

Duncan Park Commission

DATE: July 19, 2022

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

MEETING CALLED TO ORDER: 7:08 p.m. by President Georgette Sass.

COMMISSIONERS PRESENT: Jennifer Holland, Nancy Nagtzaam, Georgette Sass

OTHERS PRESENT: City Liaison Todd Brand

APPROVAL OF AGENDA: Holland motioned to approve the agenda as circulated; seconded by Nagtzaam. Agenda passed 3-0.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Sass asked for approval of the circulated June 21, 2022 regular meeting minutes. Holland made the motion to approve, Sass provided the second. Minutes were approved 3-0. Sass asked for approval of the circulated July 11, 2022 work session minutes. Holland made the motion to approve, Nagtzaam seconded. Minutes were approved 3-0.

AGENDA

NEW BUSINESS:

- A Tick Research Project - William Miller from Calvin College presented (via Zoom) information regarding his tick research project (proposal sent to all commissioners on 6/23/22 and posted on Google Drive under *Use Permits*). Goal for the project is to compare techniques used in tick surveillance where species, their relative density and disease are determined. Duncan Park would be used as a site of drag sampling and passive nestbox sampling. No animals would be trapped or harmed. It was requested that some type of information about the study be posted on the kiosk. Sass made the following motion: Duncan Park Commission (DPC) supports the tick research project (including the use of cameras if determined acceptable by the city) and the use of Duncan Park as a research site. Nagtzaam provided a second. Motion passed 3-0.
- B Adopt-a-Hemlock Foundation Support - Larry Burns provided background to his request for the opportunity to place signage for his foundation, Adopt-a-Hemlock, in Duncan Park. There was a discussion about the need to balance Duncan Park Commission's promotion of its own fund with the desire to support the efforts of fundraising by Adopt-a-Hemlock. While materials currently on the kiosk are under discussion, it was unanimously agreed by all commissioners that the Duncan Park Commission would support the presentation of both charitable funds on the kiosk. The next step would involve Sass finding out how to best promote the Duncan Park Fund through the Grand Haven Area Community Foundation.
- C Duncan Park Signage and Marketing – The proposal from Jennifer Smelker to develop a brand identity guide and a trail map for the kiosk was discussed. Information needed from the commission included specific modifications to trails, addition mileage of trails and any desired features, for example. It was noted that the design process would likely involve multiple steps. Motion to approve the proposal totalling \$900 to begin the design work by Jennifer Smelker was made by Holland with second provided by Nagtzaam. Motion passed 3-0.
- D Structures in the Park – The commissioners discussed what action should be taken when structures are built in the park. Holland pointed out that the current rules clearly ban this practice. It was agreed that these should be removed when found and this could be carried by a future caretaker or during work sessions at the park. The city would provide support for removal of any material recovered.
- E Upgrades to Caretaker Shed – Discussion focused on how to seal the caretaker shed to prevent further intrusions of animals. In addition, it was decided that a key box should be added to the

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caretaker shed to facilitate access by workman. Materials needed for this work (caulking and door sweep) were identified. Motion to modify the shed with a door sweep, caulk at the ceiling and a key box was made by Sass and seconded by Holland. Motion passed 3-0.

- F Remediation of Sheldon Gate Plantings – It was agreed that the plantings at the stone gates and the frontage of the park along Sheldon should be the focus of any remediation efforts. It was noted that the work of the volunteers for the Ottawa County United Way Day of Caring would be a good fit for this project. It was agreed that cleaning the brush from the area at the entrance of the park would be a necessary first step.
- G Sunday Morning Work Sessions at the Park were discussed. It was decided that a schedule of work sessions should be set up. This would start July 24th and then occur at regular intervals (August 24th, August 28th, Sept 11th, etc) at 10 am.
- H Sept 15 is the 2022 Ottawa County United Way Day of Caring. Discussion in NEW BUSINESS item F led to the motion by Sass that volunteers would clean brush at the entrance of the park with a second by Nagtzaam. Motion passed 3-0.
- I How to increase awareness of costs such as the Portable bathroom to promote fiscal responsibility was discussed. No motion was made.

OLD BUSINESS:

- The RFP for Forester was posted on Google Drive under *RFP Forester* with bids due September 7th
- 2022 Coast Guard festival (use permit included with 7/19/22 meeting agenda sent via email and on Google Drive)
- Titan contract with respect to mowing will remain active until the end of the season.
- Task-specific updates
 - i. Holland and Nagtzaam – Kiosk header
 - ii. Holland and Nagtzaam – Curt TerHaar information for trail map

CITY LIAISON REPORT: Todd asked what dates were preferred by the Duncan Park Commission to remove the picnic tables. It was agreed that Halloween would be an easy date to remember for this task. Additional work that may need to get done would be to regrade the access to the caretaker shed. Holland volunteered to revisit the previous quote she had on that work.

TREASURER REPORT: Financial reports shared with commissioners on Google Drive and via email with 7/19/22 meeting agenda.

PUBLIC COMMENT: None

PRESIDENT REPORT: Sass identified the following as items of potential business

- Invite GH Boards that oversee Lake Forest Cemetery and Mulligan's Hollow to a Duncan Park meeting to establish a working relationship.
- In our efforts to prevent Oak Wilt in Duncan Park, it was agreed to invite Scott Grimes (GHAPS Superintendent) to report on status of oak wilt at Mary A White elementary school.
- Tree down in DP (will contact Department of Public Works).
- Update our Use Permit application to better reflect actual practices.

ADJOURNMENT: 9:25PM

NEXT MEETING: August 16, 2022 @7pm

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These minutes were approved at the Commission meeting held on August 16, 2022



Georgette Sass, Secretary