

**CALL TO ORDER:**

COMMISSIONERS: Joe Middleton, Elizabeth Pool, Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Michael England and Leah Bectel

**APPROVAL OF AGENDA:** Motion by Sass to approve agenda with addition to discuss Taylor Ave water main looping project; second Williams; **Passed.**

**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 by Sass to approve November 19 minutes; second Poort; **Passed.**

**AGENDA**

**NEW BUSINESS:**

- A. **Discussion** – Leah Bectel and Michael England presented plans to replace the 2-inch water main line from the end of Taylor Avenue to Duncan Court.

Motion- The Department of Public Works (DPW) requests approval from the DPC to use directional drilling to replace the water line serving Taylor Ave, Duncan Court and Duncan Park. In doing so, DPW will replace the existing waterline to DP to be discontinued. The existing 2-inch line will be filled, capped and left in place. **Motion by Sass to approve this motion; second Pool; passed**

- B. **Discussion** – The Duncan Park Commission has discussed endorsement of a fellowship to engage students in a paid, supervised activity to benefit the park. This document can be found on our Google Drive and is also attached to the email sent with this agenda. Current needs and suitability of the activities outlined in the fellowship document will be discussed and updated. **Outcome** – DPC will update the fellowship information, initiate its advertisement and formulate a process for the review of applicants. **Suggested Motion** – DPC approves a 2025 fellowship and its advertisement.

**Motion by Sass to approve the amended 2025 fellowship and its advertisement. Second Pool; passed**

- C. **Discussion** – Priorities for Spring/Summer infrastructure projects will be discussed. Projects include, but are not limited to, the continued replacement of deteriorating bollards, addressing previously identified drainage issues in the parking lot along with any potential repair of the associated retaining wall, grading the road to the caretaker shed which has been damaged by snow plowing and steps between Mary A White and the park to aid in the prevention of continued dune erosion. **Outcome** – Commissioners identify key infrastructure projects to complete. **Suggested Motion** – Specific motion to be generated based on discussion.

**Motion by Pool to approve Xtreme Outdoor solutions proposal for \$4,991.00 to fix drainage in the north side of the parking lot and replace 24 of the bollards with boulders. Second Williams. Approved**

Note: in discussion related to this motion to approve expenditures for drainage, it was noted that GH Finance department brought to our attention that our budget should be amended to balance our intended allocations to Professional/Contractual 101-535-801.00 and Oper Mat & Supplies 101-535-750.00

**Motion by Sass to transfer \$2000 from 101-535-801.00 Professional/Contractual to 101-535-750.00 Oper Mat & Supplies**

**Duncan Park Commission** – January 21, 2025; Regular Meeting; 6:00pm  
Grand Haven City Hall, Council Chambers, Grand Haven, MI

- D. **Discussion** – The DPC’s oversight of the park requires consideration of how to compel respectful conduct in the park. For example, after several park users reported issues this past summer with electric bicycles on the trails, we enlisted Grand Haven Public Safety to help us prevent this potentially destructive use of park trails. In the past, DPC has recognized the City of Grand Haven’s rules and guidelines for city park use. DPC will discuss whether current signage is sufficient to indicate Duncan Park rules/guidelines, determine how violations of said rules/guidelines will be reported to the commission, the level of enforcement warranted and whether existing Duncan Park rules/guidelines should be reviewed to better protect the park. **Outcome** – Consensus to be generated with respect to Duncan Park rules/guidelines and their enforcement. **Suggested Motion** – Specific motion to be generated based on discussion.

**Signs to be discussed at the next meeting are: dogs off leash, no bikes on trails, speed limit, and no motorized vehicles off paved road.**

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: ENGLAND TO LOOK INTO PLOWING CONCERNS ON THE ENTRANCE TO THE SHED AS WELL AS SIGN MAKING OPTIONS.

TREASURER REPORT: November and December financial documents are posted on our [Google Drive](#) and attached to the email sent with this agenda.

UPCOMING EVENTS OF IMPORTANCE: NONE AT THIS TIME

**PUBLIC COMMENT: NONE**

**ADJOURNMENT: 7:44PM**

**NEXT MEETING:** February 18, 2024 @6pm

Approved minutes respectfully submitted by:



Elizabeth Pool, Secretary

Amended by:



Georgette Sass

Sent to City Clerk on March 16, 2025

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