

## **Duncan Park Commission**

February 21, 2023 Regular Meeting; 7:00pm

Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

CALL TO ORDER: 7:01PM

COMMISSIONERS PRESENT: Jennifer Holland, Nancy Nagtzaam, Mike Poort, Georgette Sass, John Williams

CITY LIAISON PRESENT: Derek Gajdos

Public Present: Gene Madden

APPROVAL OF AGENDA: Amendment to move Use Permit review to new business. Motion to approve the agenda as amended, made by Sass and Second by Williams : Passed

PUBLIC COMMENT: No Public comment at this time

APPROVAL OF MINUTES: Motion to approve (Jennifer / Nancy). Suggest email minutes. Draft, Due 8 days following the meeting. Passed

### **AGENDA**

#### **NEW BUSINESS:**

**Discussion** – Use Permit: Discussion was held to determine Use Type / Resident / Non-resident. It was determined that “Runs” using the Duncan Park that are approved by the city should not have to have an additional approval and fee related to Duncan Park. All other events are to be classified by Resident/Non-Profit or Non-Resident/For Profit requests and will require a DPC Use Permit. The DPC considers Educational and Research activities as a no-cost event, but would like to have a Use Permit in order to determine if the action is appropriate for the park usage. The DPC will continue to review application for Park usage and determine if the events are appropriate for approval. Duncan Park will adopt the fee schedule of the City parks.

The fees will be: Resident / Non-Profit – Hourly \$100 per hour and \$500 daily

Non-Resident / For Profit – Hourly \$150 per hour and \$750 daily

Sass will update the Application form for review at our next meeting. It was also stated that the Rules and Regulations should also be added to the application for users to review.

Motion by Poort, Second by Williams to adopt the new fee schedule and what constitutes use of the park that requires a Duncan Park Use Permit Request. Passed

**Discussion** – 2023/2024 Budget Planning: This is due in April. A total budget based on an expected income(4%) based on balance in the foundation account would be about \$20K annually. It was determined that Routine Maintenance should be budgeted at \$9K. This includes Items like: Lawn Mowing, Water, Electricity and Picnic table (in/out) with maintenance on them. Several Projects were talked about but not budget for at this time. We would budget \$3.5K for a utility vehicle to aid in the work in the Park. The Project focus would be the Bolsters along the roadway. Details to be worked out but we budgeted \$3K for replacements/caps/and stain. The remaining \$4.5K will be contingency for new projects, unplanned activities (IE: tree cutting / storm damage, volunteer events) or adjustments to the budget at a later time. This summary will be reviewed in the March DPC meeting and motioned to approve at that time.

**Discussion** – Volunteer Events: The Duncan Park commissioners (DPC) will host the 1<sup>st</sup> of 4 planned volunteer events on April Friday April 28<sup>th</sup> (Arbor Day). The details are TBD. It is intended to be a meet and greet to inform people about the park and aid in the building of a volunteer group for additional volunteer

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work events. The second volunteer event will be intended for May as a spring cleanup. The remaining 2 volunteer events are TBD for scheduling. Most likely 1 as a fall cleanup. Communication for the cleanup is TBD.

Motion by Holland second by Sass to host our first 2023 clean up on Arbor Day 4/28/2023. Passed

**Discussion** – Tri-Cities Family YMCA Kick-Off to Summer Run Use Permit Posted on Google Drive in Use Permit Folder and sent via email with 2/21/23 meeting agenda. **Outcome** – Duncan Park Commission (DPC) will discuss and vote on this use permit.

Motion to support by Poort, second by Nagtzaam to accept the YMCA Kick-off to Summer run on 2/21/2023. Passed

### PRESIDENT REPORT:

- Status of Duncan Park's designation as a network forest in the Old Growth Forest Network  
GH City approved we can be in the old growth forest network
- Status of Duncan Park Stakeholder Survey ([survey](#)). Need additional questions and specific ideas about how to target the stakeholders who utilize the park.  
Additional question around: How do people feel about deer culling in Duncan Woods?

The topic of the meeting room was brought up. It was consensus that the DPC would like to keep using the conference room for our meetings

### OLD BUSINESS:

CITY LIAISON REPORT: THE TREE IS REMOVED ON THE BACK TRAIL. (\$61),

No additional Info on the water bill August/September Water Bill. It was recommended to make a claim on the City Insurance due to the broken pipe. Tasked to Derek.

It was reported that there is a house on Sheldon Road with lights and zipline that infringe on Duncan Woods. Derek will have the City Enforcement officer visit the home.

TREASURER REPORT: Financial reports shared with commissioners on Google Drive and via email with 2/21/23 meeting agenda.

PUBLIC COMMENT: Deer management – Nancy and Jennifer want no deer culling in Duncan Park. There are many opinions here. It was recommended to add the topic to a future agenda of DPC

ADJOURNMENT: 9:26PM

NEXT MEETING: March 21, 2023 @7pm

*Michael J Poort*

Michael J Poort

Duncan Park Commission, Secretary