

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, January 21, 2025, 5:30 P.M.
City Council Chambers, 8083 Civic Drive
Agenda

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Edmund Bosas, Mark Gonyea, Nate Henry, George Hicks, Walt Melen, Connie Olger, David Witter, Vacant
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. November 19, 2024 Minutes
 - B. Staff Letter
 - C. Holland Square Concept and Costs
 - D. Trail Sign Concepts
 - E.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Holland Square Update
 - B. Trail Sign Update
 - 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, JANUARY 21, 2025 5:30 P.M.**

The **January 21, 2025 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: January 21, 2025 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 19, 2024

Meeting called to order at 5:31 p.m. by Chairperson Barclay

Members Present: Gonyea, Barclay, Hicks, Witter, Olger, Henry.

Members Absent: Bosas, Melen, Ritter.

Staff Present: Rob Bincsik.

Others Present: Sandi Brill, Ken Brill.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Gonyea to approve the agenda as of October 15, 2024, support by Hicks.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Henry to approve minutes of September 17, 2024, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill would like the board to consider rates at Abrams Park being lowered for residents only. Also considering allowing inflatables, amplified music & animal attractions on a special approval basis.

COMMUNICATIONS TO THE BOARD:

- A. October 15, 2024, Minutes
- B. Staff Letter
- C. Draft Park Rules, Reservation Forms, and 2024 Reservation Report
- D. Contest Maps

REPORTS:

- A. DPW Director Mr. Bincsik updated on pickle ball court at Elms.

BUSINESS:

- A. Christmas Decorating Contest: Judges are Board member Hicks map on page 22, Board member Olger map on page 21, Board member Henry map on page 22, Board member Gonyea map on page 23. Pictures and addresses are to be emailed to Board member Olger by noon on December 13th. Winners are to be sent to Lania for the paper by December 16th.
- B. Annual Rule and Form Review: Board members reviewed the rules and form. The only change besides some typo errors is to page 17 # 13 Trails to add Class 2.

Motion by Board member Barclay to approve park rules & reservation form with the addition of spelling corrections and #7 of Trails section adding class 1 & 2, supported by Board member Henry.

Yes: Hicks, Witter, Olger, Henry, Gonyea, Barclay.

No: None.

Motion Declared Carried.

MEETING OPEN TO PUBLIC: Sandi Brill invited everyone to the November 23rd @ 11 a.m. at Abrams Park the Christmas Tree Decorating. Also Tuesday December 10th @ 6:30-8:30 p.m. Christmas Open House. She hopes that in the future the board will reconsider the park rental fees.

BOARD MEMBER COMMENTS:

Board Member Henry noticed that the new parking lot on Whitney is accumulating water and do we have any plans to fix that. Mr. Bincsik responded that he had hoped it would have drained but he will investigate it. He also noticed by the drinking fountain at the park it always has a puddle near it and wondered if we can work on that next year.

Board Member Gonyea thanked the Friends of Abrams Park for everything they have done this year. He also thanked the board members for everything they do.

Board Member Barclay let Mr. Bincsik know he appreciates that the DPW puts out the lion fountains every year because there were years that they were not put out.

Board Member Olger remarked that the office does try to encourage the rental of Abrams Park. I think there will be an increase now that we have added electricity.

Board Member Gonyea suggested putting something in one of the city's newsletters to promote Abrams Park

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

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:28 p.m.

NEXT MEETING: January 21, 2025, 5:30 p.m.

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 15, 2025

To: Park Commissioners
From: Adam Zettel, AICP
RE: January 21, 2025 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, January 21, 2025. 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.

We do not have many midwinter updates, nor are we able to commence planning for the 2025 park seasonal work. However, the Butterfly Garden is still progressing, as are plans for Otterburn Park. In fact, the city has been awarded another grant to support development of a pavilion, bathrooms, and other amenities at the park. This brings the total of state grants, federal grants, and donations to about \$600,000. We are getting a proposal from Rowe Engineering to complete plans for bid in 2025.

For our agenda, I am including concepts for the structure at Holland Square as well as the proposed trail signs, both wayfinding and trailhead signs. Though staff is not seeking a formal resolution or decision regarding Holland Square or the signs, we do seek some feedback, especially concerning the trail signs.

Lastly, the Mayor is looking to fill the vacancy left by Angela Ritter with Sara Witter, a resident in Winchester Village. She should be on board for our February meeting.

