

CALUMET VILLAGE DDA MEETING AGENDA
MONDAY, MARCH 18, 9am
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*)
- == Approval of Agenda
- => Review and approve minutes of January 8, 2024 and February 12, 2024 Meeting
- J " Unfinished/Revolving Business
 - % Updates from Village Council, Historic District Commission, Planning Commission, etc.
 - &" Main Street Calumet Report
 - ' " Fire Site Updates
 - (" Greenspace Update
 -) " District Property Updates
 - Resolution to support Mihelcich Slaughterhouse Demolition & relocation of 511 5th Street
 - *" Hwy 41 Signage
 - +" DDA Grant Guidelines
 - , " Realtor Luncheon
- J = New Business
 - % Adopt FY2025 Budget
 - &" Approval of DDA Bills / Transaction Report
 - ' " Letter of Support for Destination Development Grant
- J = Summarize Action Items
- J = Comments from the Public (*members of the public have 5 minutes to speak*)
- ± " Adjourn

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, JANUARY 8, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Present: Chair Nikki L’Esperance; Members Rick Campioni, Pete Hahn, JW Miller **arrived*

9:04am, Nathan McParlan, Andrew Ranville, Rob Tarvis

Absent: Members Tom Dumble (*resigned*), Lorri Oikarinen

Also Present from the Village: Manager Haselden, President Pro Tem Que

Present from the Public: MSC Advisor Leah Polzien, Walter Holcomb, Courtney Tucker,
Jason Wickstrom

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

L’Esperance called the meeting to order at 9:00am 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

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

Motion Carried 7/0

IV. Review and approve meeting minutes of December 11, 2023

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

Motion Carried 7/0

V. Ratify all actions taken at December 11, 2023 Meeting

Tarvis moved, seconded by Hahn to ratify all actions taken at the December 11, 2023 meeting.

Roll Call Vote:

Yeas: Campioni, Hahn, L’Esperance, McParlan, Miller, Ranville, Tarvis

Nays: None

Absent: Oikarinen and Dumble

Motion Carried 7/0

VI. Unfinished / Revolving Business

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, JANUARY 8, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

1. Updates from Village Council, Historic District Commission, Planning Commission, etc.

Que updated the board re: Council, HDC and Planning Commission activities.

2. Main Street Calumet Contract Report

Polzien presented the first of two annual reports to the DDA board per the Main Street Calumet contract. Network Calumet, a business networking informal will be held at Ramona's Bakery in February, date TBD.

3. Fire Site Update

Survey for the fire site concept plan is still open. Polzien has approval from the Houghton County Land Bank Authority (HCLBA) to plan on having seating, etc. in the space over the Spring/Summer.

4. Greenspace Update

No updates at this time.

5. District Property Updates

Polzien updated the board that the HCLBA may be receiving another round of funding in 2024, potential for demolition/clean-up on other properties in the district.

6. Information Session Reschedule – February 12, 2024

The Annual Information Session has been rescheduled to 2/12/24 following the DDA Meeting, at 10:30am. Haselden to post to and send to tax agencies as required.

7. Highway 41 Signage

L'Esperance updated the board on the progress of the billboard on Hwy. 41. DDA will be designing the billboard and will send out a Request for Proposal for printing and installation. Tarvis moved, seconded by Ranville to approve the RFP with the change to add "or other applicable materials" to the Submission Requirements. See attached RFP with change.

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, JANUARY 8, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Motion Carried 7/0

The Contract with Visit Keweenaw for the signage will be pushed to the March DDA Agenda. Polzien plans to request up to \$2,500 from the Keweenaw National Historic Park Advisory Commission (KNHPAC) to help cover costs at their January meeting.

8. DDA Grant Guidelines

L'Esperance and Polzien updated the board on work done towards the DDA Grant Program Guidelines, Applications, and other materials. Topic to be added to the February agenda.

VII. New Business

1. Potential board member interest

Tom Dumble has officially resigned from the DDA Board, leaving 1 seat vacant. Letters of interest were received from Walter (Wally) Holcomb, Shelly Larson and Jason Wickstrom. Holcomb and Wickstrom spoke to the board about their interest in serving. Board to review and determine at the February meeting.

