

Duncan Park Commission – February 18, 2025; Regular Meeting; 6:00pm
Grand Haven City Hall, Council Chambers, Grand Haven, MI

CALL TO ORDER:

COMMISSIONERS: Mike Poort, Georgette Sass, John Williams

CITY LIAISON: Michael England

APPROVAL OF AGENDA: Motion by Poort to approve agenda; 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: January 18 minutes did not include the motion to transfer \$2000 from 101-535-801.00 Professional/Contractual to 101-535-750.00 Oper Mat & Supplies. These will be approved at the next meeting once corrections are received.

AGENDA

NEW BUSINESS:

- A. **Discussion** – West Michigan Ground Services (WMGS) has submitted a contract for lawn care and clean-up services in the park for the 2025 season. **Outcome** – Commissioners requested that the blowing off of Drives & Parking Lot be on an as need basis rather than bi-weekly status. This will be communicated to WMGS. **Motion** by Sass to approve a 2025 contractual relationship with West Michigan Ground Services for work in the park as amended with change to “as needed Drives & Parking Lot leaf removal”; second Williams. **Passed 3-0.**
- B. **Discussion** – The Duncan Park Commission identified events to be sponsored in 2025. **Outcome** – The commissioners discussed monthly workdays in the park starting with April 19th and continuing each 3rd Saturday of the month. Hosting events to celebrate Duncan Park in October was also discussed. Duncan Park will again participate in the reorganized Earth Day event on April 26, with Williams providing seedlings to give away. **Suggested Motion** – none needed at this time.
- C. **Discussion** – Duncan Park merchandise provides a marketing and fundraising tool for the commission. With the successful completion of the winter beanie campaign, the DPC determined it would be advantageous to have additional items available. **Outcome** – Commissioners decided that tote bags would be preferred. **Motion** by Sass to task commissioner Pool with the procurement of totebags with the Duncan Park logo at an amount not to exceed \$400; second Poort. **Passed 3-0.**
- D. **Discussion** – The city has modified their procedure for reimbursement of materials purchased on behalf of Duncan Park by commissioners. **Outcome** – Commissioners requesting reimbursement were informed they must have a W-9 on file with the city. **Suggested Motion** – None needed.

OLD BUSINESS:

- A. **Discussion** – Duncan Park rules/guidelines and their enforcement was discussed at the January 2025 meeting. No updates on signage or installation of a front gate in the park was provided. **No action taken.**
- B. **Discussion** – The Duncan Park Commission 2025 fellowship to engage students in a paid, supervised activity to benefit the park has been advertised. **Update on limited progress provided.**

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.*

Duncan Park Commission – February 18, 2025; Regular Meeting; 6:00pm

Grand Haven City Hall, Council Chambers, Grand Haven, MI

CITY LIAISON REPORT: There was continued discussion surrounding a regrading of the drive to the caretaker shed which has been made unusable for most vehicles following the season of snowplowing.

TREASURER REPORT: January financial documents were posted on [Google Drive](#) and attached to the email sent with the meeting agenda.

UPCOMING EVENTS OF IMPORTANCE: March 3 (7:00 - 7:30pm; City Hall) Michigan DNR experts Chad Stewart (Deer, Moose, and Elk Specialist) and Nik Kalejs (Wildlife Biologist) will present drone flyover data and street counts of Grand Haven deer at the City Council Work Session was noted but subsequently cancelled.

PUBLIC COMMENT:

ADJOURNMENT: 7:03PM

NEXT MEETING: March 18, 2025 @6pm

Draft minutes respectfully submitted,

A handwritten signature in cursive script, appearing to read "Georgette Sass".

Georgette Sass

Sent to City Clerk on March 16, 2025

Approved minutes respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Elizabeth Pool".

Elizabeth Pool