Duncan Park Commission
Meeting Minutes
May 19, 2020
Zoom Meeting – Facebook Live Streamed
Meeting ID: 880 0609 2913

The virtual meeting was called to order at 7:02 pm by President Roger Cotner.
Commissioners Present: Roger Cotner, Georgette Sass, Jennifer Holland, and Aaron van Baal.
Absent: Commissioner Clint Lucas (excused)
Others: City Liaison Derek Gajdos (arrived at 7:20 pm), City Manager Pat McGinnis, City Council liaison Dennis Scott, and City Council Member Mike Dora.

Those participating in the live stream introduced themselves.

Cotner briefly outlined a few ground rules for the virtual meeting including the need for roll call votes.

Approval of Agenda: Sass moved to adopt the Draft May meeting agenda as circulated which Holland seconded. Cotner suggested that Holland’s 5/18/20 swearing in date be inserted in the blank. The motion to approve the agenda carried 4-0 by roll call vote.

New Business:

A) Moved by van Baal, seconded by Holland to adopt procedures for the Commissions’ conduct of electronic remote meetings. After discussion, the motion carried 4-0 by roll call vote. A copy of the policy as adopted is attached.

B) Election of President of the Commission. van Baal nominated Cotner for President, and Sass seconded the nomination. Sass moved that nominations for President be closed and Holland seconded, which motion carried 4-0 by roll call vote. The Commissioners then voted on the nomination of Cotner for President which carried 4-0 by roll call vote. Cotner declared that Cotner was duly elected President of the Commission.

C) Election of Secretary of the Commission. Sass nominated van Baal for Secretary, and Holland seconded the nomination. Cotner moved that nominations for Secretary be closed and Sass seconded, which motion carried 4-0 by roll call vote. The Commissioners then voted on the nomination of van Baal for Secretary which carried 4-0 by roll call vote. Cotner declared that van Baal was duly elected Secretary of the Commission.

D) Cotner moved that the Commission to adopt a budget of $10,000 for Park maintenance for the fiscal year beginning on July 1, 2020, and ending on June 30, 2021, and to authorize the President to request transfer of funds from the Duncan Park Fund to pay for same. van Baal seconded the motion. Sass stated that she wanted the City to share in the funding of the Park’s budget, and that the City’s informal commitment to provide snowplowing and trash removal services may not be enough for her. Holland expressed concern that $10,000 may not be sufficient. van Baal stated that the Commission should consider the value of the Park land occupied by the lift station to leverage more funding from the City.
Sass offered an amendment to the motion: The Commission adopt a complete budget of all expenses involved in the maintenance of the Park including snowplowing, trash pickup, maintenance, etc., and ask the City to fund all or part of that budget before authorizing transfer of funds from the Duncan Park Fund. After discussion of the amendment, the motion to amend failed 1 (Sass) – 3 (van Baal, Cotner, Holland).

There was some additional discussion on the main motion. The main motion then carried by roll call vote, 3 (Holland, van Baal, Cotner) – 1 (Sass).

E) Cotner moved to approve the revised Use Application which Sass seconded. Discussion of the motion revealed that the Use Application had no fee schedule and a consensus developed for charging fees for use at the same rate as the City charges for the use of Central Park. Sass asked why weddings were excepted from the insurance certificate requirement and a consensus developed that weddings be exempt from the insurance certificate requirement. Sass asked about ‘Running’ events on page 3 and a consensus developed to include the word “Running” in the heading of that paragraph. With those modifications, Commissioners voted 4-0 to adopt the revised Use Application with the changes discussed by a roll call vote of 4-0. A copy of the adopted Use Application is attached.

F) Holland moved that the Commission authorize the President to contract with lawn care providers for mowing services. van Baal moved to amend the motion to include leaf blowing on the paved drive between the locked gates to help preserve the pavement and improve pedestrian safety. Holland seconded the proposed amendment which was approved by a roll call vote of 4-0. The motion as amended then passed 4-0 by roll call vote.

Approval of Minutes:
A) 2/18/2020
Sass moved that the minutes from the 2/18/2020 meeting be approved as circulated, seconded by van Baal. The motion carried 4-0 by roll call vote. A copy of the approved minutes from the 2/18/2020 meeting is attached.

President’s report:
Cotner informed the Commission that Jerry Scott removed picnic tables from the Park’s storage shed and placed them in the picnic area using social distancing measures.

Report regarding park maintenance:
Gajdos provided no financial report from Amy Bessinger for the Park’s finances as no work had been completed by the City of Grand Haven since the February Meeting.

Old business:
Sass reported that she had no success finding compostable mutt mitt disposal units but will continue to look. No action was taken on any other old business.

Public Comment:
City Council Members Dora and Scott made some remarks about the Commission’s work. Scott informed that the lift station had been in place in the Park before he began working for the City decades ago. City Manager Pat McGinnis received a text from Jean Constantine offering her assistance to helping Sass source compostable dog waste bags and disposal units for the Park.
Commissioners Comments:

van Baal reported seeing an invasive burning bush north of the Sheldon Rd. entrance and asked for authority to remove that and other invasive species as he found them in the Park. A consensus supported such actions by all Commissioners who could identify invasive species and appropriately remove them from the Park.

Sass expressed her ongoing wishes to use volunteers for projects in the Park.

Sass also reported a fallen beech tree across a path that also took down some tagged hemlocks.

van Baal also suggested using felled trees to help mark trails. A consensus supported doing so except Sass’s objection to doing so with oak trees due to the possibility of spread of oak wilt.

The next scheduled meeting is June 24, 2019 at 7:00p.m. and will be held virtually, or at the City Manager’s conference room or some other location to be determined.

Cotner adjourned the meeting adjourned at 8:39 pm.

Respectfully submitted,

Aaron van Baal
Secretary

These minutes were approved at the Commission meeting held on _______________________.

______________________
Aaron van Baal
Secretary