

Duncan Park Commission

Meeting Minutes

DATE: September 21, 2021

MEETING HELD: Grand Haven City Hall, Council Chambers

MEETING CALLED TO ORDER: 7:03 p.m. by President Jennifer Holland.

COMMISSIONERS PRESENT: Jennifer Holland, Nancy Nagtzaam, Georgette Sass

COMMISSIONERS ABSENT: Roger Cotner, Aaron Van Baal

OTHERS PRESENT: City Liaison Derek Gajdos

APPROVAL OF AGENDA: Motion to modify the agenda to include a discussion of the most recent quote obtained to repair the irrigation system at the front gate made by Holland; seconded by Nagtzaam. Commission approved the agenda, 3-0.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: August 17, 2021 meeting minutes were circulated and accepted as originally submitted.

NEW BUSINESS:

- Consideration of a motion to approve use of the park or the Outside In Annual Turkey Trot 5K Run made by Holland; Sass gave second. The city has a designated route approved by public safety that will be used. Motion carried 3-0.
- Consideration of a motion to authorize the President to post the caretaker job opening in various forums at a cost not to exceed \$200, and to distribute responses to Commissioners as received. Motion to discuss Holland; Sass second. Possible scenarios were discussed with respect to the method by which we employ the caretaker (for example - fully independent contractor; as a city employee; employed by third party yet contracted by Duncan). Specific aspects of the job requirements were also clarified and it was decided these will be addressed in a President-edited job posting to be recirculated. Motion to table until edits are received carried 3-0.
- Consideration of a motion to solicit proposals for the construction of an enclosure previously approved on September 18, 2018. Sass made a motion to rescind the approval to build this enclosure; Holland made second. Motion carried.
- Consideration of a motion to authorizing the gates for a fundraising public drive through the park on Saturday and Sunday, October 16 and 17, between the hours of 11:00am and 6:30pm. No support.
- Consideration of a motion to authorize electrical hook-up to complete repair to the irrigation system at the front gate. Holland made; Sass seconded. Detailed explanation of how the irrigation system needs to be connected to an electrical source was provided. Request to explore the possibility of using the electrical source at the shed to provide power to the irrigation system. As a result, motion to table was made by Holland and seconded by Sass. This carried 3-0.

ACTION ITEMS/OLD BUSINESS:

- Holland asked for approval to complete the business of Pavement Marking within the park using the new quote from Shoreliners Striping, LLC at a cost of \$475. (Public Safety has approved the locations of the striping.) Motion to authorize made by Holland: with second by Nagtzaam. Carried 3-0.
- ADA picnic table *in progress*
- Boot scraper *in progress*
- Forest Stewardship. Discussion about invitation to have invited speakers (Kevin Sayers) at the next Commission meeting. *In progress*

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- Dog Waste Bag Dispenser *complete*

CALENDAR OF EVENTS:

Upcoming dates provided. There was a discussion about a “Friends of Duncan” Volunteer Day. A Facebook subgroup of the Commission’s Facebook page has been created and will be dedicated to this Friends of Duncan group. This will be the focus of a Work Session to be held on Friday September 24 in Duncan Park at the shed.

CITY LIAISON REPORT:

Derek Gajdos reported on the gravel work and replacement of bollards. Standard maintenance ongoing.

TREASURER REPORT:

Amy Bessinger’s August 2021 financial reports were received.

PUBLIC COMMENT:

None

NEXT MEETING:

October 19, 2021 @7pm

ADJOURNMENT:

Motion to adjourn at ~8:30 pm by Holland; second by Nagtzaam. Passed 3-0.

Respectfully submitted,



Georgette Sass, Secretary

Approval of these minutes by the Commission occurred at the meeting held on _____

Draft submitted to City Clerk Linda Browand on 27 September 2021 by Georgette Sass, Secretary

Amended minutes voted upon at the October 19, 2021 Duncan Park Commission meeting have been made here and are respectfully submitted,



Georgette Sass, Secretary