**City of Marine City**

**300 Broadway Committee Meeting Minutes**

**September 26, 2022**

A regular meeting of the 300 Broadway Committee was held on Monday, September 26, 2022, at 260 S. Parker Street, Marine City, MI 48039 and was called to order at 5:01 pm by Chairperson Brian Ross.

The Pledge of Allegiance was led by Chairperson Ross.

**Present:** Chairperson Brian Ross, Committee Members Michelle Nichter, Andrew Pakledinaz, Cheryl Ross, Kim Turner; City Manager Holly Tatman; City Clerk Shannon Adams.

**Absent:** Committee Members Laura Merchant, Sheryl Zimmer.

Motion by Committee Member Pakledinaz seconded by Committee Member C. Ross, to excuse Committee Member Sheryl Zimmer due to an emergency and Committee Member Laura Merchant due to a family obligation. All Ayes. Motion Carried.

**Approve Agenda**

Motion by Committee Member C. Ross, seconded by Committee Member Pakledinaz, to approve the agenda. All Ayes. Motion Carried.

**Informational Handout**

13 Ways to Kill a Community

Committee Member C. Ross requested the summary of the book 13 Ways to Kill a Community be disseminated to the Committee and suggested taking up one of the enumerated items at every meeting to discuss to help with the focus of the project as well as cooperation among the Committee. Chairperson B. Ross agreed that focusing on certain tenants of the document could help the 300 Broadway project move forward. The Committee agreed at the October meeting #7 would be the focal point of the discussion.

**Public Comment**

Heather Bokram indicated she was present on behalf of the Historical Society due to Committee Member Zimmer’s absence and could answer questions, if permitted, related to agenda matters.

**Approve Minutes**

Motion by Committee Member Turner, seconded by Committee Member Pakledinaz, to approve the 300 Broadway Committee Meeting Minutes of August 22, 2022 subject to amendments. All Ayes. Motion Carried.

**Unfinished Business**

Progress by Member Groups

Committee Member Pakledinaz stated he had not discovered any grant paperwork belonging to Friends of City Hall and indicated he would contact the grant makers to try to determine if documentation existed and to get copies. He also indicated a previous grant for a grant writer had been used for the fire suppression system and he had heard there could be a Ralph C. Wilson Foundation grant application open. City Manager Tatman advised that for audit purposes, the City needed copies of documentation of all grant related activities that could be located.

Heather Bokram of the Historical Society stated that there were no outstanding grants with Historical Society for 300 Broadway.

Priority List of Renovations/Restorations

Chairperson Brian Ross indicated restoration priorities including fundraising, finishing the grand staircase and entryway, and sealing up the exterior and that a renovation priority was finishing the first floor.

City Manager Tatman advised the group to make a wish-list of priorities for renovation and restoration. She reminded the group that no working capital existed for the property to go for grant matching to achieve large scale renovations or restorations so the Committee needed to start thinking small in order to develop a space that could generate revenue. She suggested there were minimal funds in the City budget but that small scale things could be achieved such as changing the locks to secure the building. She also stated it was a top priority to have an HVAC professional visit the building to determine the potential cost of getting the first floor heated. She went on to add construction to section off the lower area from the upstairs was necessary due to there being bats in the building. She advised those small things needed to be at the front of the list to begin readying the building to potentially have tenants in the ground floor to make money. City Manager Tatman stated she could have DPW Superintendent Mike Itrich begin working with contractors and other professionals to get estimates of cost to review before putting together a Request for Proposals (RFP).

City Manager Tatman indicted that the Committee needed to think about ideas of what the old jail area could be used for. Committee Member Turner indicated she would look up the historical significance of the jail.

Revenue Generating Ideas

Chairperson B. Ross inquired about the status of the lease with River Rec Teen Zone. City Manager Tatman reported that she believed it was in the hands of that group’s board for review. Committee Member C. Ross asked if the lease was month to month. City Manager Tatman confirmed it was and that if the idea of a daycare came to fruition, River Rec Teen Zone was open to moving should the City find a better suited tenant. Chairperson B. Ross asked if the daycare would be willing to cover some of the renovation costs. City Manager Tatman indicated that the space in the building would have to be made ready with ceilings, floors, walls, and basic things such as that, but that the daycare would do some customization to fit their needs in the rented space.

Committee Member Turner inquired about a contractor donating their time when the City was ready to go out for bids. City Manager Tatman confirmed that they could participate in the bid process, include a donation of their time as part of their bid, and that they would have to be a licensed and insured contractor, and that the same was true of any professional hired to work in the building.

Committee Member Turner inquired about fundraising opportunities. City Manager Tatman agreed that fundraising by the member groups would be a good plan, but with the understanding the money taken in would be turned over to the City for the project. Ms. Bokram stated fundraising for the downstairs to become revenue generating may be problematic and grants were more favorable to that. She also stated restoration of historical elements such as the staircase and upstairs sections of the building was more attractive to fundraiser donors. Ms. Bokram suggested requesting materials donation might be a consideration.

Chairperson B. Ross reminded the Committee that there may be some revenue available once the sale of 303 S. Water Street was completed which City Manager Tatman suggested those funds may be available near the end of the year.

**New Business**

Business Plan and Branding

Committee Member C. Ross spoke about Friends of City Hall’s business plan and advised that it was a good place to start and requested Committee Members review the plan, mark it up with their suggested changes and email their revisions to her to be condensed into a single, updated plan. Committee Member C. Ross stated an updated business plan was necessary to begin going after large grants.

City Manager Tatman informed the Committee that they needed to plan grant writing for the 2023 grant cycle due to lacking a matching fund bank and a business plan.

Committee Member C. Ross mentioned it may be too early in the project to brand and name the project. Committee Member Nichter suggested Heritage Hall as the name and Chairperson B. Ross suggested Heritage Hall and Innovation Center to combine past and future. Other name suggestions included: Pilot House, Mason Hall, Flagship Hall Committee Member Pakledinaz questioned whether picking a specific name might be unfavorable later to grant makers whose buzz words change. The Committee agreed to send all name suggestions to Committee Member Nichter.

Architectural Drawings

Committee Member Nichter provided copies of the architectural drawings that had been contracted by Friends of City Hall and advised she would forward the electronic copy to the City Clerk for dissemination among the Committee Members.

Chairperson B. Ross inquired if the Building Official, Tracy Kallek, could take a look at the plans. City Manager Tatman stated she could ask him to look them over.

Changing Locks

Chairperson B. Ross identified that the locks were the first priority to be changed and indicated that the Committee should consider Phase One to include the locks, closing off the upstairs from the downstairs, addressing the heating and cooling, and finishing the Teen Zone area. He suggested that Phase Two could include stabilizing other parts of the building and looking for smaller grant funding that didn’t require matching dollars.

**Adjournment**

Motion by Committee Member Pakledinaz, seconded by Committee Member Turner, to adjourn at 6:48 pm. All Ayes. Motion Carried.

 Respectfully submitted,

 Shannon Adams

 City Clerk