

DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, November 28, 5:30p.m.
400 Boardman Avenue, Lower Level Cafeteria, Traverse City, MI 49684
www.downtowntc.com

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

1. Meeting Minutes of November 20, 2018
2. Review of Evaluations --- Request for Qualifications
3. Public Comment
4. Adjournment

Any interested person or group may address the Leadership Team on any agenda item when recognized by the presiding officer or upon request of any Leadership Team member. Also, any interested person or group may address the Leadership Team on any matter of concerning the Lower Boardman River not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than three minutes unless otherwise explained by the presiding officer, subject to appeal by the Leadership Team.

Office of the Downtown Development Authority, 303 E. State Street, Traverse City, MI 49684 (231) 922-2050

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Tuesday, November 20, 2018, 12:30 p.m.
City Opera House
106 E. Front Street
Traverse City, MI 49684
www.downtowntc.com**

Co-Harry Burkholder called the meeting to order at 12:41 p.m.

Present: Harry Burkholder, Christine Crissman, Jean Derenzy, Frank Dituri, Tim Ervin, Brett Fessell, Michele Howard, Jennifer Jay, Russ Soyryng, Mike Vickery

Absent: Elise Crafts, Deni Scudato, Rick Korndorfer

DDA Staff: Colleen Paveglio

Other: Great Lakes Fisheries Commission: Andrew Muir, Dan Zielinski, and Marc Gaden

1. Meeting Minutes: **The meeting minutes from October 24, 2018 were approved as amended upon motion by Soyryng, seconded by Vickery. Motion carried unanimously.**
2. Introductions of Great Lakes Fisheries Commission staff, DDA Board Members, and Lower Boardman River Leadership Team
3. Overview of FishPass Project
 - a. Projection instruction with Dr. Andrew Muir, Great Lakes Fisheries Commission
 - i. GLFC & Sea Lamprey Control
 1. Management Challenge
 - ii. What is FishPass?
 - iii. What will FishPass do?
 1. Replace
 2. Optimize technologies and techniques below a barrier
 3. Develop living laboratory
 4. Covert to a permanent fish way
 - iv. Why Boardman?
 1. Boardman River restoration timeline and Union Street Dam disrepair, meeting criteria
 - v. Project Feasibility
 1. Partnerships and Support, and Expert Judgement
 2. Interest locally, federally, and globally

- vi. Project Design Timeline
- vii. Discussion on the innovation of the project, the evaluation process regarding success, objectives, and long term maintenance/operation
- b. Union Street Dam FishPass Overview with Dr. Dan Zielinski, Great Lakes Fisheries Commission
 - i. Eco-Engineering Approach
 - ii. Research Plan
 - 1. Phase 1: What species are present and what are their sortable attributes
 - 2. Phase 2: Applied research stage and test technologies and techniques
 - 3. Phase 3: How can selective fish passage improve watershed connectivity and improve fishery management
 - iii. Potential Technologies
 - iv. Project Overview:
 - 1. Development of an Advisory Board & Science Team
 - 2. Stakeholder Engagement
 - 3. Project Funding: To date and Future
- 4. Overview of Outreach and Education Plan for FishPass Project
 - a. Communication & Engagement Update Dr. Marc Gaden
 - b. Leadership Team Comments
 - i. Vickery commented on assessment of site and partnerships for education and ecology
 - ii. Soyryng commented on the site with public access and connectivity to Hannah Park, American Legion Park, and Lay Park.
 - iii. Burkholder commented on working assumptions and vision statements
- 5. Overview of Lower Boardman River Unified Plan
- 6. Discussion of Aligned Visions and Objectives
 - a. Great Lakes Fisheries Commission staff to review the visions and statements and provide feedback on how the statements can align with the FishPass Project
- 7. Funding Opportunities
 - a. Great Lakes Fisheries Trust grant was not awarded
 - b. \$20,000 secured for the project currently and seeking another \$20,000
- 8. Overview Process for RFQ responses
 - a. Evaluation sheet for the two proposals are due Wednesday, November 21 to Jean Derenzy
- 9. Other Business
 - a. Future Meeting Schedule:
 - i. November 28, 2018: Special Meeting

- ii. December 5, 2018: Interviews and meeting to provide recommendation to DDA Board of Directors at their December 14, 2018 meeting.

10. Public Comment

- a. Tom Mair, 612 5th Street, commented on access and co-existence with the many users of the river
- b. John Nelson, 4022 Incochee, commented on the FishPassage area and the educational components including The Ottaway
- c. Charlie Weaver, Kalkaska, commented on kayak access points
 - i. Two access points are being planned and one ADA compliant
- d. Beth Milligan, 603 3rd Street, inquired on next steps specially getting to the design, funding, and breaking ground
 - i. Funding resources will continue to worked with and on track for construction to begin in 2020. Construction to last for 24 months. 65% design will be reviewed by Army Corp. and DEQ and April or May for 90% design. Currently have \$12 Million
- e. Charlie Weaver, Kalkaska, inquired if stakeholder groups beyond anglers have been consulted and commented on native species and materials being used in the project.

11. Adjournment. The meeting officially adjourned at 2:01 p.m.

Respectfully submitted,

Colleen Paveglio

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Memorandum

To: Lower Boardman River Leadership Team
From: Jean Derenzy, DDA CEO
Date: November 26, 2018
Re: RFQ Evaluations

Attached is the summary of all evaluations received from the Leadership Team. The evaluations are important as they identify the differences within each proposal from individual team members. This also helps form appropriate questions to help determine why the firm is being recommended. I have highlighted in green the areas that have the most varying differences from team members being: Visions, Comprehension, Civic Engagement, Understanding & Awareness and Cost/Schedule. For team members that have not submitted their evaluations, please submit to me.

For the Wednesday, November 28th meeting, I am asking for board members general feedback on the proposals and areas you wish for me, as well as Tim Ervin, to focus on when developing the questions.

Both firms are scheduled for interviews for Wednesday, December 5th beginning at 9:30am in the Governmental Center Committee Room (Second Floor). This will be a meeting of the Lower Boardman River Leadership Team, with interviews open to the public. Please plan on being at the December 5th meeting 15 minutes ahead of time to receive the questions being asked.

It is anticipated, after the interviews are completed, that the Leadership Team will be recommending a firm to the DDA board. This recommendation will be considered by the DDA at their Friday, December 14th meeting.

Should you have any questions prior to the Wednesday meeting, feel free to contact me.

