

Duncan Park Commission – February 17, 2026; Regular Meeting; 6:00pm
Grand Haven City Hall, Council Chambers, Grand Haven, MI

CALL TO ORDER:

COMMISSIONERS PRESENT: Joe Middleton, Mike Poort, Georgette Sass, John Williams
CITY LIAISON: Michael England

APPROVAL OF AGENDA: Sass requested to amend agenda to include a proposal from West Michigan Cooperative Invasive Species Management as New Business Item C. Motion to approve amended agenda made by Poort, second by Williams; passed 4-0.

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

APPROVAL OF MINUTES: Motion to approve January 20, 2026 Regular Meeting minutes with corrections submitted by Poort made by Williams, second by Middleton; passed 4-0.

AGENDA:

NEW BUSINESS:

- A. **Discussion** – The Duncan Park Commission would like to establish how best to use projected rates of return on the principle of the Duncan Park fund held by Grand Haven Area Community Foundation to ensure both our operational expenses as well as any expenditures that will be needed to manage invasive species or necessary infrastructure projects in Duncan Park. *Commissioners submitted questions to be asked of the city’s Finance Director Emily Greene. There were no changes to the questions posted to our Google Drive and attached to the email sent with the meeting’s agenda. These will be conveyed to the city’s Finance Director Emily Greene by Duncan Park’s City Liaison Michael England.* **Motion** – none needed.
- B. **Discussion** – The Duncan Park Commission continued its deliberation of the 2026/2027 budget. *Commissioners identified key infrastructure projects to be considered in our 2026/2027 budget as ongoing bollard replacement, maintenance of stone gates and sprinkling system repair. Commissioners established the 2026/2027 budget which will be conveyed to the city’s Finance Director Emily Greene by Duncan Park’s City Liaison Michael England.* **Motion** – Set Duncan Park Commission’s annual operating budget at \$25,000 with a future potential expense for HWA treatment made by Poort, second by William; passed 4-0. Proposed budget as follows:

Proposed 2026/2027 Budget:

Dept 535 - DPW-Duncan Woods		
101-535-750.00	Oper Materials & Supplies	3,000.00
101-535-801.00	Professional/Contractual	20,000.00
101-535-920.00	Electricity	700.00
101-535-922.00	Water & Sewer Charges	1,400.00
Total Dept 535 - DPW-Duncan Woods		25,000.00

- C. **Discussion** – The Duncan Park Commission considered a proposal from West Michigan Cooperative Invasive Species Management. *WMCISMA would create a treatment plan for forest pests of Eastern hemlock at Duncan Park consisting of a background of Duncan Park, an overview of past hemlock tree inventory, historical treatment records, treatment methodology, and long-term management strategies for forest pests of Eastern hemlock trees. Commissioners decided this would be a redundancy with the outcome of a successful Request for Proposal to seek bids for hemlock retreatment in the park.* **Motion** – none needed.

OLD BUSINESS:

- D. **Discussion** – The Duncan Park Commission (DPC) agreed to generate a Request for Proposal to seek bids for hemlock retreatment in the park. *A Scope of Services for this Request for Proposal reflecting recommendations generated upon consultation with Dr Deb McCullough (Professor, Dept.*

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*of Entomology and Dept. of Forestry, Michigan State University) was reviewed by commissioners. Commissioners discussed the removal of any language that indicated a service would be optional, asked that a treatment be added for trees with DBH below the threshold for injection and requested guidance for HWA infestation levels be added to the document. It was noted that to move forward the Duncan Park Commission needs the assistance of the city in determining what other documents are required. **Motion** – none needed at this time.*

- E. **Discussion** – The Duncan Park Commission (DPC) will participate in Earth Day Celebrations to be held at the First Presbyterian Church on April 25, 2026. *Commissioners determined that we need additional Brochures for the event and these could be printed at the Loutit Library. An activity for the event was also agreed upon. Continued planning will take place at future meetings. **Motion** – none needed at this time.*

COMMISSIONER'S REPORTS: *These are limited in scope, representing a report of activities relevant to Duncan Park and DPC. These will be limited to 3 minutes. Discussions or actions that require detailed consideration or a vote should be placed as an agenda item under NEW BUSINESS.*

CITY LIAISON REPORT:

TREASURER REPORT: Financial documents for January were sent with this agenda and are posted to Google Drive.

PUBLIC COMMENT:

ADJOURNMENT: 7:55pm

NEXT MEETING: March 17, 2026 @6pm

Draft minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on March 15, 2026