Duncan Park Commission
Meeting Minutes
June 16, 2020
Zoom Meeting and Facebook Live Streamed

The virtual meeting was called to order at 7:00 pm by President Roger Cotner. Commissioners members:

Present: President Roger Cotner, Secretary Aaron van Baal, Georgette Sass, and Jennifer Holland

Absent:
Others: City Liaison Derek Gajdos, City Manager Pat McGinnis, City Council liaison Dennis Scott, City Council Member Mike Dora, Assistant to the City Manager Ashley Latsch, and Taylor DeBauge

Those participating in the Introductions for live stream introduced themselves.

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

Amendment to Agenda at 7:03 pm:
A) Consideration of a motion to approve Taylor DeBauge’s Eagle Scout project - the construction and erection of a dual sided kiosk to display a map of the Park and other Park news.

Approval of Agenda: Cotner suggested that the amendment be inserted to 5.a. Van Baal moved to adopt the Draft May meeting agenda as amended which Holland seconded. The motion to approve the agenda carried 4-0 by roll call vote.

Public Comment: None

New Business:

A) Moved by Sass, seconded by Van Baal to approve Taylor DeBauge’s Eagle Scout Project. The commission discussed authorizing the project and expenditure of park funds at 50% of project costs up to $1000. The motion carried 4-0 by roll call vote. A copy of the Kiosk project is attached.

B) Cotner moved to authorize the President to solicit resumes to fill an independent contractor caretaker position for Duncan Park; Van Baal seconded the motion. Holland proposed getting estimates from Titan Landscaping and others. Based on Holland’s assistance, Commission did not move forward in soliciting estimates for park maintenance.

C) Cotner moved, seconded by Van Baal to authorize the President to contract for services on an as-needed basis for Duncan Park in an amount not to exceed $3,000. The motion carried 4-0 by roll call vote.

D) Discussion of fund-raising initiatives. Holland to take administration of Duncan Park Facebook page and spearhead fund-raising initiatives.
E) Discussion of official trail designations. Further discussion deferred to the July Commission meeting.

F) Discussion of Park’s need for a consultation with a professional forester/arborist. Sass recommended the Commission utilize the free services of Ben Savoy from the Forest Assistance Program. The Commission requested Savoy come to the Park and tender his recommendations. Sass exploring a partnership with the City in seeking recommendations from Michigan EQIP (Environmental Quality Incentives Program).

G) Other New Business: None

Approval of Minutes:
A) 05/19/2020
Van Baal moved that the minutes from the 05/19/2020 meeting be approved as circulated, which Holland seconded. The motion carried 4-0 by roll call vote. A copy of the approved minutes from 05/19/2020 meeting is attached.

President’s report:
Cotner informed the Commission he designated Holland to bring recommendations on official trail designations and the current state of tree removal services and mowing.

Report regarding park maintenance:
Gadjos informed the City has not incurred any financial costs on behalf of Duncan Park since the last Commission meeting.

Old business:
A) Sass reported that she has a lead on finding bulk compostable mutt mitt disposal bags and is awaiting costing. To be carried over to the next meeting as old business.
B) Old Business: None

Second Public Comment:
One comment from the public that a downed tree is still across the road between the two gates. City Council liaison Dennis Scott recommended an annual drive thru between the park gates.

Commissioners Comments: None

The next scheduled meeting will be Tuesday July, 27, 2020 at 7:00p.m.

Cotner adjourned the meeting at 8:50 pm.

Respectfully submitted,
Aaron van Baal
Secretary
These minutes were approved at the Commission meeting held on ____________________.

__________________________________
Aaron van Baal
Secretary