

## Duncan Park Commission

DATE: August 16, 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 Sass. Agenda passed 3-0.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Sass asked for approval of the circulated July 19, 2022 regular meeting minutes. Holland made the motion to approve, Nagtzaam provided the second. Minutes were approved 3-0.

### AGENDA

#### NEW BUSINESS:

- A **Discussion** – Finalize the new Kiosk Trail Map and review brand identity material from Jennifer Smelker. **Outcome** – Provide Jennifer Smelker information needed to move forward on this phase. Discussion focused on the state of trails in the park and commissioners came to a consensus on which should be depicted on the Kiosk Trail Map. It was also decided to provide mileage of three suggested trails as insets on the Kiosk Trail Map and these should have different lengths/difficulty levels. The size of the actual map was to be determined and must still allow for room to post other items (such as donation information, dog waste bags, rules, etc.). *Note: the Kiosk is 65"(h) x 53"(w).* The commissioners agreed the color/font choices provided in the Inspiration Board were acceptable. Sass will convey the information to Jennifer Smelker. **Motion** pending additional information.
- B **Discussion** – Hire extra support to help maintain park as well as execute projects and repairs that are too minimal for DPW. **Outcome** - DPC determines how to support. Holland indicated a desire to move forward with a caretaker position. Sass asked for clarity as to how this position would be funded and how the Duncan Park Commission budget of \$17,000 would need to be adjusted. It was decided to obtain information from the city as to what would be the wage if a caretaker was hired through the city. The position will be reposted as well. **Motion** pending additional information.
- C **Discussion** – Use Permit. Review what uses of the park require a permit, determine how extensive use of the park can be and determine a consistent fee structure for non-profit versus for profit organizations. Current Use Permit posted on Google Drive in *Use Permit Folder* and sent via email with 8/16/22 agenda. **Outcome** – DPC will update Use Permit and/or clarify how it is used. Sass pointed out that there are many different types of uses that should require a Use Permit and should be expanded to include research and education outreach especially when the duration and impact on the park is significant. Holland suggested a more formal document that could be used for this purpose. Nagtzaam suggested a Work Session to accomplish this. Discussion continued with an examination of use duration; profit versus non-profit; resident versus non-resident; research and education; etc. **Motion** pending additional work to be completed in a Work Session.
- D **Discussion** – LVAC Use Permit. Posted on Google Drive in Use Permit Folder and sent via email with 8/16/22 agenda. **Outcome** – DPC will determine how to support this request. Holland noted this would be the third LVAC event in Duncan Park. Commissioners wondered whether the LVAC would be willing to hold their event in the picnic area by the parking lot so that the impact on other areas of the park and users would be minimized. It was decided Sass will communicate our questions to LVAC and get back to the commission in time for a vote at the September meeting.

### Duncan Park Commission

- E **Discussion** – Activities for the Sept 15, 2022 Ottawa County United Way Day of Caring. Hortech, Inc has native plants to be used and is now a vendor we can use through the city. **Outcome** – Expand the scope of volunteer activities to include plantings at both the Sheldon entrance and the frontage along Sheldon. This will require additional materials such as water, compost and mulch. (Catalog posted on Google Drive and sent via email with 8/16/22 agenda.) Sass reported the crew would be from the Grand Haven Area Community Foundation. And because there will be a large crew (>14 volunteers), it would be great to take advantage of their collective efforts. Commissioners decided that the event would focus on that area at and around the Sheldon gate and a visit to the site was planned to identify the required preparation and tools necessary.
- F **Discussion** – Snow removal by DPW. **Outcome** – DPC will identify preferred placement. Holland requested that the snow not be placed at the handicapped area. It was decided that the snow would be placed where the Porta-John is now located. The Porta-John could then be moved closer to the ADA space for the winter. Commissioners agreed to this adjustment and decided after Nov 1 is a reasonable date for this to occur.

### OLD BUSINESS:

- **RFP for Forester** posted July 20<sup>th</sup> by GH city; no bids had been received.
- **Task-specific updates**
  - i. Holland and Nagtzaam – Kiosk header
  - ii. Invitation to GH Boards (still in process)
  - iii. Invitation to GHAPS for report on status of oak wilt (postponed)
  - iv. Tree down (still!)

CITY LIAISON REPORT: Nothing needed to be reported at this time

TREASURER REPORT: Financial reports shared with commissioners on Google Drive and via email with 8/16/22 meeting agenda.

PUBLIC COMMENT: None

### PRESIDENT REPORT:

- **Grand Haven Area Community Foundation (GHACF) information on Duncan Park Fund**  
Sass reported on a meeting with the GHACF and the generation of a QR code is currently possible. The GHACF is in the process of changing their system and we may have the ability to have a QR code that goes directly to the Duncan Park Fund. In addition, Sass relayed the estimated % that can be sustainably used from the fund each year.

ADJOURNMENT: 9:45PM

NEXT MEETING: September 20, 2022 @7pm

These minutes were approved at the Commission meeting held on September 20, 2022,

Mike Poort, Secretary

Sent to City Clerk on: