

## **Duncan Park Commission**

### **Meeting Minutes**

May 18, 2021

Zoom Meeting and Streamed on City of Grand Haven's Facebook Live channel

The virtual meeting was called to order at 7:04 p.m. by President Roger Cotner.

#### **Commissioners:**

Present: President Roger Cotner, Secretary Aaron van Baal, Georgette Sass, Jennifer Holland, and Nancy Nagtzaam

#### **Absent:**

Others: City Council Liaison Dennis Scott (7:14 p.m.), City Liaison Derek Gajdos, City Manager Pat McGinnis, and City Councilman Mike Dora (7:15 p.m.)

Those participating in the introductions for live stream introduced themselves and stated their locations to be in Grand Haven, Michigan except 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: Van Baal moved to adopt the circulated Agenda which Cotner seconded. Sass asked that two additions be made to the Agenda: 1) Consideration of a motion to permit additions of any item to the circulated Agenda at any time prior to or at the Commission's regular meeting by a simple majority vote and 2) Consideration of a motion to suspend adherence to all super majority requirements imposed by Robert's Rules of Order and instead require only a simple majority vote to carry all motions before the Commission. There being no objection to the addition of those motions, the Commission approved the agenda as amended on a roll call vote, 5-0.

Public Comment: None

#### **Approval of Minutes:**

- A) Consideration of a motion to approve the revised proposed Minutes from our February 16, 2021, meeting. There being no corrections, the Commission approved the minutes on a roll call vote, 5-0.
- B) Consideration of a motion to approve the proposed Minutes from our March 16, 2021 meeting. There being no corrections, the Commission approved the minutes on a roll call vote, 5-0.
- C) Consideration of a motion to approve the proposed Minutes from our April 20, 2021 meeting. No corrections were offered. The Commission failed to approve the minutes on a roll call vote, 2-3 (Sass, Holland, and Nagtzaam).
- D) Consideration of a motion to approve the proposed Minutes from our May 6, 2021 Special Meeting. Sass noted there was no reason stated on the Minutes as to the need for a Special Meeting and proposed an amendment to the Minutes. Proposed amendment states 'This meeting was a Special Meeting so that Commission Members could vote on the LVAC use application' to be placed before New Business in those minutes. Sass moved the proposed correction, seconded by Holland. The amendment to the minutes was approved 4-1 (Cotner) on a roll call vote. The Commission then approved the minutes as amended on a roll call vote, 5-0.

#### New Business:

- A) Consideration of a motion to approve the year-round placement of one (1) ADA Port-A-John near the parking lot picnic area in partnership with the City of Grand Haven and to authorize the City to seek reimbursement for the estimated \$95 per month expense from the GHACF Duncan Park Fund. Van Baal moved, Cotner seconded. After discussion and inquiries as to color and placement, the motion passed 4-1 (Van Baal) on a roll call vote. Cotner asked that Holland and Gajdos assist the contractor with color selection and placement.
- B) Consideration of a motion to authorize the President to contract with the City of Grand Haven or other suitable contractor for the design and marking of a pedestrian crosswalk across the Park drive at the crest of the hill west of the Sheldon gates at a cost not to exceed \$1,000.00 and to authorize the City to seek reimbursement of the cost from the GHACF Duncan Park Fund. Moved by Holland, seconded by Cotner. Holland stated that at least one other crosswalk was needed in the Park, expressed interest in using non-traditional colors for the crosswalk(s), and stated that the Commission should broaden the motion to include painting parking space lines on the freshly resurfaced parking lot. Cotner citing safety concerns asked the Commission to act on the motion rather than delay marking the crosswalk pending further cost estimates. Sass moved to table the motion, seconded by Holland. The motion to table passed 4-1 (Cotner) on a roll call vote.
- C) Consideration of a motion to authorize the President to contract with Krause Brothers Irrigation for conversion of the current electrical irrigation controller with a battery-operated controller at a cost not to exceed \$1,000 and to authorize the City to seek reimbursement of the cost from the GHACF Duncan Park Fund. No one made the motion so it did not come before the Commission for action.
- D) Consideration of a motion to authorize the President to appoint up to two Commissioners and several others to an Interpretative Trail Committee to develop a proposal for a signed interpretative trail in the Park to educate visitors about the trees, animals, and geology of the Park. Van Baal moved, Cotner seconded. After discussion on the specifics and scope of the proposed Committee, Sass moved to table the motion, seconded by Holland. The motion to table passed 3-2 (Cotner and Van Baal) on a roll call vote.
- E) Consideration of a motion to permit additions of any item to the circulated Agenda at any time prior to or at the Commission's regular meeting by simple majority vote. Sass moved, Holland seconded. Discussion ensued and passed on a roll call vote, 3-2 (Cotner and Van Baal).
- F) Consideration of a motion suspend adherence to all super majority requirements imposed by Robert's Rules of Order and instead to require only a majority vote to carry all motions before the Commission. Sass moved, Nagtzaam seconded. After discussion and clarifications, the motion passed on a roll call vote, 3-2 (Cotner and Van Baal).

#### President's Report:

- A) The President authorized the City to repair or replace 8 posts around the parking lot, and the City will invoice us for that.
- B) The President authorized Krause Brothers Irrigation to move or replace several sprinkling heads in in the picnic area at an estimated cost of under \$300.
- C) The President authorized Curt TerHaar and Ottawa County Parks to print the map, etc., for the kiosk at a cost of approximately \$220.80 plus installation.
- D) The President ordered five copies of Robert's Rules of Order, and asked Commissioners to contact him to arrange to pick up.
- E) Derek informs that City Council will soon require that Agendas for Boards and Commissions be submitted a week before the scheduled meeting. That leaves the President but 24 hours from

our current deadline of the second Monday of the month at 5:00 p.m. to finalize the Agenda for the third Tuesday of the month.

Treasurer's Report: None.

Derek Gajdos Report: Gajdos reported the paving went well and Public Works staff inspected the work and was approved. Gajdos recommended that the Commission should shore up some areas adjacent to the pavement with gravel and topsoil, and stated he would provide a proposal for same.

Old Business: None.

Public Comment:

- 1) City Council Liaison Dennis Scott stated that the Ordinance clearly requires a majority of the Commission to pass measures to manage the Park and that only City Council can change that provision. Scott also stated that using non-traditional colors of paint for crosswalk(s) and other purposes would significantly increase the cost.
- 2) City Councilman Mike Dora thanked the Commission for approving the installation of a Port-A-John in the Park.
- 3) Lisa Dora commented on Facebook that she believes that trail markers would be beneficial to the Park.
- 4) Liza Renee stated trail markers would be a good idea for first time hikers and tourists too.
- 5) Sass asked whether the public could continue attending the Commission's meetings remotely. Gajdos agreed to investigate and report back to the Commission.

Cotner announced the next scheduled meeting date of Tuesday June 15, 2021, at 7:00 p.m. scheduled at the Community Center. Van Baal moved to adjourn the meeting with support from Sass. The motion carried 5-0 by roll call vote and Cotner declared the meeting adjourned at 9:00 p.m.

Respectfully submitted,  
Aaron van Baal, Secretary

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