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

Sincerely,

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

8083 Civic Drive

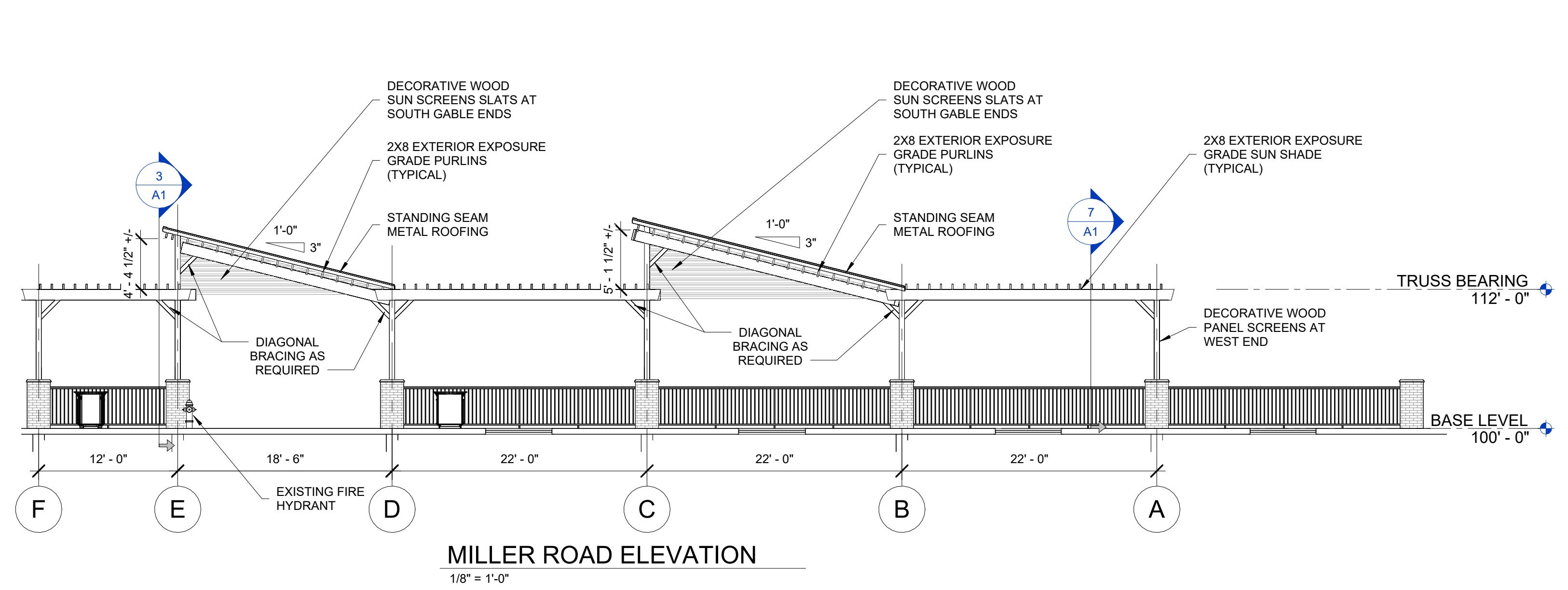
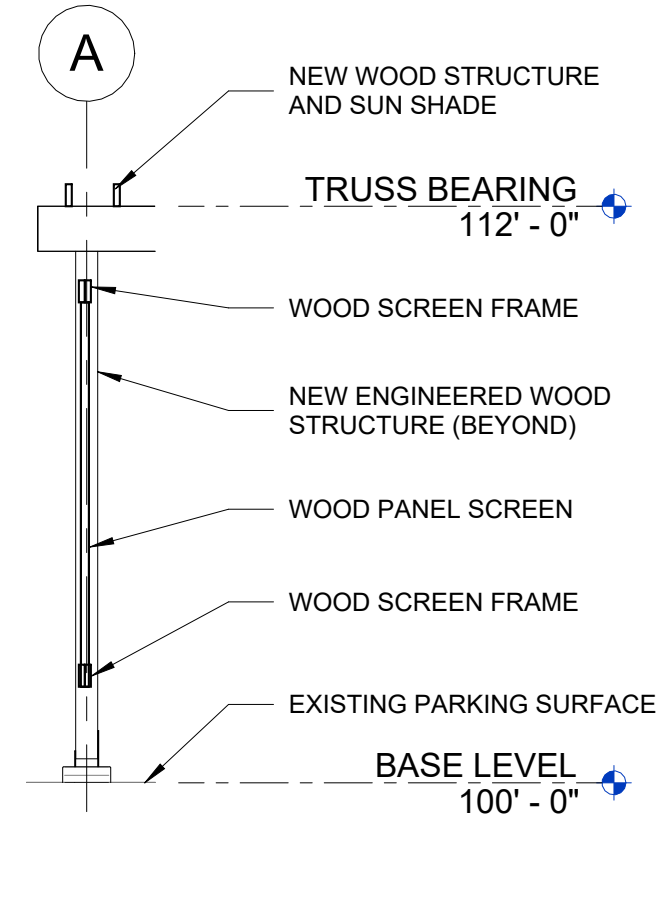
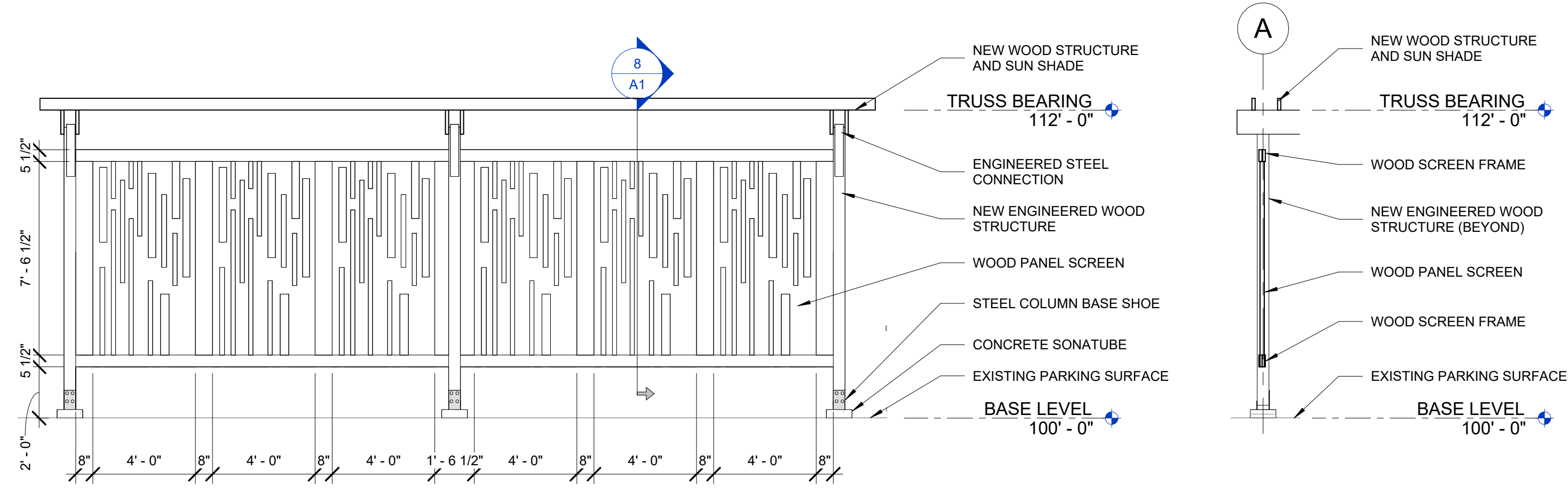
Swartz Creek Michigan 48473

