

**Duncan Park Commission**  
Meeting Minutes  
June 15, 2021  
Grand Haven Community Center, Mackinaw Room

The meeting was called to order at 7:00 p.m. by President Roger Cotner.

Commissioners:

Present: President Roger Cotner, Georgette Sass, Jennifer Holland, and Nancy Nagtzaam

Absent: Secretary Aaron van Baal

Cotner volunteered to take minutes as Acting Secretary.

Others present: City Council Liaison Dennis Scott, City Liaison Derek Gajdos, and City Councilman Mike Dora

Approval of Agenda: Holland moved to adopt the circulated Agenda which Sass seconded.

Cotner asked that the Use Application submitted by Momentum Center for Salmon Run be added to the Agenda. There was no objection to this addition.

Sass proposed several substitutions and additions to the proposed Agenda, as follows:

1. Remove item f: Consideration of a motion to authorize the President to appoint a committee to formulate bylaws, rules and policies to include in a document titled "Duncan Park Commission Rules and Regulations," and substitute "Consideration of a motion to create a Duncan Park Rules and Regulations document." There was no objection to this substitution.
2. Deleting Item h. "Consideration of a motion to limit the June 16, 2020, authorization given to the President to contract for services only for emergencies in Duncan Park in an amount not to exceed \$3,000" and substituting "Consideration of a motion to require that all services not of an emergent nature should have at least three good faith estimates of the cost associated with the work to be done brought before the Commissioners for a vote." There was no objection to this substitution.

The Commission the approved the amended Agenda, 4-0.

Public Comment: None

Approval of Minutes:

- A) There were no corrections to the proposed minutes from our April 20, 2021, regular meeting as circulated with the proposed Agenda and the Chair stated those minutes would stand approved as circulated.
- B) There were no corrections to the proposed minutes from our May 18, 2021, regular meeting as circulated with the proposed Agenda and the Chair stated those minutes would stand approved as circulated.
- C) There were no corrections to the proposed minutes from our May 24, 2021, special meeting as circulated with the proposed Agenda and the Chair stated those minutes would stand approved as circulated.

New Business:

A) Election of President: Sass nominated Holland to serve as President. There being no other nominations, the Commission elected Holland to serve as President, 4-0.

Cotner immediately offered the Chair to Holland, who deferred to Cotner to conduct the remainder of the meeting.

B) Election of Secretary: Holland nominated van Baal to serve as Secretary. The Chair inquired whether Holland had van Baal's consent to serve and she stated she did not. There being no other nominations, the Commission elected van Baal to serve as Secretary, 4-0, subject to van Baal's right to decline to so serve.

C) Holland moved that the Commission consider authorizing the City of Grand Haven Public Works Department to design, mark, and erect signage providing for one handicapped parking space at the Lake Ave. gate between the gate and Lake Ave. at a cost not to exceed \$400; and to authorize the City to seek reimbursement of the cost from the GHACF Duncan Park Fund.

After discussion, the motion failed, 1-3 (Holland, Sass, Nagtzaam).

D) Holland moved that the Commission consider recommending that the City of Grand Haven design, mark, and provide signage for a pedestrian crosswalk at the East end of the Lake Ave gate to cross Lake Ave. and connect to the existing Lake Ave sidewalk with the addition of a connecting sidewalk through the parkway.

After discussion, the motion passed, 4-0.

E) Holland moved that the Commission authorize the City to add gravel and topsoil to stabilize the shoulders of the recently paved Park Drive and Parking Lot at a cost not to exceed \$1,200; and to authorize the City to seek reimbursement of the cost from the GHACF Duncan Park Fund.

During discussions, the Commission amended the motion by consensus to increase the expense to \$1,400 so that similar stabilization could be done near the bench on the Park Drive between the gates.

The amended motion passed 4-0.

F) Sass moved that the Commission create a Duncan Park Rules and Regulations document.

Cotner suggested that a charrette work session could be helpful for Commissioners to rank possible provisions in the document according to importance, and that writing a draft document should be left to one person. The drafter could then present that document to the Commission for final action or further revisions.

The motion passed, 4-0.

