

**Duncan Park Commission – November 18, 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 Poort, second by Sass; 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 October 21, 2025, Draft Minutes made by Poort, second by Williams; passed 4-0

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – On November 3, 2025, the Grand Haven City Council voted to extend the city's contract with Parshall Tree Care to include the Duncan Park Commission (DPC) contingent upon its approval. This allows DPC to use this contractor without the requirement of seeking 3 competitive bids for work exceeding \$30,000. On November 11, 2025, the Duncan Park Commission received the proposed treatment plan from Parshall Tree Care outlining what would be covered by the \$85,000 cost of treating ESH and HWA with Dinotefuran in Duncan Park. Commissioners submitted questions about the details of the contract to James Retzlaff of Parshall Tree Care. Larry Burns, Brian Rathburn and James Retzlaff were present to answer any remaining questions. *Because treatment will not be able to be implemented for several months, the DPC can be both thorough and careful in our considerations of Hemlock treatment. The Duncan Park Commission will consider additional options at the December meeting when we have information about other possible approaches.*
- B. **Discussion** – The Duncan Park Commission set its 2026 meeting calendar. *Motion – The Duncan Park Commission will maintain its meeting time as the third Tuesday of every month at 6pm for the 2026 calendar year – made by Sass, second by Williams; passed 4-0.*
- C. **Discussion** – A grant opportunity was communicated to the Duncan Park Commission by Jim Matthews who was present. Applications for a grant from the Michigan DNR, DTE Energy Foundation and ReLeaf Michigan to fund efforts to regrow Michigan's tree canopy will open in Summer 2026. Poort volunteered to work with Jim Matthews towards generating a successful application. *Motion – The Duncan Park Commission makes a commitment to apply for this grant, in coordination with the city – made by Sass, second by Williams; passed 4-0.*
- D. **Discussion** – The Duncan Park Commission will submit its budget to the City of Grand Haven early in 2026. A consideration of our operational expenses and any capital improvement expenses would be greatly facilitated by establishing a 5-year and 10-year management plan. **Outcome** – DPC has identified commissioners (Port and Middleton with Williams possible) who will begin the process in coordination with Grand Haven Finance Director, Emily Greene, and the Grand Haven Area Community Foundation who holds our fund. *Motion – The Duncan Park Commission identifies Poort and Middleton to initiate contact with Emily Greene – made by Sass, second by Williams; passed 4-0*

OLD BUSINESS:

- E. **Discussion** – It was determined that construction of steps to control erosion at the Wisconsin St access by JDesign & Services LLC did not need to be reviewed by an engineer. *Motion – JDesign & Services LLC will begin construction of steps in November 2025 providing erosion control at the Wisconsin St access point between Duncan Park and Duneside Discovery Center – made by Sass, second by Williams; passed 4-0.*

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**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 and Sass reported on the success of the November 15, 2025, Volunteer Day in which mulch was spread to create a trail for students of Duneside Discovery Center and the front gate beds were cleaned for the winter. Much appreciation for the turnout goes to Shyle Lyons who posted the notice for the event on various media sites.*

**CITY LIAISON REPORT:** *None.*

**TREASURER REPORT:** Financial documents for October were sent with this agenda and are posted to Google Drive.

**PUBLIC COMMENT:**

**ADJOURNMENT:** *7:05pm*

**NEXT MEETING:** December 16, 2025 @6pm

Approved minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on December 16, 2025