

Duncan Park Commission

Meeting Minutes

DATE: May 17, 2022

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

MEETING CALLED TO ORDER: 7:02 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; Mayor Cathy McNally (~7:30pm)

APPROVAL OF AGENDA: Cotner motioned to approve the agenda as circulated; seconded by Nagtzaam. Sass made a motion to amend the agenda such that the invited speaker, Kevin Sayers from the Michigan Department of Natural Resources, would be moved forward to begin the meeting with subsequent commission business to follow as circulated. Cotner provided second. Amendment to agenda passed 4-0. Agenda passed 4-0.

NEW BUSINESS:

- A. Kevin Sayers introduced himself and his program. Mr. Sayers works for the Michigan Department of Natural Resources in the Forest Resource Division and administers the state-wide Urban & Community Forestry program. The goal of this program is to provide technical, education and financial assistance to help a variety of stakeholders care for and manage trees in urban settings. Mr. Sayers shared insights with the commission on strategic approaches that could be used to obtain grants to help with implementation of our existing management document. Matching grants for Oak Wilt control efforts and establishing a contractual relationship with a forester were examples discussed. Collaboration with the adjacent city-owned properties was also considered a valuable approach. Advice was provided on how best to design a competitive proposal and how to identify potential foresters who could access potential Request for Proposals. The potential involvement of Duncan Park with Tree Farm (<https://www.treefarmsystem.org/information-for-michigan-landowners>) was also suggested. Timeline of the application process for the Urban & Community Forestry grant was provided and would involve work on the grant during the summer for a deadline in October.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Holland asked for approval of the April 19, 2022 meeting minutes. Cotner enumerated the previously circulated, corrections he requested to these meeting minutes. There was no objection to corrections in New Business part C and F of the minutes and these were considered approved. Sass objected to corrections in New Business part D and E as well as in Commissioner's comments. Holland called a vote to support corrections requested by Cotner but objected to by Sass failed 1-3 (Holland, Nagtzaam, Sass). Holland asked for approval of the April 22, 2022 work session minutes. Cotner detailed his previously circulated, corrections to the work session minutes. Sass objected to corrections. Holland called a vote to approve corrections circulated by Cotner to the April 22 work session minutes which failed 1-3 (Holland, Nagtzaam, Sass). Minutes of the April 22, 2022 work session as circulated by Sass were considered approved.

NEW BUSINESS (continued):

- B. Motion to activate RFP (Request for Proposal) for a Forester was made by Holland, second given by Nagtzaam. The term activate was clarified to indicate beginning the necessary city procedures for a request for proposal (such as posting and circulating). There was discussion about broadening the scope of services to include adjacent city property or perhaps an alternate proposal could be generated by the city to capitalize on the Duncan Park RFP. Cotner requested the title Consulting Forester be added to the Scope of Services as a clear identification of what is requested. Motion passed 4-0.
- C. Motion to consider estimates for roof repair and identify the appropriate company for the work. Cotner moved to accept the estimate (# 2165) from KR Construction, LLC for soffit and roof repair of \$3705; Sass the provided second. Motion passed 4-0.
- D. Motion to consider estimates for caretaker shed ceiling clean out and identify the appropriate company for the work. Cotner moved to approve the contract with Flagship for \$3114.20, Holland provided the second. There was

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discussion about the additional pest-proofing that was described in the estimate from Best Way Animal Removal and it was thought that additional pest-proofing work may need to be done at a future time. Motion passed 4-0.

- E. Motion to adopt consensus-based procedural practices as discussed in work session of 30 September 2021 was made by Holland and Nagtzaam provided the second. Discussions would be used to generate motions. The specific language of the motion would be arrived at by consensus and the motion would then be voted on by commissioners. Motion passed 3-1 (Cotner).
- F. Motion to consider the services of a Property Management company with discussion to generate an actionable outcome was made by Sass, second by Holland. The amount of time required to obtain estimates/quotes can be onerous for any single commissioner and this responsibility could be taken over by a Property Manager. Historically Duncan Park had a caretaker though he did not obtain quotes. The city did most of the work in the park from 10/1/2014 to 5/31/2019 and invoiced the Duncan Park Commission. Currently, the city plows and picks up trash with the Commission contracting for all other work. The possibility of setting up "task forces" from within the commission to obtain estimates rather than having the work fall on individuals was suggested. Cotner volunteered to discuss with the city whether an easily recording system could be implemented so that the city could return to carrying out work in the park. Holland moved to table the proposal to allow for a consideration of how work in the park by the city could move forward and also be invoiced; Cotner seconded. Motion to table was passed 4-0.

CITY LIAISON REPORT: Todd Brand indicated estimates for the repair of the drains in the parking area were still being considered. Application for Duncan Park to be registered as an Old Growth Forest still in process. Damaged bollards in the parking area still being assessed. Lights at the gates have been cleaned and replaced. Irrigation system was discussed as it is still not functioning and Holland indicated she is taking care of that. Titan will also be requested to bring out the tables. Holland indicated she would fertilize and spread seeds.

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

COMMISSIONER COMMENT: See items discussed during CITY LIAISON REPORT.

PUBLIC COMMENT: None

NEXT MEETING: June 21, 2022 @7pm

ADJOURNMENT: Meeting adjourned by Holland at 9:18 pm.

These minutes were approved at the Commission meeting held on June 21, 2022,



Georgette Sass, Secretary

Sent to City Clerk on June 28, 2022 by Georgette Sass, Secretary