Renee Kraft, 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](https://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.

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: City of Swartz Creek Park & Recreation Board Meeting

Time: November 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 [rkraft@cityofswartzcreek.org](mailto:rkraft@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  
OCTOBER 17, 2023

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

Members Present: Ritter, Gonyea, Barclay, Bosas, Hicks, Fountain, Olger.

Members Absent: Greiner, Plumb.

Staff Present: Adam Zettel

Others Present: Nate Henry, Sandi Brill, Ken Brill, Boots Abrams.

Virtually Present: Lania Rocha.

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

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of September 19, 2023 meeting, support by Hicks.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill Friends of Abrams Park would like the board to consider changes to the park rules and regulations #4 Prohibited Uses & Acts #16, 20 & 21 allowing administrative approvals. Abrams Park former basketball court would be great as a pickleball court.

COMMUNICATIONS TO THE BOARD:

- A. September 19, 2023, Minutes
- B. Staff Letter
- C. Current Rules and Fees

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel updates: A forestry grant for Abrams Park was submitted, pickleball striping should take place next spring, trails are substantially complete with a gate added at Elms Park, wayfinding signs will be put up and parks will be winterized within the next 2 weeks.

**BUSINESS:**

- A. Annual Park Rules & Fees Review: Mr. Zettel feels having a relief valve on park reservations regarding rules and regulations and that the council can only approve those reservations on qualifying events and adding that to the park rules and regulation form. Board member Barclay suggested raising nonresident rates due to rate of inflation. Board member Gonyea suggested waiting another year before making any changes.

Motion by Barclay support by Bosas to have a \$5 increase to the nonresident pavilion rental fees and to amend the park rules and regulations that the city council may waive or alter such rules on a case by case basis or permanent basis for reservations, event or users by resolution.

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

No: None.

Motion Declared Carried.

- B. Abrams Park Asphalt Open Area: Mr. Zettel reported that only one pickleball court would fit, and we could add that to our budget for next year. He would like the board's decision on if this is what we want to proceed with this or are their other ideas for the area. The board decided to put this back on the agenda for next month and continue on the agenda until the decision is made.
- C. Volunteer Recognition: Board member Fountain is trying to recruit more volunteers for a multitude of things. We currently have many volunteers doing community beautification, and we are looking to do some type of recognition. If anyone knows someone to put on her current list, please let her know. She would like to do a recognition once a year and wants to do her first one soon, preferably before the end of year. Board member Gonyea suggested naming the award. Board member Barclay suggested Jentery Farmer. Mr. Zettel agreed that was an excellent choice. Board members agreed this recognition is a good idea.
- D. Solar System Model: Board member Fountain is working on crowdfunding for the solar system model, Cosmos in the Creek. This model will go on the trail between Elms and Otterburn Parks. She is working to get the funding approved through MEDC. The entire project cost is about \$50,000. We will need to raise \$25,000 through campaigning and then the MEDC will match it. She is recommending that the city council appropriate \$8,750, with the hope of having the community donate the remainder to obtain the \$25, 000. The funds will have to be raised in a 60-day period to get matching funds.

Motion by Barclay support by Bosas recommending council to appropriate \$8750, towards the Solar System Project when it goes live.



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

No: None.

Motion Declared Carried.

MEETING OPEN TO PUBLIC:

Sandi Brill suggested considering the Honor Society for volunteers. She likes the suggested name for the Solar System Model. If the former basketball court at Abrams Park could be expanded to a two-court pickleball court that would be better. She suggested having a volunteer recognition community wall or a wall at city hall for volunteer recognition. Friends of Abrams Park donated a storage bench to be used at the kiddy park for the sandbox toys.

BOARD MEMBER COMMENTS:

Board member Hicks the cemetery cleanup has been head up by David Spillane and it will take place next April or May, cleaning the cemetery and cleaning the headstones. They will be looking for volunteers for that.

Board member Gonyea thinks we had a good productive meeting tonight. He wanted to thank Friends of Abrams Park for the donation of the storage bench.

Board member Ritter loves the solar system idea. She also likes the idea of giving volunteers recognition this year, it's great positive reinforcement.

Board member Barclay questioned when will be getting the new sandbox. Mr. Zettel responded that we do have some of the equipment but won't be put up until next year. A truck delivering some of the pieces caught on fire and we haven't gotten the full shipment yet.

Motion by Fountain, adjourn the meeting.

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 7:01 p.m.

