

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, March 17, 2026, 5:30 P.M.
City Council Chambers, 8083 Civic Drive
Agenda

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL: James Barclay (Chair), Dennis Cramer, Mark Gonyea
(Secretary), Nate Henry (Vice Chair), Kelli Melen, Walt Melen, Chad Parenteau,
David Witter, Sara Witter
4. APPROVAL OF AGENDA:
5. APPROVAL OF MINUTES:
6. MEETING OPEN TO PUBLIC:
7. COMMUNICATIONS TO BOARD:
 - A. February 17, 2026 Minutes
 - B. Staff Letter
 - C.
8. REPORTS:
 - A. DPW Director & City Manager
9. BUSINESS:
 - A. Pickleball Fencing
 - B. Abrams Bathroom Painting
 - C. Otterburn Ticks
 - D. Otterburn Ribbon Cutting
 - 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 17, 2026 5:30 P.M.**

The **March 17, 2026 Park Board meeting** will commence at 5:30 p.m. This meeting will be conducted in-person and virtually (online and/or by phone) under rules promulgated by the State of Michigan.

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 Amy Nichols, 810.635.4464 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.

Swartz Creek is inviting you to a scheduled Zoom meeting.

Topic: City of Swartz Creek Park & Recreation Board Meeting

Time: March 17, 2026 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 810-635.4464 or email anichols@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
FEBRUARY 17, 2026

Meeting called to order at 8083 Civic Drive at 5:32 p.m. by Chairman Barclay

Members Present: Barclay, Gonyea, Henry, K. Melen, Parenteau, S. Witter.

Members Absent: Cramer, K. Melen, D. Witter.

Staff Present: Adam Zettel & Robert Bincsik.

Others Present: Sandi Brill, Ken Brill, Boots Abrams, Lania Rocha (Zoom), & Jeffery Kelly (Zoom).

APPROVAL OF AGENDA: Motion by W. Melen to approve the agenda for February 17, 2026, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by W. Melen to approve minutes of December 16, 2025, support by Gonyea.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC:

Sandra Bill inquired about the regional trail and local trail plans as they relate to Abrams Park. It was noted that the regional trail plan did not prioritize this but the local plan did.

COMMUNICATIONS TO THE BOARD:

- A. December 16, 2025 Minutes
- B. Staff Letter
- C. Otterburn Plans
- D. Holland Square Plans
- E. Church Plans
- F. Regional Trail Plan Draft

REPORTS:

- A. DPW Director Mr. Bincsik noted that new doors were installed at Abrams Park bathrooms and a new sink is on the way. Mr. Zettel indicated that the Otterburn Park bids are due Thursday and that additional wayfinding signs are being priced out.

BUSINESS:

- A. Officer Selection: Mr. Barclay solicited nominations for officers. Mr. Henry nominated Mr. Barclay for Chair. Mr. Barclay nominated Mr. Henry for Vice Chair. Mr. Barclay nominated Mr. Gonyea for Secretary. All nominated individuals accepted. There were no more nominations.

Motion by Henry to appoint Mr. Barclay as Chair, Mr. Henry as Vice Chair, and Mr. Gonyea as Secretary, support by Barclay.

Roll Call Vote

Yes: Parenteau, W. Melen, Henry, S. Witter, Gonyea, Barclay

No: None

Motion Declared Carried.

- B. Regional Trail Discussion: Mr. Zettel described the purpose and benefits of the regional plan. He noted the priority trails in the city and in Mundy Township. Discussion ensued regarding trail connections to Abrams and the potential mega site.
- C. 2025 Recap Discussion: Efforts from the past year were noted. These included signs, forestry, County Park Ranger patrols, and other investments. General plans for 2026 supported ongoing forestry at Abrams and Otterburn, events were noted as desirable, Otterburn would likely be completed, and trails should be pursued.

MEETING OPEN TO PUBLIC:

Sandra Brill asked if she could transfer flag duties at Abrams to the city (yes). She proposed the idea of an America 250 year mosaic celebration. She also asked if brush clearing at Abrams was still proposed (yes, no definite plans). RB is to also check on volunteer opportunities for table painting.

BOARD MEMBER COMMENTS:

Board Member Henry welcomed Mr. Parenteau.

Board Member S. Witter also welcomed Mr. Henry and congratulated the officers.

Board Member W. Melen congratulated the officers.

Board Member Gonyea is glad to be back in the saddle after the holidays.

ADJOURNMENT: Meeting adjourned at 6:24 p.m.

NEXT MEETING: March 17, 2026, 5:30 p.m.

Mark Gonyea, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: March 11, 2026

To: Park Commissioners
From: Adam Zettel, AICP
RE: March 17, 2026 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, March 17, 2026. The location is the council chambers at city hall.

By way of updates, Otterburn Park construction is a go! We are also communicating with John Cohoon regarding the marking of Cottonwoods at Otterburn. As of writing, we are getting all that mixed, fake spring weather, so parks are still in winter mode.

For our meeting, we have a number of items to discuss. There is a request to address fencing for the pickle ball courts and the potential for spraying for ticks at Otterburn Park. Also related to Otterburn is the pending ribbon cutting that will be occurring later this year. I have spoken with Jentery's dad after their last donation was made, and they are putting their heads together to consider what might be the most appropriate token of remembrance and method to open the park.

Lastly, there is a request to discuss painting the pavilion at Abrams Park. This building is coated split face block that is constantly barraged by graffiti, especially on the back (south side).

With that said, we still do not have a draft budget for coming summer work, though this should be ready by April. Once we have that, we can look at the park wish lists, apparent needs, deferred maintenance, and expenses. Contact me with additional future agenda items, questions, or comments.

Sincerely,

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

February 17, 2026
Park Board

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