

**Duncan Park Commission**  
Meeting Minutes  
April 20, 2021  
Zoom Meeting and Facebook Live Streamed

The virtual meeting was called to order at 7:02 p.m. by President Roger Cotner.

Commissioners:

Present: President Roger Cotner, Secretary Aaron van Baal  
Absent: Georgette Sass, Jennifer Holland and Nancy Nagtzaam  
Others: City Liaison Derek Gajdos and City Manager Pat McGinnis

Those participating in the introductions for live stream introduced themselves and stated their locations to be in Grand Haven, Michigan.

Cotner stated that he would no longer distinguish between excused and unexcused absences.

Cotner determined that a quorum of Commissioners was NOT present so that the Commission would take no formal action and McGinnis terminated the Facebook live stream.

Cotner followed the proposed agenda notwithstanding the lack of a quorum.

Cotner stated that he intended act as President to approve the use application submitted by Lakeshore Visual Arts Collective ("LVAC") for an artist trunk show in the Park on Sunday, May 16, 2021, or Sunday, May 23, 2021, between 11:30 am and 4:30 pm because the Commission's next meeting is not scheduled before the requested May 16, 2021, event date. Cotner also noted that a nearly identical use application submitted by LVAC last Fall was approved by a 3-1 vote of the Commission. Van Baal supported Cotner's action.

Cotner and Van Baal agreed that consideration of placement of one (1) ADA port-a-john in the Park should be deferred until the Commission's next meeting.

Cotner stated his intention to ask Curt TerHaar, Ottawa County Parks, to proceed to print the Designated Trails map, Park Rules, and Duncan Park History as circulated to all Commissioners during the week of April 12, 2021. Cotner supported his proposed action: TerHaar is a trained and experienced parks professional; Sass provided significant input during a trail walk with TerHaar and Cotner; the designation of trails issue has deeply divided the Commission and delayed completion of Taylor DeBauge's Eagle Scout kiosk project and TerHaar's pro bono trail mapping work; the laminated poster will cost less than \$500, well below the President's \$3,000 discretionary spending authority; and the fact that designating trails does not prevent the Commission from considering trail closures, trail marking, and other trail matters in the future. Cotner reported that only Holland had responded to the Designated Trails proposal with an unsupported suggestion to close one of the trails depicted in GREEN, and that no other Commissioners responded to either the Designated Trails proposal or the History proposal. Van Baal supported Cotner's proposed action and reported that he had not received any input other than Holland's proposed closure.

Cotner stated that he intended act as President to purchase five (5) copies of Robert's Rules of Order – Newly Revised – In Brief, at a cost not to exceed \$50.00, for distribution to current Commissioners during their tenure on the Commission.

Cotner suggested circulating revised proposed minutes for the February 16, 2021, meeting to address some concerns about the previous proposed minutes and Van Baal supported that action. The revised proposed minutes will be considered at the next meeting.

The Commission could not approve the minutes for the March 16, 2021, minutes due to a lack of a quorum and those minutes will be considered at the next meeting.

Gajdos suggested moving approval of the minutes to the first part of future agendas and Cotner and Van Baal supported doing so.

Cotner reported that Titan invoiced the Commission \$720 for Park cleanup and placement of picnic tables; Krause Brothers will attend to the irrigation system at the Sheldon Street gates and will provide the Commission with an estimate to repair the irrigation system near the picnic area; Joe Upton replaced three stones in the north Sheldon Street gate, and applied sealant to all four gates; and that a City crew attended to the tree over the fence near the Duncan's graves.

Gajdos reported that he will meet with pavers soon to discuss scheduling, but that paving is weather dependent and may not happen exactly as scheduled. He will try to provide us with scheduling subject to the above, and expects it to be complete by the end of June, 2021.

Cotner adjourned the meeting at 7:56 pm.

Respectfully submitted,  
Aaron van Baal, Secretary

These minutes were approved at the Commission meeting held on June 15, 2021.