G) Sass moved that all Commissioners have administrative rights on the Park's Facebook page.

After discussion, the motion passed, 3-1 (Cotner).

H) Holland moved to require that all services not of an emergent nature should have at least three good faith estimates of the cost associated with the work to be done brought before the Commissioners for a vote.

There was a full discussion of the motion. Gajdos informed the Commission that the City's policy permits department heads to authorize spending up to \$2,500 without the necessity of bids or estimates within budgetary parameters.

Cotner moved to amend the motion to provide that no estimates would be required for expenditures in an amount not exceeding \$2,500, which died for want of a second.

Cotner then moved to amend the motion to provide that no estimates would be required for expenditures in an amount not exceeding \$1,000, which Nagtzaam supported. The motion to amend failed, 1-3 (Sass, Holland, Nagtzaam)

After discussion, the motion passed, 3-1 (Cotner).

I) Sass moved to authorize the purchase of an additional 2000 compostible dog waste bags at a cost not to exceed \$250, and to authorize the Duncan Park Fund to reimburse the purchaser of same.

During discussion, Cotner noted that the proposed expense did not include three good faith estimates as required by the just adopted policy.

After those discussions, the motion passed, 3-1 (Cotner).

J) Sass moved that the dog waste bag container be placed on the kiosk.

During discussions, Sass clarified that it would be placed on the northwest side of the kiosk.

After those discussions, the motion passed 4-0.

K) Sass moved that the Commission sponsor a volunteer event known as the Duncan Park Day of Caring, to be held annually on or about October 22, the anniversary of Martha Duncan's gift of the Park to the citizens of Grand Haven.

During discussions, Cotner asked whether "Day of Caring" may be protected by copyright. Sass stated she did not know. By consensus, the Commission amended the motion to strike the words "event known as the Duncan Park Day of Caring" from the motion.

After those discussions, the motion passed 4-0.

L) Sass moved to approve the Use Application submitted by the Momentum Center for a Salmon Run to be held on September 18, 2021, between 7:00 and 11:00 a.m.

Cotner advised that the application asks that the event fee be waived. Commissioners discussed the requested waiver and reached consensus that an event fee of \$350 is appropriate

considering the Commission's previous approvals of similar use applications by the Tri-Cities Y and others.

After those discussions, the motion passed 4-0.

President's Report:

- A) The President reported on the status of the Duncan Park Fund at the Grand Haven Area Community Foundation.
- B) The President reported on the LVAC event: sales of \$5,000, 25 artists participated, and everyone who attended loved the event.

Treasurer's Report: The Commission received City Treasurer Amy Bessinger's financial reports for May, 2021.

Derek Gajdos Report:

- A) Gajdos reported that his crews are a bit behind and cannot replace about 8 posts in the parking lot until approximately the end of July. Sass stated that the GHACF volunteers counted 42 posts that require replacement.
- B) Gajdos stated he was waiting for Holland's information to place the port-a-john order. Holland informed that she provided a map for the placement. Gajdos stated he would place the order immediately and the port-a-john should be placed in approximately one week.

Unfinished Business:

- A) The Chair asked for a motion to take up from the table the 5/18/21 motion regarding installing a crosswalk on the Park Drive, but none was offered. The Chair declared the motion dead.
- B) The Chair asked for a motion to take up from the table the 5/18/21 motion regarding appointment of an Interpretive Trail Committee, but none was offered. The Chair declared the motion dead.

Public Comment:

- 1) City Council Liaison Dennis Scott supported the Commission's stabilizing the shoulders of the drive and parking lot.
- 2) City Councilman Mike Dora criticized the Commission's adoption of a policy requiring three good faith estimates for any expenditure as impractical.

The Chair announced the next scheduled meeting date of Tuesday July 20, 2021, at 7:00 p.m., tentatively scheduled at the Community Center. Holland moved to adjourn the meeting and the motion carried 4-0. The Chair declared the meeting adjourned at 9:18 p.m.

Approval of these minutes by the Commission occurred at the meeting held on July 20, 2021.

Submitted to City Clerk Linda Browand on August 18, 2021 by Georgette Sass, Secretary