CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, November 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. September 15, 2026 Minutes
    B. Staff Letter
    C. Contest Maps
    D.
8. REPORTS:
    A. DPW Director & City Manager
    B.
9. BUSINESS:
    A. Otterburn, Trail, Bench, Pickleball Updates
    B. Christmas Decorating Contest
    C.
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 17, 2026 5:30 P.M.

The November 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 Jacquie Forrest, 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:

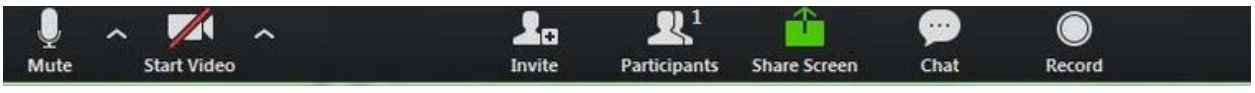
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

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: November 17, 2026 5:30 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/u/kedFRqg7ij

If you have any further questions or concern, please contact 810-635.4464 or email jforrest@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
SEPTEMBER 15, 2026

Meeting called to order at 8083 Civic Drive at 5:00 p.m. by Chairman Barclay

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

Members Absent: Gonyea, Parenteau

Staff Present: Adam Zettel & Robert Bincsik

Others Present: Lania Rocha (online)

APPROVAL OF AGENDA: Motion by W. Melen to approve the agenda for September 15, 2026, as printed, support by Cramer.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Cramer to approve minutes of August 18, 2026, support by W. Melen.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC:

None.

COMMUNICATIONS TO THE BOARD:

A. September 15, 2026 Minutes
B. Staff Letter
C. Elms Pickleball/Basketball/Tennis Court Map
D. Contest Maps
E. Davison Playscape News
F. Draft Reservation Form & Rules

REPORTS:

A. The DPW Director and City Manager noted that concrete replacement was finished at the pavilion at Abrams by the bathroom. Otterburn Park project can start any time; there may be alternates for pre-fab structures due to

delays in materials. Elms Park policing is going well. The Veteran Resource Rally at Elms went well. Winterization is likely by the end of October.

BUSINESS:

A. Elms Park Pickleball: Discussion occurred regarding the size, configuration, fencing, and pavement marking for the existing pickleball courts and the west basketball court.

Motion by D. Witter to seal coat all pickleball and basketball courts, to paint over the west basketball markings with black paint, to install four new pickleball courts in the center area, to install a north-south divider fence between the basketball and pickleball courts, and to install east-west divider courts between the new courts, and to provide new pavement markings for all courts, support by W. Melen.

Roll Call Vote.
Yes: W. Melen, K. Melen, Barclay, Cramer, D. Witter, Henry, S. Witter.
No: None

B. Halloween Decorating Contest: Discussion occurred regarding the timeframe and volunteers needed for the contest. The publication date is to be October 29th. Images, addresses, and a short statement are to be sent to Lania via Adam by October 23rd. Sara will do district 1. Barclay will do district 2 (Nate may or may not help), Dennis will do district 3, and the Melen's will do district 4.

C. Benches: The board would like to compare costs to place either a formal bench with wastebin (on a slab) along the trail between Morrish and Fairchild or to place a large stone bench with wastebin.

D. Rules and Reservation Form: Discussion occurred regarding proposed changes to the rule and fee schedule.

Motion by W. Melen to accept the rules and reseravatoin form as drafted with the following changes:

Increase deposit on reservations to $300
Increase all non-resident fees by $20,

support by W. Melen.

Roll Call Vote.
Yes: W. Melen, K. Melen, Barclay, Cramer, D. Witter, Henry, S. Witter.
No: None

MEETING OPEN TO PUBLIC: None.

BOARD MEMBER COMMENTS:

Board Member D. Witter remarked about how busy Elms Park was when he visited after the last meeting.

Board Member Barclay thanked the DPW for addressing an issue during the day.

Board Member Cramer affirmed the October 23 contest due date.

Meeting declared adjourned at 6: p.m.

