

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Tuesday, November 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, Dennis Cramer, Mark Gonyea,  
Nate Henry, Kelli Melen, Walt Melen, David Witter, Sara Witter
4. APPROVAL OF AGENDA:
5. APPROVAL OF MINUTES:
6. MEETING OPEN TO PUBLIC:
7. COMMUNICATIONS TO BOARD:
  - A. October 21, 2025 Minutes
  - B. Staff Letter
  - C.
8. REPORTS:
  - A. DPW Director & City Manager
9. BUSINESS:
  - A. SC Youth Sports & Food Trucks
  - B. Otterburn Trees
  - C. Decorating Contest
  - D.
10. MEETING OPEN TO PUBLIC:
11. BOARD MEMBER COMMENTS:
12. ADJOURNMENT:

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

The **November 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: November 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  
ABRAMS PARK  
PAUL D. BUECHE MUNICIPAL BUILDING  
OCTOBER 21, 2025

Meeting called to order at Abrams Park at 5:32 p.m. by Chairperson Barclay

Members Present: Barclay, Bosas, Cramer, Gonyea, Henry, K. Melen, W. Melen, D. Witter.

Members Absent: S. Witter.

Staff Present: Rob Bincsik, Rebecca Bosas, and Adam Zettel.

Others Present: Sandi Brill, Kenneth Brill, Boots Abrams, and three nursing students

Motion by Barclay to temporarily adjourn the meeting and reconvene at the municipal offices (due to weather), support by K. Melen.

Unanimous Voice Vote.  
Motion Declared Carried.

Meeting called to order at 5:44 p.m. at 8083 Civic Drive by Chairperson Barclay

Members Present: Barclay, Bosas, Cramer, Gonyea, Henry, K. Melen, W. Melen, D. Witter.

Members Absent: S. Witter.

Staff Present: Rob Bincsik, Rebecca Bosas, and Adam Zettel.

Others Present: Sandi Brill, Kenneth Brill, Boots Abrams, and three nursing students

APPROVAL OF AGENDA: Motion by Henry to approve the agenda for October 21, 2025, with the addition of 9.I. Lawn Mowing, support by W. Melen.

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of August 19, 2025, support by Henry.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Sandi Brill, President of the Friends of Abrams Park, said that their group has not had recent meetings and has delayed their garden project at Abrams due to illness. She said that they will be meeting soon though and that they will be amending their plan. They are also working with a grant writer and designer.

COMMUNICATIONS TO THE BOARD:

- A. June 17, 2025 Minutes
- B. Staff Letter
- C. Abrams Park Bid Specifications
- D. Otterburn Update (distributed at meeting)

REPORTS:

- A. DPW Director Mr. Bincsik and Mr. Zettel gave updates. Abrams trees are going in. Otterburn DNR grant agreement is finally in. Holland Square is approved for fundraising. Trail signs are installed. Pickleball nets are going in. Some vandalism at Abrams Park. Cottonwood trees at Abrams are to be removed over time.

BUSINESS:

- A. Abrams Park New Sign: Adam described the new sign materials and project background.
- B. Food Trucks: The board discussed the impact of food trucks in general and as they impact Elms Park during youth football in the fall. It was generally felt that the park is very congested, and having a commercial enterprise that is drawing its own crowd was not advisable. The general congestion of the park during these times was discussed. The board requested that leadership of the youth program attend a future meeting to discuss.
- C. Otterburn Trees: The trees growing at Otterburn appear to be Cottonwoods. Given the issues at Abrams, it is felt that these trees should be removed. However, if male trees are not a nuisance, they may remain if they can be filtered. The board requested the input of the Conservation District arborist that has helped in the past.
- D. Park Ranger Services: It was felt that this service was not worth the expense.

Motion by Henry to discontinue Genesee County Park Ranger Services moving forward, support by Barclay.

Unanimous Voice Vote.  
Motion Declared Carried.

- E. Rules, Regulations, and Fees: Overall, the system seems to be working. There was a notion that the parks, crowded as they are, should be prioritized for use by residents/taxpayers.

