

**Duncan Park Commission – March 19, 2024; Regular Meeting, 6:00pm**  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**CALL TO ORDER:**

COMMISSIONERS PRESENT: Elizabeth Pool(absent), Mike Poort, Georgette Sass, John Williams  
CITY LIAISON: 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 MINUTES:** Motion by Williams to approve agenda; second Poort; approved

---

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – Kick Off to Summer Run Use Permit from Tri-Cities YMCA for a run that will use the road surface through Duncan Park in the morning on May 25, 2024. The 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 Tri-Cities YMCA.
- B. **Discussion** – 2024 Coast Guard Run Use Permit from Tri-Cities YMCA for a run that will use the road surface through Duncan Park in the morning on July 27, 2024. The 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 Tri-Cities YMCA.

Motion by Sass to approve the use permits for the Tri-Cities YMCA runs for May 25, 2024 and July 27, 2024. Second Williams; approved

- C. **Discussion** – The caretaker shed continues to have issues with animals using it for shelter (See [Images](#) taken March 10 and posted on Google Drive). Previous DPC discussions on pest control ([19 September 2023](#)) underestimated the problem. DPC will discuss how to proceed on pest management issues that have not been adequately addressed. **Outcome** – DPC will discuss and vote on actions to be taken to seal the caretaker shed.

There has been a squirrel making a mess in the shed. Poort cleaned up the mess. Poort and Williams will take care of the hole that it entered through and replace the seal on the door and garage door.

- D. **Discussion** – The Duncan Park Commission will complete our 2024/2025 fiscal year budget for submission to the City of Grand Haven. A review of [past expenditures and budgets](#) was discussed at our March 5 meeting. The value of our Grand Haven Area Community Fund as of February 29, 2023 was provided in the email to commissioners that included this meeting's agenda. **Outcome** – DPC will complete and vote on our budget to be presented to the City Council in April.

Motion by Sass to approve 2024/25 budget as stated. Second Williams; approved

---

OLD BUSINESS:

- A. **Earth Day Event** – finalize [materials](#) to be presented, schedule of commissioners and vote. Sass to bring the poster to the next meeting. Seedlings are started and will be used to hand out at the event.
- B. **Brochure Edits** – discuss and vote.  
Sass to work on mocking up the new brochure.

**C. DPC Internship/Fellowship Review**

Our goal for the Internship/Fellowship is to have an end point of value for the hired student. We'd like to focus on community outreach with the possible ideas of finishing and launching the survey and/or creating an educational video of Duncan Park.

---

**COMMISSIONER'S REPORTS:**

**Sass:** The city's Forestry Management Subcommittee presented a deer management plan to the City Council. The report will be posted on our google drive so that we can review and discuss at the next meeting.

**Poort:** Thank you, Mike, for all the clean up that you've done and taking care of the shed!!!

**CITY LIAISON REPORT:** Price suggested we coordinate with Amanda Barnett in the City office regarding the fellowship details as she has some good suggestions and can provide helpful direction in this matter. He also asked that we report the number of trees planted to add to the City's total for our application to be considered as Tree City USA.

**TREASURER REPORT:** February financial reports were sent with this meeting's agenda and can be found on Google Drive.

**PUBLIC COMMENT: NONE**

**ADJOURNMENT: 7:14PM**

**NEXT MEETING:** April 2, 2024 @6pm

APPROVED MINUTES RESPECTFULLY SUBMITTED BY:

*ELIZABETH POOL*

ELIZABETH A POOL

DUNCAN PARK COMMISSION, SECRETARY