NEXT MEETING: September 15, 2026, 5:30 p.m.

_____

Mark Gonyea, Secretary

Adam Zettel, AICP
City Manager
azettel@cityofswartzcreek.org

Date: November 12, 2026

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

Hello everyone,

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

We have a light agenda, but I did not want to finish the year without a meeting. First up, Rob and I will have some updates on Otterburn Park (trails are in!), pickleball, and the benches along the trail.

We also have our annual Christmas decorating contest coming up. I am including the maps of the districts we have used in the past, along with some additional notes to clarify which areas are included. We need four volunteers and the deadline for judging.

In other news, the rates, fees, and rules were adopted by the council and will be effective for 2027. We also have lighting and sound installed at the Dort Financial Pergola in Holland Square. Lastly, there is a coffee tasting event there on the morning of November 21st. Try to check it out! Tickets are to be purchased in advance!

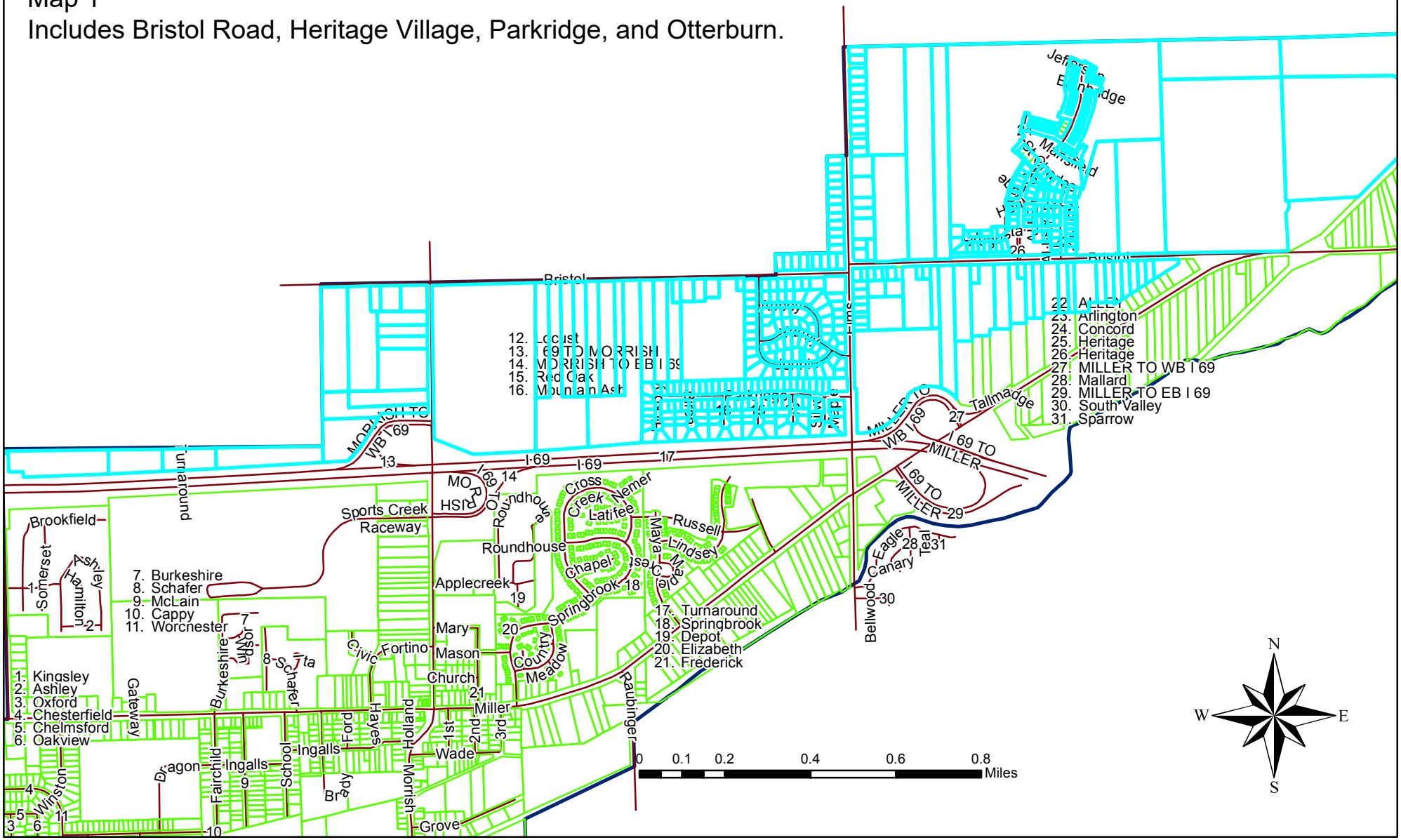
Contact me with additional future agenda items, questions, or comments.