Phone: (810)-635-4464

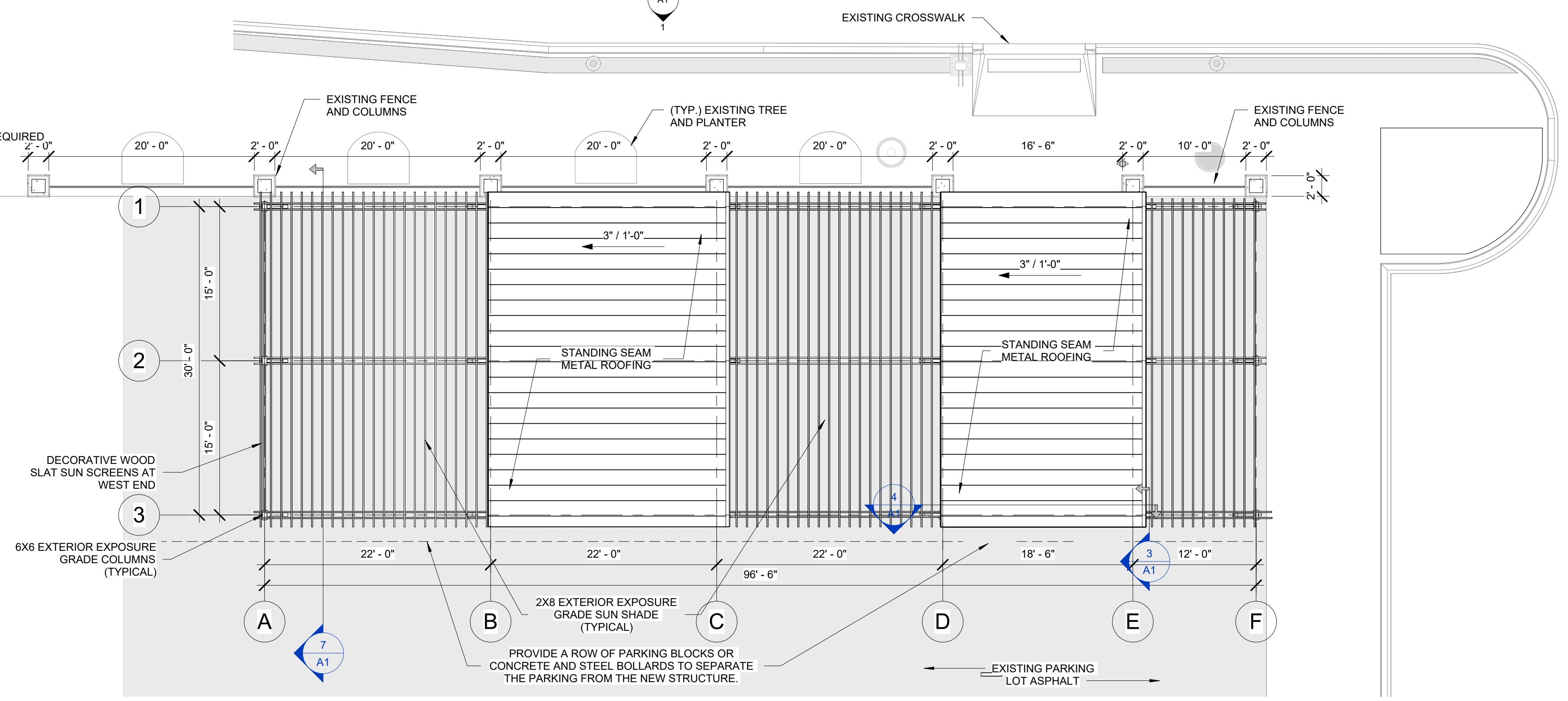
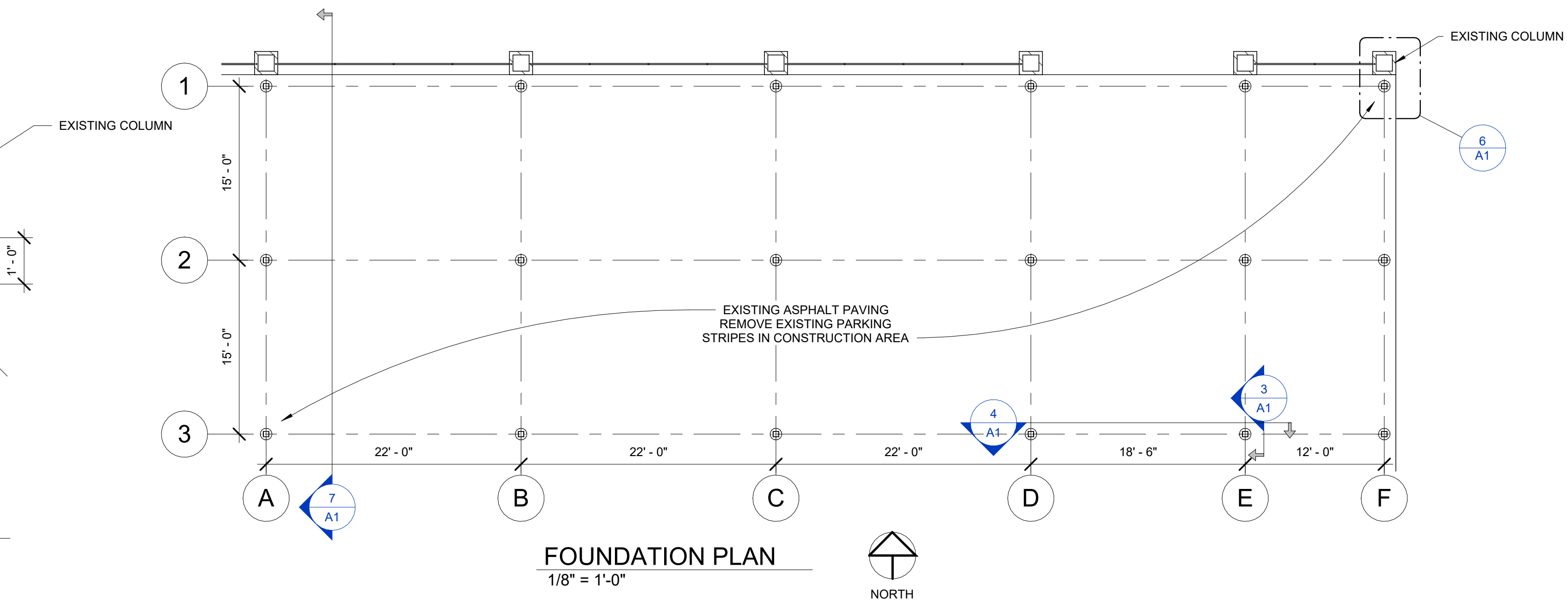
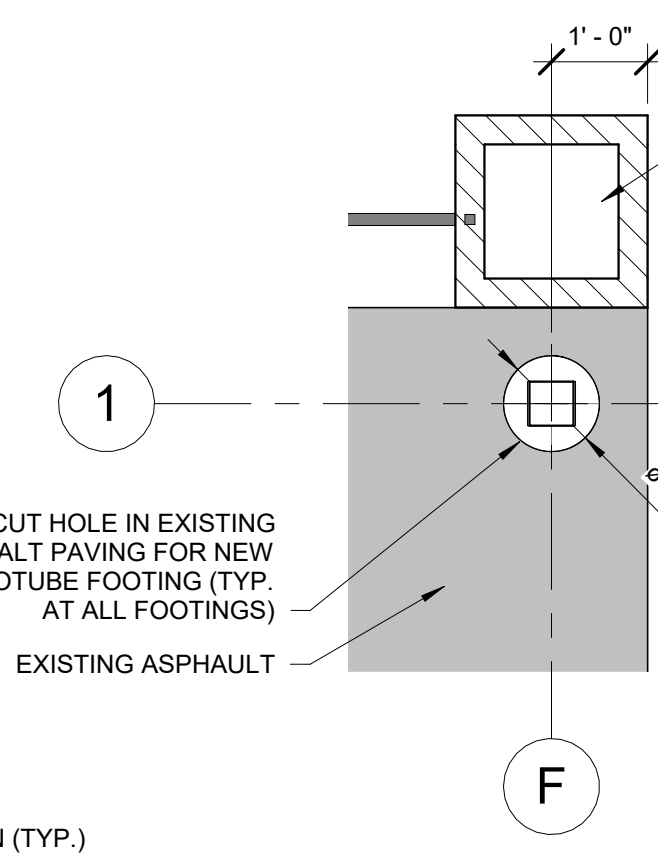
