

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, July 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, Nate Henry, George Hicks, Walt Melen, Connie Olger, Angela Ritter
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. June 18, 2024 Minutes
 - B. Staff Letter
 - C.
7. REPORTS:
 - A. DPW Director & City Manager
 - B.
8. BUSINESS:
 - A. Community Outreach and Partnership
 - B. Halloween Decorating Contest
 - C. Whitney Court Drive and Parking Improvement
 - D.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
TUESDAY, JULY 16, 2024 5:30 P.M.**

The **July 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 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: July 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. 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
JUNE 18, 2024

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

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

Members Absent: Ritter, Melen.

Staff Present: Adam Zettel.

Others Present: Sandi Brill, Boots Abrams, Ken Brill, Jenye Keeley, Glenda Grable.

Virtually Present: Lania Rocha, Mike Suchodolski.

APPROVAL OF AGENDA: Motion by Gonyea to approve the agenda as of June 18, 2024, support by Henry.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Bosas to approve minutes of May 21, 2024, meeting, support by Hicks.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill, Friends of Abrams Park, request the board to approve removal of evergreen by flagpole at Abrams Park, purchasing a replacement tree and flagpole site project as presented.

Motion by Board member Barclay that we only approve the removal of the tree and await further plans, supported by Board member Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

Jenye Keeley, 4479 Virginia Ct., one of the volunteers who maintain the garden at the library requested city funding to purchase of some additional flowers in the fall. Mr. Zettel responded that she can submit receipts for reimbursement.

Mike Suchodolski, Shattered Chains, updated on Otterburn Park and requested the board

approve the creation of a water detention area.

Motion by Board member Barclay to allow Shattered Chains to create a water detention area at Otterburn Park, supported by Board member Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

Randy Henry commented on the pickle ball courts at Elms Park and the need for nets and barriers.

COMMUNICATIONS TO THE BOARD:

- A. May 21, 2024, Minutes
- B. Staff Letter

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel gave updates fencing, Elms Park Pavilion #3 work, mowing, forestry, interpretive signs, bench pads, bioswale, sandbox & sand table installation at Abrams Park and the hiring of 2 new DPW temporary staff. Due to the Holland Square addition of the pergola the Christmas tree will need to be placed somewhere else, so looking for suggestions.

BUSINESS:

- A. July 27 Slip and Slide: Event will take place on July 27th 11-3 at Elms Park. The city will have all the supplies for the event as in the past. Several Board members will volunteer for the event.
- B. Community Outreach and Partnership: Board member Barclay suggested a collaboration of the Park Board & DDA Board of a chalk festival downtown. This would be for all ages, and he would donate the chalk. He would like to see it happen sometime in August or September on a Saturday this year. He would like the board's approval of sponsorship of this event.

Motion by Board member Barclay that the board agrees to sponsor the Community Outreach & Partnership event of a chalk festival, supported by Board member Fountain.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS:

Board Member Henry would like the Elms Park drinking fountain water pressure checked he thinks he may be too high.

Board Member Fountain would like to see projects vetted in packet before being presented at the meeting during public comment.

Board Member Bosas thought the city parking lot by the arch or bicentennial park might be a good location for the Christmas tree.

Board Member Gonyea agreed with Board member Fountain on the process of projects going in the packet for review. He also thought maybe forming a committee to review projects or events first then they can address the board on the timeline/funds of the event or project.

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

Unanimous Voice Vote.
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:57 p.m.

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

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: July 9, 2024

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

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, July 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.

By way of update, the butterfly garden art donation was accepted by the city council, conditioned upon completion and integration of a full plan. Sandi Brill updated the city council on June 10th, and indicated that this plan was in the works. It appears that they will be seeking water and power, which may complicate installation and maintenance going forward.

The Friends of Abrams Park group is also working on a flagpole and refecton area donation. To enable this, and to clear the area around the new sidewalk, the spruce in this area has been removed. The group continues to seek new amenities and features for Abrams Park. More information is likely forthcoming, but I have not heard anything from them since the June meeting.

As of writing, the bike rack proposal has not been refined for review by the city council. I expected the scout to have this before the city council on June 24th. They were not able to make this meeting. Since then, they indicated that they would shoot for the July 8 meeting, but I have not been able to make contact.

Shattered Chains has been very busy at Otterburn. Drainage work is ongoing. In addition, we are confirmed for the July 27th Slip and Slide. This will take place at Elms Park from 11am to 3pm. Staff is working with volunteers to ensure a safe and fun fundraiser.

In other news, the parks are open and functioning normally. We will be opening bids this week which will include fence repair work, a new fence for the Elms pickleball area, and some sidewalk repairs at Elms. Forestry work is ongoing on an as-needed basis at all parks. We anticipate additional/new waste bins and benches throughout the parks this summer.

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Swartz Creek Michigan 48473

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www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

July 16, 2024
Park Board

Concerning our agenda, it appears there is interest in a Halloween decorating contest. I think this is a good idea for the community. The Christmas contest is received well, and I think many folks take Halloween just as serious, perhaps more so. We will see where this goes.

In addition, we are meeting with the engineer and street contractor this Thursday. We will be looking to finalize specifics for the Whitney Court entrance into Abrams Park. Some details will include the termination points for sidewalk & the paved street, length of aggregate entrance drive, and final layout of the parking area. I will certainly have details to share and will likely require some input from the park board to complete this.

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

Sincerely,



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