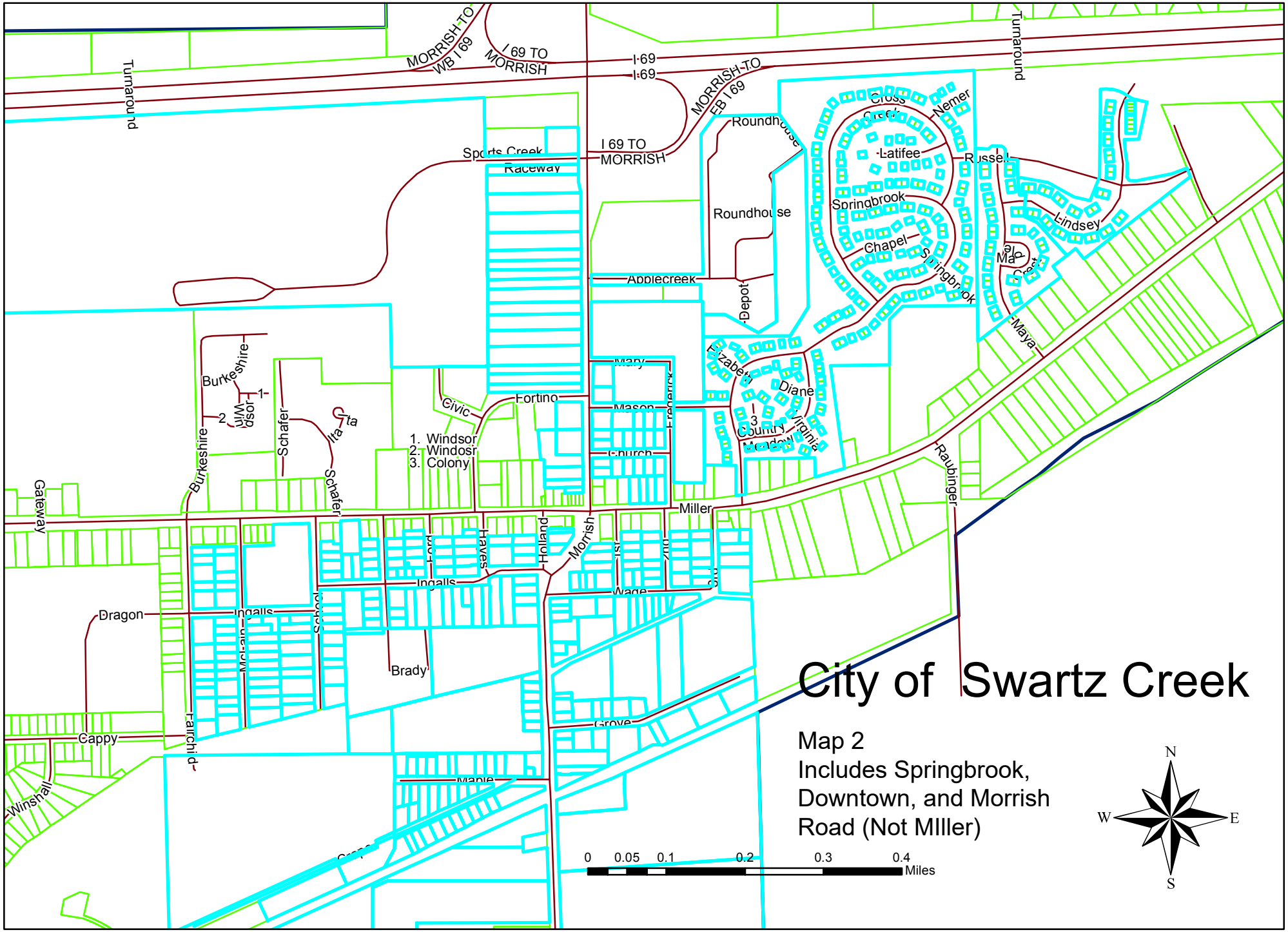
Sincerely,

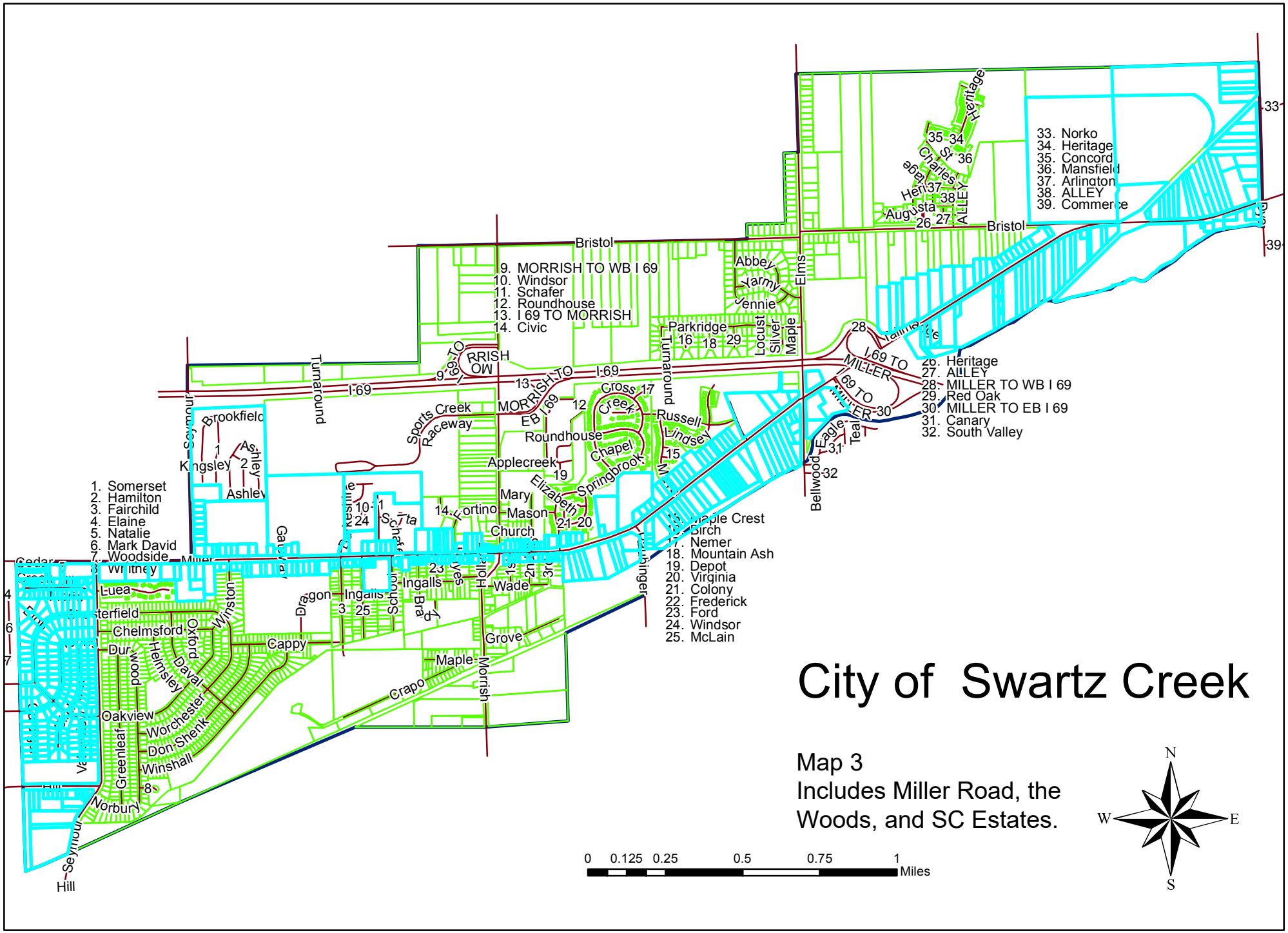
Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org