2. Realtor Meeting

L'Esperance and Polzien shared that they are organizing a meeting with local realtors to present information on downtown Calumet. They will be working with President Pro Tem Que and realtor Adam Taivalkoski on the presentation, date TBD.

3. Approval of DDA Bills/Transaction Report

Ranville moved, seconded by Campioni to approve the transaction report as presented.

Roll Call Vote:

Yeas: Campioni, Hahn, L'Esperance, McParlan, Miller, Ranville, Tarvis

Nays: None

Absent: Oikarinen and Dumble

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, JANUARY 8, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Motion Carried 7/0

VIII. Summarize Action Items

1. Haselden to post and sent the scheduled DDA Annual Information Session to the tax agencies by January 24, 2024.
2. Polzien to present proposal to KNHPAC for billboard funding.
3. L’Esperance and Polzien to continue work on billboard RFP and contract with Visit Keweenaw.
4. L’Esperance and Polzien to continue work on presentation to realtors.

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

None.

X. Adjourn

Tarvis moved, seconded by Hahn to adjourn the meeting at 10:20am.

Motion Carried 7/0

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

None.

XII. Adjourn

Tarvis moved, seconded by Hahn to adjourn the meeting at 10:20am.

Motion Carried 7/0

Respectfully Submitted,

Megan Haselden, Village Manager

Rick Campioni, DDA Secretary

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, FEBRUARY 12, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Present: Chair Nikki L’Esperance; Members Rick Campioni, Nathan McParlan, Lorri

Oikarinen*(*arrived 9:31am*), Andrew Ranville

Absent: Members Pete Hahn, JW Miller, Rob Tarvis

Also Present from the Village: Manager Haselden

Present from the Public: MSC Advisor Leah Polzien

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

L’Esperance called the meeting to order at 9:32am 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

Campioni moved, seconded by Ranville to approve the agenda as presented.

Motion Carried 5/0

IV. Review and approve meeting minutes of January 8, 2024

Approval of minutes tabled to March meeting.

V. Unfinished / Revolving Business

1. Updates from Village Council, Historic District Commission, Planning Commission, etc.

Que updated the board re: Council, HDC and Planning Commission activities.

Haselden provided updates.

2. Main Street Calumet Contract Report

Polzien provided updates including the next Network Calumet meeting scheduled for 2/15/24

@ 8:00am at Ramona’s Bakery.

3. Fire Site Update

Updates were discussed.

4. Greenspace Update

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, FEBRUARY 12, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

No updates at this time.

5. District Property Updates

No updates at this time.

6. Highway 41 Signage

Discussion on the bid process.

7. DDA Grant Guidelines

Discussion on proposed DDA grants and guidelines.

8. Realtor Meeting

Tabled.

9. Review DDA Training from February 7, 2024

Tabled.

VI. New Business

1. Recommend new DDA member

Rick moved, seconded by McParlan to recommend Jason Wickstrom to the DDA Board,

Roll Call Vote:

Yeas: Campioni, L'Esperance, McParlan, Oikarinen, Ranville

Nays: None

Absent: Hahn, Miller and Tarvis

Motion Carried 5/0

2. Approval of DDA Bills/Transaction Report

Ranville moved, seconded by Campioni to approve the transaction report as presented.

Roll Call Vote:

Yeas: Campioni,, L'Esperance, McParlan, Oikarinen, Ranville

CALUMET VILLAGE DDA MEETING MINUTES - DRAFT
MONDAY, FEBRUARY 12, 2024 – 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Nays: None

Absent: Hahn, Miller and Tarvis

Motion Carried 5/0

- VII. Summarize Action Items
- VIII. Comments from the Public (*members of the public have 5 minutes to speak*)

None.

- IX. Adjourn

Ranville moved, seconded by Campioni to adjourn the meeting at 10:12am.

