

**Duncan Park Commission**

March 21, 2023 Regular Meeting; 7:00pm

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

CALL TO ORDER 7:05PM 3/21/2021

COMMISSIONERS: Present: Mike Poort, Georgette Sass, John Williams

Absent: Jennifer Holland, Nancy Nagtzaam,

CITY LIAISON: Derek Gajdos

APPROVAL OF AGENDA: Motion to accept the agenda by: Poort Second by: Williams (Approved).

PUBLIC COMMENT: No Public present.

APPROVAL OF MINUTES: Correction to the 2/17/2023 minutes, Jean Madden was the guest at the meeting.

Motion to approve the Minutes of February 21,2023 made by Williams Second by: Sass (Approved)

**AGENDA**

**NEW BUSINESS:**

A Finalize any additions or changes to the updated Use Permit: Discussed the updated permit presented by Sass. Determined not to clarify what constitutes "Non-Park" use. It was determined that educational use could have the fees waved. Runs would not require an additional permit/fee for Duncan Park. Runs are approved by the city and granted access to use the roadway in Duncan Park. All other events should come to the DPC for review and approval. The rules of Duncan Park will also be attached to the form. Sass will update the document and bring back for final approval in the April DPC meeting. The final form is intended to be in a online fillable format.

B Finalize Duncan Park's Fiscal Year 2023/2024 Budget to be submitted to the City of Grand Haven: The Budget was planned in a previous work session.

Professional / Contractual : \$14,400

Oper Material & Supplies : \$500

Electricity : \$700

Water : \$1,400

No reason to breakdown to the Employee charges (IE: Benefits/Wages/Motorpool).

These were historically small amounts that are occurred when the City provides labor services.

Some of the planned projects are to fix Bollards, investigate steps on the Mary-A-White trail, Equipment needs. Project funding would come from the Professional / Contractual line item in the budget.

Motion by Sass and Second by Williams: To approve a \$17,000 budget broken down the same as the 22/23 fiscal year based on the recommendations of the work session on 3/21/2023. (Approved)

C Finalize work plan for the Spring Volunteer Event at Duncan Park: The Spring Volunteer Event will be an informational event with some park cleanup activity. This will be an Earth Day event. The City is having an event on 4/22 and it was recommended that DPC attend for promotion of the Duncan Park Spring Volunteer Event. We discussed the Date of the Duncan Park event and determined it would be better to host the event on Saturday 4/29 for participation. Motion by Sass, second by Williams to change the Date of the Volunteer event to 4/29 from 10:00am to 12:00pm. (Approved)

D Library Storybook Walk Use Permit: This event will use small yard signs along the roadway to tell a story for people walking in the woods. Motion by Sass, second by Williams to approve the use permit as educational for the Library Storybook Walk. (Approved)

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- E YMCA Coast Guard Run Use Permit Use Permit: This has been an annual event and uses the roadway through the park in their running route. Motion by Sass, second by Williams to Approve as a run with no additional charge. (Approved)
- F We lack a clear procedure for patrons of the park to contact the Duncan Park Commission with concerns or comments in a timely way: It was determined that we should create an email and post it on the information kiosk and related websites. Emails received would be redistributed directly to the commissioners. The email would also be posted on our website. This would be a city email address. Motion by Sass, second by Williams, to request City IT (Matthew Vanportly) to setup the email connection that will forward to DPC's. (Approved)
- G Dedication ceremony as a Network Forest in the Old Growth Forest Network: Duncan Park Commission (DPC) discussed dates to host a dedication. We would like to combine this with the Spring Work Session on April 29<sup>th</sup>. Sass to check with Nick Sanchez's (OGFN) availability. The Second option was October 22<sup>nd</sup>, 2023. No Motion required.

### **PRESIDENT REPORT:**

- Additional input needed for Duncan Park Stakeholder Survey. Review handout.
- Discussion of updated Park Regulations. Needs review as to what we currently have... Add to the use permit.

### **OLD BUSINESS:**

- Home on Sheldon road, Lights and enforcement – Pending Update
- Water Bill with Insurance – Pending update

CITY LIAISON REPORT: Items and charges were reported via email.

TREASURER REPORT: Financial reports shared on Google Drive and sent with 3/21/23 meeting agenda.

PUBLIC COMMENT: NONE

ADJOURNMENT: 8:25PM

NEXT MEETING: April 18, 2023 @7pm

RESPECTFULLY SUBMITTED BY:

*Michael J Poort*

Michael J Poort  
Duncan Park Commission, Secretary

APPROVED: 4/18/2023

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