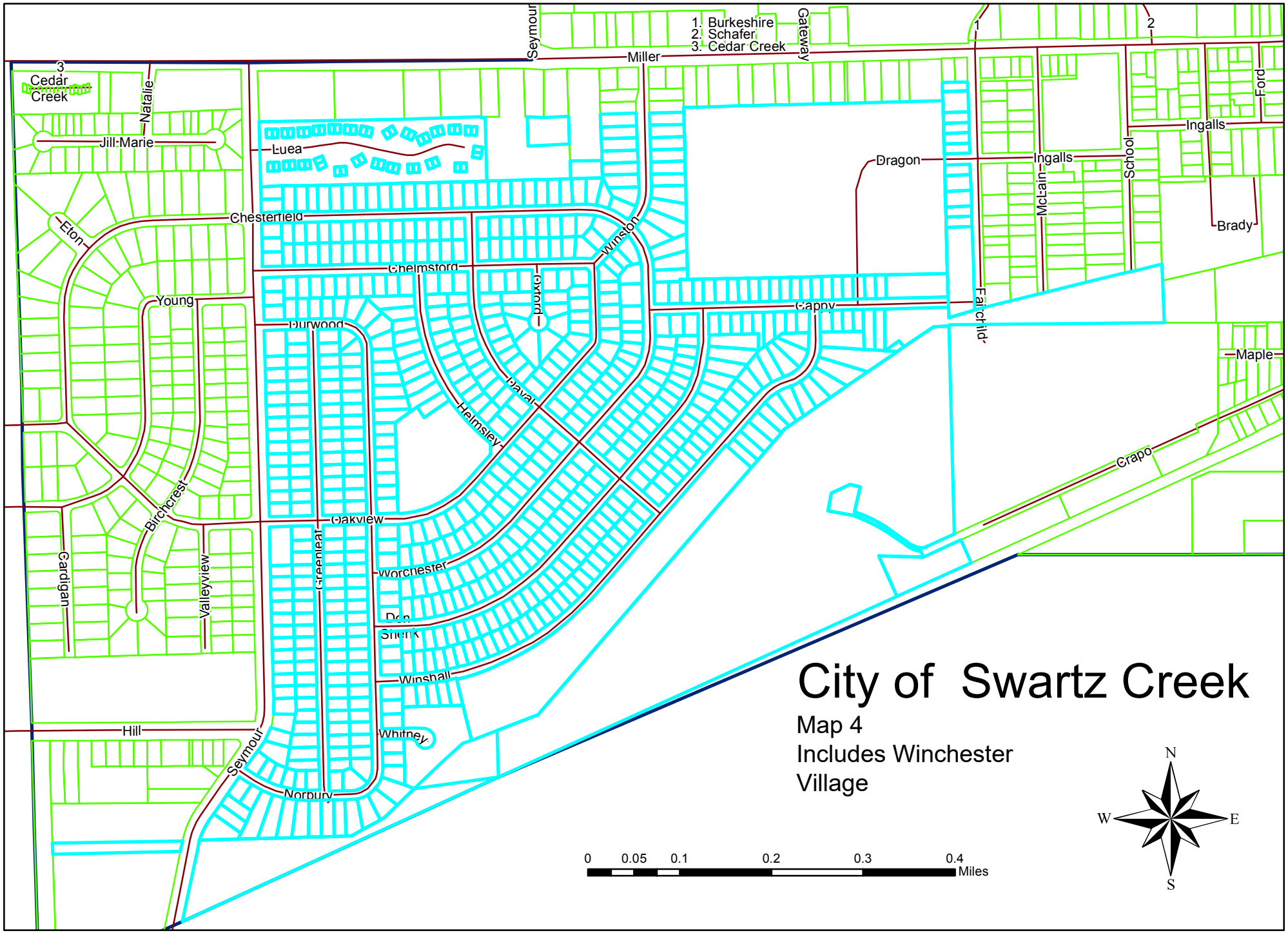
City of Swartz Creek

Map 1
Includes Bristol Road, Heritage Village, Parkridge, and Otterburn.




City of Swartz Creek
Map 2
Includes Springbrook, Downtown, and Morrish Road (Not MIller)
N
W
E
S
0 0.05 0.1 0.2 0.3 0.4
Miles
I-69
MORRISH-TO WB I 69
I 69 TO MORRISH
MORRISH-TO EB I 69
Turnaround
Sports Creek Raceway
Roundhouse
Springbrook
Chapel
Latifee
Nemer
Russell
Lindsey
Maya
Applecreek
Depot
Mary
Elizabeth
Diane
Virginia
County Meadows
Civic
Fortino
Mason
Church
Fredrick
Burkeshire
Windsor
Schafer
Colony
Gateway
Miller
Raubinger
Holland
Morrish
Haves
Ingalls
Wage
Dragon
Brady
Grove
Cappy
Fairchild
Winshall
Maple


City of Swartz Creek
Map 3
Includes Miller Road, the Woods, and SC Estates.
1. Somerset
2. Hamilton
3. Fairchild
4. Elaine
5. Natalie
6. Mark David
7. Woodside
9. MORRISH TO WB I 69
10. Windsor
11. Schafer
12. Roundhouse
13. I 69 TO MORRISH
14. Civic
15. Maple Crest
16. Birch
17. Nemer
18. Mountain Ash
19. Depot
20. Virginia
21. Colony
22. Frederick
23. Ford
24. Windsor
25. McLain
26. Heritage
27. ALLEY
28. MILLER TO WB I 69
29. Red Oak
30. MILLER TO EB I 69
31. Canary