Motion Carried 5/0

Respectfully Submitted,

Megan Haselden, Village Manager

Rick Campioni, DDA Secretary



To: Megan Haselden, Manager, Village of Calumet
For Review by the Calumet DDA, Planning Commission, and Historic District Commission

From: Jeff Ratcliffe, KEDA

Subject: Request for Resolution of Support for Houghton County Land Bank Authority (HCLBA) State Land Bank (SLB) Round 3 Funded Projects Including the Moving of a Shop House from 511 5th Street to a Village-Owned Lot

Date: March 8, 2024

CC: Lisa Mattila, Chair, HCLBA

The HCLBA received \$500,000 in funding from the SLB in late 2023 for blight elimination and stabilization projects with a focus on Land Bank and publicly owned blighted properties. This round of funding follows the Round 1 funding that the HCLB received in 2022 that resulted in a \$516,000 project that demolished nine structures or remains of structures in Calumet, Laurium and Calumet Township. With a small amount of additional funding left from the Round 1 project and raised from local governments, we are hoping to have at least \$600,000 to put towards projects. Projects the HCLBA proposes to undertake have to be submitted into the SLB online system by March 31.

Calumet, Laurium and Calumet Township are still a focal point of the Round 3 projects with 12 of the 14 projects. Having been the center of the mining industry the longest and taking a greater hit when the mines shut down the Calumet area has had the largest amount of vacant and deteriorating building stock. The area still has the largest population and now the largest share of base industry jobs in the region - and it is growing.

The HCLBA's focus is first and foremost on demolitions to remove blighted structures that pose a threat to health and safety and contribute to a sense of decline in the area. Next will likely be those projects that remove water infiltration into existing HCLBA properties or stabilize the property structurally, and finally will be projects that make the property more attractive to a developer including structural engineering analysis, floor plans and cost estimates.

Along with the demolition and stabilization projects, we have a potential opportunity to undertake another transformative project that would benefit the 400 block of Calumet. As you are aware, the Houghton County Land Bank Authority (HCLBA) acquired a tax foreclosed shop house (a structure similar to North End Framing and Frozen Farms structures) located at 511 5th Street in 2021. I have been proposing for some time to have this former shop house (it was actually a saloon for most of its early life) from its current location to the Village owned Lot 6 of Block 19 on the north side of the community garden.

The property is in relatively good condition, but is not in a good location and does not have easily available parking. The basement is also subject to water infiltration from spring runoff from large piles of snow above and in back of the site which is not good for long term health of the structure. In addition, we have someone who has expressed an interest in acquiring the site for redevelopment by combining this parcel with adjacent vacant parcels.

By moving this shop house to the 400 block, we can restore some of the building fabric that was lost to fire with a similar type of structure. It would make the shop house easier to rehabilitate because it would be at ground level in a well drained area and allow us to create appropriate parking for the structure and perhaps make available fee

based parking for the adjacent buildings. The structure can have the existing front apartment converted back to a shop space and the upper floors can be reconfigured to potentially create three one bedroom apartments along with an efficiency apartment at the back of the ground floor.

This project would include a site plan, preparing the house for moving, constructing a foundation, stubbing in water and sewer, setting the house, replacing the roof, constructing a new entrance to the back apartment, preparing a preliminary rehab floor plan and cost estimates, and constructing a gravel parking area.

I am asking for the Calumet DDA, Planning Commission, and HDC to approve the following:

- A resolution of support for the HCLBA Round 3 projects in Calumet, for the Village Council to enter into an appropriate agreement with the HCLBA to allow the shop house to be moved to Lot 6, Block 19 site and made available to a developer for rehabilitation/redevelopment, and
- Support for the Village Council to enter into a Memorandum of Understanding regarding the disposition of HCLBA foreclosure acquired and land banked properties.

