

**Duncan Park Commission**  
Meeting Minutes

DATE: October 19, 2021

MEETING HELD: Grand Haven City Hall, Council Chambers

MEETING CALLED TO ORDER: 7:13 p.m. by President Jennifer Holland.

COMMISSIONERS PRESENT: Roger Cotner, Jennifer Holland, Nancy Nagtzaam, Georgette Sass, Aaron Van Baal,

COMMISSIONERS ABSENT:

OTHERS PRESENT: City Council Liaison Dennis Scott, City Council Mike Dora, City Liaison Derek Gajdos

APPROVAL OF AGENDA: Motion to approve agenda made by Holland; seconded by Sass. Cotner asked to add an item to the agenda, the information of which was circulated via email to commissioners the day before the meeting. The item requested was "Consideration of a motion to rescind the Sept 21, 2021 motion to rescind approval of an enclosure to the park" and to add this to New Business as item #4. (5-0)

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: The Chair announced that minutes from the September 21, 2021 meeting were previously circulated with the agenda and asked for approval of the minutes. Cotner made the motion to approve, Holland gave the second. Cotner circulated corrections on the day prior and asked that they be incorporated. After discussion, Cotner made a motion to ask the chair appoint a committee to draft corrected minutes for September 21. Van Baal gave the second. Motion failed (2-3; Nagtzaam, Sass, Holland). Motion made by Sass to correct the minutes with absent commissioners added and the corrected amount of pavement striping pricing \$475, Holland provided a second. Motion passed (4-1; Cotner). The Chair asked for approval of the minutes from September 24, 2021 Work Session. Motion passed (5-0).

NEW BUSINESS:

A. Proposed Motions submitted by Roger Cotner:

1. Consideration of the motion to amend the July 20, 2021 minutes as adopted on August 17<sup>th</sup>, 2021. Cotner provided proposed corrections. The changes suggested included an accounting of commissioners absent and Cotner specifically argued that the amendments he had suggested that were not supported by the commissioners be characterized as rejected. Motion passed (3-2; Nagtzaam, Sass)
2. Consideration of a motion to require the Secretary to circulate proposed and adopted minutes to all Commissioners simultaneously with submission of same to the City Clerk. Cotner indicated that he had to request the minutes via a FOIA request. Motion failed (2-3; Nagtzaam, Sass, Holland)
3. Consideration of a motion to amend the July 20, 2021, minutes as adopted on August 17, 2021, to reflect the following changes submitted by Cotner. Substantive content of this motion was a reflection of Cotner's desire to make it clear that he made an offer to recuse himself due to a conflict of interest relating to the LVAC permit brought before the commission on July 20, 2021. Sass offered a motion to amend to clearly indicate Cotner made an offer to recuse himself, but that he did not make a motion to recuse himself. Holland provided the second. Proposed amendment failed (2-3; Holland, Cotner, Van Baal). The vote on the original motion failed (2-3; Nagtzaam, Sass, Holland).
4. Consideration of a motion to rescind the Sept 21, 2021 motion to rescind approval of an enclosure to the park was made by Cotner and seconded by Van Baal. The motion was circulated the day prior. Cotner proceeded to read his motion to the commission which was based on a procedural issue that he claimed makes this decision null and void. The motion failed (2-3; Nagtzaam, Sass, Holland).

B. Duncan Park Volunteer Day / Friends of — October 23<sup>rd</sup>, 2021:

1. Consideration of a motion to approve Marketing Expenses for Duncan Park Volunteer Day, not to be greater than \$100 made by Holland motion, Nagtzaam provided second. Jennifer explained the type of material that would be requested. Motion passed (5-0).
2. Consideration of a motion to approve the purchase of Volunteer support items, (snacks and water) for the Duncan Park Volunteer day being held on October 23<sup>rd</sup>, cost not to be greater than \$100

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made by Holland, Nagtzaam provided second). Jennifer explained cider and doughnuts were going to be provided. Motion passed (5-0).

