

## Duncan Park Commission

### Meeting Minutes

DATE: November 16, 2021

MEETING HELD: Grand Haven City Hall, Council Chambers

MEETING CALLED TO ORDER: 7:00 p.m. by President Jennifer Holland.

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

COMMISSIONERS ABSENT:

OTHERS PRESENT: City Liaison Todd Brand

APPROVAL OF AGENDA: Motion to approve agenda made by Holland; seconded by Sass. Cotner made a motion to add approval of Special Session minutes to the agenda with second from Holland. Addition was supported, 5-0. Approval of the agenda passed, 5-0.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Chair asked for approval of the minutes. Cotner made a motion to approve the Special Session minutes, Van Baal gave the second. Specific changes requested by Cotner were clarified. Motion to approve amended Special Session minutes passed, 5-0. Motion to approve minutes of the regular meeting held October 19 was made by Holland, second by Sass. Motion passed, 5-0.

#### NEW BUSINESS:

##### A. Proposed Motions submitted by Georgette Sass:

1. Consideration of a motion to approve a Duncan Park Commission work session on Nov 30 at 7pm with the goal of formulating an official Rules & Regulations document to formalize standard procedures. Proposed work session would be before our next official meeting in December in order to have something to bring to a vote. Motion made by Holland with second from Sass. Sass made a friendly amendment to change the timing of the work session report to be stated as at our *next regular meeting* with Cotner providing second. Change accepted, 5-0. Motion to hold a work session passed, 4-1 (Cotner). Holland will build an agenda for the work session based on input from Commissioners.
2. Consideration of a motion to hire a Forester to advise the Commission on all management issues related to trees in Duncan Park. The wording for an advertisement was sent to Holland who will distribute to all commissioners in addition to information on Urban Forest Management Specialist. Cotner offered an amendment to the motion to replace "hire a Forester" with "develop a request for proposals from qualified foresters to contract with the Commission". Amendment passed, 5-0. The motion as amended passed, 5-0.

##### B. Maintenance Quotes Requested:

- a. We have only received one quote to address the infestation of red squirrels in the attic of the caretakers shed. In the absence of three quotes, this issue still needs to be addressed.
- b. Quote for the completion of the gravel driveway to the caretakers shed is still under consideration. Cotner asked why gravel is needed and Holland explained it is necessary for basic maintenance. During this discussion, Cotner made a motion to thank Chuck Nagtzaam for painting the caretaker shed doors, Holland gave the second. Motion passed, 5-0.

#### ACTION ITEMS/OLD BUSINESS:

- ADA Picnic Table — Material has been purchased and wood is drying. During this discussion, the need to have Titan move picnic tables to caretaker shed for storage was discussed.
- Boot Scrapers – Andy Cawthon has volunteered to make frames for the boot scrapers.
- Caretaker Job — *In process*. There is currently an individual interested and Holland will continue the process of advertising for this position.

## Duncan Park Commission

### Meeting Minutes

#### CALENDAR OF EVENTS:

Turkey Trot – Outside In

Thursday, November 25, 2021

Save a Hemlock Presentation – Larry Burns

Joint session with Duncan Park Commission, Parks & Recreation Board, Cemetery Board and Environmental & Natural Resources Commission

*To be announced*

#### CITY LIAISON REPORT:

Todd Brand reported the city discovered through an audit that two electrical services (entrance and shed) have been active since 2013 and are currently being charged to the city. It was requested that a history of the charges be provided to the Commission for consideration.

#### TREASURER REPORT:

Amy Bessinger's October 2021 financial reports were received.

Approved Expenses:

Leaves and Weaves 2021 Winterization of Irrigation System - \$75

Kerkstra Portable Restroom - \$95.00

Duncan Woods Water - \$218.45

#### PRESIDENT'S UPDATE:

Holland presented the accomplishments of our first ever Volunteer Day held on October 23. Mulch was used to mark the landings for the crosswalks as well as for trail delineation, picnic tables and posts for trail markers were power washed and the caretaker shed doors were painted. Future volunteer events will be planned based on the success of this Volunteer Day. Holland was contacted about the brochure advertised on a post in the park. Discussion of this sign led to Cotner indicating he would take a picture of the post and circulate. It was noted that there are several issues in the park that need to be addressed and placed on a maintenance list - water pooling in the parking lot, drains that are not functional and need to be cleaned, erosion of gravel due to excess water on the road. Volunteers and donors will be sent thank you notes.

#### PUBLIC COMMENT:

None

#### NEXT MEETING:

December 21, 2021 @7pm

#### ADJOURNMENT:

Cotner made a motion to adjourn, second by Van Baal. Meeting adjourned at 8:05 pm.

