

Duncan Park Commission
Meeting Minutes
January 20, 2020
Zoom Meeting and Facebook Live Streamed

The virtual meeting was called to order at 7:04 pm by President Roger Cotner.

Commission Members:

Present: President Roger Cotner, Secretary Aaron van Baal, Georgette Sass, Jennifer Holland, and Nancy Nagtzaam.

Absent:

Others: City Liaison Dennis Scott, City Liaison Derek Gajdos, City Manager Pat McGinnis, City Council Member Mike Dora, Grand Haven Area Public Schools Director of Operations Jason MacKay, and Tom Corkins of Integrity Tree Service.

Those participating in the Introductions for live stream introduced themselves and stated their locations to be in Grand Haven, Michigan with Jennifer Holland in Merrillville, IN and Tom Cokins in Coopersville, MI.

Cotner briefly outlined a few ground rules for the virtual meeting including the need for roll call votes.

Approval of Agenda: Sass moved to adopt the Draft Agenda which Nagtzaam seconded. The motion to approve the agenda as circulated on 1/20/2021 carried 5-0 by roll call vote.

Public Comment: None

New Business:

- A) Grand Haven Area Public Schools Director of Operations, Jason MacKay, provided a report on the Oak Wilt infestation on the grounds of Mary A. White School adjacent to Duncan Park. MacKay is working with Integrity Tree Service to treat Oak Wilt Disease on school grounds. Tom Corkins with Integrity Tree Service (ITS) provided an update on remedial measures that started 2 years ago including the treatment of 65 trees, symptomatic and asymptomatic; removal of 35 trees in the first year and another treatment June/July of 2020 with the removal of an additional 10 trees. Because of the infection location on a Dune treatment extended past normal application radius due to inability of trenching on the dune in the past. ITS has a meeting scheduled with Ditch Which to review double trenching options as dictated by Oak Wilt treatment methods. Sass asked Corkins if treatment methods have approached or are adjacent to Park Property and Corkins confirmed treatment was not near Duncan Park. Corkins confirmed that Mary A. White grounds pose no immediate threat to the Park, but other adjacent properties may.
- B) Consideration of a motion to establish certain Park Rules and authorization of printing and placing those rules on the kiosk, at the Lake Avenue gate, and at the top of the meadow south of Woodlawn Ave., at a cost not to exceed \$400. A copy of Exhibit D on the proposed rules and a cost estimate for the installed signs is attached. Cotner moved, Van Baal seconded. Van Baal recommended adding no Geocaching or Metal Detecting and arranging the rules in a certain order. Holland recommended clustering together like rules and clarification on sign estimate.

After a roll call vote, motion carried 5-0. Commissioners to circulate internally to refine the wording and design of rules.

C) Consideration of a motion to amend the Commission's 2020-2021 budget to increase item 101-455-730.00, the account for Professional/Contractual, by \$4,500 to a revised \$13,500 in order to accommodate the previously approved erosion control project expense. Cotner moved, Van Baal seconded. Gadjos informed the Commission if it is not in the budget, then the Commission cannot spend funds until the budget is amended due to State of Michigan statutes. Holland inquired as to the fiscal dates, and the current budget. Cotner informed Nagtzaam about the current budget as Nagtzaam was not a Commission member at the time the 2020-2021 budget was approved. After a roll call vote, motion carried 5-0.

D) Other New Business: None

Approval of Minutes:

- A) Van Baal moved that the minutes from the 11/17/2020 meeting be approved as circulated, which Sass seconded. The motion carried 5-0 by roll call vote. A copy of the approved minutes from 11/17/2020 meeting is attached.
- B) Van Baal moved that the minutes from the 12/15/2020 meeting be approved as circulated, which Sass seconded. The motion carried 5-0 by roll call vote. A copy of the approved minutes from 12/15/2020 meeting is attached.

President's report:

- A) Choke Cheery tree over the road between the gates has been removed by Terry's Tree Service.
- B) Budget for 2021-2022 will be on next month's agenda, so now is the time to think about projects Commission Members wish to fund next fiscal year. This does not exclude projects that the Commission may want to act on before the next fiscal year, but would require a budget amendment.

Report regarding Treasurer's report and park maintenance:

Gadjos informed the Commission that the City has not incurred any financial costs on behalf of Duncan Park since the last Commission meeting. Gadjos will rescind the bill invoiced to the Park by the City for use of equipment in helping to erect the Kiosk, stating the cost would be a donation by the City of Grand Haven.

Old business:

- A) Updates
 - 1) No update on the Commission's Forest Steward Partnership application status currently.
 - 2) Mutt Mitt keys have been distributed and extra compostable bags for replenishment stocked inside the storage building. Sass will distribute the infographic on the compostable bags for review.
 - 3) Enclosures have been postponed until Trillium orders have been finalized and better weather permits erection. Sass informed the Commission she is working with Grand Valley State University and a GVSU undergraduate student.
 - 4) Van Baal informed the Commission the ADA picnic table will not be built until Spring weather allows construction.
 - 5) No update on Dr. Locher's forest seedbank.

6) Gadjos informed the commission that the Paving bids will be released the week of 1/24/2021 and will keep the Commission informed throughout the bidding process.

7) Holland distributed a list of man-made items in the Park to develop a maintenance schedule. Members will continue to circulate the list to continue to develop a maintenance plan.

8) Black Walnut concerns at the NE corner of the Park has been moved to the March meeting.

9) Kiosk

- a) Holland received a preliminary Trail map by Ottawa County.
- b) Sass did not have an update on the content to be included in the History of the Park and the Duncan's that she is working on with Jeanette Weiden. Cotner is continuing to work with Curt ter Haar of Ottawa County Parks on the development of signage.

10) Boot scrapers purchased for \$63.58 and will be placed by parking lot and Lake Ave. gates that will not impede traffic or pedestrians by Van Baal as weather permits.

11) Holland volunteers to head the Fundraising Committee and will work on presenting the Commission with options.

12) No update on the Caretaker position currently, but the position will be posted to a job website and Facebook. Van Baal volunteered to create and circulate a draft job opening advertisement.

B) Other old business: None

Second Public Comment: None

Commissioners Comments:

Van Baal confirmed Terry's Tree service did remove the Choke Cherry and cut a wedge out of the two downed trees across the paths. Sass and Nagtzaam volunteered to remove ornaments placed on a group of Hemlock during the Holiday season. Nagtzaam stated she was in the Park and used a compostable dog waste bag but broke while being used. Holland stated Curt ter Haar would like to walk with any available Commission members and will keep members informed as to a date. Holland is working on several proposals and will bring those to the Commissions attention when complete.

The next regular meeting is set for Tuesday February 16, 2020, at 7:00p.m. virtually via Zoom and Facebook Live unless notified otherwise.

Cotner adjourned the meeting at 8:36 pm.

Respectfully submitted,

Aaron van Baal

Secretary

These minutes were approved at the Commission meeting held on February 16, 2021.