

**Duncan Park Commission – March 5, 2024; Regular Meeting; 6:00pm**  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**CALL TO ORDER: 6:05PM**

COMMISSIONERS PRESENT: Elizabeth Pool, Mike Poort, Georgette Sass, John Williams

CITY LIAISON PRESENT: Timothy Price

**APPROVAL OF AGENDA:** Motion by Poort to approve agenda; second Williams; approved

**PUBLIC COMMENT:** *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing the Commission are asked to provide their name and address and will be limited to three minutes of speaking time. The Commission will hear all comments for future consideration but may not have a response at this time.*

**APPROVAL OF FEBRUARY 20, 2024 MINUTES:** Motion by Poort to approve minutes; second Williams; approved

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**AGENDA**

**NEW BUSINESS:**

- A. **Discussion** – The Duncan Park Commission must provide a budget to the City of Grand Haven in April of each year. A review of past expenditures and budgets will be presented to guide the DPC in the formation of the 2024/2025 fiscal year budget. **Outcome** – DPC will initiate the generation of a budget to be presented to the City Council in April.

Commissioners reviewed previous year budgets and discussed future expenditures. We set a goal to finalize the budget at the March 19, 2024 meeting.

- B. **Discussion** – The Lakeshore Visual Arts Collective (LVAC) has submitted a Use Permit for an activity in Duncan Park on September 22. The LVAC Use Permit can be found on our Google Drive and was sent with the meeting agenda. **Outcome** – DPC will discuss and vote on the Use Permit from LVAC.

Motion by Sass to approve LVAC Use Permit; Second Poort; approved

DPC will participate at a table during this event from 1pm-4pm with a set up time of 12pm and breakdown at 4pm with the goal of closing the gate at 5pm.

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**OLD BUSINESS:**

- A. Event Calendar – finalize and vote.

**THE FOLLOWING 2024 DATES/EVENTS:**

SATURDAY, MARCH 16- FIRST WORK DAY 10AM-12PM, OPEN TO THE COMMUNITY

SATURDAY, APRIL 20- EARTH DAY CELEBRATION FAIR @ CENTRAL PARK PLACE FROM 1PM-4PM WITH SEEDLING GIVEAWAY

THURSDAY, MAY 16- WALK THROUGH THE PARK WITH THE CITIZENS' CLIMATE LOBBY AND BILL MARTINEZ 6PM

SATURDAY, MAY 18- SPRING DRIVE-THRU 1PM-5PM

SATURDAY, JUNE 15- WORK DAY 10AM-12PM

SATURDAY, JULY 20- WORK DAY 10AM-12PM

SEPTEMBER- (DAY OF CARING)

SUNDAY, SEPTEMBER 22- POP-UP ART SHOW

OCTOBER WORK DAY TBD

SATURDAY, OCTOBER 19- DR EWING PROVIDING THE HISTORY OF DUNCAN PARK @ LIBRARY TIME TBD POSSIBLY INCORPORATE OGF NETWORK DEDICATION AND CELEBRATION OF 111 YEARS OF DPC

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SATURDAY, OCTOBER 26- COLOR DRIVE-THRU TIME TBD

Commissioners decided that the calendar did not require a vote.

B. Earth Day Event – finalize materials to be presented and vote.

Sass will work on updating the poster and purchasing a table cloth. Sass and Williams are growing seedlings to give away.

C. Brochure Edits – discuss and vote.

Pool to complete the final draft to be reviewed and approved at the next meeting.

D. DPC Internship - discussions with GVSU, suggested next steps and vote.

Sass to create a mock-up of the fellowship application.

E. Work Estimates - discuss and vote.

1. Tree Limb Removal \$500 total estimate. Poort motion to have Terry remove the tree limbs as described in the quote. Williams second; approved
  2. Lawn Maintenance - Motion by Williams to hire West Michigan Ground Services to care for the mowing and ground cleanup. Second Poort; approved
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COMMISSIONER'S REPORTS:

- Report by G Sass on Michigan State University Extension Focus on Michigan's Forest Health Workshop.
- Larry Burns' letter of resignation sent to Mayor Monetza sent with the meeting agenda. The resignation was accepted. The Mayor will be interviewing candidates for this appointment.

CITY LIAISON REPORT: Price noted that the budget/proposed expenditures should be completed by April 18, 2024. Price will also verify and follow up at the next meeting with the city requirements for sign placement in/on the DPC/city grounds (size, placement, etc.).

TREASURER REPORT: All financial reports available to date can be found on Google Drive. Financial reports for February were not available for review at this meeting.

**PUBLIC COMMENT: NONE**

**ADJOURNMENT: 7:40PM**

**NEXT MEETING: March 19, 2024 @6pm**

APPROVED MINUTES RESPECTFULLY SUBMITTED BY:

*ELIZABETH POOL*

ELIZABETH A POOL

DUNCAN PARK COMMISSION, SECRETARY