



# Rochester Hills Minutes - Draft

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## Green Space Advisory Board

*Chairperson Gerald Carvey, Vice Chairperson Tim Gauthier*  
*Members: Thomas Dohr, Richard Graham, Jayson Graves, Lynn Loeb, Dahlvin Peterson, Samantha Phillips, Beth Tilove*  
*Council Member Adam Kochenderfer*  
*Youth Representatives: Pranita Balusu, Alexis Smith, Michelle Thorpe*

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Tuesday, August 27, 2013

7:00 PM

1000 Rochester Hills Drive

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### CALL TO ORDER

*Chairperson Carvey called the Green Space Advisory Board meeting to order at 7:00 p.m.*

### ROLL CALL

**Present** 7 - Gerald Carvey, Thomas Dohr, Tim Gauthier, Richard Graham, Lynn Loeb, Dahlvin Peterson and Samantha Phillips

**Absent** 2 - Jayson Graves and Beth Tilove

*Non-Voting Members Present: Mike Hartner, Adam Kochenderfer, and Roger Moore*

*Non-Voting Members Absent: Pranita Balusu, Kurt Dawson, Alexis Smith and Michelle Thorpe*

*Others Present: Keith Sawdon, Finance Director*

*Committee Members Graves and Tilove provided previous notice they would be unable to attend and asked to be excused.*

### APPROVAL OF MINUTES

**2013-0297** Regular Meeting - July 23, 2013

**Attachments:** [07-23-13 GSAB Draft minutes.pdf](#)  
[Resolution.pdf](#)

**A motion was made by Peterson, seconded by Graham, that this matter be Approved. The motion carried by the following vote:**

**Aye** 7 - Carvey, Dohr, Gauthier, Graham, Loeb, Peterson and Phillips

**Absent** 2 - Graves and Tilove

**Resolved** that the Green Space Advisory Board hereby approves the Minutes of the Regular Meeting of July 23, 2013, as presented.

**2013-0307** Special Meeting - August 14, 2013

**Attachments:** [08-14-13 GSAB draft minutes-special meeting.pdf](#)  
[Resolution.pdf](#)

**A motion was made by Graham, seconded by Loeb, that this matter be Approved. The motion carried by the following vote:**

**Aye** 7 - Carvey, Dohr, Gauthier, Graham, Loeb, Peterson and Phillips

**Absent** 2 - Graves and Tilove

**Resolved** that the Green Space Advisory Board hereby approves the Minutes of the Special Meeting of August 14, 2013 as presented.

2013-0308 Special Meeting - August 19, 2013

**Attachments:** [08-19-13 GSAB draft minutes-special meeting.pdf](#)  
[Resolution.pdf](#)

**A motion was made by Peterson, seconded by Graham, that this matter be Approved. The motion carried by the following vote:**

**Aye** 7 - Carvey, Dohr, Gauthier, Graham, Loeb, Peterson and Phillips

**Absent** 2 - Graves and Tilove

**Resolved** that the Green Space Advisory Board hereby approve the Minutes of the Special Meeting of August 19, 2013 as presented.

## COMMUNICATIONS

### Perpetual Care Trust Fund

*Chairperson Carvey introduced Mr. Keith Sawdon, the city's Finance Director. Mr. Sawdon explained the concept of establishing a perpetual care trust fund for green space and natural features. The trust fund would be similar the city cemetery perpetual care trust fund. The idea would be to utilize the earnings without using the principal for a stewardship program and future green space acquisitions.*

*The creation of a trust fund would have to be approved by City Council and created under section 115 of the IRS code. With a section 115 trust, earnings would be free from federal taxes. The State of Michigan has a very tight law when it comes to investing public funds. If the trust qualified, the trust fund could be invested in long-term investments along with other long-term qualified investments to maximize earning capacity and obtain lower management fees. A trust fund board consisting of three members, one of which could be a GSAB member, would be created to monitor and manage the assets of the trust. Bylaws, investment policies and procedures could also be created. GSAB could make annual recommendations of funds needed for stewardship and/or green space acquisitions to City Council during the budget process.*

*If a portion of the principal were needed and used from the trust, it may be replaced into the trust over time by creating a plan to direct part of the earnings*

