

Duncan Park Commission – September 19, 2023; Regular Meeting; 7:00pm
Grand Haven City Hall, City Manager Meeting Room, Grand Haven, MI

CALL TO ORDER: 7:03PM 9/19/23

COMMISSIONERS PRESENT: Larry Burns, Elizabeth Pool, Mike Poort, Georgette Sass, John Williams

CITY LIAISON PRESENT: Derek Gajdos

APPROVAL OF AGENDA: Motion by Sass to approve agenda for 9/19/23. Williams; Second: Burns;
[Approved]

PUBLIC COMMENT: *Members of the audience may address the Commission on any item, whether on the agenda or not. Those addressing Commissioners 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.*

Bob Manetsa

APPROVAL OF MINUTES: Motion by Williams to approve minutes from the meeting on August 15, 2023.
Second: Burns; [Approved]

AGENDA

NEW BUSINESS:

A Invited Speaker – Potential speakers who request or are asked to address the commission (such as the scouts working on Eagle projects in the park or consulting professionals) will be placed as the first order of new business out of respect for their time. At the time this agenda was distributed, there had not been a confirmation of availability from any potential speaker.

Eagle Scout Ethan Hoffmeyer presented a proposal to renovate and improve the front and back gates. He is proposing to strip the wood, refasten to the metal posts, and refurbish the existing wood and metal. Issues that are out of his control would be: rotted posts (rot ranging from 20-40 inches deep) and rot at the bottom of various posts (rot up to 4 inches into the center). Hoffmeyer's plan is to lift and shore the sagging gate, refasten metal rings, and refurbish the metal and wood by sanding and repainting. Georgette agrees these are improvements the commission has talked about for quite some time. Hoffmeyer noted that the posts are stable, but there is only a 4 inch post inside the rot holding the posts. All posts are cemented in concrete. Sass suggests a material/wood cement (Pecker Patch, Polecrete, Polywater, etc.) to repair the current posts. Poort suggests something like Bondo to fill in the bottom and inside the holes. We agree these are not permanent solutions but they would help provide longevity to what is remaining of the current posts. Ethan's dad, P. Hoffmeyer, explained that these products have to be added in layers so as to not create an exorbitant amount of heat leading to a fire. Pool asked about aesthetics pertaining to the patching. Poort commented that once the patches are made and the painting is completed that the patch would not have any negative effect on the appearance of the posts. Poort commented that the rot has gotten significantly worse over the last year. The bands are said to be for aesthetics only and will be painted and refurbished or removed if the damaged bands cannot be fixed/drilled back into the posts. After discussion, Hoffmeyer will bring the proposal to his advancement chair, complete his paperwork, make sure the scope of this project is doable, and complete a budget for the scope of the project. Sass motioned to support Ethan Hoffmeyer moving forward with his Eagle Scout project proposal to improve the front and back gate.
[Pool: second; Approved Unanimously]

B Discussion – The threat of invasive disease to the trees in Duncan Park is an area of active and ongoing concern for the Duncan Park Commission. Discussion of 1) Martha Duncan's deed to the city in the context of best forestry practices and 2) Old Growth Forest canopy management has been requested. Supporting information can be found in the Management folder. In recognition of the fact that any action taken by the DPC would be under the consultation of a professional forester, the discussion will be focused with this objective in mind. **Outcome** – DPC will discuss and vote how to proceed with the hiring of a professional forester.

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One year has passed since Sass put out a bid for a forester. She has received zero responses. Burns presented the commissioners with documentation and questions to consider regarding preservation versus conservation. A discussion regarding management and stewardship of the park ensued regarding conservation, wise use, and sustaining the park into the future. Many different opinions and options were discussed regarding protocol to protect and preserve the trees in the forest. Burns stated that if we do nothing we will lose 99% of the [Beech] trees in the Duncan Park forest. Sass made it clear that we take our management plan from a registered professional forester. Poort stated that the treatment costs far exceed those which are available in the park fund. He stated that we are also a small piece of a much larger community and if we treat just our small area the diseases we are fighting will be for not. Sass is going to reach out to bring Ali Locher and Nick Sanchez into the conversation. No motion at this point. The discussion is tabled for a future date most likely at the October 8 dedication when one or more registered foresters are present. Sass to create a new bid for a new forester.

- C **Discussion** – Pest control in the caretaker shed is again a concern. (Mice are nesting in the shed). The DPC will discuss how to proceed on pest management issues that have not been adequately addressed. The discussion need not be limited to pest solutions as there are a number of other shed-related issues in need of our attention, such as removal of items no longer of use and general cleaning. **Outcome** – DPC will discuss and vote on actions to be taken related to upkeep of the caretaker shed.

