

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Tuesday, March 18, 2025, 5:30 P.M.**  
**City Council Chambers, 8083 Civic Drive**  
**Agenda**

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL: James Barclay, Edmund Bosas, Mark Gonyea, Nate Henry,  
George Hicks, Walt Melen, Connie Olger, David Witter, Sara Witter
4. APPROVAL OF AGENDA:
5. APPROVAL OF MINUTES :
6. MEETING OPEN TO PUBLIC:
7. COMMUNICATIONS TO BOARD:
  - A. January 21, 2025 Minutes
  - B. Staff Letter
  - C. Trail Map Draft
  - D. Letter to Genesee County Parks
  - E. Butterfly Garden Master Plan
  - F.
8. REPORTS:
  - A. DPW Director & City Manager
  - B.
9. BUSINESS:
  - A. Holland Square Update
  - B. Otterburn Update
  - C. Skating Proposal
  - D. Butterfly Garden Master Plan
  - E.
10. MEETING OPEN TO PUBLIC:
11. BOARD MEMBER COMMENTS:
12. ADJOURNMENT:

**CITY OF SWARTZ CREEK  
VIRTUAL PARK AND RECREATION ADVISORY BOARD  
ACCESS INSTRUCTIONS  
TUESDAY, MARCH 18, 2025 5:30 P.M.**

The **March 18, 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](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: March 18, 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](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  
JANUARY 21, 2025

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

Members Present: Bosas, Gonyea, Barclay, Hicks, Henry.

Members Absent: Witter, Olger, Melen, Vacant.

Staff Present: Rob Bincsik & Adam Zettel.

Others Present: Sandi Brill, Ken Brill, & Boots Abrams.

Virtually Present: Lania Rocha.

APPROVAL OF AGENDA: Motion by Henry to approve the agenda, with the addition of officer selection as Business Item 8A, for the January 21, 2025 meeting, support by Hicks.

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Bosas to approve minutes of November 19, 2024, support by Hicks.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill described their upcoming fundraiser for the Butterfly Garden and presented a flyer.

COMMUNICATIONS TO THE BOARD:

- A. November 19, 2024, Minutes
- B. Staff Letter
- C. Holland Square Concept and Costs
- D. Trail Sign Concepts

REPORTS:

- A. DPW Director Mr. Bincsik and Mr. Zettel gave updates, including the likely approval of engineering services for Otterburn Park and spring general park operations planning. The sledding hill and ice pond are fully up and running.

BUSINESS:

- A. Mr. Henry nominated Mr. Barclay for Chair, supported by Mr. Hicks. Mr. Bosas nominated himself for Vicechair, supported by Mr. Hicks. Mr. Henry nominated Mrs. Olger for Secretary, supported by Mr. Barclay.

Mr. Henry moved to approve the slate of nominees, supported by Mr. Barclay.

Yes: Henry, Gonyea, Barclay, Bosas, Hicks.

No: None.

Motion Declared Carried.

- B. Holland Square Update. Mr. Zettel gave on update on Holland Square. The materials are to be laminated, engineered wood. The project is to have electricity, lighting, and sound. The price is estimated to be \$350,000, with funds to come from MSHDA, MEDC, crowdfunding, and the DDA. A new place for the Christmas Tree is needed, perhaps in the first spaces on the west side of Holland Drive
- C. Trail Signs were discussed. The board indicated a preference to move sign #1 to the NE corner of Miller and Elms. They also wished to see local park maps on the bottom of trailhead signs. The sign copies otherwise were acceptable.

MEETING OPEN TO PUBLIC: Sandi Brill made additional comments.

BOARD MEMBER COMMENTS:

Board Member Henry discussed a flood light solution at Abrams Park with Mr. Brill.

Board Member Barclay believes the Genesee Valley Mall has sold to the owners of Great Lakes Crossing. The pickle ball facility on Elms Road is very good.

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

Unanimous Voice Vote.

Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:33 p.m.

NEXT MEETING: February 18, 2025, 5:30 p.m.

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Connie Olger, Secretary





# Adam Zettel, AICP

City Manager

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

Date: March 10, 2025

**To: Park Commissioners**  
**From: Adam Zettel, AICP**  
**RE: March 18, 2025 Park Board Meeting**

Hello everyone,

**We will be meeting at 5:30 p.m. on Tuesday, March 18, 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.

Though we are not quite ready to commence planning for the 2025 park seasonal work, we do have a couple of updates and a pair of business items. The Butterfly Garden is still progressing. In fact, the Friends of Abrams Park have submitted a master plan for the entire endeavor that they are seeking approval on. I am including their narrative, the budget sheet, and map. I expect the donors to be present to describe the garden, the process, and the timeline.

