



Rochester Hills Minutes - Draft

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Green Space Advisory Board

Chairperson Dahlvin Peterson, Vice Chairperson Darlene Janulis

Members: Peter Beightol, Gerald Carvey, Tim Gauthier, Jayson Graves, Donald Price, Julia Rodriguez, Terry Stephens

Council Member Susan Bowyer Ph.D.

Youth Representatives: Mallory Boyd, Ramona Johnson and Joshua Morgan

Tuesday, March 28, 2017

6:00 PM

1000 Rochester Hills Drive

CALL TO ORDER

Chairperson Dahlvin Peterson called the meeting to order at 6:00 p.m.

ROLL CALL

Present 8 - Peter Beightol, Gerald Carvey, Tim Gauthier, Jayson Graves, Darlene Janulis, Dahlvin Peterson, Donald Price and Terry Stephens

Excused 1 - Julia Rodriguez

Non-voting members present: Ken Elwert, Lance DeVoe, Kurt Dawson, Susan M. Bowyer, Ph.D. (arrived 6:25 p.m.), Mallory Boyd, Joshua Morgan

Non-voting members absent: Ramona Johnson (absent with notice)

Others present: Sandra Niks

Board Member Rodriguez provided notice that she would be unable to attend and asked to be excused.

STAFF REPORT

Director Elwert reported that staff plans for the Discovery Hike are progressing. He noted that the press release has been completed and contact will be made with RiverCrest Professional Building representatives to secure parking for the day.

He reported that the DPS Water Resources Coordinator DPS sent a letter of warning to Lifetime Fitness regarding the drainage issues. Lifetime has 30 days to respond, and additional follow up will occur at the expiration of that time period. He commented that Lifetime has a new maintenance coordinator and it is hoped that the City will be able to work with him to resolve the issue.

He noted that the "I Spy" flyer to be used at the Hike will be converted to a format that can be modified electronically.

Park Ranger DeVoe reported that clearing of woody invasives was undertaken at the White property. He noted that as things are beginning to green up, woody invasive removal will be set off until the fall.

Member Gauthier commented that he attended a Paint Creek Trail Meeting, and Trail Executive Director Kristen Myers noted that the Trailways Commission has a program in place in Oakland Township where an adjacent property owner is able to address invasives on their property by utilizing the contractor that the Township uses and paying the Township's contract price.

It was noted that this information could be of interest to homeowner groups.

Director Elwert reported that the Clerk's Office staff have been helping with preparing agendas for the meeting while Maureen Nakonek's replacement is sought. He commented that Clerk's Office staff have been busy with additional technical review committee obligations and increased passport application workloads and are working to prepare the GSAB minutes as soon as they are able. He noted that it is hoped that interviews for the open position can be undertaken soon and a replacement found.

He mentioned that the City's email can no longer accept any Microsoft Office files in an older format. All documents and files transmitted must be sent in a docx, xlsx, or pptx format or they will be rejected by the City's email server. He noted that the City's MIS Department has determined that these older file formats present a security risk that is no longer acceptable. He stated that no notice will be given to the sender if the file format is rejected.

Director Elwert announced that he, Member Gauthier, and Chairperson Peterson nominated Member Gerald Carvey for a Margaret Whitehead Senior of the Year Leadership Award through the Michigan Recreation and Park Association for his work on Green Space; and he stated that he received confirmation this morning that Member Carvey was selected to receive this award. He will receive the award at a ceremony on April 19, 2017 in East Lansing. He will also receive three days on Mackinac Island. He expressed his appreciation to Member Carvey noting his efforts in developing Green Space in Rochester Hills.

COMMUNICATIONS

None.

PUBLIC COMMENT

Sandra Niks announced that the Meadow Brook Naturalist group will be hosting an Arbor Day event on April 28, 2017 at 1:00 p.m. until around 4:00 p.m. She noted that Mayor Barnett will be planting a tree at the event.

Director Elwert commented that as a part of Rochester Hills' involvement as a Tree City, an annual Arbor Day celebration is held at various places around the city. He stated that the City will be partnering with Meadow Brook to host its Tree City Arbor Day Celebration on the grounds.

Ms. Niks stated that the event will be open the public. She noted that there are plenty of gardens on the grounds that still need work, and the group is hoping to

take out a few more woody invasives. She commented that she will be working on the Butterfly Garden on the grounds, along with mulching the pathways.

