

**Duncan Park Commission**  
Meeting Minutes  
January 18, 2022  
Grand Haven Community Center Ruritan Room

The meeting was called to order at 7:06 pm by President Jennifer Holland.

Commission Members:

Present: Roger Cotner, Jennifer Holland, and Aaron van Baal

Absent: Nancy Nagtzaam, Georgette Sass

Others: City Liaison Derek Gajdos

The President appointed van Baal as Acting Secretary due to the absence of Sass.

Approval of Agenda: Cotner moved, van Baal seconded approval of the draft Agenda as circulated. Cotner asked that New Business A related to adopting new standard procedures for the conduct of the Commission's meetings be moved to the bottom of New Business. The motion to approve the agenda, as amended, carried 3-0.

Public Comment: Gajdos stated he had to leave our meeting at 7:30 pm to attend another meeting. Gajdos circulated another emergency contact sheet and informed that our meeting will be held at 7:00 pm on February 15, 2022, in the Mackinaw Room. Larry Burns will present, "Save a Hemlock", a fundraising idea for hemlock treatments, and the Parks and Recreation, Cemetery, and Environment and Natural Resources Boards will attend our meeting for the presentation. Gajdos also stated that the City had no objection to the motions related to the drains and lights and would provide services on a time and materials basis.

Cotner moved to approve the previously circulated minutes from the Commission's November 16, 2021, meeting, van Baal seconded, and the motion passed 3-0.

New Business:

- A) Cotner moved, van Baal seconded a motion to amend action taken by the Commission at its June 15, 2021, to eliminate of the requirement for three good faith estimates for services reasonably anticipated to cost \$1,000 or less. After brief discussion, the motion passed 3-0.
- B) Cotner moved, van Baal seconded a motion to authorize the President to contract for necessary services in the Park at a cost not to exceed \$1,000 after providing Commissioners with a minimum of 24 hours' notice of the President's intent to do so. Holland clarified that this covered non-emergency services only. The motion passed 3-0.
- C) Cotner moved, van Baal seconded a motion to authorize the City to repair and clean the light fixtures and, if necessary, to replace bulbs at the Sheldon and Lake entrances on a time and materials basis. Holland asked that the City determine whether a "flame" type bulb was feasible. The motion passed 3-0.
- D) Cotner moved, van Baal seconded a motion to authorize the City to inspect the drains in the Park and to report its findings to the Commission on a time and materials basis. Gajdos informed that the City does this for all the City streets and that Matt Wade would handle the process. Gajdos identified five drains along the Drive and in the parking lot. After some further discussion, the motion passed 3-0.
- E) Cotner moved, van Baal seconded a motion to adopt the following regular meeting schedule for 2022: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16,

September 20, October 18, November 15, and December 20, 2022, at 7:00 pm in City Council chambers. The motion passed 3-0.

(Gajdos left the meeting at 7:31)

F) Van Baal moved, Holland seconded a motion to adopt new standard procedures for Duncan Park Commission meetings. A discussion focused upon Commissioners bringing ideas forward to the Commission without the necessity for a second as required by Robert's Rules of Order. Cotner stated that a Commissioner wishing to do so could do so under Robert's Rules by simply calling a fellow Commissioner to ask for his or her support of the idea. Holland thought doing so violated the Open Meetings Act; Cotner stated that it did not. Cotner stated no proposal was submitted with the motion. There was brief discussion about conducting work sessions before our regular meetings. The motion failed, 1-2 (Cotner, van Baal).

Unfinished business:

- 1) No update on the Forester request for proposals.
- 2) No update on the Caretaker request for proposals.
- 3) Holland reported that she had acquired the wood to convert one picnic table to an ADA picnic table but that she had not yet completed the project.

(Sass arrived at 7:56 pm)

Calendar of Events: Holland presented upcoming events, including:

- 1) Save a Hemlock presentation at our next meeting.
- 2) Loutit District Library will be applying for another Story Walk through the Park at a future meeting.
- 3) Urban Forestry presentation by Kevin Sayers, probably at our May 17, 2022, meeting.
- 4) Second Public Comment: None

Treasurer's Report: Amy Bessinger provided reports for November and December 2021, which were circulated prior to the meeting and formally received by the Commissioner. Cotner reminded the Commission that the Commission's budget covering July 1, 2022-June 30, 2023, must be adopted by the commission and delivered to the City in April 2022.

Public Comments: None.

Next meeting: Tuesday February 15, 2022, at 7:00p.m. in the Mackinaw Room, Grand Haven Community Center.

Cotner moved to adjourn the meeting at 8:07 pm, van Baal seconded, and the motion passed 4-0.

Respectfully submitted,

Aaron van Baal

Acting Secretary

These minutes were approved at the Commission meeting held on February 15, 2022.

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Aaron van Baal, acting Secretary