Since our last meeting, we were approached by a resident in Winchester Village about ice skating. He is a avid skater, and was inquiring about the ability for him to donate a liner that might serve to provide ice skating somewhere at Abrams. We met in person, and the conversation went in many directions, from lining a low area to fill with water, to converting a pavilion to dedicated hard surface skating 365 days a year.

As of writing, I am attempting to get more information to share. We certainly can look to add a skating feature at Abrams without much effort. However, with winters so unreliable and short, traditional skating may not be the way to go. The idea of a hard surface under a pavilion is enticing. More to come...

Otterburn Park engineering is underway. If the engineer has something to go over, this will turn into an important agenda item. As of writing, they have surveyed and are working on layout but there are no deliverables. Based upon the current timeline, I am forced to conclude that the grant agreement will not be signed for some time yet, making 2025 construction unlikely. In addition, we do have some concerns about the reliability of HUD funds that were awarded through congressionally designated spending.

I am including a draft of a park map that is expected to go on the Elms Park trail head sign. A map for Otterburn will be created once that park is planned.

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8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

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<ftp://cityofswartzcreek.org>

March 18, 2025  
Park Board

Also included in the packet is a letter I drafted for the Genesee County Parks. This was in response to their request to provide a proposal for a potential partnership with their staff Rangers.

Lastly, the Mayor has filled the vacancy left by Angela Ritter with Sara Witter, a resident in Winchester Village. She should be on board for our March 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](mailto:azettel@cityofswartzcreek.org)



# Park Amenities

-  Van Accessible Parking
-  Pavilions
-  Play Areas
-  Path to Elms Elementary
-  Restrooms
-  Porta Johns
-  Cosmos in the Creek Solar System Model
-  Unpaved Walking Trails
-  Football Shed/Concessions
-  Forest Areas
-  Cell Tower

# Elms Park

## Swartz Creek, MI



This map is not intended to be drawn to scale and serves as a reference for Elms Park Visitors.  
 Created: January 2025 by Genesee County GIS Department  
 March 18, 2025



Adam Zettel, AICP  
City Manager  
810.287.2147  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

February 21, 2025

**To: Director Patrick Linihan CPRP**  
**Subject: City of Swartz Creek Park Service Proposal**

Mr. Linihan:

The City of Swartz Creek appreciates the relationship and efforts of you and your staff as it relates to our current HUD grant administration, trail planning, and general communication. To follow up with a previous verbal inquiry, I am requesting consideration of Park Ranger services in Elms Park within the City of Swartz Creek.

Elms Park is a high demand recreational facility. The park offers multiple play areas, tennis, basketball, pickleball, sledding, skating, pavilions, ball fields, a dog park, trails, and more. With the availability of active recreation in this area of western Genesee County being somewhat limited, we have observed usage that has stressed our ability to manage.

To address this, we are adding another park within one mile of Elms (Otterburn). The city also added gates, employed new rules/signs, and limited hours. These actions have been successful at reducing capacity and undesirable behavior. In addition, we have been working with Metro PD to increase patrols and visits. However, staff are limited and cannot be dedicated to this purpose. As such, I am seeking assistance from the Genesee County Park Rangers, if possible.

Our assessment of the current circumstances indicates that a targeted visit or quick patrol would be extremely effective at establishing expectations and preventing conflicts at the park. Specifically, we ask consideration for a visit, perhaps one hour or less, by a Ranger on summer weekends between 10am and 1pm. We believe this will enable the officer to present a presence at the park at a crucial time and to affirm proper park pavilion reservation setups.

I hope am hopeful we can discuss details of this potential partnership further. I believe this would have a very positive impact on the park, its users, and the community if terms can be reached.

Sincerely,

Adam H. Zettel, AICP  
City Manager  
City of Swartz Creek

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FRIENDS OF  
ABRAMS PARK

HANDS THAT SHARE  
HEARTS THAT CARE



5352 Greenleaf Drive  
Swartz Creek, MI 48473  
email: [abramsparksc@gmail.com](mailto:abramsparksc@gmail.com)  
Phone: 810.449.7456

February 27, 2025

Friends of Abrams Park requests the SC Park Board to review the Master Plan that has been designed for the Monarch Butterfly Garden Waystation for Abrams Park, as well as a recommendation to City Council for approval of the Master Plan.

The Friends of Abrams Park group has split this project into three (3) phases for ease of fundraising. Except for gardens 1, 2, and 3, the first phase includes gardens and items that **have not** been pre approved by the Park Board/City of Swartz Creek. Therefore, Friends of Abrams Park is requesting the approval of the complete Master Plan to allow fundraising for phase one, and to continue fundraising for the second and third phases upon completion of the prior phases.