32. South Valley
33. Norko
34. Heritage
35. Concord
36. Mansfield
37. Arlington
38. ALLEY
39. Commerce
Bristol
I-69
Turnaround
Brookfield
Kingsley
Ashley
Sports Creek Raceway
Roundhouse
Applecreek
Cross Creek
Chapel
Springbrook
Russell
Lindsey
Elizabeth
Mary
Mason
Church
Fortino
Wade
Ingalls
Grove
Maple
Morrish
Crapo
Cappy
Dragon
Bradley
Schoolcraft
Holly
Ingalls
Parkridge
Abbey
Larry
Jennie
Elms
Locust
Silver
Maple
Augusta
Charles
Heritage
ALLEY
Eagle
Teal
Bellwood
Miller
Cedarwood
Whitney
Luea
Chelmsford
Oxford
Winston
Helmsley
Dayval
Worchester
Don Shenk
Winshall
Oakview
Greenleaf
Norbury
Seymour
Hill
0 0.125 0.25 0.5 0.75 1
Miles
N
W
E
S


1. Burkeshire
2. Schafer
3. Cedar Creek
Seymour
Miller
Gateway
Cedar Creek
Natalie
Jill Marie
Luea
Dragon
Ingalls
School
Ford
McLain
Brady
Chesterfield
Eton
Winston
Chelmsford
Oxford
Young
Durwood
Cappy
Fairchild
Maple
Haval
Halmsley
Crapo
Birchcrest
Oakview
Greenleaf
Worchester
Gardigan
Valleyview
Winshall
Whitney
Hill
Seymour
Norbury
City of Swartz Creek
Map 4
Includes Winchester Village
N
W
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S
0 0.05 0.1 0.2 0.3 0.4
Miles