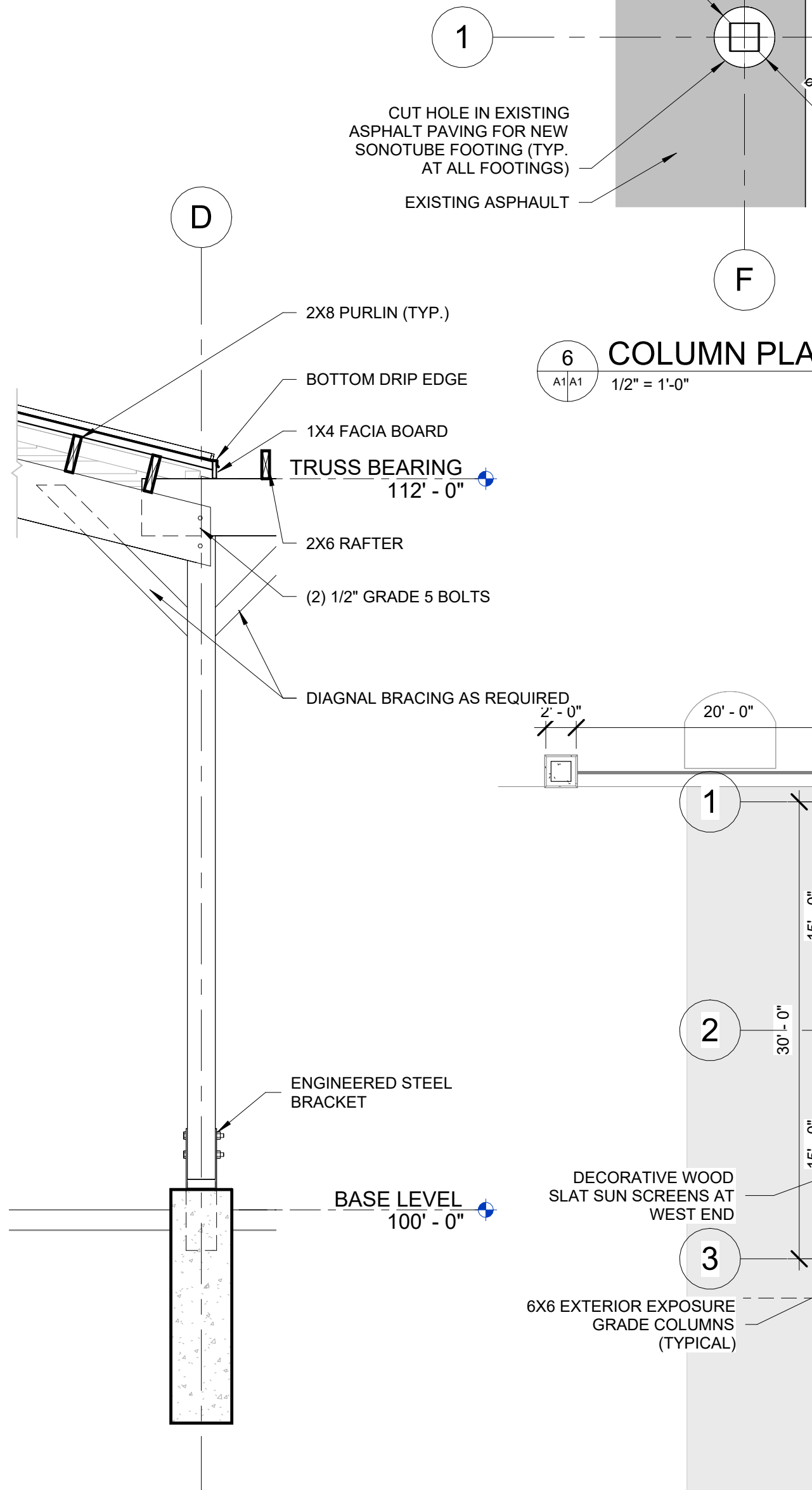
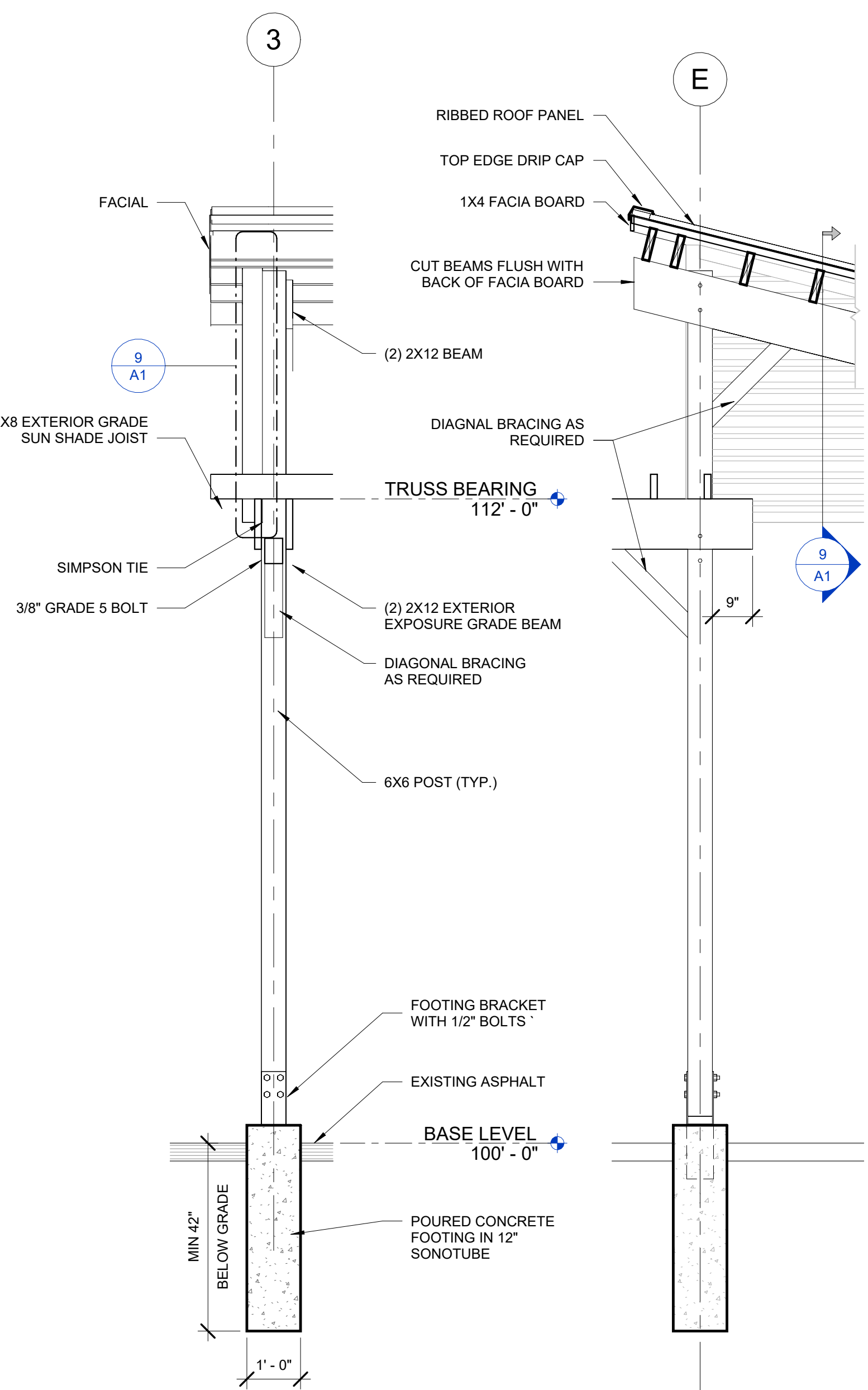
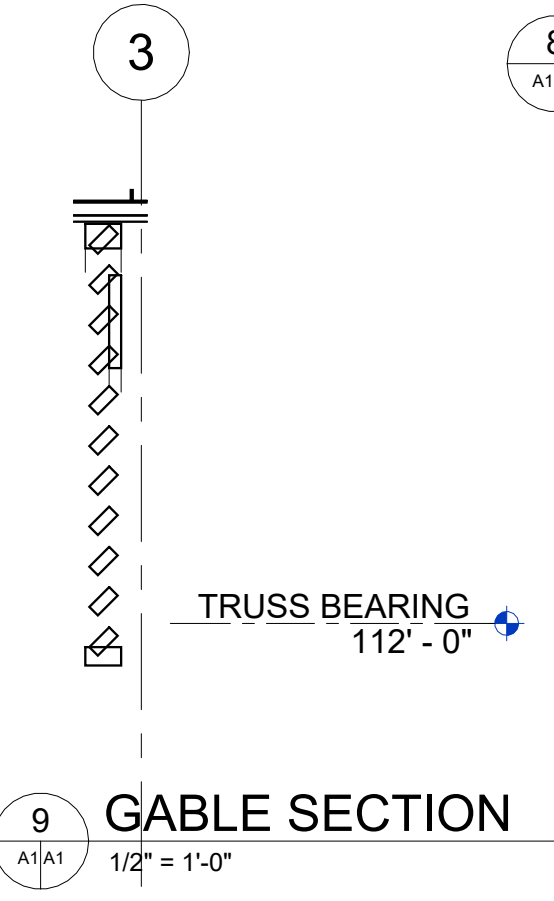
Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>