Proposed HCLBA Project List

Property/Address	PID	Condition	Ownership	Project Description
104 6th Street, Calumet	041-129-004-50	Poor	HCLBA	Lead & asbestos survey, interior debris removal, lateral stabilization beams, additional masonry repair based on specifications prepared by John Arnold, KNHP.
127 Kearsarge, Laurium	044-118-018-00	Good	HCLBA	Lead & asbestos survey; Roof repair
206 Hecla, Laurium	044-116-002-00	Fair	HCLBA	Lead and asbestos survey and remediation, engineering study and plans for roof and structural fixes along with preliminary floor plans and cost estimate; drive easement; basic structural fixes including floor openings, chimney removal and remaining interior demo, securing windows, doors, and other openings (exterior installed window coverings on broken windows, install additional ventilation, address water infiltration on front north side in basement, address water infiltration from valley on front south side of roof,
308 8th, Calumet	041-142-013-00	Fair	HCLBA	Predevelopment demo and stabilization of floor. Removal of basement floors, walls, installation of shoring, demo of upper floor plaster and lathe, structural evaluation, reinstall window covers correctly
322 7th St., Calumet	041-131-015-10	Fair	HCLBA	Lead & asbestos survey; Remove or secure back porch, remove concrete between homes, install french drain, remove and replace or repair southeast foundation wall, remove soil from basement, cover attic and broken window, install ventilation

425 5th, Calumet	041-129-004-50	Poor	HCLBA	Lead & asbestos survey, Interior demo of all plaster and lathe, flooring, ceilings and additional ventilation. Tuck pointing of front and rear walls.
451 Pine, Calumet	041-121-010-30	Fair	HCLBA	Asbestos remediation (optional), install new basement access, cleanout, secure exterior, add rear roof overhang.
511 5th, Calumet	041-128-007-00	Good	HCLBA	Lead & asbestos survey and remediation, move prep, move to 400 block, (Updated move cost), foundation, roof, site prep, consult with KNHP RE: back unit entrance, install water, sewer leads, develop parking area, preliminary floor plans and cost estimate for rehab.
Mihelich Slaughter House, Calumet	002-420-122-50	Blighted	DDA	Lead and asbestos survey, Demolition
25764 Agent St., Calumet	002-402-082-00	Blighted	Private/In foreclosure	Lead & Asbestos survey, demolition
120 Osceola, Laurium	044-104-006-00	Blighted	Private/In foreclosure	Burned out house. Lead and asbestos survey, Demolition
42291 N Hancock Street, Chassell	003-221-008-00	Blighted	HCLBA	Demolition, car in basement
52290 Duncan Ave. (M-26), Hubbell	014-453-004-00	Blighted	HCLBA/2024 Foreclosure	Lead & asbestos survey, demolition

Proposed Move and Redevelopment of a Shop House Located at 511 5th Street Calumet, Michigan

Index

- ♦ Project Outline
- ♦ Acquisition Process
- ♦ Exterior and basement photos with dimensions
- ♦ Rough floor and site plans with dimensions
- ♦ Aerial views of the house location, proposed new location and drainage issues
- ♦ Photos of 5th Street between the house and the proposed new location

The Property

511 5th Street was originally built as a shop house. The original shop was a saloon with the conversion to residential happening sometime after the 1940's. The structure has approximately 1,100 square feet per floor, appears sound and the interior, while dated has not been trashed.

The property as configured has a 394 s.f. efficiency, a 660 s.f. two bedroom and a 1,100 s.f. three bedroom residential unit. The attic appears to be viable space (500-800 s.f.) for conversion to another efficiency or short term rental. However, the best access is off the back and two floors down.

Challenges with the property where located

The current property location presents a highest best use and ease of development challenge. The property has a zero lot line on the north side with the adjoining lot being the low point within the block especially from the south and west. While there is room for parking in the back, the alley is not maintained. Reports and evidence in the basement indicates that the adjacent lot fills with water that encroaches on the basement. Site acquisition, filling and a storm drain connection would be required to address this. In addition there are concerns exist with the neighboring property.

The Opportunity

Moving the structure 612' south on 5th Street to a village owned lot will allow the structure to sit at grade, making the attic space more accessible, takes advantage of 5th Street frontage to return the ground floor front apartment to a shop, makes working on two sides of the exterior easier and safer, allows easy provision of parking and the structure will add similar building fabric back to a block that had lost similar structures to fire. A preliminary estimate from a company that has recently done work in the area was \$35,000. This was an estimate based on the information provided in this document. A site visit would be required by the moving company. However, the route is clear of all overhead lines and the company is very experienced.

