

Duncan Park Commission

DATE: September 20, 2022

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

MEETING CALLED TO ORDER: ~7:00 p.m. by President Georgette Sass.

COMMISSIONERS PRESENT: Jennifer Holland, Nancy Nagtzaam, Georgette Sass, Mike Poort, John Williams

OTHERS PRESENT: City Liaison, Derek Gajdos

Guest: Demitria Gavit 925 Bovine Rd, Norton Shores 49441

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 August 16, 2022 regular meeting minutes. Motion by Holland, Second by Nagtzaam. Minutes were approved 3-0-2. 2 abstentions due to new board members that weren't at the meeting yet.

Sass asked for approval of the September 7, 2022 special meeting minutes. Motion by Holland, Second by Sass. Motion approved 4-0, from members present at the special session.

AGENDA

NEW BUSINESS:

- A **Elections** - Nominations for President were Georgette Sass, accepted and approved. (5-0)
Nominations for Secretary were Michael Poort, accepted and approved. (5-0)
- B **Discussion** – Turkey Trot use Permit, The Turkey Trot was presented to the board by Demitria Gavit (Guest). The Turkey Trot is a fundraiser for Out Side In, INC. This has been an annual event on Thanksgiving. The 2022 event will take place on 11/24/2022. A motion to approve the 2022 Turkey Trot to go through Duncan Park, on the paved road, and waive the park fee for 2022 was made by Sass, Seconded by Williams. Motion Pass 5-0. This event was previously approved by the City.
- C **Discussion** – Kiosk Trail Map: The Trail maps were reviewed. Sass had a CAD print, from the county parks, of the trail map as well as the map from the designer Jennifer Smelker. Sass to review changes of the designer trail map comments were made to the colors of the trails. Sass to determine if there would be any additional cost to changes. It was all so noted that if we use the designer's map that there would be copyrights and additional cost in the future for changes.
- D **Discussion** – Approach to hiring support for Duncan Park Maintenance: Gajdos noted that to hire a person as a caretaker of the park, it would have to be a city employee with all the benefits that a city worker has. The park could contract with a property management company. It was determined we need to define the requirements and determine if we have funding for a position in the park. If a contractor is proposed it would have to follow the City procedures for hire. If over 5K it requires 3 quotes on a job. Most contracts are done for 3 to 5 years. Talks continued that we may be able to work task by task with the city. Tasks list and priorities need to be determined.
- E **Discussion** – Additional Fundraising and/or volunteer events: It was determined that we would do an open park drive through from Lake to Sheldon on October 22nd from 11am to 5pm. This would be a fundraiser. Holland was going to work on signage, Williams will work on public service announcements. Additional detail and planning to follow.

Duncan Park Commission

F **Discussion** – 2023 meeting dates were accepted. (I think there was a vote....)

Meets monthly, 3rd Tues, 7:00 pm, City Hall–Chambers,

01/17/23	04/18/23	07/18/23	10/17/23
02/21/23	05/16/23	08/15/23	11/21/23
03/21/23	06/20/23	09/19/23	12/19/23

G **Discussion** – Duncan Park use permit: We need to align with the city use permits. We don't want to double dip application fees. However the Park fees are per park. The commission felt that the park should share in the fees that the city is collecting, because the park is not funded like other city parks. There is probably not a need for two forms if Duncan Park can be included on the City application with needed information. Duncan Park board would still want to approve if an event is held in the park, before the city gives final approval to the event. Additional discussion is required with the Parks board and city staff.

H **Discussion** - Winterizing Duncan Park: Derek will schedule the putting away of the Tables, Water shut off and blowout for sprinklers and water faucets.

OLD BUSINESS:

- **Task-specific updates**

- Holland and Nagtzaam – Kiosk header - In Progress
- Invitation to GH Boards (still in process)
- Invitation to GHAPS for report on status of oak wilt (in process)
- Tree down - Cemetery Edge, Derek will look into it

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 9/19/2022 meeting agenda.

PUBLIC COMMENT: None

PRESIDENT REPORT:

- 2022 United Way Ottawa County Day of Caring was performed at the Sheldon Street Entrance, There is still some mulch to be spread
- Request for Proposal of a Forester is in process
- Working with Dr Ali Locher on a Urban Forestry Grant for Enclosures

ADJOURNMENT: 9:30PM

NEXT MEETING: October 18, 2022 @7pm

Minutes respectfully submitted by Mike Poort

Michael J Poort

Michael J Poort
Duncan Park Commission, Secretary

Approved 10/18/2022.