GENERAL CONSTRUCTION NOTES:
 1. ALL WOOD IS TO BE EXTERIOR EXPOSURE RATED.



NOT FOR CONSTRUCTION

Project Phase:
 Design
 Permit
 Construction

Date:
 06-14-23
 01-09-24

Rev.	Description
1	CONSTRUCTION DETAILS
2	PITCHED ROOF

Project # 2320
 Drawn by: BD
 Checked by: DM

J. W. MORGAN CONSTRUCTION, LLC

**7152 SEYMOUR RD.
SWARTZ CREEK, MI 48473
810-635-9228 OFFICE/FAX
810-691-6281 CELL
LIC# 2102148537**

PROPOSAL

City of Swartz Creek
Miller Road Streetscape

January 2, 2025

We hereby propose to provide the materials and labor necessary to complete the following:

- Secure building permit
- Construct the gazebo and trellis structure per the revised drawings provided using engineered laminated, pressure-treated, southern yellow pine structure provided by Structural Wood Systems
- Install pro-rib steel roofing fastened with exposed screws over 2x6 southern yellow pine, tongue-and-groove 2x6 roof decking
- We will bore through the asphalt parking lot and pour concrete footings to support the structure
- Price includes factory applied, one coat, oil-based, semi-transparent SWS stain on all lumber

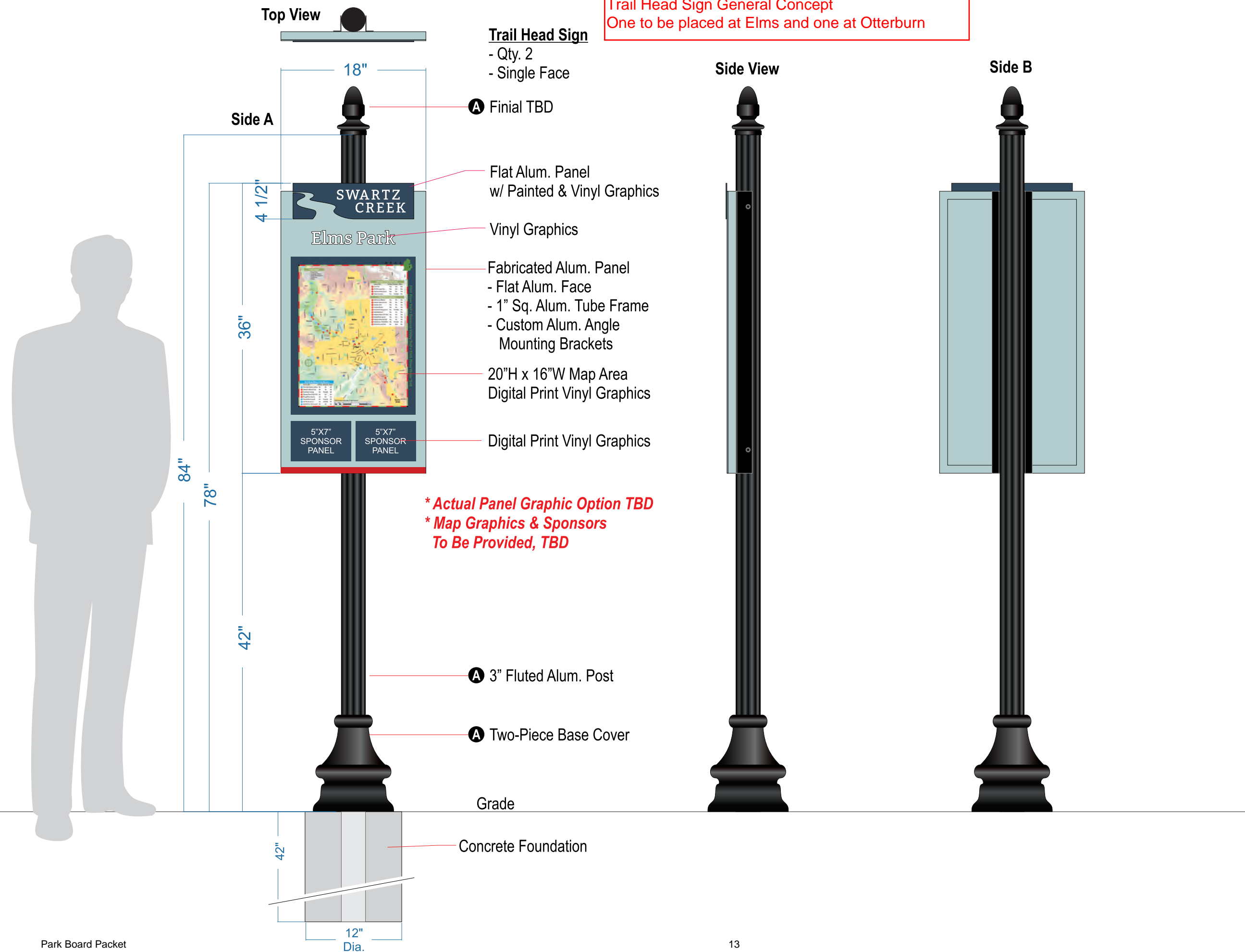
Total Labor and materials **\$257,545 ***

*I will apply a 3% credit to the job as my portion of donated funding (\$7,700)

**Electrical is not included in this price

***Screen wall detail is not included in this price

Trail Head Sign General Concept
 One to be placed at Elms and one at Otterburn



SIGN TYPE

Trail Head Signs

SCALE

1"-1'-0"