Funding Eligibility

The rehabilitation/redevelopment of this property is eligible for financial support from a number of sources, each with their own set of application requirements

- [MEDC Community Revitalization Program](#) (CRP). The CRP provides a grant of up to 50% of total eligible project costs for projects that are owned by a land bank, blighted, in a traditional downtown, and rehabilitate mixed use space with an emphasis on long term housing. This funding comes in after the certificate of occupancy has been secured.
- New Brownfield Housing Tax Increment Financing.

- [Brownfield Tax Increment Financing](#) (TIF). This program allows the developer to capture the local share of taxes on real property which they can use towards debt service or to pay back owner financing for eligible expenses. Developer can capture these taxes for up to 30 years. Land Bank ownership makes site preparation, utilities and other infrastructure, demolition as well as lead and asbestos survey and remediation.
- Calumet Downtown Development Authority (DDA) and Village of Calumet. The Calumet DDA with the support of the Village of Calumet may provide cash and other assistance to support a project.
- [Federal](#) and [State](#) Historic Tax Credits. There is a 20% over five years federal historic tax credit and a 25% refundable State of Michigan historic tax credit. The federal credit is available currently. The State credit is in the final leg of rule making and should be available by the spring of 2022.

Houghton County Land Bank Authority Acquisition Process

Submit a proposal which should include, but is not limited to:

- Name of the entity proposing to purchase the property
- A brief narrative that addresses the intended use of the property, whether it is zoned for the intended use (all are - though the current ordinance will require a variance to add a sixth and seventh unit at 308 8th. The ordinance is in the process of being updated with additional units allowed by right), whether the intended use adds jobs and/or tax base to the community, and how the intended use adds to the business and/or residential mix of the community (this is draft policy language so it covers all kinds of properties)
- A project source and use of funds that outlines the cost of the work to be done and how the Developer intends to finance it (equity, bank, other). The MEDC proforma workbook will be useful for this.
- Documentation of the financial ability of the Developer to undertake the project
- Development team and experience
- Description of work to be done (can be shown on a floor plan and rendering). Keeping in mind that the land bank is looking for a complete rehab, be sure to address all interior and exterior elements (including site work) needed to accomplish this.
- Project Schedule (You should plan to be able to complete within 12 months)
- Preliminary floor plans, elevations/renderings, and site plan will be required if your proposal is approved
- Price of the property will reflect the taxes, fees, cleanout and stabilization costs.



