

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, February 20, 2024, 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. November 21, 2023 Minutes
 - B. Staff Letter
 - C. Sapling Purchase Guide
 - D.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Spring Tree Planting
 - B. Hometown Days & Trail
 - C. Abrams Park Contractor Use and Improvements
 - D. Otterburn Park Drainage, Parking Lot, Sign, Storage
 - E.
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 20, 2024 5:30 P.M.**

The **February 20, 2024 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 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: February 20, 2024 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. 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
NOVEMBER 21, 2023

Meeting called to order at 5:35 p.m. by Vice Chairperson Bosas

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

Members Absent: Ritter, Vacant.

Staff Present: Adam Zettel

Others Present: Nate Henry.

Virtually Present: Lania Rocha.

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

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of October 17, 2023, meeting, support by Bosas.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Nate Henry, "Good Evening".

COMMUNICATIONS TO THE BOARD:

- A. October 17, 2023, Minutes
- B. Staff Letter
- C. City Decoration District maps

REPORTS:

- A. DPW Director & City Manager: None.

BUSINESS:

- A. Annual Park Decorating Contest: Board member Plumb, Board member Bosas, Board member Gonyea & Board member Hicks will be the judges for the decorating contest this year. Each Board member picked an area for judging (four areas total). They will knock on the door and let the residents know they

have won; they will post the sign in the yard and take a picture of the house and email the picture along with the address to Board member Olger by December 15th. Board member Olger will send the pictures of the four winners to Lania to be put in The View December 21st. Board member Olger will make certificates up for all the winners and deliver them during the week of December 18th.

- B. Staff Letter: Board member Fountain was approached by a community/past board member, Krystal Lynch on a fundraiser for park beautification. The individual will donate vinyl decals for the park board to sell for the fundraiser. The board requested Board member Fountain to get more information on what exact decals we could sell and then we could discuss prices and plans of distribution at next meeting.
- C. Abrams Park Asphalt Open Area: Board member Fountain was contacted by Sandi Brill, Friends of Abrams Park, and they are excited about the possibility of a having pickle ball court but suggested having 2 courts.

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS:

Board member Plumb wishes everyone a safe and Happy Thanksgiving.

Board member Fountain reminded everyone that the Christmas Parade is December 2 @ 6 pm, with festivities starting @ 5pm, tree lighting ceremony and awards for business decorating contest.

Board member Bosas is looking forward to judging the decoration contest.

Board member Barclay asked Mr. Zettel if he could have the leaves cleaned out of the basketball courts at Abrams.

Motion by Fountain, support by Hicks to adjourn the meeting.

Unanimous Voice Vote.
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 5:36 p.m.

NEXT MEETING: December 19, 2023, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: February 15, 2024

To: Park Commissioners
From: Adam Zettel, AICP
RE: February 20, 2024 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, February 20, 2024. The meeting will be in the main conference room, through the city council chambers! This change is required to accommodate the nine day early voting that will be occurring at that time.

We have a number of items to go over. First on the agenda is the opportunity to purchase saplings for planting. These can be acquired relatively easily in large numbers. However, they are prone to die off, must have volunteers for planting/maintenance, and will take many years to provide benefits. For areas that are tough to reach or large in scale, this could be a good option. I am specifically thinking about adding forestry to the trail, Otterburn, and the creek bank at Abrams. The city can easily make the purchase, but we need a planning plan.

Next on the agenda are a pair of items involving third parties. Hometown Days is going to be holding nearly all of their events at Kincaid Field. They will also be rearranging their layout onsite to accommodate this change. Their President plans to attend our meeting, describe the changes, and note how they will protect the trail. In addition, the contractor of the water main and streets, DiPonio, is working very fast. They are currently staging in Abrams Park, as planned. In doing so, there are ongoing negotiations about what uses they can place onsite and how condition they will leave the site in. I suspect we can get a parking area, but I am less certain about any trail.

Lastly, the disc golf folks at Otterburn have some ongoing drainage issues. It appears the drain needs a bit more work, including larger culverts at the crossings. We met with some of the volunteers and have a general plan. The idea is for the volunteers to construct light foot bridges over the drain in all locations with the exception of one vehicle bridge. For this, we need to acquire and install enough culvert capacity to handle most flooding occurrences. We believe we can do this with a number of smaller diameter culverts (24"). The city should have budget enough to make this work.

8083 Civic Drive

Swartz Creek Michigan 48473

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www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

February 20, 2024
Park Board

I am not sure if we will have any of the Shattered Chains people at the meeting, but Eddie has been working on this as well. Hopefully, we can approve a plan that provides the materials needed to finish the job.






By way of update, we still do not have a firm commitment from Kildee's office on the congressionally designated spending. We were hoping for as much as \$750,000. We appear to be in line for about \$260,000 at the moment, but we cannot count the chickens until they are hatched. The holdup is the federal budget. Because of this, we cannot proceed with a final project scope, design, or construction in the near term (2024). As such, we are going to continue to use our grant writer to apply for DNR grants with the April deadline.






