

**Duncan Park Commission** – December 16, 2025; Regular Meeting; 6:00pm  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:** Motion to approve agenda made by Middleton, second by Sass; passed 3-0

**PUBLIC COMMENT:** *Melanie VerDuin indicated how appreciative the Duneside Discovery Center was for the trail created on the latest Duncan Park Volunteer Day.*

**APPROVAL OF MINUTES:** Motion to approve November 18, 2025 Regular Meeting minutes was made by Poort, second by Middleton; passed 3-0

**AGENDA**

NEW BUSINESS:

- A. **Discussion** – The Duncan Park Commission (DPC) will continue our discussion of hemlock retreatment in the park. Additional deliberations on alternative approaches to HWA control were presented. James Retzlaff of Parshall Tree Care was available at the meeting to answer questions. **Outcome** – *There was a robust discussion of the need for commissioner inclusion in email discussions with other contractors which resulted in these being posted to the Google Drive. The absence of finalized proposals from other contractors, regardless of the reason for the delay, led to a motion from Poort. Motion – Approve the \$85,000 Parshall proposal for the 2026 treatment of Duncan Park made by Poort, second by Middleton; failed 2-1 (Sass no). This will require the Duncan Park Commission to move forward with reviewing proposals from other contractors and possibly a request for bid process.*
- B. **Discussion** – The Duncan Park Commission will consider its 2026 Event Calendar. **Outcome** – *It was agreed that Duncan Park Commission would participate in the Earth Day Celebrations on April 25, 2026 at the First Presbyterian Church. This led to a discussion of how to facilitate the organization of fundraising events. It was decided that the commission needs to first identify capital improvement projects and then identify a volunteer committee to help organize. October was identified as a target month for such an event given its significance. Volunteer events still need to be discussed. Poort will post information on infrastructure projects in advance of a discussion at our January meeting.*
- C. **Discussion** – The Duncan Park Commission will continue its deliberation of the 2026/2027 budget to be submitted to the City of Grand Haven early in 2026. **Outcome** – *Identification of specific operational expenses and any capital improvement expenses for 2026 identified by Poort (see New Business B) was tabled until January's meeting.*

OLD BUSINESS:

- D. **Discussion** – DPC received acceptance with no comment from the Department of Public Works at our November meeting to move forward with the construction of steps to control erosion at the Wisconsin St access to Duncan Park. JDesign & Services LLC was contacted and has indicated they will need to determine whether any changes in materials costs will alter the original quote. **Outcome** – *DPC confirmed our interest in moving forward with construction.*
- E. **Discussion** – A meeting with Grand Haven Area Community Foundation (GHACF) and the city's Finance Director was identified as a first step in determining how best to use the projected rates of return on the Duncan Park fund's principle to ensure both our operational expenses as well as any expenditures that will be needed to manage invasive species in Duncan Park or necessary infrastructure projects. **Outcome** – *DPW Director England stated that the DPC can email questions about budget directly to City Finance Director Emily Green. Communication with GHACF has not been initiated and a report on Duncan Park's approach to managing our fund in light of upcoming expenditures is being tabled until January's meeting.*

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**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. **None***

**CITY LIAISON REPORT:** *DPW Director England shared that Grand Haven City Strategic Planning will be taking place this week.*

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

**PUBLIC COMMENT:**

**ADJOURNMENT:** 7:30pm

**NEXT MEETING:** January 20, 2026 @6pm

Approved minutes respectfully submitted,



Georgette Sass

Sent to City Clerk on January 20, 2026