

**CALUMET VILLAGE COUNCIL MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
TUESDAY, AUGUST 16, 2022**

Present: President Robert P. Tarvis, Jr; Trustees: Kenneth D. Olkkonen, Pamela M. Que, Andrew Ranville

Absent: Treasurer Debbie Aubin; Trustee Timothy L. Bies, Clerk Patricia Pressel

Vacancies: Two Council Seats

Also Present from Village: Manager Amber Goodman, Village Legal Counsel Jim Tercha

Public: three members of the public

I. Call to Order/Roll Call

President Tarvis called the meeting to order at 6:33pm.

II. Pledge of Allegiance

All in attendance stood and recited the pledge of allegiance.

III. Acceptance of Agenda

Motion by Trustee Que, and seconded by Trustee Olkkonen to accept the agenda as presented.

Motion Passed-4/0

IV. Petitions from the Public

None

V. Appointment of DDA Members

President Tarvis nominates DDA Members Rick Campioni, JW Miller, Lori Oikarinen and Leah Polzien to the Downtown Development Authority.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, President Tarvis

Nays: none

Absent: Trustee Bies

Nomination of Rick Campioni, JW Miller, Lori Oikarien, and Leah Polzien to the Downtown Development Authority passed – 4/0

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VI. Reports

A. DDA

- Minutes from the Meeting of Wednesday, August 3, 2022
- July DDA Bills

B. HDC

- Minutes from the Meeting of Wednesday, July 20, 2022
- *It was noted that there was a typo on the date for the minutes included in the packet. It should read July 20, 2022.*

C. Planning Commission

- August Meeting was cancelled
- Next Meeting Scheduled September 6, 2022

D. Committee(s) / Work Session

- Minutes of the Village Council Work Session of August 9, 2022

VII. Consent Agenda

All matters listed under Item VII, Consent Agenda, are considered routine by the council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered separately.

- i. Minutes of the Village Council Regular Meeting of July 26, 2022
- ii. Minutes of the Village Council Work Session Meeting of August 9, 2022
- iii. Reports provided in VI.
- iv. Previously Paid Bills in the amount of **\$13,980.92**
- v. New Bills in the amount of **\$12,103.44**
- vi. **Total Amount of Bills in the amount of \$26,084.36**

Motion by Trustee Olkkonen, and seconded by Trustee Que to accept the consent agenda as presented.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, and President Travis

Nays: none

Absent: Trustee Bies

Motion Passed – 4/0

VIII. Managers' Report

Budget Tracking document provided for the general fund.

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Audit is nearing completion, corrections are being entered into the funds that need adjustment, the next month will be focused on policies for the office.

Grader at the street department will need repair, no estimate of cost at this time.

Public Gathering Spaces Application, a special meeting will be held next week to review bids that have been received, before review by MEDC. Discussion on the Special Meeting schedule.

Doors for the Pavilion are on order and expected to arrive in October. Depending on the weather the doors may be installed in fall or spring.

The Village office will be closed for Thursday, August 18, 2022 for fund accounting training. The plan will be to voice record the sessions for future usage.

Motion moved by Trustee Que, and seconded by Trustee Ranville to approve the managers reports as presented.

Motion Passed – 4/0

IX. Theatre Boiler

Discussion on the boiler and the furnace system within the Theatre.

Motion by Trustee Que, and seconded by Trustee Ranville to talk to UPEA initiate contact with Weil McClaine to package a quote for the boiler.

Motion Passed – 4/0

X. 6th Street Paving Project

Discussion on the 6th Street Paving projects and the small urban project funding. The bids arrived over the 10% projected cost and it is recommended that Council rejects the bid.

Motion by Trustee Ranville, and seconded by Trustee Olkkonen to reject the 6th street bid based on the assessment and recommendation from UPEA.

Motion Passed – 4/0

The project will go out for rebid at a later point.

XI. Ditch off North Side of Spruce Street

Discussion on the quote received for the ditching needed in regards to Spruce Street.