COLORS

- A Black
- B White
- C Light Blue TBD
- D Dark Blue TBD
- E Red TBD

NOTES

NOT FOR PRODUCTION

SALESPERSON

Aaron Hinman

FILENAME

CityOfSC-24-Trail Head Signs

Customer / Address

City of Swartz Creek
 X

DRAWN BY / DATE

G.Alumbaugh 7-26-23
 GA 9-20-23 GA 3-12-24 GA 7-25-24
 GA 12-12-24

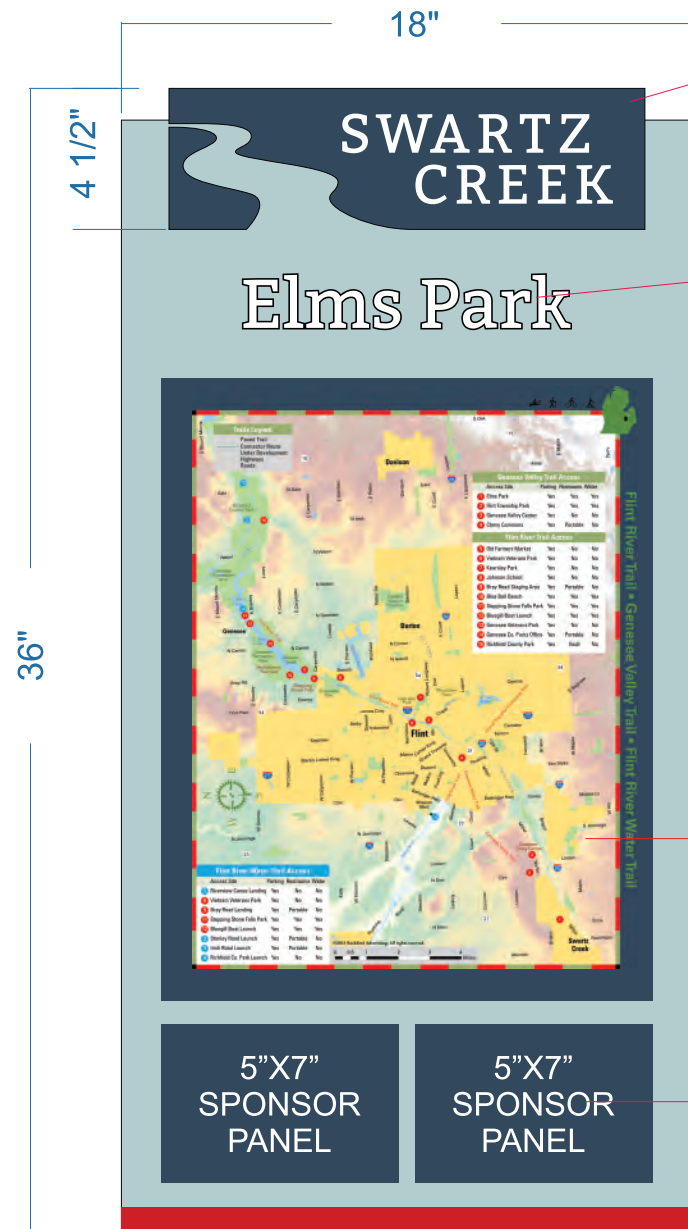


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4145 Market Place
 Flint, Michigan 48507
 810-487-0000
 www.SignsByCrannie.com

Original Map Panel Design



Trailhead sign copies

Flat Alum. Panel
w/ Painted & Vinyl Graphics

Vinyl Graphics

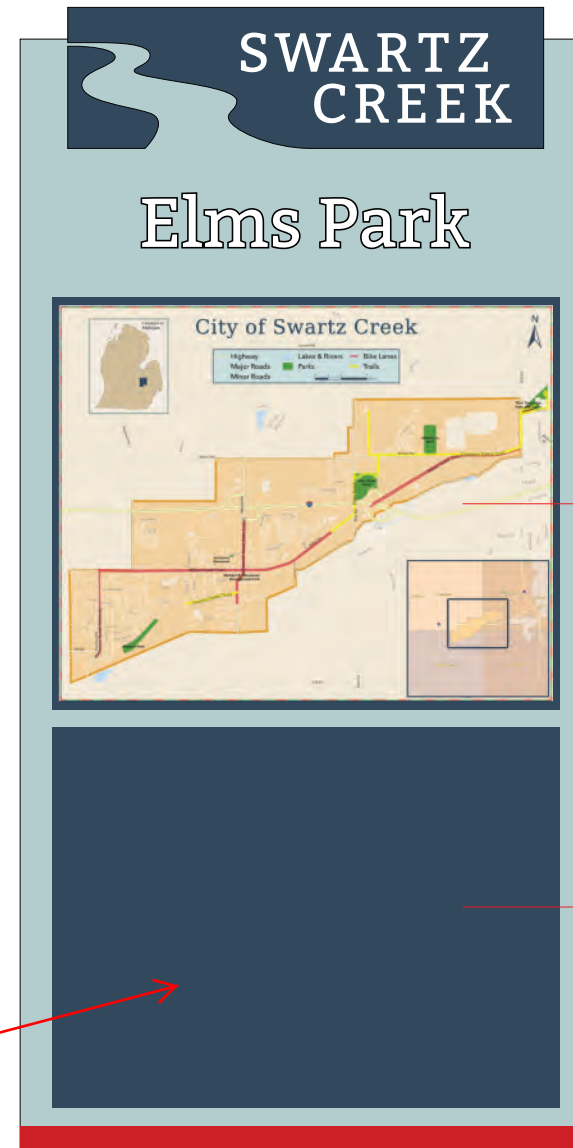
Fabricated Alum. Panel
- Flat Alum. Face
- 1" Sq. Alum. Tube Frame
- Custom Alum. Angle
Mounting Brackets

20"H x 16"W Map Area
Digital Print Vinyl Graphics

Digital Print Vinyl Graphics

What can we put in
this space?

New Design



New Map Scaled
13"H x 16"W Map Area

12"Hx16"W
Area Below Available

SIGN TYPE

Trail Head Signs

SCALE

1"-1'-0"

COLORS

- A** Black
- B** White
- C** Light Blue TBD
- D** Dark Blue TBD
- E** Red TBD

NOTES

NOT FOR PRODUCTION

SALESPERSON

Aaron Hinman

FILENAME

CityOfSC-24-Trail Head Signs

Customer / Address

City of Swartz Creek
X

DRAWN BY / DATE

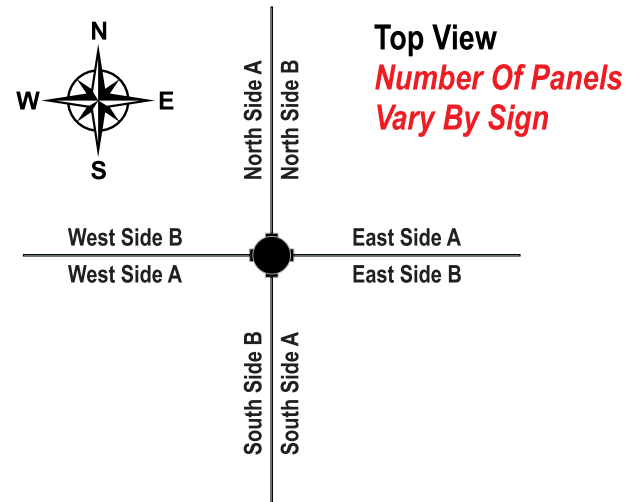
G.Alumbaugh 7-26-23
GA 9-20-23 GA 3-12-24 GA 7-25-24
GA 12-12-24 GA 1-10-25