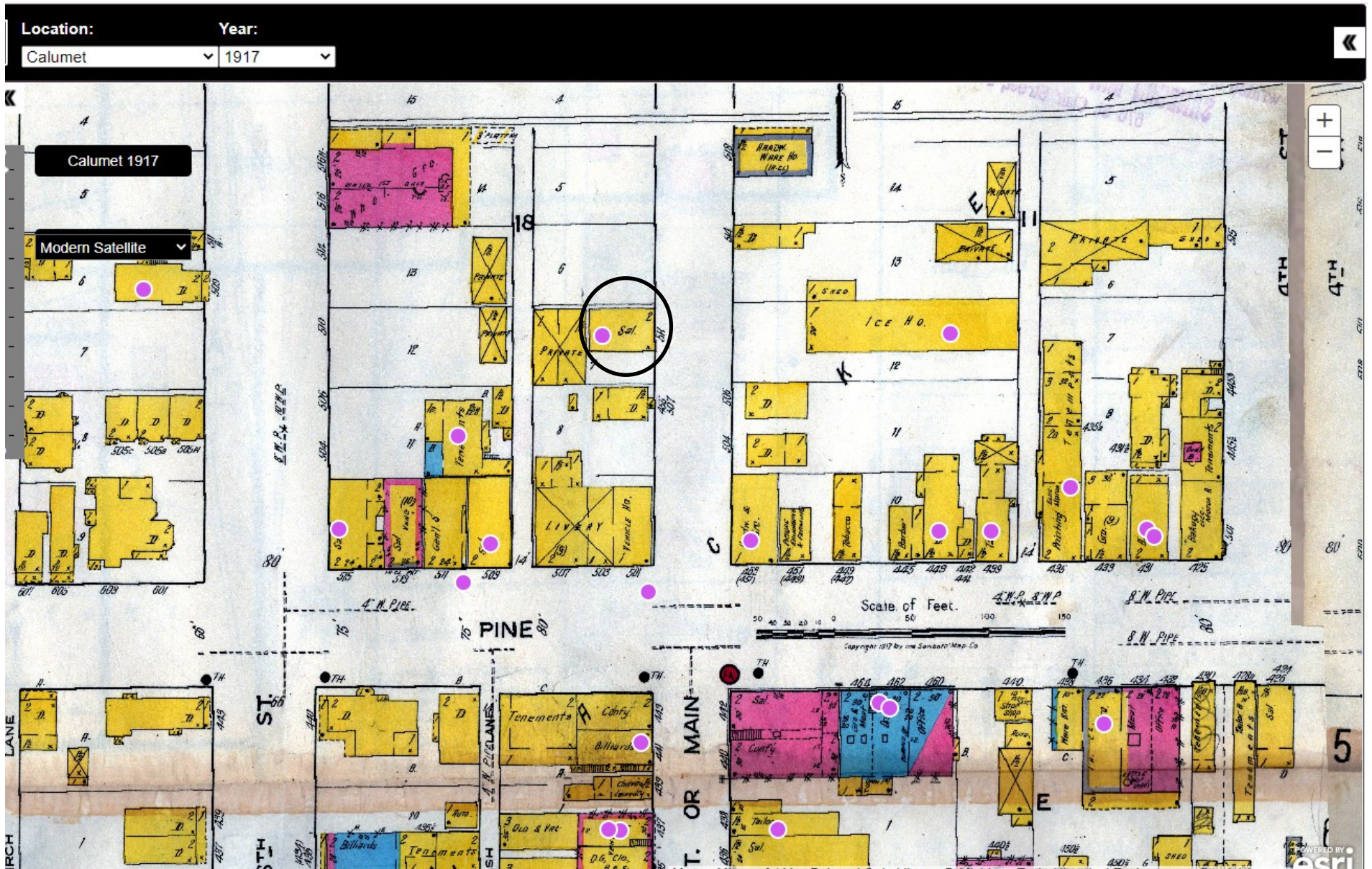
Left. View looking west at the front of the house. Right. View along the east side of the house at the porch entrance to back unit. This porch would be demolished. Note. Exterior dimensions are on basement floor plan.

