

Duncan Park Commission - May 16, 2023; Regular Meeting; 7:00pm
Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

CALL TO ORDER: 5/16/2023 @ 7:03PM

COMMISSIONERS PRESENT: Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Derek Gajdos

APPROVAL OF AGENDA: Motion to approve the current agenda, by Poort, Second by Williams Passed

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: Motion to approve the minutes as amended from 4/18/2023 by Sass, Second by Williams (Approved as amended)

Amendments: 110th Anniversary (not 110th dedication) October 21, 2023; Clarification requested by Sass to indicate the discussion and vote on Duncan Park management was related to the commission's authority to manage the park (per Grand Haven, Michigan - Code of Ordinances Chapter 25 - PARKS AND RECREATION ARTICLE V. - DUNCAN PARK COMMISSION Sec. 25-62. - Duncan Park Commission). Discussion to complete the minutes within the 8th day to review before publishing.

NEW BUSINESS:

- A. The City Clerk is asking committees to make sure we are adhering to the Open Meetings Act (OMA). Duncan Park commissioners (DPC) reviewed highlights of the OMA. Sass requested us to review OMA in more detail to refresh our knowledge of the policies. The DPC discussed highlights of meetings times and postings. Minutes of the DPC meetings need to be available the 8th day following the meeting. Minutes do not have to be posted by the city until approved, but they do need to be available if requested after the 8th day following the meeting. Agendas need to be posted 7 days before the meeting as a City of Grand Haven requirement, though it was noted this is not an OMA requirement. Work sessions can be called with notice given for official business that does not involve voting. It was also highlighted that anytime we have a quorum of the commission outside of regular meetings, there should be notice of potential business in the form of a special meeting should any voting be required. Derek will check on the FOIA meeting minute requests requirement.
- B. Duncan Park commissioners (DPC) discussed holding monthly volunteer events in the park. A May 27th volunteer event was suggested involving a Garlic Mustard pull. Additional volunteer event ideas: June (trail maintenance), July (Staining Bolsters), August (tbd). The commission also discussed table and bench maintenance. Tables should be cleaned in the fall then put in the shed and sealed in the spring. This would allow for power washing and dry time before sealing. The cleaning of the tables could be done in a September or October volunteer event. The DPC will meet for a work session on May 24th @ 7:00 pm to walk the trails and discuss what work they would want to do as it relates to trail maintenance. A proposal will be brought to the June 20th meeting for approval. Motion by Poort, Second by Sass to hold scheduled volunteer events on a monthly basis (around the 3rd Saturday of the month). The initial volunteer event will be May 27th (Pulling Garlic Mustard). The second event will be June 24th (Trail Maintenance). The July event (Prep/stain Bollards). Other volunteer events TBD. Passed.
- C. Duncan Park Commission (DPC) reviewed summer maintenance tasks. It was determined to use Titan for Lawn Mowing (3 1/2" height) twice a month / Trimming as needed. Blow the parking lot area monthly. Spring and Fall Cleanup on the back road to help preserve road materials. Spring cleanup was already done for 2023. DPC will also contract Krause to fix sprinklers, and start the system. It was suggested that we sprinkle less in the picnic area because of the amount of shade. The timers can be adjusted as needed. DPC will also contract repainting the mid-walk crossing (Piano Keys - no side lines). Investigate the pricing/contract with the city on crosswalk painting with Advance Painting.

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- D. DPC has put closure to the \$1000 water bill from fall of 2022. DPC was notified the insurance has a \$1000 deductible, so that wouldn't help to claim on insurance. The break in the line was on the Parks side of the meter. The leak was after the meter and is the responsibility of the private property. The bill has been deducted from the Duncan Park Fund. We have since found out there are 3 meters that relate to Duncan Park. One between Taylor and Duncan Park(near 400 Duncan Ct), One in the middle just to the south of the parking area, and one at the entrance behind the North Pillar. We now have a better understanding of what part of the water system is the park's responsibility. The DPC commission will look into putting the Dog watering faucet on an automatic shutoff valve. The DPC commission will also contract the work to fix the sprinkling leak and start the sprinklers.
- E. A request/Use Permit from St. John's Lutheran Church and School has been submitted for a run through Duncan Park. The Otoño 5K Run will be held on September 16, 2023. DPC discussed and determined it meets our new process that events like Runs that are already approved by the city and the only activity for the park is a pass through the park would be approved. Motion by Sass, Second by Williams to Approve the use of the park for the Otono park. (Approved)

PRESIDENT REPORT:

- Earth Day Event outcome – very nice event, well attended. We gave out small plants, provided information about the woods and collected names and contacts for Friends of Duncan Woods volunteer events.
- Duncan Park Stakeholder Survey. Ready to launch. It was recommended to send it to city manager (Ashley) for a heads up and get a final review.
- Updated Use Permit with Rules & Regulations *still in progress*.
- Plans for dedication of Duncan Park as a Network Forest in the Old Growth Forest Network.
 - Sass going to dedication Aman Park GR to get a feel for what others do for a dedication ceremony
 - Idea: to talk to Marushka for a commemorative shirt
 - Idea: look at the lighthouse poster and do something like that
 - High Level review of invitees: Mayor and Council, Community Foundation, Loutit Foundation, all involved with the old growth forest project (IE: NickSanchez).
- Urban Forestry Grant – DPC discussed the signage request for the enclosures. It was determined that we do not want to call attention to the enclosures, however commissioner Sass will do a notification that we can post on the Kiosk. Sass also Identifies the locations of two enclosures (caretaker shed area and back trail behind baseball diamond)

OLD BUSINESS: None

CITY LIAISON REPORT: Nothing additional to report

TREASURER REPORT: Financial reports shared on Google Drive and sent with 5/16/23 meeting agenda.

PUBLIC COMMENT: NONE

ADJOURNMENT: 8:36PM

NEXT MEETING: June 20, 2023 @7pm

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APPROVED 7/18/2023

Michael J Poort

Michael J Poort

Duncan Park Commission, Secretary