

CALL TO ORDER: 7:01PM 7/18/2023

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

CITY LIAISON: Derek Gajdos

APPROVAL OF AGENDA: Motion by: Poort Second by: Williams, To approve the Agenda for 7/18/2023
(Approved)

PUBLIC COMMENT: *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing Commission are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but may not have a response at this time.*

APPROVAL OF MINUTES: Motion by: Sass Second by: Williams to Approve the minutes of 5/16/2023 as amended with the date for the Old Forest dedication on October 21st, 2023

AGENDA

NEW BUSINESS:

A. Elections

Motion by Williams, Second by Burns to nominate Sass for President. (Passed)

Motion by Williams, Second by Burns to nominate Poort as Secretary . (Passed)

It was noted that DPC board appointments are a 5 year term, with the exception of replacement terms, and run July 1st to June 30th. We discussed an ordinance change to hold election's annually rather than when there are appointment/re-appointment of board members. In this way, elections would not be held mid-year for new appointments. If the President or Secretary resigns mid-year, a provision for an appointment or re-election at that time should be included. Because this would be a change to the Duncan Park ordinance and have to be presented to the City Council for approval, Poort will re-write / draft the proposed change to the Ordinance for review and approval by the DPC which can then be taken to City Council for approval.

B. Duncan Park commissioners (DPC) discussed the next Duncan Park Volunteer Event and what work could be carried out. Poort will put together a proposal to do a retaining wall along the "Martha's loop trail as it comes to the top of the hill and joins the paved road). This will require a permit from the city for safety and the plan. An initial estimated high level plan and cost of materials will be presented at the September meeting.

DPC discussed trail work. Sass provided a map from the May 14th walk through at the June meeting which is posted ([May 14 Trail Map](#)). It was determined that the DPC will do another walk through to talk about trail rehabilitation. Sass will look at signage to use with trail closures. These would be used on trails we do not want in use to allow regeneration of vegetation. A suggestion was made to also obtain signage for use when work was needed such as "Closed for Trail Repair"

We discussed the Bollards again, replacement, Caps, Staining, Staining is something everyone can do in a volunteer event. DPC also talked about new ideas, however, everything needed more investigation and planning. For this reason, a work session was suggested. It was decided that:

DPC will have a walk through Work Session to review Trail, Bollards, and kiosk Maintenance. 8/9/2023 @ 4:00pm, meet by Kiosk.

C. General Maintenance: DPC looked at the current materials and maintenance lists on Google Docs. It was discussed that we have many potential infrastructure items that need to be maintained and we need a schedule to do regular maintenance, so we don't fall behind and everything has to be done at once. It was discussed as we look to repair or replace items that we try to do it with items that require less annual maintenance. DPC also would like to keep item as natural looking as possible. Some Idea's were around Bollards to use something that would not rot or a totally different approach like 6x6's Telephone Poles or Rocks. It was decided that: **Williams will update the maintenance tasks sheet on google docs, with the timing suggestions.**

Duncan Park Commission – July 18, 2023; Regular Meeting; 7:00pm
Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

D. Status of and treatment for Hemlock Woolly Adelgid (HWA) in the area: Burns took samples and had them analyzed for spider mites and HWA. The projected follow-up treatment for HWA in Duncan Park is due in 2024. There is concern about treating the Hemlocks too often. There are some new thoughts to use predator mites to kill the Spider mites. We seem to be very low on predator mites. It was also noted, there were 3 dead Hemlocks on Martha's Trail near the cemetery side, that were treated in the previous treatment, but still died from spider mites. Docs Provided by Burns. Burns to do additional investigation on what type of Treatment would be recommended and estimated costs. Avermectin is a new drug that is being studied for the treatment of the Hemlock trees.

E. Transmission of information to the public via postings on the Kiosk and social media:

Shyle Lions, from the city may be able to keep our FaceBook Page up-to-date. We will still need to feed her the information. Sass to work with Shyle to examine possible help with updates for the FaceBook page. DPC also talked about re-arranging the Kiosk to make it more usable for information posting. This will be discussed at the walk through on August 9th.

F. Identification of any fiscal procedural questions from the (DPC): Emily Greene (Finance Director, City of GH) was unable to come to our meeting. She would be happy to answer any questions the commissioners have related to our budgets.

For example, Sass asked why our budget went from 17K, to 22.8K for year 22/23. This was explained as year-end budget amendments per Gajdos. The expenses did not change. The budget amounts had to be allocated to other line items. The other line items were increased but the general maintenance line item that we used was not lowered. Changes to the DPC budget should be reviewed by the DPC commission before changes are made. We also discussed fund raising. We can raise funds for projects and general funds from the private sector. Sec.25-64 of a previous ordinance. Sass will create a document on Google Drive for questions to take back to Emily Greene about finances.

G. Old Growth Forest Network Dedication planning: DPC discussed a save-the-date announcement for the Old Growth Forest Network Dedication. Duncan Park Commission will discuss and begin assignment of tasks to commissioners. Sass spoke with Michigan Rag about printing something to sell at the event as a fundraiser. There was a shirts in the store Idea. Inventory is an issue. Maybe partner with a retailer and proceeds could go to the DPC. Sass will talk to Shyle on promotion. Sass will continue to work with Michigan Rag. There was no discussion on finance or budget approved for this event yet. It was proposed that this will be under professional services. No dollar amounts have been discussed. We need a plan for the event and assignments for putting this dedicated together. Nick Sanchez and Ali Locher will talk at the event. Williams to talk to Denny Swartout about promotion with WAWL on the history of Duncan woods. Planning to continue but is important to get this planned for the October presentation.

PRESIDENT REPORT:

- Thanks to Mike for taking care of the debris from the downed Beech tree.
- Eagle Scout identified for the MAW steps/walkway. Meeting with an Eagle Scout on Wednesday 7/26 for steps on the Mary-A-White trail. This will probably require a building permit. The Scout will provide a design and budget for the project. This will have to meet building codes of the city.

OLD BUSINESS:

CITY LIAISON REPORT: Gajdos reminded the DPC committee that Meeting schedules are due in October 2024 year.

TREASURER REPORT: May financial reports shared on Google Drive and sent with June meeting agenda; June financial reports shared on Google Drive and sent with 7/18/23 meeting agenda.

PUBLIC COMMENT: NONE

Duncan Park Commission – July 18, 2023; Regular Meeting; 7:00pm
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ADJOURNMENT: 9:15PM

NEXT MEETING: August 15, 2023 @7pm

APPROVED 8/15/2023

Michael J Poort

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Duncan Park Commission, Secretary

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