Motion by Barclay to increase non-resident fees by 10%, rounded to the nearest \$5, as well as to extend resident reservation only timeframe through March, support by W. Melen.

Yes: Barclay, Bosas, Cramer, Henry, K. Melen, W. Melen, D. Witter.

No: Gonyea

Motion Declared Carried.

- F. Flock Camera: The activities in 2025 were discussed. It is not believed that the park rangers do anything more than park in the very back of the park. There is not any discernible impact on enforcement or public relations. Adam will attempt to get the patrols to relocate and engage residents. Additional debriefing will be needed.

Motion by Barclay to allow the city to relocate the Elms Park Flock camera to an alternative street location, support by D. Witter.

Unanimous Voice Vote.

Motion Declared Carried.

- G. Elms Playscape: The playscape is about 35 years old and is generating some complaints. Staff believes that, while there are issues, the condition is safe, functional, and likely to be maintained for at least five years. However, a plan may need to be considered for its long-term viability.
- H. Abrams Creek Bank: Adam indicated that the city could likely rent a forestry head for a skid-steer and clear much of the bank. The board felt this should be done to the entire bank, sparing trees 4" in diameter or more.
- I. Lawn Mowing: There are ongoing issues with the current mower damaging fence at Abrams. This is an issue due to the damage and the integrity of the contractor not self-reporting. The service, alternatives, costs, and benefits were discussed at length.

Motion by Barclay retain the final payment from Boyd Lawn Care until the fence at Abrams is mended.

Yes: Barclay, Bosas, Cramer, Gonyea, Henry, K. Melen, W. Melen, D. Witter.

No: None,

Motion Declared Carried.

MEETING OPEN TO PUBLIC:

No comments.

BOARD MEMBER COMMENTS:

Board Member Cramer was happy to discontinue ranger services.

Board Member Gonyea was sorry we could not meet outside.

Board Member Henry noted that affordable exercise stations for Abrams may still be an option in the future.

Board Member Dave Witter felt Art in the Park went really well and was a good fit with pickleball.

Board Member Barclay went to the Mundy Township meeting and observed some political struggles there. He thinks they had a good idea with the placement of benches on their sledding hill.

Board Member Bosas felt the youth groups might make good volunteers for tree cutting at Otterburn.

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

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

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Mark Gonyea, Secretary



Adam Zettel, AICP

City Manager

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

Date: November 10, 2025

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

Hello everyone,

**We will be meeting at 5:30 p.m. on Tuesday, November 18, 2025. The location will be back at city hall.** After last months marathon agenda, we are coming back together to revisit two issues.

Issue one regards the impact of Swartz Creek Youth Athletics and food trucks at Elms Park. I expect to have a representative or two from the group available to speak to how they plan to manage capacity moving forward. Tied in with this, we will speak more about the impact of food trucks during that same timeframe.

Secondly, we will continue our discussion about the existing trees at Otterburn. There are many (100s or 1,000s) of cottonwood trees on the grounds in various states of early maturity. The females drop cotton seeds. The males do not. The question that has been posed is whether or not the city should or can attempt to cull the female cotton woods so that we do not have the same issue in Otterburn that we do at Abrams.

After meeting John Cohoon, an arborist from the Genesee Conservation District, it appears we can look to manage the trees in Otterburn. We met on site with a couple of their staff, and John indicates that there is a very small window in the spring to identify the female trees and mark them. We then believe we can use our DPW, perhaps with the assistance of the conservation district, to remove the females. John notes that this will be an ongoing process, and that we must accompany the removals with plantings if we ever hope to develop a non-cottonwood canopy. It will take decades.

Lastly, we have the annual Christmas decorating context coming up. Like with Halloween, there are four districts that we look to have volunteers from park board canvass. It appears there might be a business decorating contest that the GFWC is doing in the area as well. I am not sure if this will provide an opportunity to partner or now.

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Swartz Creek Michigan 48473

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[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

[ftp://cityofswartzcreek.org](http://ftp://cityofswartzcreek.org)

November 18, 2025  
Park Board

That is all for now. 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)