

**Duncan Park Commission**  
Meeting Minutes  
March 16, 2021  
Zoom Meeting and Streamed on City of Grand Haven's YouTube channel

The virtual meeting was called to order at 7:05 p.m. by President Roger Cotner.

**Commissioners:**

Present: President Roger Cotner, Georgette Sass, Jennifer Holland and Nancy Nagtzaam

Excused: Secretary Aaron van Baal

Others: City Council Liaison Dennis Scott, City Liaison Derek Gajdos, City Manager Pat McGinnis, Human Resource Manager Zachary van Osdol; and Mike Dora (joined during the meeting).

Those participating in the introductions for live stream introduced themselves and stated their locations to be in Grand Haven, Michigan, except Georgette Sass, participating from Allendale, Michigan, and Jennifer Holland, participating from Granville, Ohio.

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

**Approval of Agenda:** Cotner moved to adopt the Draft Agenda which Nagtzaam seconded. Cotner asked that the motion regarding designated public use trails be removed from the agenda and that discussion of Holland's trail marking proposal be added under New Business, item i. The motion to approve the agenda as amended carried 4-0 by roll call vote.

**Public Comment:** None

**New Business:**

- A) Consideration of a motion to adopt a budget of \$12,000 for Park operations for the fiscal year beginning on July 1, 2021 and ending on June 30, 2022 as outlined in Exhibit B. A copy of Exhibit B is attached. Cotner moved, Sass seconded. After discussion, the motion passed 4-0 on a roll call vote.
- B) Consideration of a motion to authorize the City to enter into a contract to pave the Park Drive and parking lot at a cost of \$39,520.40, and to authorize the reimbursement to the City for the cost of this paving from the Grand Haven Area Community Foundation's Duncan Park Fund. Holland made the motion, seconded by Sass. Cotner moved to amend the motion to reduce the cost and reimbursement to be in an amount of \$36,297.25 and Holland supported the amendment. The amendment passed 4-0 on a roll call vote. Holland moved to amend the main motion further to set the cost and reimbursement amount at \$37,000, with support. The amendment passed 4-0 on a roll call vote. After discussion, the main motion, as amended, passed 4-0 on a roll call vote.
- C) Consideration of a motion to approve the use application submitted by Tri-Cities Family YMCA for a Kick Off to Summer Run to be held on Saturday, May 29, 2021, between 8:30 a.m. and 10:00 a.m. for a use fee of \$150. Sass moved, seconded by Cotner. After discussion, the motion passed 4-0 on a roll call vote.
- D) The Commission then discussed Holland's Fundraising proposal for 12 minutes, with no action taken.
- E) The Commission then discussed Holland's proposal to create a maintenance schedule and budget for all manmade components in the Park for 12 minutes, with no action taken.
- F) The Commission then discussed Sass' proposal for projects to be undertaken by GHACF's Anniversary volunteer project on May 18, 2021, for 15 minutes, with no action taken.

- G) The Commission then discussed Holland's Commissioner Responsibilities proposal for 29 minutes, with no action taken.
- H) The Commission then discussed Holland's trail marking proposal for 13 minutes, with no action taken.

Approval of Minutes:

- A) Holland moved, Cotner seconded the adoption of the Commission's February 16, 2021 meeting minutes as circulated by Cotner on March 14, 2021. Motion failed on roll call vote 2-2 (Sass, Holland).

President's Report: None.

Treasurer's Report: Amy Bessinger's financial reports as circulated by Cotner on March 11, 2021, were received. Holland inquired into the possibility of water leakage, which Gajdos will investigate and report. Sass inquired about the electric pole at the top of the hill by the parking lot, and Gajdos reported the advantages and disadvantages of leaving the pole there.

Derek Gajdos Report: Gajdos reported that a citizen had requested the Commission to consider placing a port-a-john in the Park and estimated the cost to be \$80 a month for an ADA compliant unit. Cotner informed the Commission that there was previously a port-a-john in the Park that vandals set on fire.

Old Business:

- A) Sass requested that the Forest Steward Partnership be deferred until May, 20201, and Dr. Locher's forest seedbank idea be deferred until September 2021. Cotner reported on action related to the kiosk signage. No other action was taken on Old Business items.

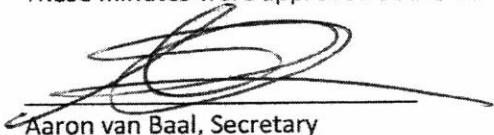
Public Comment: Mike Dora requested placement of a Port-a-Potty in the Park.

Cotner announced the next scheduled meeting date of Tuesday April 20, 2021, at 7:00 p.m., probably to be held virtually via Zoom and Facebook Live.

Sass moved to adjourn the meeting with support from Cotner. seconded a motion to adjourn the meeting. The motion carried by roll call vote 4-0, and Cotner declared the meeting adjourned at 9:51 p.m.

Respectfully submitted,  
Aaron van Baal, Secretary

These minutes were approved at the Commission meeting held on May 18, 2021.



Aaron van Baal, Secretary

# **EXHIBIT**

**B**

Duncan Park Budget 7/1/2021-6/30/2022

Revenues

Reimbursements from Duncan Park Fund	<u>\$12,000.00</u>
Total	\$12,000.00

Expenditures

Professional/Contractual	\$10,700.00
Electricity	\$400.00
Water	<u>\$900.00</u>
Total	\$12,000.00