UNFINISHED BUSINESS

2017-0015 Appointments to GSAB Sub-committees for 2017

Attachments: [2017 Sub-committee members.pdf](#)
[Resolution.pdf](#)

Director Elwert recapped that the GSAB discussed whether abolishing the current standing committees would present a legal concern, and he noted that following a meeting with City Attorney John Staran it was determined that the Bylaws would allow their dissolution. He explained that any working groups formed from the GSAB would still be subject to Open Meetings Act requirements, and a posting would be required for any quorum. He noted that this would not affect volunteer work on a Discovery Hike or project.

He explained that if a subcommittee was desired, the Bylaws clearly identify that a purpose and scope of the committee should be clearly defined that outlines what the committee is expected to bring back to the full board, along with a raw timeline or expectation of how long the group is going to be functioning (standing committee or time-limited). The committee composition should also be identified, along with which staff member(s) would be involved.

Chairperson Peterson requested the Board continue the discussion this evening. He noted that suggested resolutions for dissolution were provided for each subcommittee should the Board opt to move in this direction.

Member Stephens stated that while the idea behind subcommittees was to limit the number of Board members to avoid quorums, some of the existing subcommittees have no function any longer and most likely should be eliminated. She commented that there are certain times during projects where almost everyone is involved. She questioned whether project teams would have to follow the same Open Meetings Act requirements as subcommittees.

Chairperson Peterson responded that should more than four members attend, the meetings would have to be posted and minutes taken.

Director Elwert stated that the requirements are not just quorum-based, but apply to any group that would be making significant decisions or recommendations. He commented that there is a fine line between a working group and a group that is making a significant decision.

Member Janulis suggested that the Board consider eliminating the committees that have not been active.

Director Elwert responded that any remaining committees should have a clearly-defined purpose and scope, and whether it is intended to be a standing committee or a temporary committee.

The Board discussed and reviewed the existing subcommittees, and determined that the following would be dissolved as they were no longer active or their duties had evolved into another area of Board or staff responsibility:

- *Administrative and Strategic*
- *Property Nominations and Acquisitions*
- *Stewardship and Advocacy*
- *Concept Plans for Individual Green Space Properties*

It was determined that the Communication, Promotion and Education Subcommittee would remain, as it would be defined as a permanent standing committee to coordinate events as they come up. It was discussed that special groups for special projects could be formed as needed with limited timelines.

Director Elwert stated that he would keep the Appointments to Subcommittees open and any remaining committees that are warranted and not dissolved would be defined for discussion and members appointed at the next meeting.

Discussed

2017-0164 Discovery Walk Update

Member Graves reported on the planning activities for the Discovery Hike set for April 29, 2017 from 10:00 a.m. to 1:00 p.m. He noted that flyers are available for distribution.

(Dr. Bowyer entered at 6:25 p.m.)

Dr. Bowyer stated that she gave the flyer to her Association President for inclusion on the subdivision's Facebook Page.

Member Janulis reported on the sponsors who have signed on for the Hike this year. She noted that Wild Birds Unlimited is once again a sponsor for the Hike. Premier Pet Supply will provide three kitty-litter boxes filled with water for dogs, along with providing a gift basket and treats for dogs along the way. Dunham Sports is the third sponsor, and they have provided 50 discount cards that allow the bearer to have ten percent off on all regularly-priced items for an entire year, with an expiration date of April 30, 2018 for the cards. She stated that it could be advertised on the press release that the first 50 participants will receive a discount card from Dunhams.

Director Elwert mentioned that an anonymous donor has provided a fishing pole as well. He noted that he would be contacting the donors to obtain an electronic version of their logos to include on the banner to be hung on the tent at the Hike. He commented that thank you notes will be needed.

Member Janulis stated that she would obtain logos from two of the donors and would provide the email for the contact at Dunham Sports. She commented that she received a response from the Assistant Superintendents for Curriculum from both Avondale and Rochester Community Schools, who indicated that in addition to including the event on the staff calendars, would promote the event to the science teachers in the districts. She stated that the teachers might have the opportunity to include a science project for their students.

Park Ranger DeVoe reported that he attended the Rochester Hills Government Youth Council meeting to discuss how their members could contribute to the Hike. He noted that he would be meeting with the participating members sometime during the first or second week in April to walk the property and discuss some of the different things that they could talk about as they lead attendees from the parking lot to the site.

Dr. Bowyer stated that she would mention the RHGYC's involvement and announce where attendees should park and begin the Hike at the upcoming City Council meeting.

Member Graves stated that two tents will be needed for the Hike, with one placed at the beginning and one near the pond.

