Duncan Park Commission  
Meeting Minutes  
September 15, 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 present: City Liaison Derek Gajdos, Dennis Scott, Ashley Latsch, and City Manager Pat McGinnis.

Those participating introduced themselves for live stream audience.

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

Approval of Agenda:  Holland moved to adopt the Draft Agenda which Sass seconded. Cotner requested that an item of new business (consideration of a motion to authorize spending up to $500 to remove the bar between posts at the Lake Avenue entrance to the Park and for placement of a handicap sign in a cost not to exceed $500) be added at 5.e., and neither Holland nor Sass objected to the addition. The motion to approve the agenda as amended carried 4-0 by roll call vote.

Public Comment: None

New Business:

   A) Van Baal moved, Holland seconded a motion to approve the use application for a wedding to be held in the Park on October 16, 2020, between 3:00 pm and 5:30 pm submitted by the groom, Jared Wessel. Motion carried 4-0 by roll call vote.

   B) Cotner moved, Holland seconded a motion to approve the Use Application submitted by Loutit District Library for a Story Walk featuring “The Little Old Lady Who Was Not Afraid of Anything” or other suitable children’s picture book in the Park between October 26 and November 1, 2020. Gadjos gave a brief explanation on how previous Story Walks have been done in Central Park as a reference to Commission members. The motion carried 4-0 by roll call vote.

   C) Cotner moved, Holland seconded a motion to authorize opening the gates for a fundraising public drive through the Park on Saturday and Sunday, October 17 and 18, 2020 between the hours of 11:00 am and 6:30 pm and to authorize Cotner to gauge the interest of and to partner with Tri-Cities Museum period actors. The motion carried 4-0 by roll call vote.

   D) Cotner moved, Van Baal seconded a motion to authorize the expenditure of up to $1,000 to purchase an ADA picnic table. Gadjos informed the Commission that a future table will need to be sealed for health purposes. After discussion, van Baal offered an amendment to refurbish an existing picnic table and to secure it to the existing concrete pad securely for the season and van
Ball seconded the motion to amend. The motion to amend carried 4-0 by roll call vote. Then the motion as amended carried by 4-0 roll call vote.

E) Van Baal moved, Cotner seconded a motion to authorize spending up to $500 to remove the bar between posts at the Lake Avenue entrance to the Park and for placement of a handicap sign in a cost not to exceed $500. After discussion, the motion carried 4-0 by roll call vote. Van Baal offered to spearhead the removal of the bar and the refurbishing of an existing picnic table to an ADA approved design.

Approval of Minutes:
A) 09/15/2020
The minutes from the 08/18/2020 meeting could not be voted on for approval as the meeting could not be live streamed as per COVID protocol. Vote on the approval of the August Minutes has been moved to the next Commission meeting.

President’s report:
Cotner updated the Commission concerning removal of dangerous trees and limbs by Terry’s Tree Service; and Holland on removal of guard posts and progress on grading their integrity.
Gadjos informed the Commission that it will not be until November 2020 that the Park would get an estimate on resurfacing the drive in the Park. No recommendations on official trails from Ben Savoie and Chris Ter Haar have been submitted to date. No progress has been made on the two approved exclosure’s. Holland informed the Commission that the Park benches may need some upkeep soon. Erosion control on the north side of Park drive by Lake Street has made no progress but Titan Landscaping is working on obtaining the Permit.

Report regarding Treasurers report and park maintenance:
Gadjos informed the City has not incurred any financial costs on behalf of Duncan Park since the last Commission meeting and that he will distribute the financial report to Commission members; and that trash is continually being picked up and plans being made for snow plowing.

Old business:
A) Sass updated the commission on the United Way’s Day of Caring that took place on 9/18/20.
B) Sass has submitted the application for the Forest Stewardship Program and is waiting to hear back.
C) Holland has received the seed for the meadow and has prepared the site for dispersal, having already planted the plugs.
D) Exclosure – No new information.
F) Cotner has no new information to date from Taylor DeBauge on his Eagle Scout Kiosk project.
F) Other Old Business: Sass stated that the compostable dog waste bags have been shipped but cannot go into the Mutt Mitt dispenser. Sass offered to donate the new fixture, but the Commission has agreed to reimburse Sass for the cost.

Second Public Comment: None
Commissioners Comments:

Holland asked for a Facebook Stripe Account to be setup, or some other form of digital donation acceptance. Cotner and Holland to further discuss and bring to the Commission’s attention at a future meeting. Holland also stated a beech limb is down in the meadow and that the irrigation may not be working on one side of the Duncan Park entrance.

Dennis Scott commented on the replacement of the road, stating it may be an opportune time due to oil prices and the deteriorated condition of the asphalt.

A brief discussion on the progress of the vacant Commission seat.

The next scheduled meeting will be Tuesday, October 20, 2020, at 7:00p.m. virtually via Zoom and Facebook Live unless notified otherwise.

Cotner adjourned the meeting at 8:57 pm.

Respectfully submitted,
Aaron van Baal
Secretary

These minutes were approved at the Commission meeting held on November 17, 2020.

Roger G. Cotner
President