

CALUMET VILLAGE DDA MEETING AGENDA
MONDAY, DECEMBER 11, 2023 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

- I. Call to Order / Roll Call / Pledge of Allegiance
- II. Petitions from the Public (*members of the public have 5 minutes to speak*)
- III. Approval of Agenda
- IV. Review and approve meeting minutes of November 13, 2023
- V. Unfinished / Revolving Business
 1. Fire Site Update
 2. Greenspace Update
 3. District Property Updates
 4. Updates from others:
 - Village Council
 - Historic District Commission
 - Planning Commission
 - Main Street Calumet
- VI. New Business
 1. Approval of DDA Bills
 2. FY 2025 Budget
 3. Contract amendment with Main Street Calumet Inc.
 4. Billboard on US 41 for Calumet
- VII. Summarize Action Items
- VIII. Comments from the Public (*members of the public have 5 minutes to speak*)
- IX. Adjourn

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, NOVEMBER 13, 2023 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Present: Chair L'Esperance; Members Campioni, Hahn, Oikarinen, Ranville, Tarvis

Absent: Members Dumble, Miller

Also Present from the Village: Manager Haselden

Present from the Public: Amy Knight, Nathan McParlan, Leah Polzien, Nathan Sturos

I. Call to Order / Roll Call / Pledge of Allegiance

L'Esperance called the meeting to order at 9:01am with Roll Call and led the Pledge of Allegiance.

II. Petitions from the Public (*members of the public have 5 minutes to speak*)

Tarvis moved, seconded by Campioni to place Item VI. 2. Letter of Interest under Petitions from the Public.

Motion Carried 6/0

McParlan addressed the board regarding his Letter of Interest for serving the DDA board.

Campioni moved, seconded by Hahn, to recommend to the Village Council appointing McParlan to the DDA.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, Oikarinen, Ranville, Tarvis

Nays: None

Absent: Dumble and Miller

Motion Carried 6/0

III. Approval of Agenda

Ranville moved, seconded by Tarvis to approve the agenda with the change of moving Item VI. 2 under Petitions from the Public.

Motion Carried 6/0

IV. Review and approve meeting minutes of October 10, 2023

Tarvis moved, seconded by Campioni to approve the minutes as presented.

Motion Carried 6/0

V. Unfinished / Revolving Business

1. Fire Site Update

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Haselden updated the board on the fire site concept plans; a survey for feedback on the concepts will be shared in the next few weeks.

2. Greenspace Update

Polzien updated board on recent meetings with UPEA and the landscape architecture firm. Polzien shared the Calumet Downtown Greenspace Maintenance Schedule with costs that will need to be included in the upcoming DDA budget.

Hahn moved, seconded by Campioni to request that all concrete is tinted red to match the historical village sidewalks.

Motion Carried 5/1

Ranville moved, seconded by Hahn to approve the attached Maintenance Schedule.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, Oikarinen, Ranville, Tarvis

Nays: None

Absent: Dumble and Miller

Motion Carried 6/0

Oikarinen moved, seconded by Campioni to add Ranville as a DDA Representative to the grant.

Motion Carried 6/0

3. District Property Updates

No updates.

VI. New Business

1. Approval of DDA Bills

Tarvis moved, seconded by Campioni to approve the DDA bills.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, Oikarinen, Ranville, Tarvis

Nays: None

Absent: Dumble and Miller

Motion Carried 6/0

2. Letter of Interest for DDA Board **item moved to Public Petitions above.*

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3. Agreement for Services with Main Street Calumet

Sturos, the Treasurer for Main Street Calumet, presented the agreement for services between the DDA and Main Street Calumet for the period through February 28, 2024 in the amount of \$10,000.

Tarvis moved, seconded by Campioni to approve the Agreement for Services and remit payment to Main Street Calumet.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, Oikarinen, Ranville, Tarvis

Nays: None

Absent: Dumble and Miller

Motion Carried 6/0

4. Michigan Downtown Association (MDA) Membership & Trainings

Polzien would like to host quarterly virtual trainings from the MDA for DDA members at the Village Council Chambers. Dates scheduled: February 7, 2024 at 6:00pm; May 1, 2024 @ 6:00pm; September 25, 2024 @ 6:00pm and December 4, 2024 @ 6:00pm.

5. Events – Holidays in the district

Polzien updated board on events including Ladies Day Out on November 16th, Copper Dog Kids Rides on December 23 at Agassiz Park and Christmas wagon rides on December 16th.

