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Mississippi Riverfront Sub-Committee Meeting Notes, August 13, 2015

Present: Merritt Bussiere, Don Gorham, Holly Holm, Kent Montgomery, Richard Polipnick, Erik Roberts, Rod Osterloh, Gabe Johnson, Jennifer Bergman, LeAnn Goltz. Absent: John Forrest

1. **Review Proposal:** The group reviewed the proposal to the City to manage the BLACF Difference Maker Grant which outlined the initial steps of the Brainerd HRA and the expectations of the Riverwalk Coordinator.
2. **Review Mississippi Riverfront Partnership Plan:** Members from the original steering committee provided some a summary and key components of Partnership Plan:
 - Survey of the public showed the biggest things people in the community wanted were trails, access to the river, and the ability to connect to Downtown as well as the neighborhoods.
 - The Partnership Plan shows many possibilities for the riverfront area with several options to consider.
 - Overall, they were very pleased with the designer at the U of M, Steve Roos. He did a good job listening and incorporating the desires of the community.
 - Moving forward, the Sub-Committee should decide on a project name and remain consistent. Having it referred to as Riverfront and Riverwalk gets confusing.
3. **Review BLACF Grant:** Members of the Sub-Committee were provided with the grant prior to the meeting to review. Bergman shared that she had met with BLACF and asked if it would be okay to have the Sub-Committee refine the goals for the Riverwalk Coordinator from the grant application. The Foundation had no problem with it.
4. **Redefine the Goals:** After much discussion among the Sub-Committee, it was agreed that the original goals and objectives were too vague. Together, they established four main goals for the Riverwalk Coordinator:
 1. Create an implementation plan based on the Mississippi Riverfront Partnership Plan.
 - Identify feasible and achievable projects
 - Identify property owners and parcel information along the corridor
 - Identify and summarize similar riverfront projects
 - Provide timeline with benchmarks
 2. Identify funding sources and uses.
 - Provide a list of eligible funding sources based on identified projects
 - Identify additional expertise
 - Determine a budget
 3. Identify one achievable/visible project within the first year.
 4. Create community engagement strategies with a public relations campaign.
 - Put sizzle in the project
 - Prepare a public relations campaign
 - Create videos, website, social media communications
 - Engage community for their input



5. **Discuss RFP:** Considering the goals and objectives, the Sub-Committee agreed that the Riverwalk Coordinator would likely be a firm or team rather than an individual hired on a contract. They also felt that issuing a Request for Qualifications (RFQ) would be more beneficial. They can then shortlist and send Request for Proposals (RFP) to selected qualified applicants.

The group had a discussion about what qualifications are needed for the position.

Qualifications:

- History of successful project funding
- Experience in planning, design, surveying, engineering, environmental services, and marketing
- Experience working with cities of similar size
- Experience working with the public and government entities

Next Steps:

- HRA staff will compose a draft RFQ, which will be sent to Sub-Committee members via email for review.
- HRA staff will send the final RFQ to potential firms or teams.
- HRA staff and the Sub-Committee will reconvene to review the submitted qualifications packages and select which ones will be invited to submit a proposal.
- HRA staff issues the RFP.

6. **Upcoming Meetings:** 3:00 on Thursdays works best for everyone.