He and Park Ranger DeVoe discussed the number of tables needed (three) and chairs (ten) that would be brought over. Park Ranger DeVoe noted that two Parks staff members would be there at nine a.m. to help set up.

Director Elwert stated that 200 water bottles would be purchased.

Member Graves stated that he would be coordinating a pickup of any litter on Thursday, April 27, 2017 at 6:00 p.m. ahead of the Hike.

Park Ranger DeVoe noted that Niswander would be taking care of creating the poster board that will have pictures for a "before-and-after" station.

Dr. Bowyer stated that she spoke with the Mayor's Assistant, Tamara Williams, about obtaining some giveaway tree pens. Ms. Williams had noted that if she did not have a couple hundred for the organization, she would take care of ordering some.

Member Graves stated that the GSAB members would meet at the Ram's Horn on the morning of the Hike at 8:00 a.m. for breakfast, and would proceed to the start of the Hike by 9:00 a.m. He suggested that a flyer include a map of the Harding property and perhaps another flyer showing where the other Green Space properties are located.

Director Elwert commented that he would contact Rochester College to let them know in the event that they wished to participate or provide any Lake Norcentra promotional materials. He mentioned that the Hike may be occurring on their graduation day and they may be focused on other things.

Discussed

NEW BUSINESS

Director Elwert stated that a potential motion was included for the dissolution of each of the current committees. He suggested that if the Board desired, a brief discussion could be held on the intention and purpose any committees to be maintained. Those that would be maintained would return to the next meeting for discussion of the intention and purpose.

2008-0130 Dissolution of GSAB Administrative & Strategic Sub-Committee

Attachments: [Resolution \(Draft\).pdf](#)

A motion was made by Carvey, seconded by Beightol, that this matter be Approved. The motion carried by the following vote:

Aye 8 - Beightol, Carvey, Gauthier, Graves, Janulis, Peterson, Price and Stephens

Excused 1 - Rodriguez

Whereas, the Green Space Advisory Board Bylaws, under Section X, authorizes sub-committee management; and

Whereas, the GSAB Administrative & Strategic Sub-Committee has fulfilled its original mission; and

Furthermore, dissolution of this sub-committee does not affect any individual members' capacity as a volunteer for current or future Green Space Advisory Board functions.

The Green Space Advisory Board resolves to dissolve the GSAB Administrative & Strategic Sub-Committee effective immediately.

2008-0131 Dissolution of GSAB Communication, Promotion & Education Sub-Committee

Attachments: [Resolution \(Draft\).pdf](#)

Member Carvey suggested that the Communication, Promotion and Education Subcommittee should continue.

Member Gauthier suggested that the purpose of this committee would be to design and oversee public and community outreach and education on behalf the Green Space Advisory Board.

Member Carvey noted that the Discovery Hike would fall under community outreach.

It was mentioned that this committee would exist as a sub-group to formulate ideas to come back to the Board for a decision whether to act on the ideas. This could also include events that involve volunteers on stewardship projects.

Director Elwert noted that a line will be drawn between committee and staff functions when defining the committee's purpose and responsibilities.

Discussed

2008-0132 Dissolution of GSAB Property Nominations & Acquisitions Sub-Committee

Attachments: [Resolution \(Draft\).pdf](#)

A motion was made by Gauthier, seconded by Carvey, that this matter be Approved. The motion carried by the following vote:

Aye 8 - Beightol, Carvey, Gauthier, Graves, Janulis, Peterson, Price and Stephens

Excused 1 - Rodriguez

Whereas, the Green Space Advisory Board Bylaws, under Section X, authorizes sub-committee management; and

Whereas, the GSAB Property Nominations & Acquisitions Sub-Committee has fulfilled its original mission; and

Furthermore, dissolution of this sub-committee does not affect any individual members' capacity as a volunteer for current or future Green Space Advisory Board functions.

The Green Space Advisory Board resolves to dissolve the GSAB Property Nominations & Acquisitions Sub-Committee effective immediately.

2008-0133 Dissolution of GSAB Stewardship & Advocacy Sub-Committee

Attachments: [Resolution \(Draft\).pdf](#)

It was discussed that as stewardship projects become available, the Board can discuss whether these activities are assigned to a subcommittee or become a project of the entire group.

A motion was made by Janulis, seconded by Beightol, that this matter be Approved. The motion carried by the following vote:

Aye 8 - Beightol, Carvey, Gauthier, Graves, Janulis, Peterson, Price and Stephens

Excused 1 - Rodriguez

Whereas, the Green Space Advisory Board Bylaws, under Section X, authorizes sub-committee management; and

Whereas, the GSAB Stewardship & Advocacy Sub-Committee has fulfilled its original mission; and

Furthermore, dissolution of this sub-committee does not affect any individual members' capacity as a volunteer for current or future Green Space Advisory Board functions.

