**City of Marine City**

**300 Broadway Committee Meeting Minutes**

**October 24, 2022**

A regular meeting of the 300 Broadway Committee was held on Monday, October 24, 2022, at 260 S. Parker Street, Marine City, MI 48039 and was called to order at 5:00 pm by Chairperson Brian Ross.

The Pledge of Allegiance was led by Chairperson Ross.

**Present:** Chairperson Brian Ross, Committee Members Michelle Nichter, Andrew Pakledinaz, Laura Merchant, Sheryl Zimmer, Kim Turner; City Manager Holly Tatman; Deputy Clerk Michele Goodrich.

**Absent:** Committee Member Cheryl Ross.

Motion by Committee Member Merchant, seconded by Committee Member Pakledinaz, to excuse Committee Member C. Ross due to being out of town. All Ayes. Motion Carried.

**Approve Agenda**

Motion by Committee Member Turner, seconded by Committee Member Merchant, to approve the agenda. All Ayes. Motion Carried.

**Public Comment**

Heather Bokram spoke to potential elevator placement and submitted pictures to Chairperson B. Ross to forward to the Committee.

**Approve Minutes**

Motion by Committee Member Nichter, seconded by Committee Member Turner, to approve the 300 Broadway Committee Meeting Minutes of September 26, 2022. All Ayes. Motion Carried.

**Unfinished Business**

13 Ways to Kill a Community # 7

Committee Member Merchant spoke to the importance of volunteers working together.

Chairperson B. Ross tasked the Committee with reviewing the handout to discuss at the November meeting.

Project Priorities

Changing Locks Update – City Manager Tatman informed the Committee that changing the locks was more complicated than originally believed due to the style of existing locks and doors. She stated that the DPW Superintendent was looking into how to change the locks, while being fiscally responsible. Chairperson B. Ross stated that there was a locksmith out of New Baltimore who may be able to give suggestions on how to change locks.

HVAC Estimate Update – City Manager Tatman advised that due to the Halloween decorations put up for the River Rec Teen Zone Haunted House that HVAC estimates would be assessed after Halloween.

Teen Center Lease Update – City Manager Tatman informed the Committee that the lease with River Rec Teen Zone had been finalized, that it was a month to month lease, and the first rent payment had been received.

City Manager Tatman also stated that revising the signage ordinance would not be a quick process and recommended that the Committee come up with some signage ideas that could be submitted to the Building Official for compliance review. Chairperson B. Ross suggested putting signs on a board situated on posts so they could still be displayed but not be attached to the building. Committee Member Merchant confirmed that there was no signage affixed to the exterior of the building and that the Haunted House would be completed soon.

Committee Member Pakledinaz questioned if the Committee body should look at potential leases that come through when there are additional spaces ready to rent. City Manager Tatman responded that she could bring potential leases before the Committee to weigh-in and she additionally informed them that all leases go to the City Attorney for review.

Fire Suppression System Update – Committee Member Pakledinaz informed the Committee that the fire suppression installation was completed and that all inspections and been performed and finaled. He further informed the Committee that DPW Superintendent Itrich had cleared out and capped off a stove pipe coming out of the building and that rain water had appeared in the building and that DPW Superintendent Itrich would look into where it was coming from and how to fix.

City Manager Tatman questioned if the issues identified at the new bandstand would be rectified. Committee Member Pakledinaz advised that he had a meeting with the contractor on 10/26/2022 to address craftsmanship concerns.

Business Plan & Branding Name

Chairperson B. Ross informed the Committee that he had not had time to sufficiently review the business plan presented. Committee Member Nichter advised that she had submitted a few revisions to the business plan. Committee Member Scaccia suggested that all revisions be submitted to Committee Member Zimmer to create a master list.

Committee Member Turner advised that she could pull together information for the history of the building section.

Chairperson B. Ross advised that he would reach out to SHPO regarding elevator placement and accessibility requirements for historical structures.

Committee Member Turner questioned the need for a management team to be listed in the business plan. City Manager Tatman responded that she did not think it would be necessary to list specific names however, it was important to show there was a City Commission level and advisory committee designated to the preservation of the building. Committee Member Turner stated that she would put together information for the business plan.

Committee Member Merchant questioned the status of the architectural drawings. City Manager Tatman stated upon information received from SHPO, it would be important to revisit the architectural drawings. She also suggested that Committee Member Pakledinaz contact the previous architect to discuss overall design and why certain layout choices were made. City Manager Tatman recommended that the Committee email questions for the architect to City Clerk Adams and she would comprise a master list.

City Manager Tatman also recommended that the Committee tread lightly with renaming the building at this moment and advised that the name needed to remain consistent with how it had been referenced in previous documents. The title Historic City Hall had been used in previous grant submissions and advised the Committee look into rebranding once the project was near completion. She also suggested that the Committee look into creating a website to help establish a presence that can be easily referenced. She also advised that grant submissions would need to be run through the City Offices.

**New Business**

Potential Grants

Committee Members Nichter and Zimmer were tasked with being their respective foundations’ contact person for potential grant opportunities and subsequent submission, if applicable.

Committee Member Merchant advised that she would reach out to the City’s County Commissioner in an attempt to get in contact with the DTE grants committee.

Cancel December Meeting or Reschedule to 12/19/2022

Motion by Committee Member Merchant, seconded by Committee Member Pakledinaz, to cancel the 12/26/2022 300 Broadway Committee Meeting. All Ayes. Motion Carried.

Motion by Committee Member Pakledinaz, seconded by Committee Member Turner, to reschedule the 300 Broadway Committee Meeting to 12/19/2022. All Ayes. Motion Carried.

**Open Discussion**

Committee Member Nichter questioned the feasibility of allowing small tours in the building during Merrytime Christmas. City Manager Tatman responded that she would look into the limitations on group limits and the City’s Liability Insurance. She also advised that a Special Event Application would need to be submitted and approved.

**Adjournment**

Motion by Committee Member Turner, seconded by Committee Member Nichter, to adjourn at 6:10 pm. All Ayes. Motion Carried.

 Respectfully submitted,

 Michele Goodrich

 Deputy Clerk

 Shannon Adams

 City Clerk