

**Duncan Park Commission**  
**Meeting Minutes**  
September 17, 2019  
City Manager's Conference Room, Grand Haven City Hall  
519 Washington Ave., Grand Haven, MI 49417

The meeting was called to order at 7:02 pm

Commission members:

Present: President Roger Cotner, Commissioner Clint Lucas, Secretary Georgette Sass

Absent: Commissioner Russ Tuuk (excused), Commissioner Reid Warber (excused)

Others: City Liaison Matt Wade, City Councilman Dennis Scott, Public Works Director Derek Gajdos, Ottawa Conservation District's Drew Raynor

Approval of agenda: A motion was made by Sass and seconded by Lucas to approve the September agenda. Motion carried 3-0

Public Comment: None

New Business:

- A) Moved by Lucas, seconded by Sass, to approve the use application submitted by Love in Action for Journey to Bethlehem event scheduled for December 7-15, 2019.

Discussion:

The application detailed six stations throughout the park. Commissioners expressed concern about the sponsor's wood. After discussion, the Commissioners agreed that the sponsor must use only certified heat-treated wood.

Other concerns:

Liability Insurance, set-up guidelines, remediation, fire safety, and appropriate fee.

After discussions, Lucas moved to table the motion, Sass seconded the motion to table, and the motion to table passed 3-0. The Commissioners agreed that Cotner should email Mike Metzger to ask him to attend the next Commission meeting to address the Commissioners' concerns.

- B) Moved by Lucas, seconded by Sass, to approve the President's letter to Mayor McCaleb requesting City Council to waive the City's invoice of \$41,994.72. Motion Carried 3-0
- C) Moved by Cotner, seconded by Lucas, to approve requesting proposals from qualified and insured tree services companies for the cleaning up of dead trees in the Park and processing suitable firewood for sale to citizens of the City of Grand Haven.

Cotner expressed concern about the aesthetics and safety issues caused by deadfall and leaning trees in the Park. He would like to see the park cleaned up into a neat and trim condition while preserving the natural beauty of the park. Sass disagreed with the unsightly trees and feels it is necessary that the timber remain in place unless it's dangerous. Logs on the ground can help foster new growth trees. Sass agreed that paths should be cleaned up and taken care of. Lucas also believes any hanging or dangerous limbs need to be taken care of. Cotner also expressed concern about the man-made structures that are being built with the debris from the park.

After the above discussions, Cotner withdrew his motion with the consent of Lucas.

D) (The Commission did not address the agenda item related to the possible request for proposals from independent contractors to provide maintenance of the Park due to time constraints and a lack of a motion to consider same.

E) Report of Drew Raynor regarding status of Hemlock Woolly Adelgid treatment in the Park.

Raynor reports that every hemlock in the park has been tagged and treated. The invoice has been sent in and is somewhere around \$16,500. There were more trees than first anticipated, nearly 5,000 trees were treated. Raynor reported a few unhappy citizens who harassed the crew during a couple treatments. People would remove tags from some hemlocks, but it was fairly easy to figure out and replace the tags as needed. Report will be finished up in the next few weeks. Raynor asked that the Commission sign an agreement with Ottawa Conservation District.

Moved by Sass, seconded by Lucas, to authorize Cotner to sign the contract and to forward to Ottawa Conservation District. Commissioners reviewed the draft agreement. The motion carried 3-0.

Moved by Sass, Seconded by Lucas, to request disbursement of the previously authorized payment upon receipt of Ottawa Conservation District's invoice for hemlock woolly adelgid treatments in an amount not to exceed \$18,000. Motion carried 3-0

F) Salmon Run

Use application needs to go through the Duncan Park Commission. Commission members are bothered that they are not being informed about these events prior to the event taking place. The Commission prefers the run to be routed down Sheldon Rd. through the Park to Lake Ave. Sass reported that the gates off Lake was left unlocked and Wade agreed to take corrective measures currently and in the future. Board members would like keys to the gates.

G) Pizza for United Way Volunteers

Moved by Cotner, seconded by Lucas, to reimburse Sass up to \$100 for pizza, Roundup and incidentals related to the Day of Caring work day. Motion carried 3-0

Approval of Minutes:

a. 8/20/19

Moved by Sass, seconded by Lucas. Motion Carried 3-0

Presidents report:

Report regarding park maintenance:

Wade spoke about regular maintenance being conducted in the park, and also gave the expenditure report.

Old business:

- a. Implementation of mowing alternatives.
- b. Exclosure update – possible Eagle project.
- c. Other old business

The next meeting will be October 15, 2019 at 7:00 p.m. in the City Manager's Conference Room.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Georgette Sass  
Secretary