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

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Connie Olger, Secretary



Adam Zettel, AICP

City Manager

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

Date: November 15, 2023

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

Hello everyone,

**We will be meeting at 5:30 p.m. on Tuesday, November 21, 2023.** The meeting will be in the city council chambers! There is not much to update at this point, except that Samantha is seeking contributions and commitments to the Cosmos in the Creek project. This will go live for crowdfunding very soon or just after the New Year.

On the agenda, we have the standing item regarding the asphalt area at Abrams. This was being looked at for pickle ball. However, there was potential interest in alternate uses. As such, the board wished to see this return to the agenda until a decision was made.

There is also the annual holiday decorating contest. Connie has led the charge on this for some years. She has the signs and can liaise with the press concerning winners. What we need is four volunteers to tackle the various districts. The maps are attached.

Lastly, Samantha has been approached by a community member that can create Creek-themed stickers that could be used for fundraising. She will give us a bit more information at the meeting and the board can determine if and how we go about this.

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

Sincerely,

Adam H. Zettel, AICP  
City Manager  
City of Swartz Creek  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

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8083 Civic Drive

Swartz Creek Michigan 48473

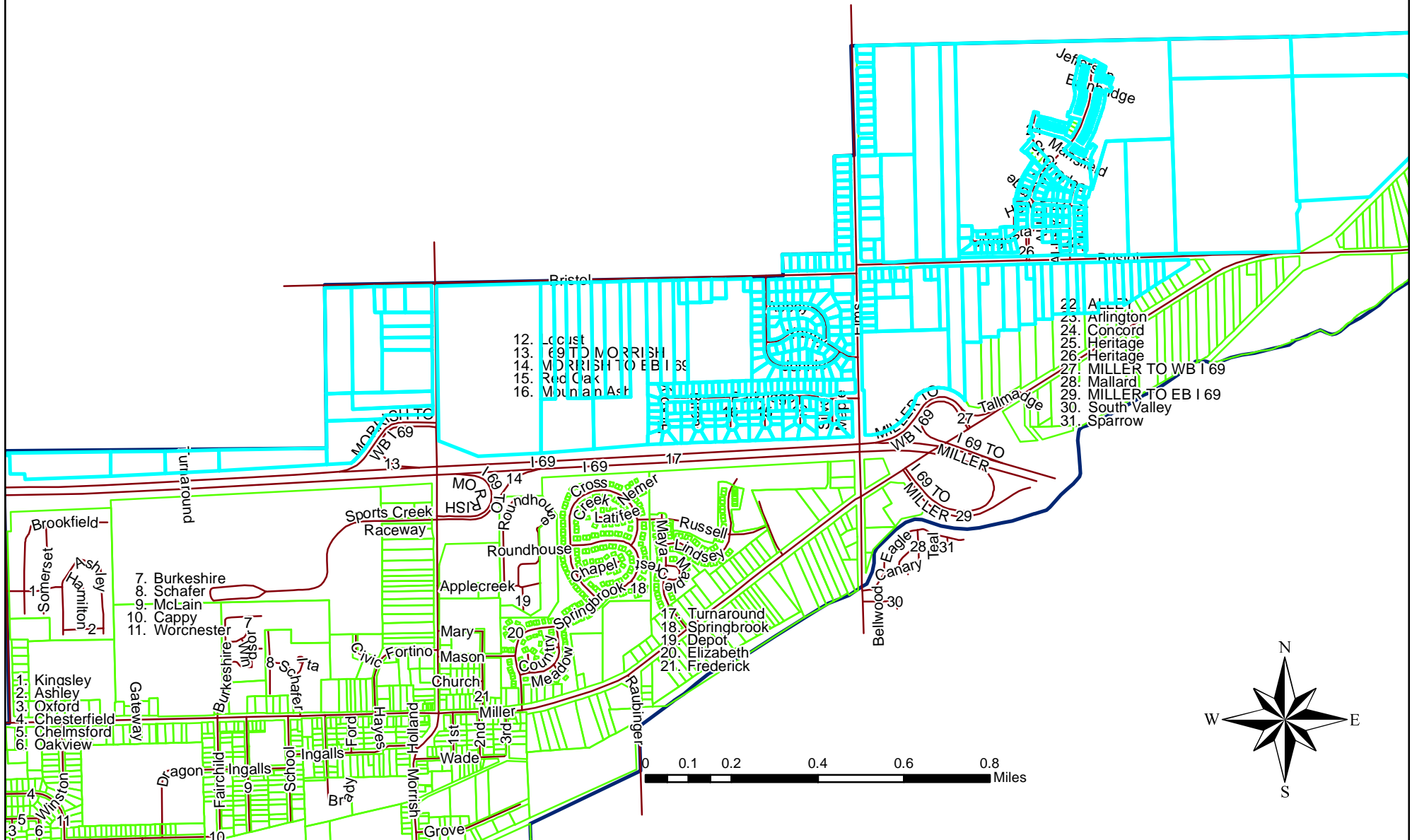
Phone: (810)-635-4464

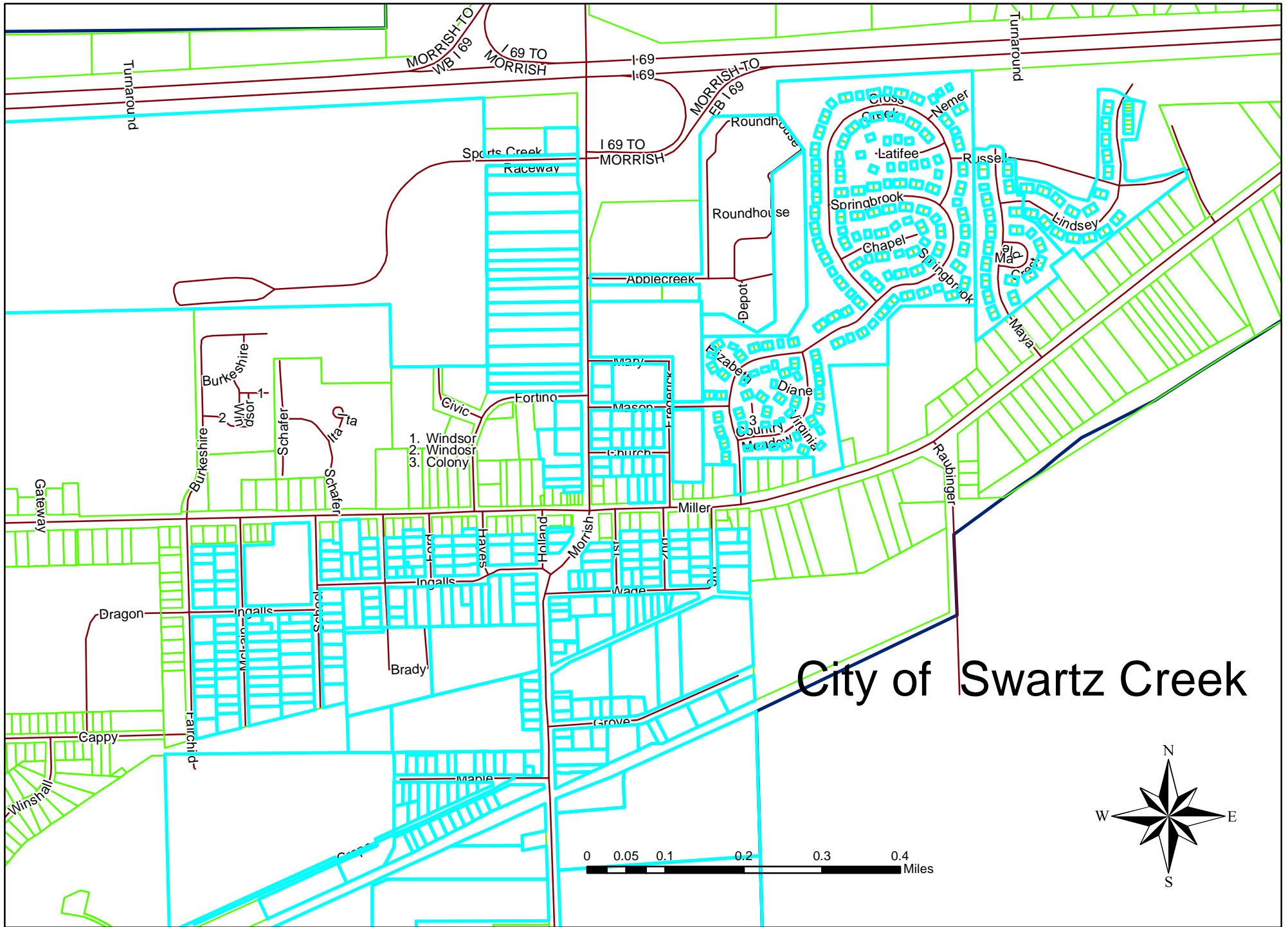
Fax: (810)-635-2887

[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

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# City of Swartz Creek





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