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

Sincerely,



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

Conifer Trees (seedling size)						Mature Height	Qty 5	10	25	50	100	Price
Cedar, White (10"-16")	X		X			40'-50'	\$28	\$47	\$105	\$194	\$330	\$ _____
Fir, Concolor (12"-18")	X					30'-50'	\$11	\$19	\$43	\$80		\$ _____
Fir, Douglas (12"-18")	X				X	40'-70'	\$5	\$9	\$20	\$36	\$62	\$ _____
Fir, Fraser (9"-12")	X					30'-50'	\$10	\$17	\$38	\$71		\$ _____
Larch, American (12"-18")	X		X		X	40'-80'	\$21	\$36	\$82			\$ _____
Pine, Red (7"-14")	X				X	50'-80'	\$6	\$9	\$21	\$39	\$66	\$ _____
Pine, White (14"+)		X			X	50'-80'	\$7	\$13	\$28	\$52	\$88	\$ _____
Redwood, Dawn (12"-18")	X					70'-100'	\$22	\$37	\$83			\$ _____
Spruce, Norway (10"-18")	X					50'-60'	\$5	\$9	\$20	\$37	\$63	\$ _____
Spruce, White (10"-18")	X					40'-60'	\$5	\$9	\$20	\$37	\$63	\$ _____




Hardwood Trees (seedling size)						Mature Height	Qty 5	10	25	50	100	Price
Aspen, Quaking (12"-18")	X		X	X	X	40'-50'	\$24	\$40	\$90			\$ _____
Birch, White (1'-2')	X		X			50'-70'	\$17	\$30	\$66			\$ _____
Catalpa (1'-2')		X		X	X	40'-60'	\$17	\$30	\$66			\$ _____
Cherry, Black (12"-18")		X		X	X	60'-80'	\$14	\$25	\$55			\$ _____
Hackberry (12"-18")	X		X			30'-50'	\$25	\$43				\$ _____
Hickory, Shagbark (6"-12")		X			X	100'	\$23	\$40	\$89			\$ _____
Maple, Red (18"-24")	X		X	X	X	40'-60'	\$22	\$37	\$83	\$153		\$ _____
Maple, Sugar (12"-18")		X		X	X	60'-75'	\$21	\$35	\$78			\$ _____
Oak, Bur (18"-24")	X				X	70'-80'	\$22	\$37	\$83			\$ _____
Oak, Red (18"-24")	X				X	60'-75'	\$21	\$36	\$80	\$147	\$250	\$ _____
Oak, Pin (18"-24")	X		X		X	70'-90'	\$22	\$37	\$83			\$ _____
Oak, Swamp White (12"-18")	X		X		X	50'-75'	\$18	\$30	\$67			\$ _____
Oak, White (12"-18")	X				X	60'-100'	\$18	\$30	\$68			\$ _____
Persimmon (12"-18")	X			X	X	35'-60'	\$17	\$29	\$64			\$ _____
Sycamore (12"-18")	X		X		X	70'-100'	\$17	\$28	\$63			\$ _____
Tulip Poplar (18"-24")	X			X	X	70'-90'	\$22	\$37	\$83			\$ _____




All plants and trees are sourced and purchased from Michigan nurseries.
For more information, visit genesecd.org.

Site Selection and Wildlife Benefit Characteristics Key:

-  Full Sun: 6-8hrs./day
-  Grows in Wet Areas
-  Wildlife Food Source
-  Shade Tolerant: 4hrs./day
-  Pollinator

Spring Reforestation Event 2024 Product Guide






Understory/Ornamental Trees (seedling size)						Mature Height	Qty 5	10	25	50	Price
Crabapple, Manchurian (12"-18")	X			X	X	20'	\$15	\$26	\$57		\$ _____
Dogwood, White Flowering (12"-18")	X		X	X	X	15'-25'	\$18	\$30	\$67		\$ _____
Hazelnut, American (12"-18")		X			X	15'-18'	\$27	\$46	\$102		\$ _____
Magnolia, Sweetbay (12"-18")		X	X	X		10'-35'	\$22	\$38	\$84		\$ _____
Musclewood (12"-18")	X				X	20'-30'	\$22	\$37	\$84		\$ _____
Ninebark (12"-18")	X			X	X	6'-9'	\$15	\$26	\$57		\$ _____
PawPaw (12"-18")		X		X	X	15'-20'	\$29	\$49	\$109		\$ _____
Redbud (1'-2')		X		X	X	20'-30'	\$17	\$30	\$66		\$ _____
Serviceberry, Lamarcki (12"-18")	X			X	X	15'-25'	\$25	\$43	\$96	\$176	\$ _____
Sumac, Staghorn (6"-12")	X			X	X	15'-25'	\$12	\$20	\$44		\$ _____
Viburnum, Highbush Cranberry (12"-18")	X		X	X	X	8'-15'	\$27	\$46	\$102		\$ _____
Winterberry (12"-18")	X		X		X	18'-24'	\$27	\$46			\$ _____

Fruits & Veggies				Plant Spacing	Qty 1	5	10	25	Price
Asparagus, Jersey Supreme	X			9"-12"		\$4	\$14	\$32	\$ _____
Currant, Imperial White	X			2'-3'	\$7	\$34	\$65		\$ _____
Elderberry, Johns	X		X	4'-5'	\$11	\$53	\$100		\$ _____
Goji Berry	X			6'-8'	\$11	\$53	\$100		\$ _____
Raspberry, Brandywine	X			2'-3'	\$11	\$52	\$98		\$ _____
Raspberry, Heritage	X			2'-3'	\$8	\$39	\$74		\$ _____
Strawberry, Eversweet	X			3'-4'		\$4	\$8	\$19	\$ _____
Strawberry, Ozark Beauty	X			3'-4'		\$4	\$8	\$19	\$ _____

All plants and trees are sourced and purchased from Michigan nurseries.
For more information, visit genesecd.org.

Place your order online at genesecd.org by March 31, 2024.
Order pick-up is Friday, April 19th from 9am to 5pm at Habitat for Humanity—101 Burton St., Flint, MI 48503.

Site Selection and Wildlife Benefit Characteristics Key:

-  Full Sun: 6-8hrs./day
-  Grows in Wet Areas
-  Wildlife Food Source
-  Shade Tolerant: 4hrs./day
-  Pollinator