Tarvis moved, seconded by Hahn to approve up to \$550 expense towards the Christmas wagon rides.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, Oikarinen, Ranville, Tarvis

Nays: None

Absent: Dumble and Miller

Motion Carried 6/0

6. Billboard on US 41 for Calumet

Polzien is still working on this and currently estimated expense is around \$3,000 - \$5,000 annually. Members are to consider what they would like to see on billboard and bring information for the next meeting to discuss.

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7. Tuliptime Calumet

4400 tulips have been planted in the garden. Tarvis moved, seconded by Hahn to spend up to \$600 towards the beautification project.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, Oikarinen, Ranville, Tarvis

Nays: None

Absent: Dumble and Miller

Motion Carried 6/0

8. FY25 Budget

Haselden reviewed the year-to-date Budget v Actuals along with a draft budget. Discussion on updates to the draft budget and on the available fund balance. Next draft to be reviewed and approved by the board in December.

9. Updates from the Village Council or other Reports

None.

VII. Summarize Action Items

- Members should bring billboard design ideas for discussion at the next meeting.
- Next DDA Meeting scheduled for Monday, December 11 @ 9:00am.

VIII. Comments from the Public (*members of the public have 5 minutes to speak*)

None.

IX. Adjourn

Tarvis moved, seconded by Ranville to adjourn the meeting at 10:58am.

Respectfully Submitted,

Megan Haselden, Village Manager

Rick Campioni, DDA Secretary

AGREEMENT FOR SERVICES
BETWEEN MAIN STREET CALUMET, INC (MSC) AND
THE VILLAGE OF CALUMET DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

This Agreement for Services supports the purpose of the Village of Calumet DDA, to promote economic growth in the DDA District in the Village of Calumet. It also supports the mission of Main Street Calumet (MSC), to Promote, Develop and Preserve downtown Calumet, and

MSC provides the Village of Calumet with a variety of events and efforts that benefit the whole community but especially impact the health of the downtown district. The services outlined in this document fulfill and are in line with the goals laid out by the Village of Calumet Master Plan (2018) and the Village of Calumet Development Plan & Tax Increment Financing Plan (July 2021).

PROMOTION MSC shall coordinate and administer volunteer-led activities and events, including but not limited to; Pasty Fest, Ladies Day Out shopping event, Christmas in Calumet, and Trunk-or-Treat.

MSC will continue to present a publicity for the Village of Calumet downtown district on social media via Facebook, Instagram and the MSC website to promote a positive image of the community and increase avenues of communication between area residents and the Village of Calumet DDA. When requested, MSC will post material specifically requested by the Village of Calumet or Village of Calumet DDA such as dates for job postings, fall/spring clean-up dates, etc.

MSC will develop and distribute a Calumet area brochure, to increase awareness of assets in the Calumet area. These brochures are distributed to MDOT Visitors Centers across the state as well as locally.

MSC will maintain the tourism and relocation specific sections of its website to provide information to tourists and people interested in relocation to the Calumet area.

MSC will publish its e-newsletter which features local events, news items and local business and property owners. This e-newsletter is another tool that can be used to increase communication between Village entities and the public.

DESIGN MSC will advocate for the Calumet Area Trails Planning effort that was initiated in early 2019. MSC will continue to work with local and regional entities to plan improvements to our area trails that will increase connectivity to our downtown district, create uniform wayfinding signage for trails and other physical improvements such as trailheads, parking areas, etc.

MSC will continue to coordinate with local businesses, volunteers and relevant Village employees to plan and implement seasonal decor in the downtown district, such as hanging flower baskets, Christmas decorations, or flower plantings.

ECONOMIC DEVELOPMENT MSC will continue to build relationships with local, state and federal agencies on behalf of the Village of Calumet DDA including but not limited to; Keweenaw Economic Development Authority (KEDA), Western Upper Peninsula Planning and Development Region (WUPPDR), Michigan Economic Development Corporation (MEDC), Team Peninsula, Houghton County Landbank Authority (HCLBA) and the Keweenaw National Historical Park (KNHP) and KNHP Advisory Commission (KNHPAC).

MSC will connect prospective property and business owners with relevant needs; including available real estate, property redevelopment incentives such as grants and loans, and business assistance tools.

MSC will host quarterly business networking events to help build relationships between business owners and provide an opportunity for Village of Calumet Boards and Commissions to interact directly with business owners as well, increasing communication between the Village and the public.

DDA ADMINISTRATION MSC will assist the Village of Calumet DDA Board and Chairperson to develop meeting agendas and conduct continuing education with the DDA board quarterly. MSC staff will assist the DDA Board in executing the DDA Plan and achieving reporting requirements defined by the State of Michigan as directed.