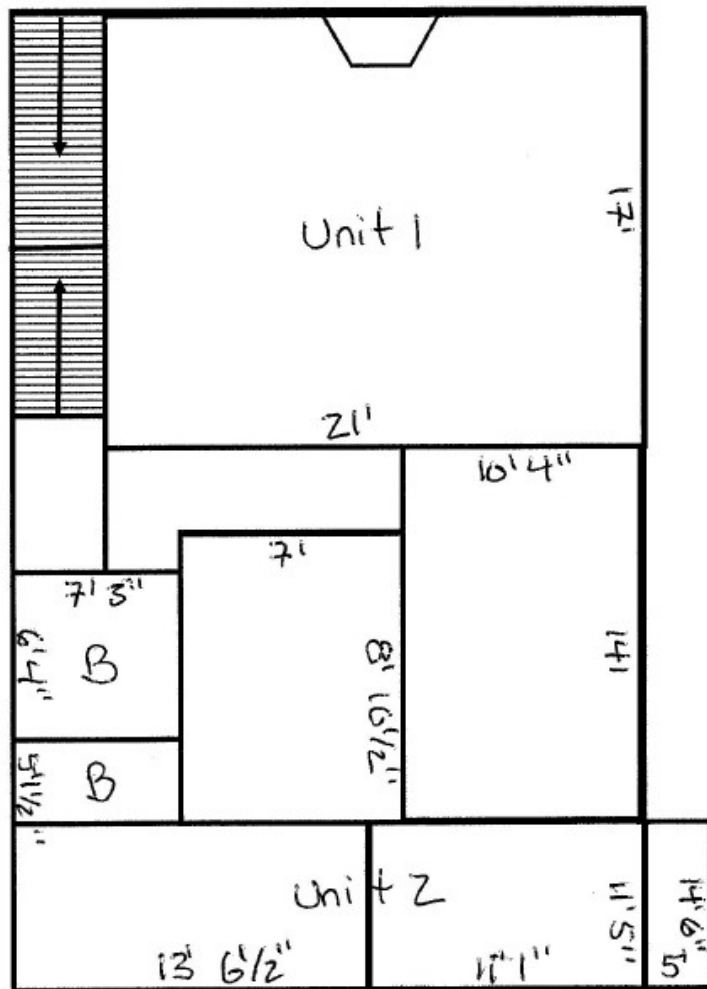


View looking south at the north side of the house. 5th Street is on the left.

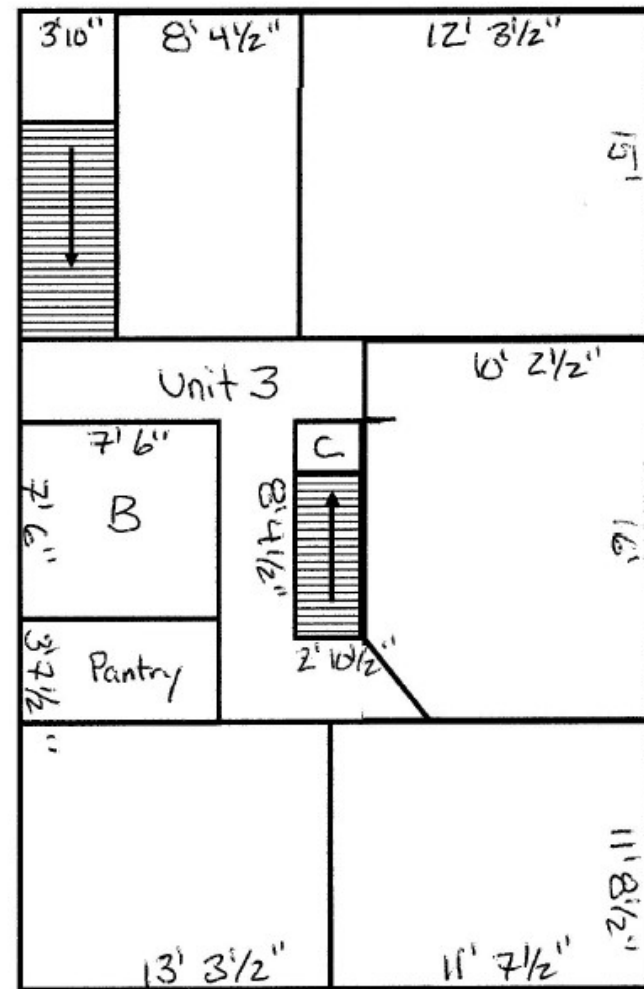


Left. View looking east at back of house. Right. View looking east along the north basement wall to the retaining wall at 5th Street.



