

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Wednesday, March 3, 2021**  
**Virtual (Zoom) Meeting – 5:30 P.M.**  
**Agenda**

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Connie Olger, Jentery Farmer, Samantha Fountain, Mark Gonyea, George, Hicks, Rae Lynn Hicks, Steve Long, Trudy Plumb.
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
  - A. February 3, 2021 Minutes
  - B. Staff Letter
  - C.
7. REPORTS:
  - A. DPW Director
  - B. City Manager
  - C.
8. BUSINESS:
  - A. Otterburn Park
  - B.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK  
VIRTUAL PARK AND RECREATION ADVISORY BOARD  
ACCESS INSTRUCTIONS  
WEDNESDAY, MARCH 3, 2021 5:30 P.M.**

**3March 2, 2021** starting at 5:30 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020-21.

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 Connie Olger, 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 (DTMF) 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.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: City of Swartz Creek Park & Recreation Board Meeting

Time: March 3, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/j/kedFRqg7ij>

**If you have any further questions or concern, please contact 810-429-2766 or email [colger@cityofswartzcreek.org](mailto:colger@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 VIRTUAL  
FEBRUARY 3, 2021

Meeting called to order at 5:32 p.m. by Chairperson Farmer.

Members Present: Connie Olger (late), Jentery Farmer, Samantha Fountain, Mark Gonyea (late), Rae Lynn Hicks, George Hicks, Steve Long & Trudy Plumb.

Members Absent: James Barclay.

Staff Present: Adam Zettel, Andrew Harris.

Others Present: Lania Rocha, Lisa Harms, Madeline Warden, Samantha.

APPROVAL OF AGENDA: Motion by Fountain to approve the agenda of February 3, 2021, support by R. L. Hicks.

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Plumb to approve minutes of November 4, 2020 and January 6, 2021, support by Steve Long.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. November 4, 2020 Minutes
- B. January 6, 2021 Minutes
- C. Staff Letter
- D. Abrams Park Merry Go Round

REPORTS:

- A. DPW Director: Nothing to report.
- B. City Manager: Genesee Valley Trail/Safe Routes to School extension update, finalizing last two easements needed, and waiting on DNR funds to settle. We don't believe we will get a grant approval until summer time or late spring.

Merry Go Round Abrams Park has been removed, it's the one by the ballfield. Cost to replace is around \$7,500 - \$11,000. It is not in the budget this year and Adam would like

the board's opinion if we would like to replace it or not. Board members agree on not replacing it.

Mr. Zettel would like to get with the Disc Golf folks in the next 30-60 days to start working on a fundraiser for the course.

#### BUSINESS:

- A. Elms Park Memorial: Lisa Harms would like to donate a white pine to be placed at Elms Park as a memorial tree for lost loved ones. She has found an area that would be great for the placement of the tree.

The board requested Mrs. Harms works with the DPW for the best placement of the tree.

Motion by Long, Park Board accepts the donation of a memorial tree and a plaque to be planted at Elms Park, supported by Fountain.

Yes: Gonyea, Long, R.L. Hicks, G. Hicks, Fountain, Olger, Plumb.

No: None. Motion carried.

- B. Elms Park Winter Slip & Slide Fundraiser Inquiry: Samantha & Madeline, Swartz Creek High School students, would like to use Elms Park for a fundraiser for Special Olympics. The polar plunge was cancelled due to Covid and they would like to use the sledding hill for a winter slip & slide. They would like a few port a johns there for use and they would enclose one of the pavilions for a changing room using tarps. Gonyea is concerned with maintaining the state guidelines due to Covid and volunteers.

Hicks is concerned that the tarps would not be able to be staked down due to the frozen ground. She would like that they have a paramedic on property.

Olger concerned with water freezing and having issues with ice accumulation and causing a hazard.

Hicks recommended using a sprinkler instead of using a slide.

Samantha & Madeline have student volunteers for ensuring distancing and proper cleaning is done due to Covid. The Fire Department has agreed to assist them with this fundraiser. They also have several other adults attending. They expect approximately 12 attendees. The date of the event is February 27, 2021. The girls believe using the sprinkler instead of a slide would work.

Plumb feels the girls have a great plan and with the assistance of the fire department the event should be good to go.

We will provide an additional port of john and we wish them luck with the event.



MEETING OPEN TO PUBLIC: None

BOARD MEMBER COMMENTS: R. Hicks commends the girls for taking this on and feel they just need to have alternate plans.

G. Hicks feels the event should do well.

Plumb wished them the best of luck and this is a great project.

Fountain thinks this is a great idea and hopes to see pictures from the event.

Olger would like to see pictures and wished the girls the best of luck.

Long glad we found a suitable way to help the cause.

Gonyea appreciates the girl's initiative, and it's a great idea. He feels the more adults attending the better.

Farmer thanked them for all they are doing.

ADJOURNMENT: Meeting adjourned at 6:27 p.m.

NEXT MEETING: March 3, 2021, 5:30 p.m.

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Connie Olger, Secretary



Adam Zettel, AICP

City Manager

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

Date: February 24, 2021

To: Park Commissioners  
From: Adam Zettel, AICP  
RE: March 3, 2021 Park Board Meeting

Hello everyone,

**We will be meeting at 5:30 p.m. on Wednesday, March 3, 2021, using the Zoom interactive meeting application.** Information on how to access the meeting is included. By the time we meet, we should have reports on the Elms Park Slip and Slide, as well as the tree/memorial donation.

For this meeting, we will discuss the 2020-2021 projects that we have had in the hopper. This includes the partial reclamation of the east side of Elms Park vegetation, the Elms Park internal loop, and Otterburn disc golf. We are also setting the table for the trail extensions and possible sledding at Otterburn Park.

Some of these projects are in-kind and have been limited by COVID/budget considerations. Other are in the state grant process. We hope to be able to communicate with the city's contractors about expectations for work in Otterburn and Elms to get an idea of how much clearing and trail work can reasonably be done with the budgeted funds. I expect this work to continue into the 2022 fiscal year (after July 1).

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)

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