3. Consideration of a motion to approve the rental of a gas operated power washer, cleaning solution and drying rags. Cost not to exceed \$1 00 made by Holland motion, Van Baal gave the second. Jennifer explained the need to wash the picnic tables (power absence requires a gas-powered Powerwasher at the water source. Motion passed (5-0).
4. Consideration of a motion to approve the purchase cleanser, paint, rollers and brushes for maintenance for caretakers shed made by Holland motion with Nagtzaam providing second. Jennifer explained the purpose of these materials to engage in some needed maintenance. Amendment to the motion to include cost not to exceed \$100. Motion passed (5-0).

#### C. Maintenance Quotes Requested:

- a. Infestation of red squirrels in the attic of the caretakers shed. Soffit has been damaged in multiple locations. A professional critter remover quote has been requested. Need 3 quotes as required by the commission
- b. Quote for the completion of the gravel driveway to the caretakers shed has been requested. Titan was asked to give a Quote. Need two additional quote.

#### ACTION ITEMS/OLD BUSINESS:

- o Pavement Marking inside of park — this will be done tomorrow morning.
- o ADA Picnic Table — Holland will complete after checking on exact ADA compatible measurements
- o Boot Scrapers — *in process*
- o Caretaker Job Posting — *in process*
- o Exclosures — tabled Spring 2022 (Cotner asked to remove this from the list)
- o Forest Steward Partnership — tabled Spring 2022 (Cotner asked to remove this. Sass argued not to. No motion or vote taken.)

#### CALENDAR OF EVENTS:

##### Duncan Park Volunteer Day

Saturday, October 23, 2021

10:00am - 3:00pm

##### Intended Projects:

- Power wash picnic tables and hand wipe
- Clean overgrown brush and weeds at Sheldon entrance, behind stone cate and along sidewalk on Sheldon.
- Remove weeds and overgrow foliage from Lake Street gate. Install mulch to suppress weeds.
- Clean and Paint Bollards, Garage Door and Entrance Door for Caretakers shed.
- Establish landings at trail crossing along main drive.
- Invasive weed removal.
- Garbage pick up.

Motion to approve this list as the activities for the Volunteer Day was made by Holland with Sass providing second. Clarification about where the landings at trail crossing along main drive were requested. There are two crossings that have been proposed and landings are to be at both sites. Motion passed (5-0).

#### CITY LIAISON REPORT:

Derek Gajdos indicated plowing and trash to be maintained through the next fiscal year (January).

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#### TREASURER REPORT:

Amy Bessinger's June 2021 financial reports were received.

#### Approved Expenses:

City of Grand Haven Water for green space \$218.94

Port o John Rental \$95.00

Removal of damaged bollards and replacement (8) \$1447.08

Installation of shoulder gravel along roadway to parking \$4322.44

#### Authorized Contractors

Terry's Tree Service \$1 75.00

Titan Landscape Management \$620.00

Cotner noted that the cost of the gravel exceeded the amount that the Commission authorized.

\$1400 was authorized; the cost of the project was \$4322.44. Gajdos explained that this amount was time and materials only; city does not operate on a not to exceed price. Gajdos asked how the Commission would like to resolve the discrepancy. Cotner made the Motion to request the city to reimburse the Commission the difference. Motion died due to lack of support. Van Baal made the motion to approve the \$2900 difference, Holland provided a second. Motion passed (5-0).

Cotner asked for the Titan Invoice. Holland indicated she will include this in future agenda.

Cotner motioned to approve Krause brothers to blow out water lines, with a second from Holland.

Motion passed (5-0).

#### PUBLIC COMMENT:

Both City Council Liaison Scott and City Council guest Mike Dora noted the importance that commissioners report conflict of interests to prevent negative perceptions or even legal repercussions. This was supported by all present and will be carefully reviewed in any future park permit deliberations.

#### NEXT MEETING:

November 16, 2021 @7pm

#### ADJOURNMENT:

Meeting adjourned at 8:46 pm.

Draft minutes respectfully submitted,



Georgette Sass, Secretary

Approval of these minutes by the Commission occurred at the meeting held on November 16, 2021

Submitted to City Clerk Linda Broward on October 27, 2021 by Georgette Sass, Secretary