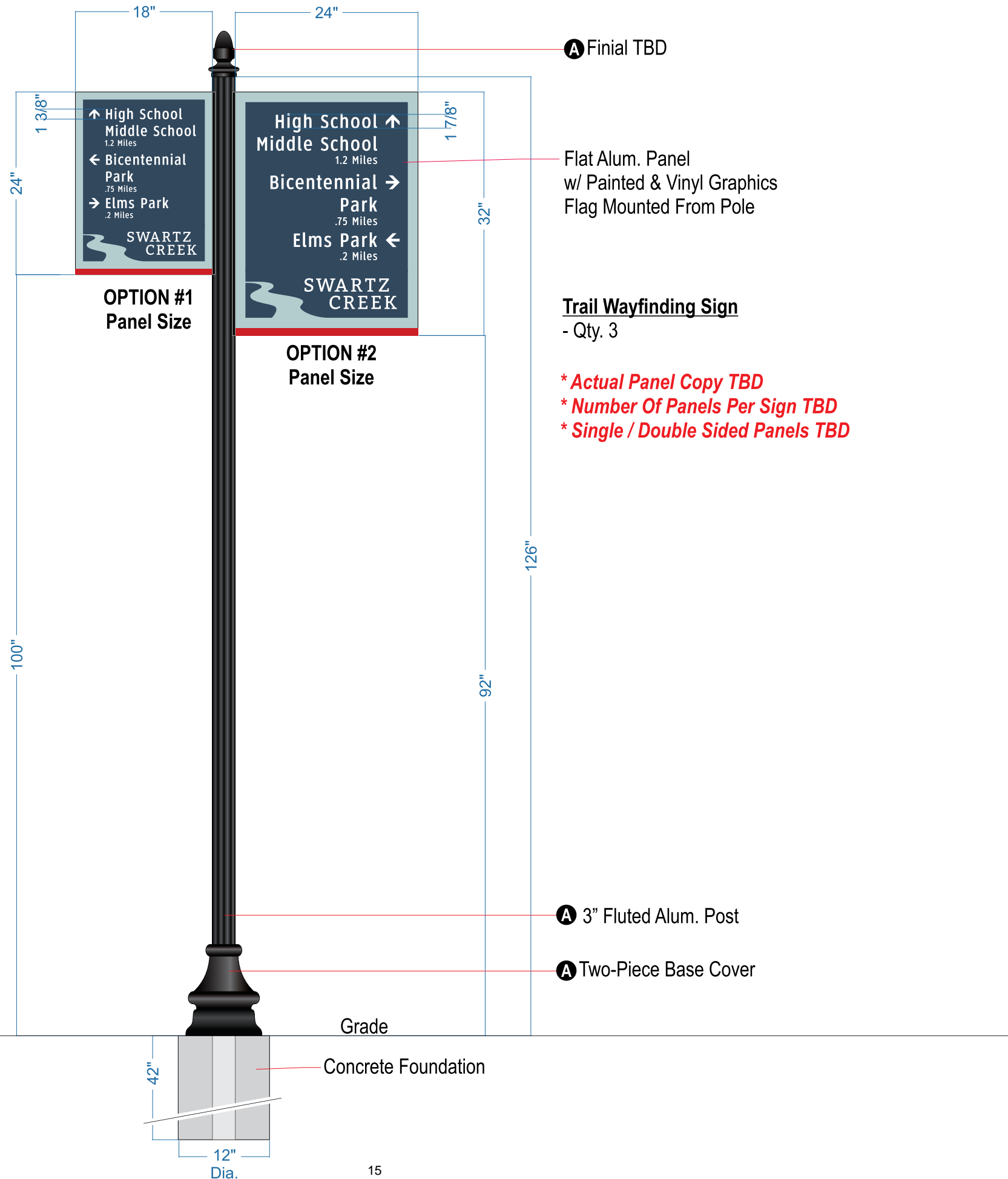
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Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com



General trail wayfinding sign composition, with option 2 scale preferred.



SIGN TYPE

Trail Wayfinding Signs

SCALE

3/4"-1'-0"

COLORS

- A** Black
- B** White
- C** Light Blue TBD
- D** Dark Blue TBD
- E** Red TBD

NOTES

X

NOT FOR PRODUCTION

SALESPERSON

Aaron Hinman

FILENAME

CityOfSC-24-Trail Wayfinding Signs

Customer / Address

City of Swartz Creek
 X

DRAWN BY / DATE

G.Alumbaugh 7-26-23
 AL 8-8-23 7-25-24 GA 12-12-24

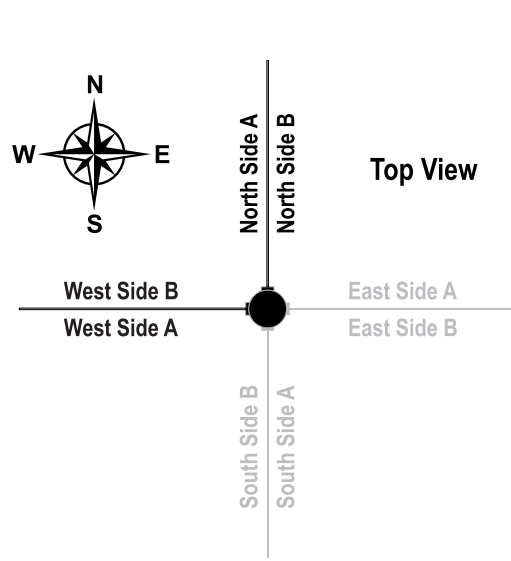


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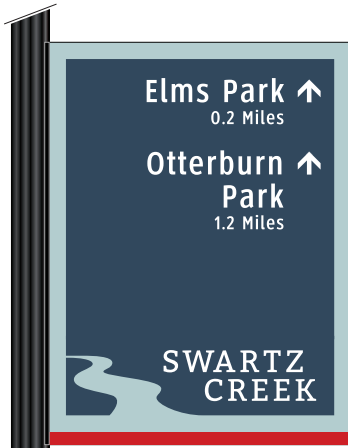


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Sign #1 - Miller & Elms Rd (Northwest Corner)



Panel #1
North Side A
(Facing Westbound)



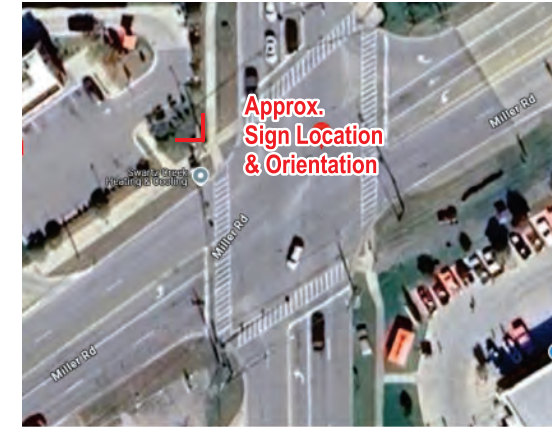
Panel #1
North Side B
(Facing Eastbound)



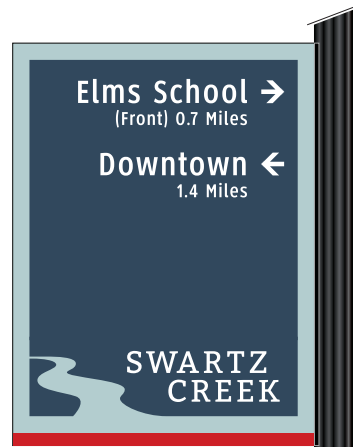
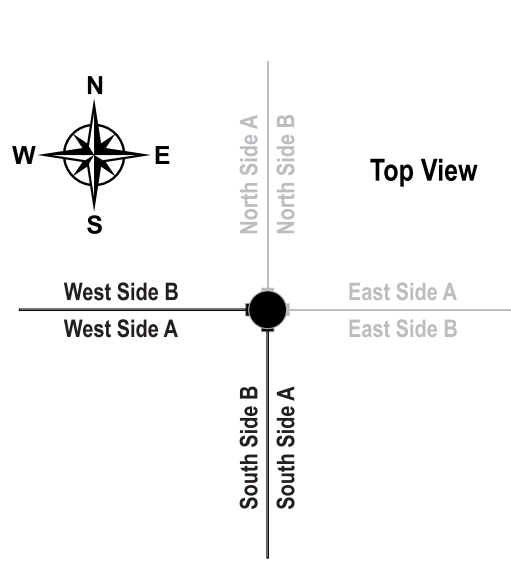
Panel #2
West Side A
(Facing Northbound)



