

Duncan Park Commission
Meeting Minutes

DATE: April 19, 2022

MEETING HELD: Grand Haven City Hall, Council Chambers, Grand Haven, MI

MEETING CALLED TO ORDER: 7:05 p.m. by President Jennifer Holland.

COMMISSIONERS PRESENT: Roger Cotner, Jennifer Holland, Nancy Nagtzaam, Georgette Sass,

COMMISSIONERS ABSENT: Aaron Van Baal

OTHERS PRESENT: City Liaison, Todd Brand

APPROVAL OF AGENDA: Cotner motioned to accept the agenda as circulated; seconded by Holland. Sass made a motion to amend the agenda with the addition of an item G "Consideration of a motion to approve letters of appreciation to Larry Burns and the city of Grand Haven for resolution of the recent litigations", seconded by Cotner. Amendment to agenda passed 4-0. Agenda passed 4-0.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Holland asked for approval of the March 15, 2022 minutes, Cotner seconded. Cotner requested previously circulated corrections to the minutes be made. Corrections discussed were indication of the precise location of meeting, revision to approval of the agenda to indicate Sass gave the second and the description of the fate of uncirculated agenda items, as well as wording changes to the approval of the minutes and new business item A, related to the motion to alter the kiosk sign. Corrections related to the motion for new business item D and the adjournment were also requested. These changes were agreed upon. Minutes approved 4-0.

NEW BUSINESS:

- A. Consideration of a motion to register Duncan Park as an Old Growth Forest via the Old-Growth Forest Network (OGFN). Small dedication, plaque and website listing. OGFN can be utilized as a resource for finding support to help maintain the urban forests. Motion made by Holland, Nagtzaam seconded. Point of order made by Cotner, indicating that the commission could not register Duncan Park as it is not the owner. Holland overruled and Cotner appealed the ruling of the chair. Ruling of the chair was sustained 3-1, Cotner. Discussion of a better approach to register Duncan Park as an Old Growth Forest led to an amendment of the motion by Sass to "Consideration of a motion to request the city to register Duncan Park as an Old Growth Forest via the Old-Growth Forest Network (OGFN)" which succeeded 4-0. Amended motion passed 4-0.
- B. Consideration of a motion to grant Loutit District Library Story Walk May 16-22. Cotner made the motion, Sass seconded. Cotner inquired whether the use fee of \$25 had been paid. After discussion, motion made by Cotner to amend the application so as to waive the event fee was seconded by Holland and passed 4-0. Amended motion passed 4-0.
- C. Consideration of a motion to approve Duncan Park Use Permit for use of park for one hour on September 24, 2022 for Matrimony Ceremony. Motion was made by Cotner, seconded by Sass. Cotner noted the duration of the use was 2.5 hours and made a motion to amend to indicate, seconded by Nagtzaam. Amended motion passed 4-0. Cotner noted that the applicant is not a Grand Haven citizen and rather than charge that fee, he made a motion to amend with a use fee of \$150, seconded by Holland. Amendment passed 4-0. Sass raised the point that there was no equipment list even though equipment use was indicated. It was suggested that the President request an equipment list and location from the applicant when she contacts them about approval of their use permit. Amended motion passed 4-0.
- D. Consideration of a motion to update Duncan Park Kiosk was made by Holland, seconded by Sass. Several ideas were provided in the agenda. (Relocate name "Duncan Park" to wood trim above sign; Update map with trail names, distance and improve to be more intriguing; Separate Rules and Regulations from Trail Map, enlarge and make easier to read- Post on Kiosk; Separate Park History from Trail Map, enlarge and make easier to read- Post on Kiosk.) Cotner indicated a lack of support in the absence of an indicated cost. Sass made a friendly amendment to the motion to read "Consideration of a motion to discuss an updated Duncan Park Kiosk", Holland seconded. Discussion on how to best pursue this goal ensued. The history of how the Kiosk and its contents came about was examined and it was revealed that the commission was not included in the final decision about the map. The trail map was also discussed in light of the recommendations to better manage trail use. During the

Duncan Park Commission

Meeting Minutes

discussion it became apparent this consideration would be a good topic for a work session. Holland made motion to table, Nagtzaam seconded. Motion to table passed 4-0.

- E. Motion to consider creation of a Work Session Meeting Calendar from April 2022 - May 2022. Sass made the motion, Holland seconded. Several ideas were provided in the agenda. (Mission Statement; Forester/RFP and Grant; Caretaker Position; Consensus-based process for decision making; Strength, Weakness, Opportunities and Threats; TBD.) Cotner noted that the President has full authority to call a work session and that commissioners need an agenda for work sessions in order for them to decide whether or not they would like to attend based on their particular interests. It was clarified that Holland would be developing a calendar of work sessions. The next work session would be April 22, 2022 and the focus would be contracting with a forester. (This was noted as an important step in anticipation of our discussion at our next meeting with Kevin Sayers, Urban Forestry Coordinator, Michigan Department of Natural Resources.) Motion passed 3-1, Cotner.
- F. Motion to consider the purchase of 100 Blue-X grow tubes plus stakes to protect seedlings from potential damage. Forester Brett Kuipers recommended (30" BlueX Tubes- approximately \$1.78 each; 36" Wood Stack approximately \$1.00 each; pricing does not include freight or taxes). Motion made by Sass, seconded Holland. After discussion, Holland amended the motion to state "...consider the purchase of 100 Blue-X grow tubes plus stakes to protect seedlings from potential damage at a cost not to exceed \$300 with specific size and quantity to be decided". Amendment to the motion passed, 4-0. Amended motion passed 4-0.
- G. Consideration of a motion to approve letters of appreciation to Larry Burns and the city of Grand Haven for resolution of the recent litigations made by Sass, seconded by Cotner. After discussion, the specific versions were decided upon. Motion passed 4-0.

CITY LIAISON REPORT: Todd Brand was introduced as our city liaison for the next several months as Derek Gajdos is required to cover other responsibilities. Items the commission would like addressed were shared with Brand. These included the previous agenda items related to the drains in the parking area and newly discovered damaged bollards in the park.

TREASURER REPORT: Amy Bessinger's financial reports were noted as received and will be circulated to the commissioners.

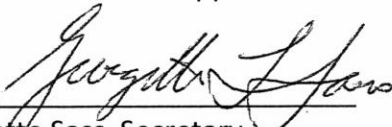
COMMISSIONER COMMENT: Cotner indicated he has been asked to oversee the work of individuals completing community service as terms of their probation. He asked for suggestions of specific tasks that would be ideal to have them complete. Holland suggested that they work on the restoration of the wooden barriers that line Woodlawn Ave. Materials for this work have already been obtained and will be available in the caretaker shed. Additional tasks could include cleaning the plaques on the stone gates. During the discussion, it was noted that the shed should not be used for eating as there are still issues with feces in the ceiling which can be dealt with after the roof is repaired. Sass volunteered to obtain the required quotes to move forward with the remediation of the shed. Sass also requested that Duncan Park consider a "No Mow May" to help with native bee populations. Holland announced the organization C3 will hold a community service activity on May 21, 2022 that will involve a trash cleanup encompassing several parks and green spaces in Grand Haven, including Duncan Park.

PUBLIC COMMENT: None

NEXT MEETING: May 17, 2022 @7pm

ADJOURNMENT: Cotner motioned to adjourn, seconded by Holland. Meeting adjourned at 8:44 pm.

These minutes were approved at the Commission meeting held on May 17, 2022


Georgette Sass, Secretary