

# **DEPOT OPERATIONS COMMITTEE MEETING**

**June 13<sup>th</sup>, 2023**

Location: Commissioner Conference Room in Duluth Courthouse

Present: Commissioner Boyle, Commissioner Harala, Commissioner Grimm, Mary Tennis, Brian Fritsinger, BreAnn Graber, Chris Pinkert, Kristin Johnson

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## **RFP Update**

The selection committee has decided that no interviews are necessary. Attorney Pinkert reported that clarification emails were sent to several applicants and answers were received.

## **Depot Communications**

The committee decided that they will stay on schedule as listed in the RFP. Email responses will be sent to remind applicants of the timeline.

## **Liquor License Update**

Mary Tennis met with Ian Johnson from the City of Duluth about the liquor license process currently in place at The Depot. It appears there is some confusion as licenses are typically only granted for rented or owned spaces. She will continue to work with the city to clarify the process/policy for common spaces.

## **SLCHS Move Update**

SLCHS has found funding for their move through an endowment. Mary will work with Erin to get an updated moving plan.

## **Building Update**

Mary Tennis reported on a variety of building improvements:

- The portico project is moving forward and should be done by early July.
- A secure mailroom is now in place for the building.
- Narrowing in on the board room and classroom projects.
- New security cameras are being installed.
- The theatre project is going well.
- Central High School exhibit is currently on display.
- The mural installation has begun.

## **Depot Budget**

Mary Tennis is working with property management on a capital plan.

Other updates included:

- Elevator One is down for up to 15 weeks and will be a \$55,000 repair.
- Rental rates will be flat from last year but utilities are still potentially rising. New meters will be installed to continue monitoring/tracking for future.

## **Roundtable**

- Commissioner Boyle shared that Nicole is starting to organize a group to tour Clarity and The Depot.
- Ashley inquired about other Depot spaces that organizations can use for exhibits and programming.
- Camp Esquagama at The Depot is scheduled for July 1<sup>st</sup>.

Meeting ended at 1:48PM.

*Minutes prepared by:*

*Kristin Johnson*

*Administrative Specialist/Depot Committee Support*