

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Tuesday, April 16, 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, Walt Melen, Connie Olger, Trudy Plumb, Angela Ritter
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
  - A. March 19, 2024 Minutes
  - B. Staff Letter
  - C.
7. REPORTS:
  - A. DPW Director & City Manager
  - B.
8. BUSINESS:
  - A. Spring Tree Planting
  - B. Abrams Park Eagle Scout Proposal
  - 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 16, 2024 5:30 P.M.**

The **April 16, 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](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: April 16, 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](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  
MARCH 19, 2024

Meeting called to order at 5:34 p.m. by Chairperson Barclay

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

Members Absent: Gonyea, Plumb, Vacant.

Staff Present: Adam Zettel

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

Virtually Present: Lania Rocha, Mark Gonyea.

APPROVAL OF AGENDA: Motion by Melen to approve the agenda as of March 19, 2024, support by Bosas

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Bosas to approve minutes of February 20, 2024, meeting, support by Fountain.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill 5352 Greenleaf Drive, commented on changes to minutes. Sandi Brill Friends of Abrams Park, spoke of forestry budget, bathroom facility @ Abrams Park by kiddie lot, updates of last Friends of Abrams Park meeting, monarch butterfly way station, United Way grant, 501c3 process.

COMMUNICATIONS TO THE BOARD:

- A. February 20, 2024 Minutes
- B. Staff Letter
- C. Sapling Purchase Guide
- D. Park Plan Excerpts
- E. Otterburn Park Development Plan

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel noted there was an error in our packet of the vice chair position, it is Mr. Bosas not Mrs. Hicks. He talked to contractors about boulders from the project will be taken by the contractor.

A trust fund grant is going to be submitted for Otterburn Park. We do plan to apply for a forestry grant for Abrams Park. The Abrams Park forestry budget is for trimming, removal, and replacement. Parks are still closed, and routine maintenance is being done. We are getting quotes for some fence maintenance at several locations.

**BUSINESS:**

- A. Officer Selection: Board member Fountain nominates Board member Barclay for Chair supported by Board member Ritter.  
Board member Barclay nominates Bosas for Vice Chair supported by Board member Melen.  
Board member Barclay nominates Board member Olger for Secretary supported by Fountain.

Board member Barclay for Chair, Board member Bosas for Vice Chair & Board member Olger for Secretary.

Unanimous Voice Vote.  
Motion Declared Carried.

- B. Spring Tree Planting: Board member commented that these saplings are not to be planted in the routine mowing area. Board member Melen commented we could get a scout group to help with planting.

Motion by Board member Barclay that we spend \$500 total on native non nuisance trees for planting in Abrams, Otterburn, perhaps along the highway at Elms Parks and along the creek between Fairchild & Morrish, whatever trees the USDA suggest, support by Board member Melen.

Unanimous Voice Vote.  
Motion Declared Carried.

- C. Abrams Park Bathrooms: Board member Barclay commented that it would be great to have another restroom at Abrams Park but feels we can't afford it. He was wondering if it would be possible to move the kiddie lot closer to the current bathrooms at Abrams Park. Mr. Zettel responded that to put in a new restroom would probably run \$150,000-\$200,000. Board member Barclay thinks it may be worth researching moving the equipment we can and possibly purchase new equipment. Many board members agreed that this is a good idea to explore.

Motion by Board member Melen to explore what the cost would be to move the tot lot, support by Board member Bosas.

Unanimous Voice Vote.



Motion Declared Carried.

- D. 2024 Priorities: Mr. Zettel reviewed the Five-year Parks 7 Recreation Plan Capital Improvement Plan. Mr. Zettel requested the board pick the top items that we should focus on. Otterburn Park is waiting for the announcement of the trust fund grant so Abrams & Elms Park are the parks he would like the decisions made for. Board member Melen mentioned bike racks would be a good Eagle Scout project. The board agreed benches, interpretative signage & bike racks are the items the board feels are the priorities this year.
- E. Slip and Slide: Mr. Zettel commented we do have a hold on a pavilion at Elms Park for 3 different Saturdays for the event. We just need to know the specific date as soon as possible. Due to no one attending the meeting tonight from Shattered Chains he requests a resolution be made on the event.

Motion by Barclay to allow Shattered Chains to pick a date of the five available dates for the Slip and Slide event, supported by Hicks.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO PUBLIC: Sandi Brill spoke on boards comments on moving the kiddie lot and on the Friends of Abrams Park projects.

Ken Brill suggested that if the scouts take on making bike racks or benches, they could look for donations.

Board Member Comments: Board member Hicks commented that he will be helping with the Slip & Slide. Board member Bosas will also be helping with the Slip & Slide event. Board member Ritter will help with the Slip & Slide event.

Motion by Bosas, support by Melen to adjourn the meeting.

Unanimous Voice Vote.  
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:53 p.m.

NEXT MEETING: April 16, 2024, 5:30 p.m.

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Connie Olger, Secretary



Date: April 10, 2024

**To: Park Commissioners**  
**From: Adam Zettel, AICP**  
**RE: April 16, 2024 Park Board Meeting**

Hello everyone,

**We will be meeting at 5:30 p.m. on Tuesday, April 16, 2024. The meeting will be in the city council chambers!** The meeting will also be available to the general public via Zoom, but park board members must attend in person to participate.

As discussed at the last meeting, there will not be as much activity in the parks this year when compared to last year. However, we are working with volunteers on bike racks, we have benches delivered or planned, and we do expect to conduct a number of repairs. Those repairs include repair of a pavilion at Elms that is damaged, fence mending at Elms, new sidewalk along the length of Abrams Park, forestry at Abrams Park, and trail signs along the Genesee Valley Trail (including Cosmos in the Creek). If we can move fast enough, we are also planning to work with the historical society on interpretive signs for various sites.

Briefly, I would like to discuss the sapling planting. We are getting a number of trees on the 19<sup>th</sup>, though most of what we wanted was not available. If we have volunteers they can plant the trees in select areas at their discretion. If we do not, our DPW can handle it on Friday or Monday.

Also, we have an Eagle Scout proposal! A Swartz Creek based candidate for Eagle Scout is pursuing the donation of a 10' x 10' reading chalet, complete with lending libraries. He proposes to locate this in Abrams Park, in or near the tot lot. I expect to have Mason attend the meeting to tell the board more about his plan. I am certain he will be seeking a resolution of support to enable the project.

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)