MSC will continue to work with the Village to assist in the achievement of the Redevelopment Ready Communities (RRC) designation from the State of Michigan. This designation will bring the Village increased support from the Michigan Economic Development Corporation (MEDC) team.

TERM. The term of this Agreement shall be March 1, 2023 – February 28, 2024.

PAYMENT FOR SERVICES The DDA will pay MSC \$10,000 for the contract term. Payment for MSC's services shall be payable as services are rendered, with \$5,000 due December 31, 2023, and the remaining \$5,000 due February 28, 2024.

REPORTING It is intended that a "high level of communication" between DDA, Village of Calumet, and MSC shall include the following;

- The DDA and MSC will participate jointly in twice yearly public informational meetings. This will be done to help the public better

understand the working relationship that exists between the organizations and ensure the DDA receives credit for supporting the work on MSC.

- MSC will provide the DDA an update on services provided no later than December 31, 2023 for the period of March 1, 2023 - November 30, 2023 and no later than March 31, 2024 for the period of December 1, 2023 - February 28, 2024.

INSURANCE Prior to the DDA payment for Services under this Agreement, MSC shall furnish the Village of Calumet proof of insurance, and the policy(s) will require a 30-day notice of cancellation to be given to the Village of Calumet while this Agreement is in effect. These policies will be in effect at the time MSC commences work under this Agreement.

Agreed and Accepted by:

Main Street Calumet

Nathan Sturos, Treasurer

Date: _____

Village of Calumet DDA

Date: _____

VILLAGE OF CALUMET DDA #07-716-3
Transaction Report November 2023

<u>NUMBER</u>	<u>Date</u>	<u>TRANSACTION DESCRIPTION</u>	<u>PAYMENT</u>	<u>DEPOSIT</u>	<u>BALANCE</u>
		Balance Forward			\$ 33,307.00
2071	11/01/23	Trans To Debt Service Fund - Loader Payment	\$ 982.47		\$ 32,324.53
2072	11/01/23	UPPCO	\$ 31.56		\$ 32,292.97
2073	11/13/23	Main Street Calumet	\$ 10,000.00		\$ 22,292.97
2074	11/21/23	Copper Island Printing	\$ 36.00		\$ 22,256.97
2075	11/21/23	Upper Michigan Water Company	\$ 66.44		\$ 22,190.53
	11/21/23	Village of Calumet - 3 Properties	\$ 1,638.00		\$ 20,552.53
	11/27/23	Trans From Sanitation Fund		\$ 2,987.27	\$ 23,539.80
	11/27/23	Trans From Municipal Streets		\$ 6,992.49	\$ 30,532.29
	11/27/23	Trans From General Fund		\$ 47,416.34	\$ 77,948.63
	11/27/23	Trans To General Fund - FY24 Insurance Cont	\$ 500.00		\$ 77,448.63
	11/27/23	Trans To General Fund - FY24 Street Contr	\$ 2,500.00		\$ 74,948.63
	11/27/23	Trans To HDC - FY24 Admin	\$ 2,500.00		\$ 72,448.63

Downtown Development Authority
Balance Sheet
November 30, 2023

ASSETS		Current Month	Last Fiscal Year
Current Assets			
102	Cash in Bank - Checking	72,448.63	55,859.56
130	Taxes Receivable	0.00	4.58
138	Due from General Fund	0.00	42,723.27
140	Taxes Receivable TIF unit	0.00	17,424.35
141	Due from Municipal	0.00	6,992.49
142	Due from Sanitation	0.00	2,987.27
	Total Current Assets	72,448.63	125,991.52
Property and Equipment			
150	Property for resale	10,001.70	10,001.70
	Total Property and Equipment	10,001.70	10,001.70
	Total Assets	82,450.33	135,993.22
LIABILITIES AND CAPITAL			
Current Liabilities			
211	Accounts Payable	0.00	600.00
225	DDA Grants Payable	10,000.00	15,000.00
226	Grant Match Liability	0.00	13,992.99
	Total Current Liabilities	10,000.00	29,592.99
	Total Liabilities	10,000.00	29,592.99
Capital			
296	Fund Equity	106,400.23	108,282.21
	Net Income	(33,949.90)	(1,881.98)
	Total Capital	72,450.33	106,400.23
	Total Liabilities & Capital	82,450.33	135,993.22

Downtown Development Authority
Income Statement
For the Nine Months Ending November 30, 2023