*to replenish the principal over an established number of years.*

*A perpetual care trust fund would be a flexible mechanism to protect the green space millage generated funds and provide a stream of income to always take care of open space property in addition to acquisitions.*

*The Board thanked Mr. Sawdon for his presentation.*

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*Mr. Mike Hartner, Director of Parks & Forestry, reported that Mr. Leo Oriet, former youth representative to GSAB has volunteered as an intern to help GSAB with the ballot question and possibly other projects as his time permits.*

**PUBLIC COMMENT**

*Chairperson Carvey acknowledged Ms. Sandy Niks, resident, was present. The Board expressed appreciation for her supportive comments at last week's City Council meeting.*

**UNFINISHED BUSINESS**

**2008-0130** GSAB Administrative & Strategic Sub-Committee

**Revisions to GSAB bylaws**

*Chairperson Carvey reported that the sub-committee will be updating the GSAB bylaws to reflect the revised scope recently approved by City Council. Mr. Hartner noted that a draft will be presented for GSAB's review at the November meeting. He stated that the bylaws would also be reviewed by the City Clerk and presented to City Council for approval.*

**Discussed**

**2008-0131** GSAB Communication, Promotion & Education Sub-Committee

**Campaign plan for November 2013 Green Space revised use ballot question**

*Mr. Hartner provided information from the new Clerk, Tina Barton, regarding a committee to support a yes vote for the November 5th ballot question regarding the revised uses of the Green Space Millage. Campaign finance laws cap expenses at \$500 before requiring to file as a committee. As a board, GSAB, is not allowed to promote a yes or no vote, but could educate residents on the ballot question. However, it is acceptable if a board member speaks as an individual resident, but not as a representative of GSAB. GSAB would not be allowed to meet as a sub-committee at City Hall to promote the ballot question. There are free social mediums such as Twitter, Facebook and Punchbowl which are popular communication tools in addition to the traditional yard sign campaign which requires money.*

*Mr. Hartner also reported that Mayor Barnett will make a request to City Council for \$12,500 to fund an educational flyer regarding the ballot question which will be mailed to registered voters to explain the ballot question. The educational tool has been successful with prior millage questions. Mr. Hartner will assist the Mayor's office with letters to the editors. Board members could also promote the ballot question as individual residents.*

**Discussed**

**2008-0132** GSAB Property Nominations & Acquisitions Sub-Committee

*No report at this time.*

**Discussed**

**2008-0133** GSAB Stewardship & Advocacy Sub-Committee

*No report at this time.*

**Discussed**

**2012-0443** Discuss Stewardship Management Plan

**1.) Define property inventory: (Members Carvey, Gauthier, Hartner, Moore, Balusu)**

*Chairperson Carvey noted this has been completed. No further discussion is required at this time.*

**2.) Define stewardship for Rochester Hills and develop a mission statement and vision statement: (Members Tilove, Graves, Peterson, Dohr)**

*It was suggested that this sub-committee could start working on a business plan. Member Peterson will contact Ms. Melinda Hill for her input. A new youth representative will be asked to serve since Michelle Thorpe has graduated.*

**3.) Research what other communities have done regarding stewardship and how to measure results: (Members Loeb, Phillips, Graham, Smith)**

*Member Loeb noted this has been completed. No further discussion is required at this time.*

**Discussed**

## **NEW BUSINESS**

*Member Loeb suggested hosting a discovery hike event on the Clinton River Trail this fall to educate the voters before the November election. Member Graham volunteered to chair the event. It was suggested to keep it simple with an information tent and forgo a raffle.*

*A consensus for a tentative date was Saturday, October 19, 2013, from 10 am to noon or 1 p.m. along the Clinton River Trail by the Harding Road green space parcel as in the past. Discussion will continue at the September GSAB meeting.*

**ANY OTHER BUSINESS**

*None at this time.*

**NEXT MEETING DATE**

*- Tuesday, September 24, 2013 - 7:00 p.m.*

**ADJOURNMENT**

*There being no further business to discuss, Chairperson Carvey adjourned the meeting at 7:57 p.m.*

*Minutes prepared by Denise Mertz.*

*Minutes were approved as presented/amended at the \_\_\_\_\_ 2013 Regular Green Space Advisory Board Meeting.*

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*Gerald Carvey, Chairperson*