

**Duncan Park Commission** – August 15, 2023; Regular Meeting; 7:00pm  
Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

**CALL TO ORDER: 7:07PM 8/15/2023**

COMMISSIONERS: Larry Burns, Elizabeth Pool, Mike Poort (8:00), Georgette Sass, John Williams  
CITY LIAISON: Derek Gajdos

**APPROVAL OF AGENDA: Amendments:** (1) Maria Borsma will be presenting on rules and the open meeting act, (2) Move elections to later in the meeting after Mike Poort arrives. Motion by Sass, Second by Williams to approve the agenda as amended. (Passed)

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** Motion to approve the July 18, 2023 minutes by Burns, Second by Williams. (passed)

**NEW BUSINESS:**

A Presentation by Maria Borsma (city clerk) on the open meetings act. A handout was provided to familiarize the DPW with the open meetings act. Only approved meeting minutes must be sent to the city clerk's office. Drafts must be done within 8 days of the meeting. We can send the Draft minutes but they will not be posted until they are approved.

Our current Code of Ordinances requires an election to be held when a new member is appointed. Motion by Pool, Second by Burns, for Sass to remain president. (Approved) Motion by Poort, Second by Williams to elect Pool as Secretary. (Passed)

The schedule for Boards & Commissions in the 2024 calendar year is due. There is a consideration to set the meetings to the first and third Tuesday of each month. Comments were made to try and keep the meetings to 1 hour but we cannot restrict the amount of time. A motion was made by Burns, Second by Sass to meeting 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month @ 6pm with exception of city recognized City holidays. (Passed)

Motion to approve use permit for the Turkey Trott (a run through Duncan Park) on November 23, 2023 was made by Sass, second by Williams. (Passed)

Discussed the United Way of Ottawa Day of caring, September 7<sup>th</sup>. In the past the day of caring was used to pull invasives, Plant around the front pillars. Suggested ideas: Mulching, Plantings. Motion to approve the lakeshore and Sheldon entrance cleanup of the landscape. With the purchase of mulch (10 to 12 yards) approx. \$250, made by Sass, second by Williams. (Approved)

It was discussed that our current inline presents are out of date. There is a desire to have relevant information about the Park and events for the public. Should we hire a social media person to keep things up to date in relationship to activities in Duncan Park. Part of the issue is we don't know what to post or keep it up to date. Sass noted she is working to get the ownership of the current facebook page from Jennifer. Pool will contact Shyle (city social media) for ideas on how we should market. Maybe Shyle can update our pages. We currently have a Facebook page (out of date). It was agreed that we should get our online presents updated, but nothing was determined how to do this or what to update. Pool will come back with additional information for the Facebook page.

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DPC discussed questions/clarifications of budget considerations for Emily Greene (Finance Director, City of GH).

1. What would be the appropriate procedure for inclusion of the DPC in discussions that lead to official changes in the DP budget?
2. A section of the Duncan Park charter describing funding has been removed. (see Code of Ordinances, City of Grand Haven, Michigan, Article V, Sec. 25-61 to 25-70) - Why was the section on funding removed from the ordinance after the July 15, 2014 archived version?
3. Is it possible for the Duncan Park Commission to establish a funding source, separate from that owned by the city and held at the GHACF? Fundraise to specific items.

Point 3 was discussed to clarify that this would be fundraising for projects or special items in the park.

Comments were made that we can pull funds from the community foundation fund at any time but then our principle would do down. We need to understand what we can do for fundraising and building our balance in the community foundation fund as well as special projects.

Sass has been working with two Boy Scouts for Eagle Scout projects. Two projects were Identified 1) to restore the two gates of the Park (Painting, Staining and Aligning). 2) Generating trail markers for the 3 main trails of the park (Martha's Loop, East Ridge Trail, Pompa's Loop). This would also include some trail maintenance to identify the trails. The Scouts will present a plan, cost estimates, and funding plan, to the DPC. The Scouts usually provide funding for the projects but the DPC intends to support the Scouts as needed. No funding was committed to at this time.

Motion by Sass, second by Burns to move forward with the two Eagle Scout projects.

A motion was made by Burns, Second by Williams to repair/replace the Bollards (Cap and Stain). The commission discussed the motion and determined they just don't know what the best plan would be for the Bollards or some other barrier for the parking lot and road. The motion was tabled to do additional investigation. Pool to contact titan for ideas and estimates to border the parking lot.

Sass also commented that she was working with Titan on an estimate for stairs on the Mary-A-White trail.

The DPC discussed a coordinated trail map with the cemetery and Mulligans Hollow. There was no direction from this topic.

It was discussed to prioritize the projects for Duncan Park. We should create a projects list and then prioritize what should we do in 2024. Some project Ideas like trail signage, clearing widow maker trees, closing off specific trails, planning and scheduling monthly volunteer tasks, etc.

There is now a document in the management folder to place thoughts and ideas.

Nick Sanchez requested to move the dedication to the evening of October 6<sup>th</sup> or midday October 8<sup>th</sup>.

Motion to move out the Old Growth dedication out to October 2024. Sass to ask Nick about new dates about the dedication and plaque presentation. It was suggested a small dedication to just the DPW board. Sunday 8/8. Motion by Burns, Second by Pool to have a dedication with DPC on October 8<sup>th</sup>, 2023, mid-afternoon. Motion Passed.

This could be followed in 2024 by a larger communication/community outreach to the public. No specific person was dedicated or appointed to the chair the dedication event.

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PRESIDENT REPORT:

- Thanks to John for the General Maintenance List
- Launch Duncan Park Stakeholder Survey. Sass to launch, Review under Survey.  
Motion by Burns second by Sass to release the survey with review and input on comments.
- Urban Forestry Grant - Exclosure update and signage approval – Comment was made
- Duncan Park Commissioner shirts – Suggested it would be a polo shirt with a logo.  
Sass has also been working with Maruska (Randy) on a design for volunteer shirts or for sale shirts.

OLD BUSINESS: NONE

CITY LIAISON REPORT: Speeders around Edwards. The city is looking at sidewalk ideas along the lake street entrance. This is way out, but just giving us a heads up.

TREASURER REPORT: Financial reports shared on Google Drive and sent with August meeting agenda

PUBLIC COMMENT:

ADJOURNMENT: 9:16 PM

NEXT MEETING: September 19, 2023 @7pm

APPROVED 9/19/23

RESPECTFULLY SUBMITTED BY:

*Elizabeth Pool*

ELIZABETH A POOL

DUNCAN PARK COMMISSION, SECRETARY