The Green Space Advisory Board resolves to dissolve the GSAB Stewardship & Advocacy Sub-Committee effective immediately.

2015-0503 Dissolution of GSAB Concept Plans for Individual Green Space properties Sub-Committee

Attachments: [Rivercrest maps.pdf](#)
[Harding Maps.pdf](#)
[White maps.pdf](#)
[Resolution \(Draft\).pdf](#)

It was discussed that Niswander Environmental has taken over the function of developing concept plans for the various Green Space properties.

Dr. Bowyer suggested that one property could be discussed at each meeting to review concept plans over time. Should a project become available, a subgroup could be formed.

Member Beightol suggested an annual review of each property by the Board, to keep the ideas for each property current in the Board members' minds.

Director Elwert stated that the properties were purchased as green space with the intention of protecting the green infrastructure in the city. Over time, the concept has evolved that it is thought that at least some of these properties are appropriate for pedestrian view and access. He stated that he would welcome a yearly review of the properties and would suggest a yearly review and site walk be incorporated in the Bylaws.

Member Graves suggested that each site be walked and then discussed at a subsequent meeting.

Park Ranger DeVoe commented that there are one or two of the sites, such as Cloverport and Childress, that might not have to be walked each year.

Member Gauthier stated that it would be beneficial to walk a different property at different times of the year.

A motion was made by Carvey, seconded by Beightol, that this matter be Approved. The motion carried by the following vote:

Aye 8 - Beightol, Carvey, Gauthier, Graves, Janulis, Peterson, Price and Stephens

Excused 1 - Rodriguez

Whereas, the Green Space Advisory Board Bylaws, under Section X, authorizes sub-committee management; and

Whereas, the GSAB Concept Plans for Individual Green Space properties Sub-Committee has fulfilled its original mission; and

Furthermore, dissolution of this sub-committee does not affect any individual members' capacity as a volunteer for current or future Green Space Advisory Board functions.

The Green Space Advisory Board resolves to dissolve the GSAB Concept Plans for Individual Green Space properties Sub-Committee effective immediately.

Further Resolved, that a revision should be made to the Bylaws to include an annual review and site walk of the Green Space properties.

2017-0163 Discussion pertaining to the creation of Sub-Committees

Member Stephens proposed a community participation project where Crossfit Reviver, a local Crossfit training group, could undertake a physical outdoor project to help clean up Green Space properties.

Chairperson Peterson questioned whether their involvement could present any liability issues.

Director Elwert responded that the State of Michigan has fairly solid volunteer loss regulations. He noted that as long as it is identified that they are volunteering for the City and the City is aware that they are on the property, there should not be any liability issues.

Member Gauthier commented that he would hope there would be enough work to meet their expectations for physical demand.

It was discussed that this would fit the new model where a project would be proposed, and a GSAB member would be more than capable of running the project. It was mentioned that a staff or GSAB member should be in attendance during their time on the property.

Member Stephens commented that she would be happy to be there with the group.

Park Ranger DeVoe suggested that he would provide bags which could be filled and brought to the trailhead or left on the trails. Staff would then go and collect the bags.

After some additional discussion, it was determined that discussion pertaining to the creation of any other subcommittees would be tabled to the next meeting.

Discussed

ANY OTHER BUSINESS

Member Carvey questioned where the Six River property acquisition stood.

Director Elwert stated that he would have to determine whether the acquisition was ready to be presented to Council or if more information was needed.

Member Carvey questioned whether Council would need a recommendation from the GSAB.

Director Elwert responded that the GSAB adopted a resolution last fall and staff could present it to Council. He stated that if the GSAB wanted to have someone present, they could; however, the motion from the group would be taken to Council along with some photographs. He explained that the Department would put a request together.

Member Carvey commented that it would be great to have GSAB members in attendance.

Chairperson Peterson noted that Members Gauthier and Janulis were putting something together to present as an update to Council and could make a presentation to Council in May or June.

NEXT MEETING DATE

- Thursday, April 27, 2017 - 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, Chairperson Peterson adjourned the meeting at 7:30 p.m.

Minutes prepared by Mary Jo Pachla.

Minutes were approved as presented/amended at the _____ [year] Regular Green Space Advisory Board Meeting.

Dahlvin Peterson, Chairperson