Duncan Park Commission
Meeting Minutes
November 17, 2020
Zoom Meeting and Facebook Live Streamed

The virtual meeting was called to order at 7:00 pm by President Roger Cotner.
Commission Members:
  Present: President Roger Cotner, Georgette Sass, Jennifer Holland.
  Absent: Secretary Aaron van Baal, Nancy Nagtzaam,
  Others: City Liaison Derek Gajdos, City Manager Pat McGinnis, City Council Liaison Dennis Scott (joined at 7:26 p.m.), Mayor Bob Monetta (left at 8:24 p.m.), and Councilman Mike Dora (left at 7:59 p.m.).

Those participating in the introductions for live stream introduced themselves and stated their locations to be in Grand Haven, Michigan.

Cotner briefly outlined a few ground rules for the virtual meeting including the need for roll call votes. Holland volunteered to serve as acting secretary for this meeting.

Approval of Agenda: Holland moved to adopt the Draft Agenda which Sass seconded. The motion to approve the agenda carried 3-0 by roll call vote.

Public Comment: Gajdos reported no telephone calls nor requests in the Facebook Livestream.

New Business:
A) Election of President within 30 days of Nancy Nagtzaam's appointment to the Commission, as required by City Ordinance 25-63. Holland nominated Cotner to serve as President of the Commission and Sass seconded his nomination. There were no further nominations. Holland moved to close the nominations and unanimously elect Cotner as President, Sass seconded, and on a roll call vote, Cotner was elected President of the Commission, 3-0.

B) Election of Secretary within 30 days of Nancy Nagtzaam's appointment to the Commission, as required by City Ordinance 25-63. Sass nominated van Baal to serve as Secretary of the Commission and Holland seconded his nomination. There were no further nominations. Holland moved to close the nominations and unanimously elect van Baal as President, Sass seconded, and on a roll call vote, van Baal was elected Secretary of the Commission, 3-0.

C) Cotner moved, Sass seconded a motion to authorize the President to contract with an electrician to repair the light fixtures at the Sheldon and Lake Avenue gates at a cost not to exceed $1,000. After discussion, the motion passed 3-0 on a roll call vote.

D) Holland moved, Sass seconded a motion to authorize the formation of a group known as "Friends of Duncan Park" for the purpose of recruiting volunteers and donors and to provide this Commission with additional input regarding improving the Park. After discussion, the motion failed 2-1 (Sass) on a roll call vote.
E) Holland moved, Sass seconded a motion to inventory man made items in the Park and develop a maintenance schedule for those items. Holland volunteered to create the initial inventory and propose a maintenance schedule. After discussion, the motion passed 3-0 on a roll call vote.

F) Holland moved, Cotner seconded a motion to authorize the formation of a Fundraising Committee charged with raising funds for the Duncan Park Fund at Grand Haven Area Community Foundation and soliciting Use Applications that will benefit the Duncan Park Fund and to attract new visitors to the Park. After discussion, the motion passed 3-0 on a roll call vote. Those interested in serving on the Committee should indicate their interest to the President who will then appoint a Finance Committee.

Approval of Minutes:
A) Holland moved, Cotner seconded a motion to approve the 9/15/2020 minutes as circulated. Sass asked that the circulated minutes be changed to reflect that van Baal, NOT Sass, offered the amendment to refurbish an existing picnic table. There was no further discussion and the motion passed 3-0 on a roll call vote.

President’s report:
A) Cotner updated the Commission regarding the progress made on removal of more downed and dead trees; the results of the drive-through; easing access at the Lake Avenue gate, winterization of the Park, Lakeshore Visual Arts Collective interest in trunk shows for next year, and Taylor DeBauge’s Eagle Scout kiosk project.

The Commissioners reached consensus on items that should be placed on the kiosk, including a trail map being developed by Curt Ter Haar, Coordinator of Park Planning & Development for Ottawa County Parks; Park Rules to be developed by Cotner, approved by the Commission, and printed by Mr. Ter Haar; and an educational piece outlining the history of the Park and Robert and Martha Duncan to be developed by Loutit District Library’s Jeanette Weiden and Georgette Sass, approved by the Commission, and printed by Mr. Ter Haar.

Commissioners agreed that boot scrapers should be placed by both gates blocking the road but not on the kiosk. Commissioners discussed but did not reach consensus about the placement of a letter box on the kiosk to hold paper maps and a donation tube.

Gajdos reported that an estimate for paving the Park drive from Sheldon through the parking lot was coming soon.

Gajdos also reported that the City has received a monthly electric bill for a meter in the Park. Gajdos and Cotner will identify the meter and take action on it.

Old business:
A) Updates
1) Sass deferred an update on the Forest Steward Partnership application until January.
2) Sass reported that a compostable dog waste bag dispenser and bags were on hand and would be installed near the kiosk.
3) Holland reported that she must wait for a freeze before sowing wildflower seeds in the Meadow south of Woodlawn Ave.

Second Public Comment: None
Commissioners Comments:
Holland expressed a preference to meet every month rather than have cancelled meetings. Holland also dropped off some fencing at the shed and Cotner agreed to put that into the shed. Holland will erect the temporary fencing around the wildflowers in the Spring to reduce foot traffic to allow the flowers to thrive.

The next regular meeting is set for Tuesday, December 15, 2020, at 7:00p.m. virtually via Zoom and Facebook Live unless notified otherwise.

Cotner adjourned the meeting at 8:38 pm.

Respectfully submitted,
Roger G. Cotner
President

These minutes were approved at the Commission meeting held on January 20, 2021.

Aaron van Baal, Secretary