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Motion by Trustee Que, and seconded by Trustee Ranville to accept the bid from Paul Heikell, LLC for the north Spruce Street water issue.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, and President Travis

Nays: none

Absent: Trustee Bies

Motion Passed – 4/0

XII. Account Specialist Position Job Description. Ad Costs, Payrate, and Hours

Discussion on the posting, payrate, and ad costs.

Motion by Trustee Que, and seconded by Trustee Ranville to raise the wage to \$19.00 per hour for the new hire of Administrative Assistant/ Account Clerk, and proceed with the posting.

Motion Passed – 4/0

XIII. Ordinance for Consideration

- Dangerous Building Ordinance – discussion on the dangerous building ordinance. Action items for this ordinance tabled at this time.

- Gas Line Ordinance – discussion on gas line ordinance.

Motion by Trustee Que, and seconded by Trustee Olkkonen to approve the Ordinance for Gas Lines.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, and President Travis

Nays: none

Absent: Trustee Bies

Motion Passed – 4/0

XIV. Uniform Chart of Accounts

Discussion on the Uniform Chart of accounts changes that need to occur before the end of Fiscal Year 2023. Table at this time, but to be discussed in the future.

XV. Procurement Policy

Discussion and review of the Procurement Policy for the Community Development Block Grant (CDBG). This procurement policy would only apply to the CDBG Grant Process.

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Motion by Trustee Que, and seconded by Trustee Olkkonen to adopt the Community Development Block Grant Procurement Policy.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, and President Travis

Nays: none

Absent: Trustee Bies

Motion Passed – 4/0

XVI. Insurance Policy Renewal

Discussion on the Insurance Policy Renewal, Manager Goodman to work with the Insurance to make any of the necessary updates.

Motion by Trustee Que, and seconded by Trustee Ranville to renew the insurance policy with Mark Hannula Insurance.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, and President Travis

Nays: none

Absent: Trustee Bies

Motion Passed – 4/0

XVII. Police Car

Discussion on the police car, and options for the possible sale of the vehicle.

Motion by Trustee Olkkonen, and seconded by Trustee Que to investigate options for the sale of the police vehicle.

Motion Passed – 4/0

XVIII. Codification

Discussion on the codification process.

XIX. Seasonal Hires for Street Department (Equipment Operators and Dump Truck Drivers)

Discussion on hiring two season full time equipment operators for \$16.00 per hr. and 2 Dump Truck Drivers for call ups at \$15.00 per hr.

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Motion by Trustee Que, and seconded by Trustee Olkkonen to approve the seasonal hires for the DPW as requested.

Roll Call Vote:

Yeas: Trustee Que, Trustee Ranville, Trustee Olkkonen, and President Travis

Nays: none

Absent: Trustee Bies

Motion Passed – 4/0

XX. Update to Meeting Schedule

Village Council reviewed the updated schedule.

Update to Meeting Schedule – Marked with *

*Work Session Meeting – Tuesday, September 13, 2022 at 6:30pm

*Regular Council Meeting – Tuesday, September 20, 2022 at 6:30pm

Work Session Meeting – Tuesday, October 11, 2022 at 6:30pm

Regular Council Meeting – Tuesday, October 18, 2022 at 6:30pm

*Work Session Meeting – Tuesday, November 1, 2022 at 6:30pm

*Regular Council Meeting – Thursday, November 10, 2022 at 6:30pm

*Statutory Meeting – TBA

XXI. Letter of Support for SHPO Land Bank Application 425 5th Street

Village Council reviewed the letter of support for 425 5th roof replacement.

Motion by Trustee Que, and seconded by Trustee Ranville to submit the letter of support.

Motion Passed – 4/0

XXII. Adjourn

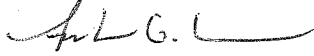
Motion from Trustee Ranville, and seconded by Trustee Que to adjourn the meeting at 7:39pm.

Motion Passed 4/0

Respectfully Submitted,

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Amber Goodman
Village Manager



Patricia Pressel
Clerk

