Duncan Park Commission
Meeting Minutes
December 15, 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, Secretary Aaron van Baal, Georgette Sass, Jennifer Holland. Nancy Nagtzaam arrived at 7:21 pm.
  Absent: City Liaison Dennis Scott
  Others: City Liaison Derek Gajdos and City Human Resources Manager Zac van Osdol

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.

Approval of Agenda: Sass moved to adopt the Draft Agenda which Holland seconded. The motion to approve the agenda carried 4-0 by roll call vote. Nagtzaam absent at the time of voting.

Public Comment: None

New Business:
  A) Consideration of a motion to solicit proposals for a caretaker position. Holland moved and Sass seconded. Holland briefly discussed the need for additional physical help to maintain Duncan Park and the Commission discussed the need for a caretaker to provide their own insurance for liability purposes. After a roll call vote the motion carried 4-0. Nagtzaam absent at the time of voting.

Approval of Minutes:
  11/17/2020: No Minutes for the November meeting were available and will be considered at the next meeting following circulation.

President’s report:
  A) Removal of more downed and dead trees by Terry’s Tree Service for $600.
     1) A Beech near Sheldon gate has been trimmed.
     2) Hanger along trail east of Lake gate has been removed.
     3) Hanger west of Lake gate near cemetery has been removed.
     4) Choke cherry tree over road is still hanging and Cotner will contact Terry’s Tree Service for removal.
     5) Sass clarified that the Black Locust she previously referenced located on Park property across from Cotner’s driveway on Woodlawn was in fact not dangerous but rather should be removed as an invasive species. Holland informed the Commission of issues she encountered in removing a black locust on her property such that proper removal procedures should be researched prior to a future removal. Given its non-hazardous nature, the Commission reached consensus to delay removal.

B) Winterization of Park
   1) Jerry Scott winterized the irrigation system.
   2) Titan Landscaping moved the picnic tables into the storage shed this week.
C) Kiosk

1) No update on the Trail map by Ottawa County Parks.

2) Rules
   i) No update on content by Cotner.
   ii) No update on sign developed by Ottawa County Parks.

3) History of the Park and the Duncan’s
   i) Jeanette Weiden and Georgette Sass have been working together to gather historical information. Sass queried the Commission on the scope of the information to be included on the Kiosk. The Commission reached consensus that historical piece should be sufficiently concise to coexist with the map and rules and should include a brief history of the land, of the Duncan’s, and the purpose of Martha Duncan’s gift to the citizens of Grand Haven.

4) Commission agreed to purchase and install a letter box to attach to the kiosk to hold paper trail maps at the time maps are printed.

5) Commission discussed the need for Boot scraper(s) and agreed to purchase 2 at a total cost of approximately $50 to be installed at the Lake entrance and near the Kiosk.

D) Items from 7/27/20 walk-through of Park by Commissioners Holland, Sass and Cotner.

1) The need for regular trash can service has been discussed with Derek Gadjos.

2) Holland has done a preliminary head count of guard posts. Commission discussed at length the options to replace several posts that need replacement, including removal of the posts and substitution of boulders (Van Baal), earthen berms (Sass), and trees (Holland). Cotner sought consensus to authorize replacement of approximately three dysfunctional posts while the proponents solicit cost estimates for possible Commission consideration in the future. The Commission reached consensus to replace approximately three posts in immediate need so as to impede driving vehicles off road in the Park.

3) Gadjos circulated Scoping Estimates prepared by engineers at Abonmarche regarding repaving the Park’s drive and parking lot. Specifically, Abonmarche estimates a cost of $9,432.50 to repave the drive from Sheldon Road to the lift station; and $43,285.00 from the lift station to and including the parking lot, for a total of $52,717.5. Gadjos estimated the useful life for the repavement to be between 20-25 years given the relatively light traffic and very few heavy vehicles except near the lift station. The Commission reached consensus to be included in the City’s paving bid with the understanding that the Commission could decline to be part of the project as late as early May 2021, if circumstances warranted. A consensus urged Gadjos to ask the City of Grand Haven to consider sharing in the cost of paving given its need to access the lift station with heavier equipment.

4) Cotner reported no new information on the trail map or trail closing recommendations from Ottawa County Park’s Curter Haar or forester Ben Savole.

5) Cotner reported on Titan’s Fall cleanup of the Park.

6) No update on the progress of the two exslosures.

7) Holland circulated an inventory of other man-made objects in the Park to facilitate development of a realistic maintenance schedule.

8) Erosion control on the north side of Park drive east of Lake gate has been completed.

9) Sass reported she had no further information on Dr. Locher’s forest seedbank project.

10) Gadjos reported of a public awareness campaign launched by Public Safety to curb increased deer feeding in the Cemetery, Mulligan’s Hollow and the Park. Public Safety proposes erection of a 24” x 24” “Do Not Feed Deer” sign to be placed near the Park’s entrance at Sheldon Road. After several statements disfavoring signs in the Park, Sass moved and N ghosts...
seconded authorization for the placement of one “Do Not Feed Deer” sign not to exceed 18” x 18” on the north side of Park drive roughly 40 feet off Sheldon Road. The motion carried on a roll call vote, 5-0.

Report regarding Treasurer’s report and park maintenance:
Gajdos 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 Amy Bessinger’s financial report to Commission members.

Old business:
A) Updates
1) Sass deferred an update on the Forest Steward Partnership application until January.
2) Sass reported that compostable dog waste bags have been installed near the kiosk.
Gajdos agreed to provide Cotner with three keys for the City’s Mutt Mitt boxes so Commission members can supply those with compostable bags too.
3) Holland reported that she sowed wildflower seeds in the Meadow south of Woodlawn Ave.
4) Holland reported that native Trillium plants were being offered for sale and could be planted in the Park, preferably inside exclusions. She ordered $100 worth from American Meadows for spring delivery and encouraged others to consider ordering some also with the understanding that Commissioners doing so would be reimbursed for their reasonable ($100 or less each) expenditures.
5) Van Baal reported that retrofitting an existing picnic table into an ADA picnic table would be deferred to the Spring.
B) Other old business: None

Second Public Comment: None

Commissioners Comments:
Holland expressed concern about getting a trail system into place and marked correctly due to her belief that the number of trails in the Park has doubled in the past ten years. She expressed a keen interest to mark trails to permit the understory to redevelop. Sass stated that Park use during the pandemic has increased significantly, which she considers good, but temporary. Sass also suggested regular Commissioner walks. Commissioners discussed possibly scheduling a walk together to brainstorm.

The next regular meeting is set for Tuesday January 19, 2020, at 7:00 p.m. virtually via Zoom and Facebook Live unless notified otherwise.

Cotner adjourned the meeting at 8:39 pm.

Respectfully submitted,
Aaron van Baal
Secretary

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

[Signature]