Draft minutes respectfully submitted,



Georgette Sass, Secretary

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

Sent to City Clerk Linda Broward on November 23, 2021 by Georgette Sass, Secretary

## Duncan Park Commission

### Meeting Minutes

DATE: November 16, 2021

MEETING HELD: Grand Haven City Hall, Council Chambers

MEETING CALLED TO ORDER: 7:00 p.m. by President Jennifer Holland.

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

COMMISSIONERS ABSENT:

OTHERS PRESENT: City Liaison Todd Brand

APPROVAL OF AGENDA: Motion to approve agenda made by Holland; seconded by Sass. Cotner made a motion to add approval of Special Session minutes to the agenda with second from Holland. Addition was supported, 5-0. Approval of the agenda passed, 5-0.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Chair asked for approval of the minutes. Cotner made a motion to approve the Special Session minutes, Van Baal gave the second. Specific changes requested by Cotner were clarified. Motion to approve amended Special Session minutes passed, 5-0. Motion to approve minutes of the regular meeting held October 19 was made by Holland, second by Sass. Motion passed, 5-0.

#### NEW BUSINESS:

##### A. Proposed Motions submitted by Georgette Sass:

1. Consideration of a motion to approve a Duncan Park Commission work session on Nov 30 at 7pm with the goal of formulating an official Rules & Regulations document to formalize standard procedures. Proposed work session would be before our next official meeting in December in order to have something to bring to a vote. Motion made by Holland with second from Sass. Sass made a friendly amendment to change the timing of the work session report to be stated as at our *next regular meeting* with Cotner providing second. Change accepted, 5-0. Motion to hold a work session passed, 4-1 (Cotner). Holland will build an agenda for the work session based on input from Commissioners.
2. Consideration of a motion to hire a Forester to advise the Commission on all management issues related to trees in Duncan Park. The wording for an advertisement was sent to Holland who will distribute to all commissioners in addition to information on Urban Forest Management Specialist. Cotner offered an amendment to the motion to replace "hire a Forester" with "develop a request for proposals from qualified foresters to contract with the Commission". Amendment passed, 5-0. The motion as amended passed, 5-0.

##### B. Maintenance Quotes Requested:

- a. We have only received one quote to address the infestation of red squirrels in the attic of the caretakers shed. In the absence of three quotes, this issue still needs to be addressed.
- b. Quote for the completion of the gravel driveway to the caretakers shed is still under consideration. Cotner asked why gravel is needed and Holland explained it is necessary for basic maintenance. During this discussion, Cotner made a motion to thank Chuck Nagtzaam for painting the caretaker shed doors, Holland gave the second. Motion passed, 5-0.

#### ACTION ITEMS/OLD BUSINESS:

- ADA Picnic Table — Material has been purchased and wood is drying. During this discussion, the need to have Titan move picnic tables to caretaker shed for storage was discussed.
- Boot Scrapers – Andy Cawthon has volunteered to make frames for the boot scrapers.
- Caretaker Job — *In process*. There is currently an individual interested and Holland will continue the process of advertising for this position.

## Duncan Park Commission

### Meeting Minutes

#### CALENDAR OF EVENTS:

Turkey Trot – Outside In

Thursday, November 25, 2021

Save a Hemlock Presentation – Larry Burns

Joint session with Duncan Park Commission, Parks & Recreation Board, Cemetery Board and Environmental & Natural Resources Commission

*To be announced*

#### CITY LIAISON REPORT:

Todd Brand reported the city discovered through an audit that two electrical services (entrance and shed) have been active since 2013 and are currently being charged to the city. It was requested that a history of the charges be provided to the Commission for consideration.

#### TREASURER REPORT:

Amy Bessinger's October 2021 financial reports were received.

Approved Expenses:

Leaves and Weaves 2021 Winterization of Irrigation System - \$75

Kerkstra Portable Restroom - \$95.00

Duncan Woods Water - \$218.45

#### PRESIDENT'S UPDATE:

Holland presented the accomplishments of our first ever Volunteer Day held on October 23. Mulch was used to mark the landings for the crosswalks as well as for trail delineation, picnic tables and posts for trail markers were power washed and the caretaker shed doors were painted. Future volunteer events will be planned based on the success of this Volunteer Day. Holland was contacted about the brochure advertised on a post in the park. Discussion of this sign led to Cotner indicating he would take a picture of the post and circulate. It was noted that there are several issues in the park that need to be addressed and placed on a maintenance list - water pooling in the parking lot, drains that are not functional and need to be cleaned, erosion of gravel due to excess water on the road. Volunteers and donors will be sent thank you notes.

#### PUBLIC COMMENT:

None

#### NEXT MEETING:

December 21, 2021 @7pm

#### ADJOURNMENT:

Cotner made a motion to adjourn, second by Van Baal. Meeting adjourned at 8:05 pm.

Draft minutes respectfully submitted,



Georgette Sass, Secretary

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

Sent to City Clerk Linda Broward on November 23, 2021 by Georgette Sass, Secretary