		Current Month	Year to Date
Revenues			
311	Village Prop. Tax Revenue	0.00	4,693.07
312	Delinquent Prop Tax Revenue	0.00	1,138.13
333	Community Garden Fees	0.00	320.00
	Total Revenues	0.00	6,151.20
Expenses			
416	Insurances	500.00	500.00
422	Advertising/Promotion	36.00	351.00
434	Street Sweeping	2,500.00	2,500.00
435	Contracted Services	10,000.00	15,000.00
443	DDA Grant Match - Private	5,000.00	5,000.00
460	Beautification	0.00	2,302.67
461	Public Improvements/ Programs	0.00	1,004.00
462	DDA Property Maintenance	1,736.00	2,101.20
482	Transfer to Debt Service	982.47	8,842.23
486	Transfers to HDC	2,500.00	2,500.00
	Total Expenses	23,254.47	40,101.10
	Net Income	(23,254.47)	(33,949.90)

ACCOUNT DESCRIPTION		ACTUALS FY 2023	BUDGET FY 2024	Actuals as of November 2023	PROPOSED BUDGET FY 2025	FY 2025 PROPOSED BUDGET NOTES
REVENUES(AND OTHER SOURCES)						
Taxes Current and Delinquent		\$5,384	\$5,000	\$5,831	\$6,000	
Miscellaneous Income		\$20,320		\$320	\$320	
TIF FUNDS						
Village		\$32,659	\$32,000		\$33,000	
Township-Current		\$2,183	\$2,500		\$2,500	
County - Med Care		\$3,790	\$4,500		\$4,000	
County-Current		\$11,451	\$10,500		\$11,500	
Total Revenues		\$75,787	\$54,500	\$6,151	\$57,320	
EXPENDITURES(AND OTHER USES)						
Admin/Prof Services		\$3,260	\$3,000	\$0	\$0	*Do not include in FY25 budget, put everything under Contracted that is contract
Advertising & Promotion		\$583	\$750	\$351	\$5,650	Billboard US 41; Newspaper postings; flyers, etc.
Beautification		\$4,244	\$5,000	\$2,303	\$5,000	Watering flowers; beautification in district
Blight Enforcement/Ordinances		\$0	\$5,000	\$0	\$5,000	To support expenses for blight enforcement within the DDA district
Contracted Services/Admin		\$6,300	\$15,000	\$15,000	\$10,500	\$500 Auditor; \$10k Main Street Calumet
DDA Grants		\$15,000	\$15,000	\$5,000	\$15,000	\$5k available for larger projects (MEDC); \$10k for smaller grants
DDA Property Maintenance		\$597	\$1,500	\$2,101	\$2,500	DDA Property Utilities; Improvements or stabilization work on DDA owned property & sidewalk snow removal to DDA properties
Downtown Streets		\$3,705	\$3,705	\$2,500	\$2,500	\$2500 contribution for sidewalks for downtown
Insurance Contribution		\$500	\$500	\$500	\$500	\$500 to Village to cover DDA portion of insurance
Memberships & Trainings					\$500	For MDA Membership & Board Education/Training
Public Programming					\$6,500	Farmers Market, Sled Rides, holiday/event expenses
Public Spaces & Improvements		\$32,138	\$5,000	\$1,004	\$4,500	\$3K for Greenspace maintenance; Agassiz Park; other improvements in public spaces
Transfers to:						
Debt Service-Grader/Loader		\$8,842	\$9,000	\$8,842	\$8,850	FY 26 Expiration
General Fund					\$2,400	DDA Administration (\$200/month)
Historic District Committee		\$2,500	\$2,500	\$2,500	\$2,500	Contribution to HDC as required by KNHP Grant (exp. 2027)
Audit Variance						
TOTAL EXPENDITURES		\$77,669	\$65,955	\$40,101	\$71,900	
NET REVENUES(EXPENDITURES)		(\$1,882)	(\$11,455)	(\$33,950)	(\$14,580)	
Fund Balance Beginning of Year		\$108,282	\$106,400	\$106,400	\$94,945	
Audit Variance						
Fund Balance End of Year		\$106,400	\$94,945	\$72,450	\$80,365	

EMBER 11, 2023

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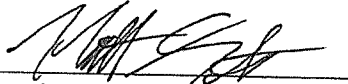
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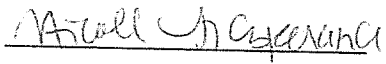
Agreed and Accepted by:

Main Street Calumet


Nathan Sturos, Treasurer

Date: 11/13/23

Village of Calumet DDA


Nicole L'Esperance, Chair

Date: 11/13/23