Sass presented an estimate from Best Way Animal Removal to remove mice by sealing the caretaker shed, installing a metal to wall/ceiling junction and installing plywood over the garage opening. We all agree that the shed needs to be cleaned up. Various items need to be sorted for disposal, use or to continue saving for future use. Sass to talk to Eagle Scout [Liam] about adding the foot-washing stations to his future proposal.

Future plan to have a work session at the caretaker shed. Sass proposed a work session. Poort motioned to set a work session at the caretaker shed on September 30 at 10am.

- D **Discussion** – The commissioners have hosted a Fall Color “Drive Thru” in the past as a fundraiser. The DPC will discuss whether to host again. A possible date is October 28th as this coincides with the with Fall Festival organized by the Main Street Downtown Development Association. **Outcome** – DPC will identify and vote on the Fall Color “Drive Thru”.

The commissioners open the gates in the fall for visitors to drive thru. There are buckets for donations. We will advertise on downtown mainstreet for people to come down after the fall festival. Poort will work on pamphlets to hand out during drive thru to inform visitors of the history of Duncan Park, the projects that we are working on and also a QR code to take our survey. Sass motioned to set our fall color “Drive Thru” to October 28 from 10am-4pm. Second: Williams; [Approved]

- E **Discussion** – Responses from Emily Greene to our questions related to fiscal procedures will be reviewed (responses shared on Google Drive and sent with September meeting agenda). Are there follow-up questions? Are there any procedural changes we would like to have formally considered? **Outcome** – Potential questions and/or policies to be requested will be identified and any action to be taken will be decided.

Sass presents questions:

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Where is the federal grant coming from (Revenue Department 044: Grant) as well as Refund Reimbursements (Department 056)?

Why is the ordinance describing funding removed from the charter?

How can we change the tax deductible donation to include labor? -Community foundation is only cash but the city can receive a non payable bill and receive a receipt for services/labor.

Sass to follow up with Emily to get more information about these few things for our next meeting.

F Discussion – There have been ongoing discussions related to the creation of an official Duncan Park Commission logo to be used on apparel, signs, letterhead, merchandise, etc. Examples from graphic artists will be presented with the goal of advancing this idea ([Sample Logos](#) shared on Google Drive and sent as email attachments with September meeting agenda). **Outcome** – DPC will discuss and vote on a DPC Logo.

Discussion included adding Duncan Park, trees, City of Grand Haven, the front entrance pillars, and our email on a logo. Cost was \$150 for Faith's business and \$350 for Meghan French. French's proposal includes all electronic documents for various uses.

Poort motioned to move forward with Meghan French to create the logo. Second: Sass; [Unanimous Approval] Pool to follow up with French.

G Discussion – There has been a request to extend access to the Google Drive containing Duncan Park Commission documents beyond those members who are currently on the DPC. **Outcome** – DPC will discuss and vote on access to DPC documents.

Sass deleted non commissioners from google drive during meeting at 8:45pm 9/19/23.

Clarification 10/17/23 to ["review" not "extend" access...].

PRESIDENT REPORT:

- Oct 8 OGFN dedication: 1pm at Duncan Park
- Day of Caring: moved to Saturday, September 23 11am Mike to move mulch from front entrance to back entrance.
- Launch of Survey: Various changes were made during 9/19/23 meeting. Sass to finish editing before launch. QR code to be published on pamphlets. Survey to launch before fall drive-thru. Burns motioned to approve the survey pending finalization of edits. Second: Sass; Approved
- Urban Forestry Grant - The submission of the grant is being submitted. Ali Locker is creating a report on the existing exclosures which will remain in Duncan Park for the next few years.

OLD BUSINESS:

- DPC Priorities - We reviewed the strategies and will use these to prioritize for 2024. We will review this and prioritize the list at the next meeting.
- Bollards: Beth to post pictures of bollards in parking lot on the Management/Infrastructure folder. Bollards to be on the agenda for the next meeting.
- Kiosk updates: add QR code for survey. Poort to adjust info on the Kioske. QR code to be placed in the Kioske folder.
- Charter amendments:

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CITY LIAISON REPORT: Gajdos said the city picture was taking in Duncan Park on 9/19/23. The picture will be placed in the city calendar for 2024.

TREASURER REPORT: Financial reports shared on Google Drive and sent with September meeting agenda

PUBLIC COMMENT:

ADJOURNMENT: 9:17PM

NEXT MEETING: October 17, 2023 @7pm UPDATE NEXT MEETING: WORKING MEETING SEPTEMBER 30 @ 10AM

MOTION TO APPROVE WITH EDITS BY BURNS, SECOND WILLIAMS

APPROVED 10/17/23

RESPECTFULLY SUBMITTED BY:

ELIZABETH POOL

ELIZABETH A POOL

DUNCAN PARK COMMISSION, SECRETARY