

TRAVERSE CITY PIER STUDY GROUP

April 10, 2014

Meeting Summary

Pier Study Group Members Present:

- Michael Estes, City of Traverse City Mayor
- Todd Kalish, Michigan DNR Fisheries Division
- Ryan Matuzak, Grand Traverse Sport Fishing Association
- Erik Olsen, Grand Traverse Band of Ottawa and Chippewa Indians and Member, Scientific Advisory Team to the Great Lakes Fisheries Trust Board of Trustees
- Cathie Ballard, City Resident
- Steve Largent, Grand Traverse Co. Conservation District

Pier Study Group Members Absent:

- Ross Richardson, City Commissioner
- Jack Knol, Architect

Guests Present:

- Deni Scrudato, resident
- John VanDusen, Reel Fun Fishing Boat captain

City Staff Present:

- Jered Ottenwess, City Manager
- Russ Soyring, Planning Director
- Missy Luick, Planning and Engineering Assistant

Facilitator Present:

- Tim Ervin, Consultant, Northsky Nonprofit Network

Meeting Summary

On April 10, 2014, the first meeting of the Traverse City Pier Study Group was held in the conference room of Rotary Charities of Traverse City. Following is a summary of that meeting. If there are any corrections or omissions in the meeting summary, Study Group members are asked to contact Missy Luick immediately with the corrections or omissions.

Next Steps

1. Tim Ervin will develop the initial draft of the RFQ and distribute to group members for review no later than April 24, 2014.
2. Missy Luick will poll group members and set a date and time for the next meeting with a target date of the end of April or beginning of May. A major agenda item will be review/comments regarding the RFQ.

Project Purpose

The purpose of the project is to carry out the scope of work in the grant award from the Great Lakes Fishery Trust that was formally accepted by the Traverse City Commission to design the Traverse City Pier at the mouth of the Boardman River

Russ Soyring summarized two planning projects with significant civic engagements that led to the grant application to the Great Lakes Fisheries Trust: "Your Bay, Your Say," and the "Traverse City Bayfront Plan." Missy Luick summarized the purpose, scope of work and timetable of the grant from the Great Lakes Fisheries Trust.

Study Group Purposes

Tim Ervin presented the purposes of the study group:

- A. To finalize and disseminate a request for qualifications (RFQ) to perform the scope of work in the Great Lakes Fishery Trust grant award.
- B. To screen and interview candidates who respond to the RFQ.
- C. To recommend a candidate to the City of Traverse City, recognizing that the City Commission will make ultimate decisions involving the project consultant.
- D. To help engage all interests in the process.
- E. To stay informed of project status and steps and provide input through the design phase of the project.

Qualifications Based Selection Process

Tim Ervin summarized the Qualifications Based Selection Process (QBS) and the group agreed to use that process for the RFQ and developing a recommended consultant for the project.

Group Discussion

What are Your Questions?

Throughout the project, we will welcome the questions, ideas and opinions of all interests and will ask the selected consultant to respond to that input. Questions identified as part of this meeting included:

- Have there been any sediment transport studies?
- How old is the sheet piling and what is its structural significance?
- Should the pier be located on the west or east side of the river mouth?
- Isn't access much better from the east than the west?
- Wouldn't the issue of sediment transport be lessened by having the pier on the east side of the river mouth?
- The question of location and length of the pier needs to be answered in view of sediment transport and other coastal dynamics.
- We need to address parking and accessibility to the pier, particularly as they related to ambulance/EMS access; overall safety concerns; customer parking and access for people with mobility challenges and special needs.
- The issue of liability to the City needs to be addressed in view of the location options for the pier.
- What are the dredging implications and costs that the City may need to address in the future?
- What will be the impact of the pier on boats moving back and forth from the River to the Bay, including professional charter boats that rely on unhindered access?

Who are Key Stakeholders?

Throughout the project, stakeholders will be identified to ensure we are taking advantage of stakeholder ideas, capabilities and input. As part of the meeting it was noted that:

- The Corps of Engineers and DEQ should be requested to serve as project advisors.
- Special efforts should be made asap to contact the following stakeholders to solicit their input/involvement:

- Holiday Inn	- MDOT
- Real Estate One	- TART Trails
- Watershed Center	- Disabilities Network Northern Michigan
- Fire Chief (agreed to serve as staff support)	- Traverse City DDA
- NMC Water Studies Institute	- United States Coast Guard- Traverse City Air Station
- Senior Center	

Missy Luick and Tim Ervin will attempt to contact all of the above prior to the next meeting.

Project Transparency and Communications

It was agreed that we will make every effort to post information about the project on the City's web site and issue periodic news releases to keep stakeholders informed about the project,

including briefings with the City Commission as appropriate. Initially, information that should be posted on the web site includes:

- Your Bay Your Say report
- Bayfront Plan
- GLFT grant scope of work and timeline
- All meeting summaries
- List of study group members and contact information
- QBS Summary
- A form or mechanism for the public to submit pier questions in writing

Missy Luick will be the focal point for communications about the project. Questions, ideas, recommendations, etc. should be directed to Missy.