

**Duncan Park Commission – September 16, 2025; Regular Meeting; 6:00pm**  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**CALL TO ORDER:**

COMMISSIONERS: Joe Middleton, Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Michael England

**APPROVAL OF AGENDA:** Motion to approve agenda made by Williams, second by Middleton; passed 4-0

**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 to approve August 19, 2025 Draft Minutes made by Poort, second by Sass; passed 4-0

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – Lakeshore Visual Arts Collective (LVAC) “Walk in the Woods” is September 21.  
**Outcome** – Commissioners decided DPC will be in attendance to hand out brochures, advertise future events and recruit volunteers as in previous LVAC events in Duncan Park. Williams will be available to open and close the LVAC event, Sass will attend noon to 2pm and Middleton will attend 2pm to closing. **Motion** – none needed.
- B. **Discussion** – Commissioners discussed when to host the annual Fall Color “Drive Thru”.  
**Outcome** – Duncan Park Commission (DPC) set the event date and time based on synergy with other activities in the city, determined items for attendees, and will finalize commissioner coverage at our next meeting. **Motion** – DPC will host the Fall Color “Drive Thru” on October 25 from 11am to 4pm made by Port, second by Sass; passed 4-0.
- C. **Discussion** – Commissioners discussed the most recent quote to improve the access point to Duncan Park at Wisconsin St. **Motion** – Accept the proposal from JDesign & Services LLC to begin construction to control erosion at the Wisconsin St access contingent upon review from City of Grand Haven engineers and receipt of references made by Sass, second by Williams; passed 4-0.
- D. **Discussion** – DPC recognizes that our ongoing management of forest health in Duncan Park is impacted by surrounding properties under management by the City of Grand Haven. The original September 16 date for this could not be realized due to an inability to meet Open Meetings Act requirements due to an incorrect date for a quorum notice in the body of an email sent by Sass to the City Clerk. **Outcome** – Date for a collaborative meeting requested by Department of Public Works in Duncan Park was reset for September 24, 2025 at 5pm. **Motion** – none needed.

OLD BUSINESS:

- A. **Discussion** – Poort and Sass reported on work accomplished on the Ottawa County Day of Caring Sept 12, with volunteers from Shape Corp included installed trail signs, cleared trails and mulching the access trail from Mary A White. **Outcome** – Sass will send Thank You notes to all who helped and DPC will authorize reimbursements for expenses associated with the event. Receipts were given to City Liaison Michael England. **Motion** – Reimburse Olmsted Signs & Design for trail signs (\$300), Inc and Sass for hardware to post signs (\$98.29) made by Poort, second by Sass; passed 4-0.

**COMMISSIONER’S REPORTS:** *These are limited in scope, representing a report of activities relevant to Duncan Park and DPC. These will be limited to 3 minutes. Discussions or actions that require detailed consideration or a vote should be placed as an agenda item under NEW BUSINESS.* Poort requested a Workday in Duncan Park to continue the trail work of the Ottawa County Day of Caring. Commissioners discussed and set the date for October 18 from 10am to noon. Outreach to advertise and recruit volunteers will include Duneside Discovery

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Center (Melanie Ver Duin), Grand Haven Highschool Green Club (Middleton) and Grand Haven City's Facebook (Sass).

CITY LIAISON REPORT:

TREASURER REPORT: Financial documents for August were provided to Commissioners.

**PUBLIC COMMENT:**

**ADJOURNMENT:** 7:09pm

**NEXT MEETING:** October 21, 2025 @6pm