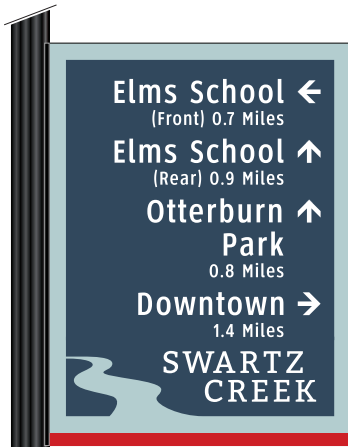
Panel #2
West Side B
(Facing Southbound)



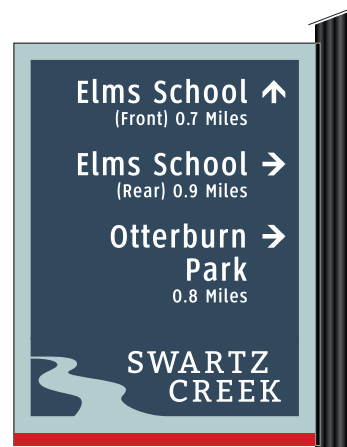
Sign #2 - Elms Rd (Where the path leads to pavilion #2; Northeast corner of path intersection)



Panel #1
South Side B
(Facing Westbound)



Panel #1
South Side A
(Facing Eastbound)



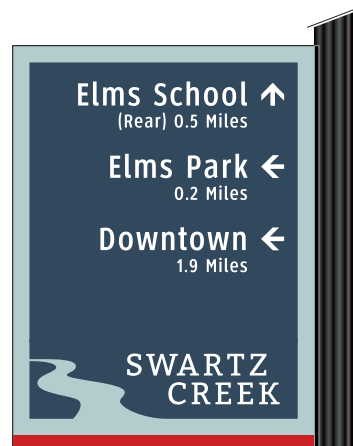
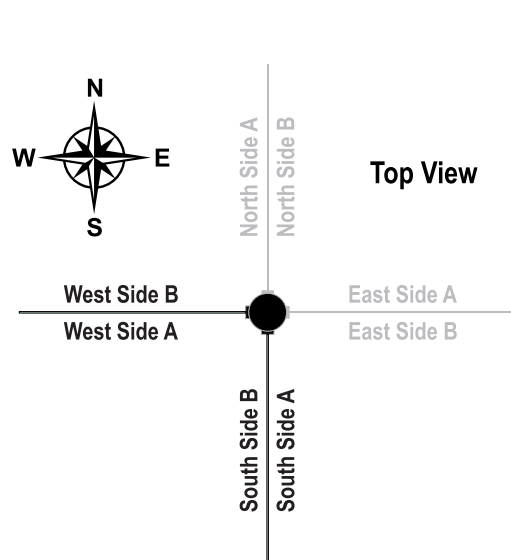
Panel #2
West Side B
(Facing Northbound)



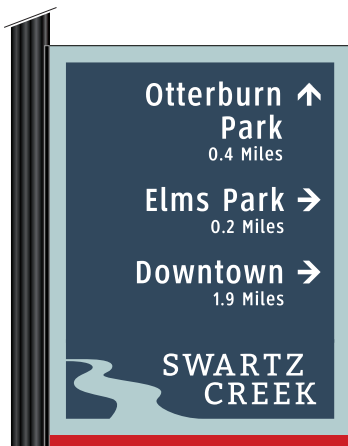
Panel #2
West Side A
(Facing Southbound)



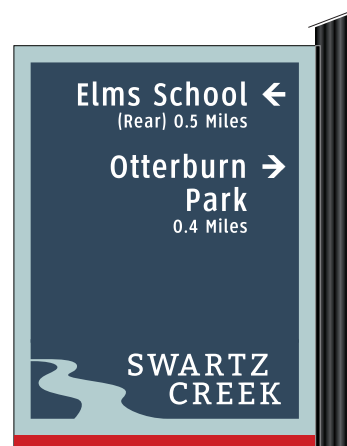
Sign #3 - Bristol Rd At The Crossing (Southwest of path intersection)



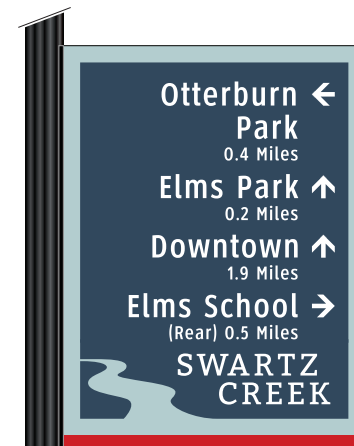
Panel #1
South Side B
(Facing Westbound)



Panel #1
South Side A
(Facing Eastbound)



Panel #2
West Side B
(Facing Northbound)



Panel #2
West Side A
(Facing Southbound)



SIGN TYPE

Trail Wayfinding Signs

SCALE

X-1'-0"

COLORS

NOTES

X

NOT FOR PRODUCTION

SALESPERSON

Aaron Hinman

FILENAME

CityOfSC-24-Trail Wayfinding Signs

Customer / Address

City of Swartz Creek
X

DRAWN BY / DATE

G.Alumbaugh 7-26-23
AL 8-8-23 7-25-24 GA 12-12-24
GA 1-3-25 GA 1-9-25



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Wayfinding Sign Needs

January 6, 2025

All blades to be two-sided.

Sign 1: Miller and Elms (Northwest corner of street)

Blade One (oriented to face westbound users)

↑Downtown 1.1 Miles

Blade One (oriented to face eastbound users)

↑Elms Park 0.2 Miles

↑Otterburn Park 1.2 Miles

Blade Two (oriented to face northbound users)

←Downtown 1.1 Miles

→Elms Park 0.2 Miles

→Otterburn Park 1.2 Miles

Blade Two (oriented to face southbound users)

→Downtown 1.1 Miles

←Elms Park 0.2 Miles

←Otterburn Park 1.2 Miles

Sign 2: Elms Road (Where the path leads to pavilion #2; Northeast corner of path intersection)

Blade One (oriented to face westbound users)

→Elms School (Front) 0.7 Miles

←Downtown 1.4 Miles

Blade One (oriented to face eastbound users)

←Elms School (Front) 0.7 Miles

↑Elms School (Rear) 0.9 Miles

↑Otterburn Park 0.8 Miles

→Downtown 1.4 Miles

Blade Two (oriented to face northbound users)

↑Elms School (Front) 0.7 Miles

→Elms School (Rear) 0.9 Miles

→Otterburn Park 0.8 Miles

Blade Two (oriented to face southbound users)

↑Downtown 1.4 Miles

←Elms Park (Rear) 0.9 Miles

←Otterburn Park 0.8 Miles

Sign 3: Bristol Road at the Crossing (Southwest of path intersection)

Blade One (oriented to face westbound users)

↑Elms School (Rear) 0.5 Miles

←Elms Park 0.2 Miles

←Downtown 1.9 Miles

Blade One (oriented to face eastbound users)

↑Otterburn Park 0.4 Miles

→Elms Park 0.2 Miles

→Downtown 1.9 Miles

Blade Two (oriented to face northbound users)

←Elms School (Rear) 0.5 Miles

→Otterburn Park 0.4 Miles

Blade Two (oriented to face southbound users)

←Otterburn Park 0.4 Miles

↑Elms Park 0.2 Miles

↑Downtown 1.9 Miles

→Elms School (Rear) 0.5 Miles