

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, October 10, 2018, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
www.downtowntc.com**

Co-Chair Burkholder called the meeting to order at 3:30 p.m.

Present: Harry Burkholder, Elise Crafts, Christine Crissman, Jean Derenzy, Frank Dituri, Tim Ervin, Brett Fessell, Jennifer Jay, Rick Korndorfer, Christine Crissman, Deni Scudato, Russ Soyring

Absent: Jennifer Jay, Mike Vickery, Michele Howard

DDA Staff: Colleen Paveglio

1. Meeting Minutes: **The meeting minutes from September 26, 2018 were approved as presented upon motion by Korndorfer, seconded by Soyring. Motion carried unanimously.**

2. Requests for Qualifications

- a. Burkholder reviewed and members provided feedback
 - i. Discussion focused on projects, policy and programming
 - ii. Addition of sustainability
 - iii. Include Value Statements
 - iv. Include City Public Participation Plan link in reference to public engagement
 - v. Grammatical errors were reviewed
 - vi. Addition of manage invasive species
 - vii. Required reading additional: City Master Plan and How to Transform a Waterfront
- b. Timeline and Process
 - i. Pending approval by DDA Board of Directors, the RFQ will be issued on October 19, 2018 with a pre-qualification meeting on October 31, 2018 and due November 15, 2018.
 - ii. Ervin will provide a rating system to the Leadership Team for selection
- c. **Motion by Crissman, seconded by Scudato that the a Request for Qualifications is approved as amended. Motion carried unanimously**
 - i. Ervin to provide changes to be reviewed by Co-Chairs and DDA CEO

3. Review of Value Statements

- a. City Planning, DDA, City Commission, and Parks and Recreation
 - a. Dituri to present to Parks and Recreation
 - b. Burkholder to present to City Commission
- b. Leadership Team feedback

- i. Discussion on natural river, working vision statements, inclusion of a introductory paragraph regarding future vision
 - ii. Acknowledge the history and namesake of the river. Fessell to provide information to Ervin
4. Paddle Tour Schedule
 - a. Leadership Team to tour and provide a requirement of the consultant to offer a tour to the general public
 - i. Dituri to organize for the Leadership Team and focus on a Friday and send a doodle
5. Information/Learning Areas
 - a. Fish Pass Discussion: November 20, 12:30 - 2 pm
 - b. Universal Access Discussion/Speaker,
 - i. Partnering with the Conservancy
 - c. River restoration 101 and naturalization of rivers in other urban areas
 - i. Dituri and Fessell
 - ii. Ervin to discuss with Jay to participate with introductory to the river
 - d. Building community stewardship around water
 - i. Mary Whitmore
 - ii. Fessell to contact Dr. White, MSU, bring together communities around water
6. Public Comment
 - a. John Nelson, 4022 Incochee, suggested Karl Ganter, Circle of Blue, regarding stewardship around the issue of water
 - b. Sue Torgerson, 967 Lake Ridge Drive, had inquiries regarding the RFQ
7. Adjournment. The meeting officially adjourned at 4:45 p.m.

Respectfully submitted,

Colleen Paveglio

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