

DEPOT OPERATIONS COMMITTEE MEETING

Tuesday, November 14, 2023

Location: Commissioner Conference Room in Duluth Courthouse

Present: Commissioner Patrick Boyle, Commissioner Ashley Grimm, Commissioner Annie Harala, Brian Fritsinger, BreAnn Graber, Mary Tennis, Chris Pinkert, Brooke Wetmore

Convened: approximately 11:00am

Introduction of New St. Louis County Historical Society (SLCHS) Executive Director

Nick Jensen was present to introduce himself and noted he had previously met with Brian Fritsinger, Bre Graber, and Mary Tennis regarding the proposed SLCHS 2024/2025 funding allocations from St. Louis County. Jensen requested a shift in funding of \$35,000 from the 2025 allocation to the 2024 allocation (total remaining the same) to assist the organization in fundraising efforts to lessen the organization's dependence on St. Louis County funding longterm. This decision will be made with the 2024 Budget resolution before the whole board at a later time.

Commissioners requested and Jensen agreed to open communication, financial transparency, mutual respect, support of affiliate entities, and that public funds should not be used for furthering political agendas.

Jensen invited the Commissioners to a Native American Heritage Day event this Saturday November, 18 from 11am-3pm.

Lease Agreements Update

Director Tennis reported that the Depot Foundation and MN Ballet have signed leases. DSSO should be signed this week. In addition, a Box Office Management agreement with MN Ballet has been executed. The third Lease Negotiation with LSRM is being scheduled. Attorney Pinkert stated that all spaces used by tenants, including outdoor and non-climate controlled areas must be in leases for insurance liability purposes. Commissioners requested the lease with LSRM (1) ensures all indoor spaces are leased for a minimum of \$4.97 per square foot, (2) all spaces LSRM intends to utilize including outdoor or non-climate controlled spaces must be in the lease, and (3) the total annual lease must be at least \$195,000. As previously agreed to, annual increases of 5% to keep up with growing operating costs will be phased-in to all tenant leases.

NLX – Depot Planning Update

Chair Boyle intends to establish an additional subcommittee specific to NLX planning efforts including Depot renovation/expansion and neighborhood/community planning & development efforts. The charge of this new subcommittee would include (1) Redeveloping the 2010 Community Plan, (2) Aligning with City of Duluth, (3) Managing Customer Experience for

those coming to the Depot, and (4) Ensuring our Depot receives MNDoT funding allocation established for NLX depots. Boyle proposes this subcommittee is chaired by District 1 Commissioner Harala and should include Commissioner Nelson who is chairing the NLX Committee. Boyle and Grimm could alternate participation.

It was noted that the City of Duluth may have different priorities than previously stated due to a new Mayor-elect therefore Commissioner Harala requested a meeting pulled together with the subcommittee's Commissioners, Administration, county-lobbyist Jeff Anderson, and the Mayor-elect and team.

County Representation on SLCHS Board

The Board had previously requested the SLCHS change their bylaws to include SLC Commissioners on their board. The Board will move to change the bylaws again to remove County Representation on the SLCHS Board.

Administrative Specialist Hiring Process Update

Fifty-four applicants were submitted and are being pre-screened with HR. Interviews may begin as early as next week.

Roundtable

St. Louis County on behalf of SLCHS received MN State Bonding money for the "County Built on Iron" exhibit. Legislation notes that this exhibit is to be "permanent" which conflicts with the building's exhibit policy which does not allow permanent displays. Additional considerations include the upcoming HVAC project and demolition needs. A meeting should be scheduled with SLCHS, Depot Management, Property Management, and the Attorney's Office.

Meeting adjourned: 12:41

Minutes prepared by Brooke Wetmore