

**Duncan Park Commission – May 21, 2024; Regular Meeting; 6:00pm**  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**CALL TO ORDER:**

COMMISSIONERS PRESENT: Elizabeth Pool, Mike Poort, Georgette Sass, John Williams (Joe Middleton- absent)

CITY LIAISON PRESENT: 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 Poort to approve minutes with amendments to reflect the commissioners present and absent, and correct the typo in section B; second Williams; approved

**AGENDA**

**NEW BUSINESS:**

- A. **Discussion** – Informational signs for use in the park have been an expenditure under discussion. The following signs have been identified: (1) a general *Duncan Park drive-thru*; (2) *Enter Here*; (3) *DO NOT FEED DEER*; (4) *No ornaments*. A mock-up of signs has been shared on [Google Drive](#) and is also attached to this agenda.) **Outcome** – The Duncan Park Commission (DPC) will determine whether these signs and/or others are warranted and vote on this expenditure.  
*Sass motioned to order 10 signs with the revised designs and wording as discussed: Please Do Not Feed the Deer, general Duncan Park Drive-thru signs, Enter Here and Do Not Decorate the Trees signs with the approximate cost of \$200-250; second Pool; approved*
- B. **Discussion** – DPC has developed promotional materials to use as community outreach and in fundraising. [Brochures](#) with information on Duncan Park and promotional stickers were generated with the official Duncan Park logo. Whether additional materials should be generated as well support of current expenditures will be discussed. **Outcome** – DPC will vote on these expenditures.  
*Sass motioned to approve the expenditures for the purchase of brochures and Duncan Park stickers; second Pool; approved*
- C. **Discussion** – Evidence of activities in the park representing acts of vandalism have been observed. Examples of these include the movement of the traffic cones up into hemlock trees, graffiti on park benches and damage to trees. DPC will discuss possible approaches that could be taken to limit these activities and more actively engage in oversight of the recreational use of the park. **Outcome** – DPC will initiate discussions with a potential vote on specific action.  
*The commissioners discussed the possibility of fostering community effort to prevent vandalism and the idea of using trail cams to identify those individuals. It was noted that trail cams would be helpful for tracking animals however it was not clear whether they are effective in identifying vandals. It was suggested that people should call the police if they see any suspicious activity, such as kids vandalizing property. The group discussed ways to encourage people to report incidents, including posting on social media and putting up signs to raise awareness. No resolution was made. Commissioners will look into the options, costs, and legal implications of installing trail cams in the park.*
- D. **Discussion** – Updates to the Use Permit for Duncan Park were previously discussed (see [March 21, 2023 and April 18, 2023 Minutes on Google Drive](#)), but not yet implemented. The DPC will revisit with a broader consideration of what constitutes use of the park that should be

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documented in the form of a Use Permit. The Updated Use Permit (on Google Drive and attached to this agenda) should be reviewed. **Outcome** – DPC will vote on the Use Permit.

*Sass discussed the importance of being informed about activities happening in Duncan Park, including educational programs and group events. She emphasized the need for rules and oversight to prevent damage to the park's infrastructure and natural environment. The commission decided to create a seasonal newsletter to spread awareness as well as an informational/story walk through the woods that would educate users about the guidelines we have for when using the trails and woods. Sass and Pool to work on a spring newsletter to send out to the email list, highlighting the park's activities, events, and fundraising opportunities.*

*Sass motioned to approve the new use permit; second Williams; approved*

**OLD BUSINESS:**

**A. Upcoming planned events:**

Boy Scouts are set to work on the back gate on June 1.

June 8 will be a work day from 9-11am.

**COMMISSIONER'S REPORTS:** *These should be limited in scope, representing a report of activities relevant to Duncan Park and DPC. However, discussions or actions that require detailed consideration or a vote should be placed as an agenda item under NEW BUSINESS.*

**Pool:** The new gate is installed. The lock is being mailed back to us. Earth Day was successful.

**Sass:** The fallen tree limb was removed.

**CITY LIAISON REPORT:** NONE AT THIS TIME

**TREASURER REPORT:** April financial reports were attached to email sent with this agenda and can be found on Google Drive.

**PUBLIC COMMENT:** NONE

**ADJOURNMENT:** 7:30PM

**NEXT MEETING:** June 4, 2024 @6pm

APPROVED MINUTES RESPECTFULLY SUBMITTED BY:



DUNCAN PARK COMMISSION, SECRETARY