The budget for this project is \$73,150, includes:

- \* An irrigation system for three (3) gardens and for one (1) which will be for a temporary basis until established.
- \* All material (soil, amendments, weed fabric, feed, mulch, plants, crushed rock, and border), equipment, and labor.
- \* A total of eleven (11) low, to a no, maintenance gardens.
- \* Vinyl PVC Arbor.
- \* Umbrella Trellis/Obelisk.
- \* Split Rail Fence (3 sections).
- \* Lawn Checker/Chess board with two (2) tree log split benches.
- \* Three Hole Putting Green.
- \* A labyrinth (which can be registered nationally), with a concrete bench in the middle for reflection.
- \* Circular bench wrapping around the tree at the east end of the parking lot of Whitney Court.

Attached are:

- \* Master Plan
- \* Phase breakdowns of the project
- \* Description of Labyrinth (for a sign at entrance)

Respectfully,  
Friends of Abrams Park

### PHASE I

Description	Cost	Total
Irrigation system	\$3,000.00	\$3,000.00
Arbor at entrance from parking lot with Blue Moon Wisteria Vine	\$700.00	\$3,700.00
Umbrella Trellis/Obelisk with (2) Taiga Clematis and (3) Lunar Eclipse Baptisia at foot of garden	\$300.00	\$4,000.00
First Garden - "Boulder" Design 28' x 13'	\$6,000.00	\$10,000.00
Second Garden - "Split Rail Fence" Design 30' x 8'	\$6,000.00	\$16,000.00
Third Garden - "Spiral Sunburst" Circular Walkway Design 95' Circumference	\$5,000.00	\$21,000.00
Fourth Garden - Shrub Wind Blocker Design 20' x 10'	\$3,500.00	\$24,500.00
Eleventh Garden - Lilac Hedge 25' x 8' east end of parking lot	\$1,400.00	\$25,900.00
Wrap around tree bench east end of parking lot	\$2,000.00	\$27,900.00
<b>TOTAL FUNDRAISING FOR PHASE I</b>		<b>\$27,900.00</b>

### PHASE II

Description	Cost	Total
Fifth Garden - Shade Garden 20' x 10'	\$900.00	\$900.00
Sixth Garden - Spirea Garden 20' x 8'	\$750.00	\$1,650.00
Lawn Checkerboard/Chess Area with 2 Benches	\$5,500.00	\$7,150.00
Seventh Garden - Green Giant Arborvitae 10' Round	\$400.00	\$7,550.00
Eighth Garden - Bushes and Coral Bells 12' x 10'	\$1,200.00	\$8,750.00
Ninth Garden - Snowball Viburnum Bush Hedge 55' x 8'	\$3,000.00	\$11,750.00
Putting Green Area 20' x 40'	\$15,000.00	\$26,750.00
<b>TOTAL FUNDRAISING FOR PHASE II</b>		<b>\$26,750.00</b>

### PHASE III

Description	Cost	Total
Tenth Garden - Rose Hedge 40' x 6'	\$2,000.00	\$2,000.00
Labrynth 120' x 60'	\$15,000.00	\$17,000.00
Bench for Middle of Labrynth	\$1,500.00	\$18,500.00
<b>TOTAL FUNDRAISING FOR PHASE III</b>		<b>\$18,500.00</b>

<b>PHASE I TOTAL</b>	<b>\$27,900.00</b>
<b>PHASE II TOTAL</b>	<b>\$26,750.00</b>
<b>PHASE III TOTAL</b>	<b>\$18,500.00</b>
<b>PROJECT TOTAL</b>	<b>\$73,150.00</b>

NOTE: Each garden incorporates the cost of all material (soil, amendmets, weed fabric, mulch, plants, crushed rock, and border), equipment, and labor.

Walking a labyrinth is a form of walking meditation that fosters mindfulness and presence. It's a symbolic journey of self-reflection. Offers stress relief and a sense of presence, and community connection.

### ***HOW TO WALK A LABYRINTH***

A labyrinth walk usually has four phases, categorized as:

Remember – ahead of the walk take an intentional pause to clear your mind and remember what has brought you to this moment

Release – release whatever thoughts are on your mind as you stand at the entrance

Receive – while walking, allow yourself to remain open to whatever thoughts, feelings, emotions, sounds, or connections you notice. You may want to pause at the center of the labyrinth when you reach it.

Return – after walking to the center, and back out the same path you walked in, take a few moments to process your walk, and consider how you may integrate anything you received into your day.

SPONSORED BY:

IN MEMORY OF:

# ABRAMS PARK MONARCH BUTTERFLY GARDEN WAYSTATION MASTER PLAN

