

CALUMET VILLAGE COUNCIL REGULAR MEETING MINUTES
TUESDAY, DECEMBER 19, 2023 – 6:00 PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET
Public viewing available via ZOOM.com “Join A Meeting” - Meeting ID: 897 0467 4551
<https://us02web.zoom.us/j/89704674551> or via phone: 1-312-626-6799

Present: President Rob Tarvis; Trustees Virginia Dwyer, Peggy Germain, Pamela Que, Andrew Ranville **arrived at 6:02pm*, Bernice Smith; Clerk Patricia Pressel
Absent: Trustee Lori Weir
Also Present from the Village: Manager Megan Haselden
Present from the Public: Walter Holcomb, Graham Jaehnig

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

Tarvis called the meeting to order at 6:00pm with roll call and led the Pledge of Allegiance.

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

None.

III. Approval of Agenda

Que moved, seconded by Smith to approve the agenda as presented.

Motion Carried 5/0

IV. Approval of Consent Agenda Items (*items are considered routine by the council and will be enacted by one motion. If discussion of an item is required, it will be removed from the consent agenda and considered separately.*)

Review and approval of Council meeting minutes

Regular Meeting	November 20, 2023
Statutory Meeting	November 20, 2023
Work Session	December 12, 2023

Review and approval of bills

Prior paid bills in the amount of \$33,881.89
New bills in the amount of \$15,693.91
Fund Balances Report

Review and acceptance of Reports

Manager Report
Downtown Development Authority Minutes & Transaction Report from November 2023
(*not approved until January meeting due to technical OMA Violation at December DDA Meeting*)
Planning Commission Minutes from October 2023

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Historic District Commission Minutes from October 2023 (*no meeting in October*)

Que moved, seconded by Smith to approve the Consent Agenda.

Roll Call Vote:

Yeas: Dwyer, Germain, Que, Ranville, Smith, Tarvis

Nays: None

Absent: Weir

Motion Carried 6/0

V. Unfinished Business

VI. New Business

1. Committees (*Germain*)

Dwyer moved, seconded by Germain to reinstate committees through the rest of this term (November 2024).

Roll Call Vote:

Yeas: Dwyer, Germain

Nays: Que, Ranville, Smith, Tarvis

Absent: Weir

Motion Failed 2/4

2. Amendment to Ordinance No. 149 Municipal Civil Infractions Violations Ordinance

(*Haselden*)

Que moved, seconded by Ranville to approve the amendment to Ordinance No. 149, on page 2 updating the “Section 137.04” to “Section 4” and page 3 updating “Village Administrator” to “Village Manager”.

Roll Call Vote:

Yeas: Que, Ranville, Smith, Tarvis

Nays: Dwyer, Germain

Absent: Weir

Motion Carried 4/2

VII. Announcements – Other Council Business

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None.

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

None.

IX. Adjourn

Que moved, seconded by Smith to adjourn the meeting at 6:37pm.

Motion Carried 6/0

Respectfully Submitted,

Patricia Pressel, Clerk

Megan Haselden, Manager

Manager Report

December 19, 2023

- The new DPW Assistant Superintendent, Shane Karrio started working at the beginning of the month and is a welcome addition to our team!
- The fire site concept plan survey was sent on December 12th, the link along with the pdf will be published to the website on December 13th. The survey will be open until January 9th.
- Budgeting Process: We are on track per Ordinance No. 119 to have all departments and boards provide their preliminary budgets to me in December, so that at the January Council meetings, we will review a draft budget and draft resolution for the adoption by the Council. We will then need to schedule the public hearing and per Ord. No. 119, the budget resolution should be passed by February 10.
- The transition to BS&A accounting software is well underway and requires a lot of attention. We expect to go live with the software in mid-February, much earlier than expected and meaning that we will be in compliance with the accounting software and chart of accounts mandated by the state for our FY 2024 audit.
- On December 8th, I submitted an application for the Fiscally Distressed Cities, Township and Villages grant through the state of Michigan. I worked with REJ Construction and Copper Range Roofing to develop estimates for work needed at the Village Hall and DPW Shop. The total ask for Village Hall is \$373,950 which includes a new roof, moving the power lines in the back of the building underground, tuckpointing in the back of the building to stop ice and water seepage, repairing the windows, plaster repair and painting in the ballroom and Village Hall foyers and removing/refinishing the floors in the Council Chambers and main office to the original oak floors. I will be applying for the Save America's Treasures grant for additional funding needs on the Calumet Theatre side of the building. The total ask for the DPW is \$372,500 and includes many repairs to the DPW shop as well as some equipment needs as outlined by the DPW. This grant has no match but is a reimbursement grant, so would be administered in phases. I don't know an exact date when the grants will be selected, but I assume it will be in March/April 2024.
- The lease for the EV Charging Stations was finalized and sent, the company is working on scheduling for implementation.

Projects in Process

- Hiring – Village Secretary/Clerk
- Create Employee Manual in place of Contracts for hourly employees
- Blight Enforcement
- Codification with American Legal Publishing / Ordinance updates with Attorney
- Redevelopment Ready Community (RRC) Certification
- Master Plan/Capital Improvement Plan Updates
- Strategic Plan/Joint Meetings of all boards