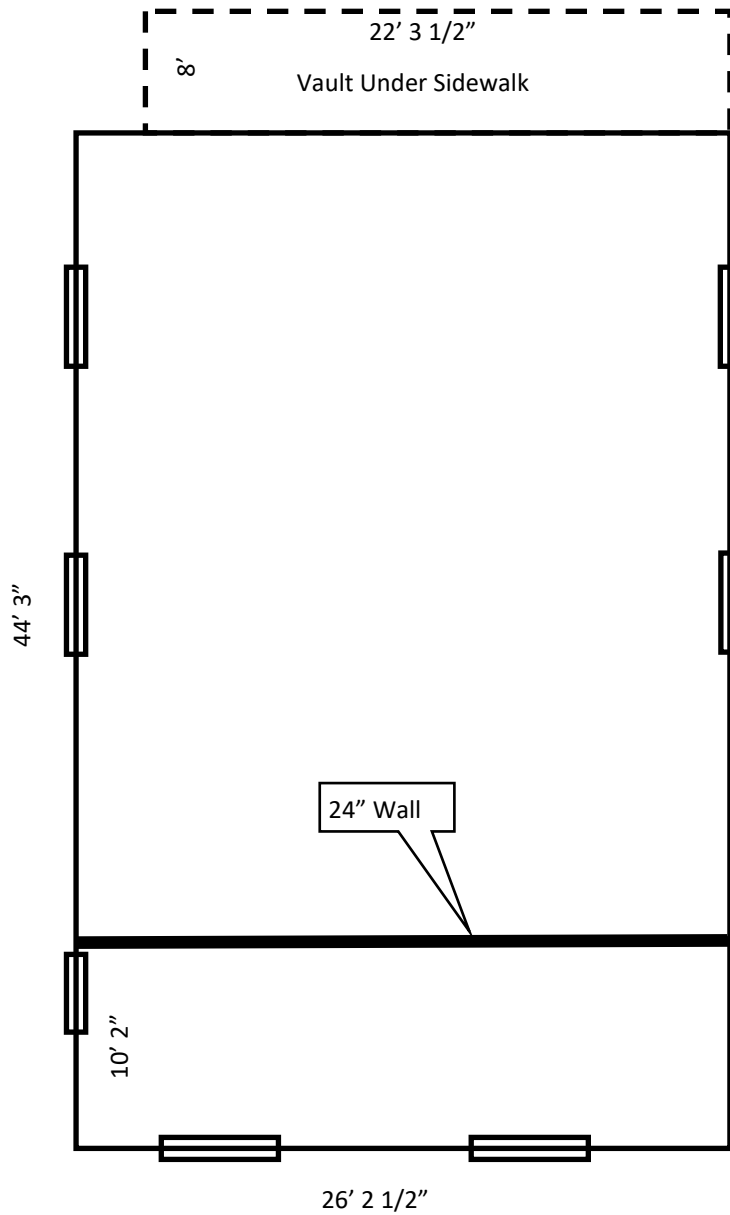


First Floor



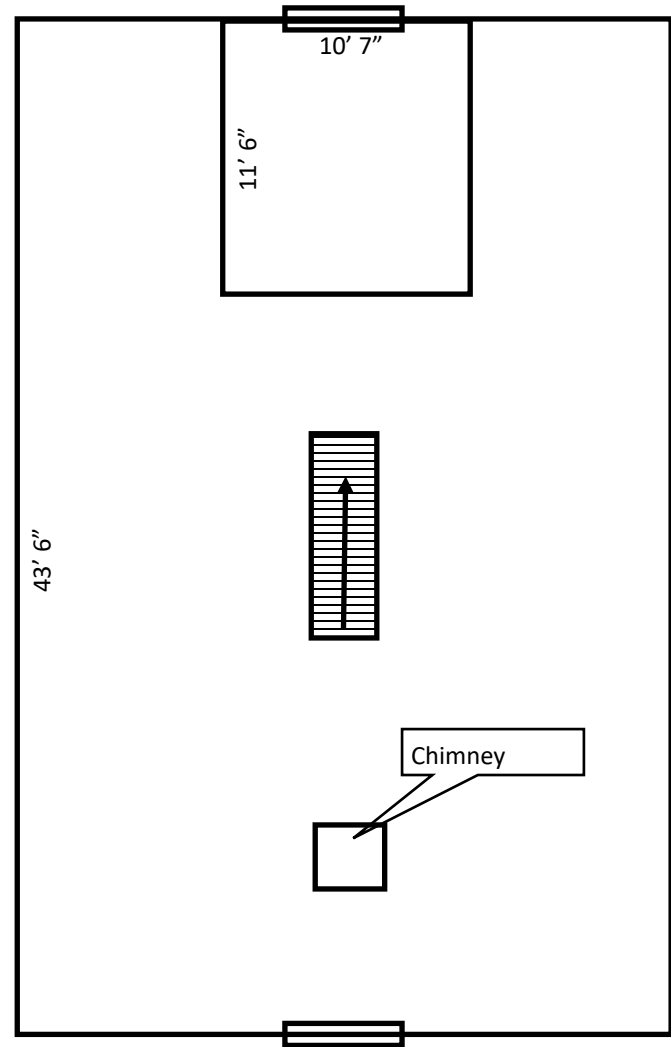
Second Floor

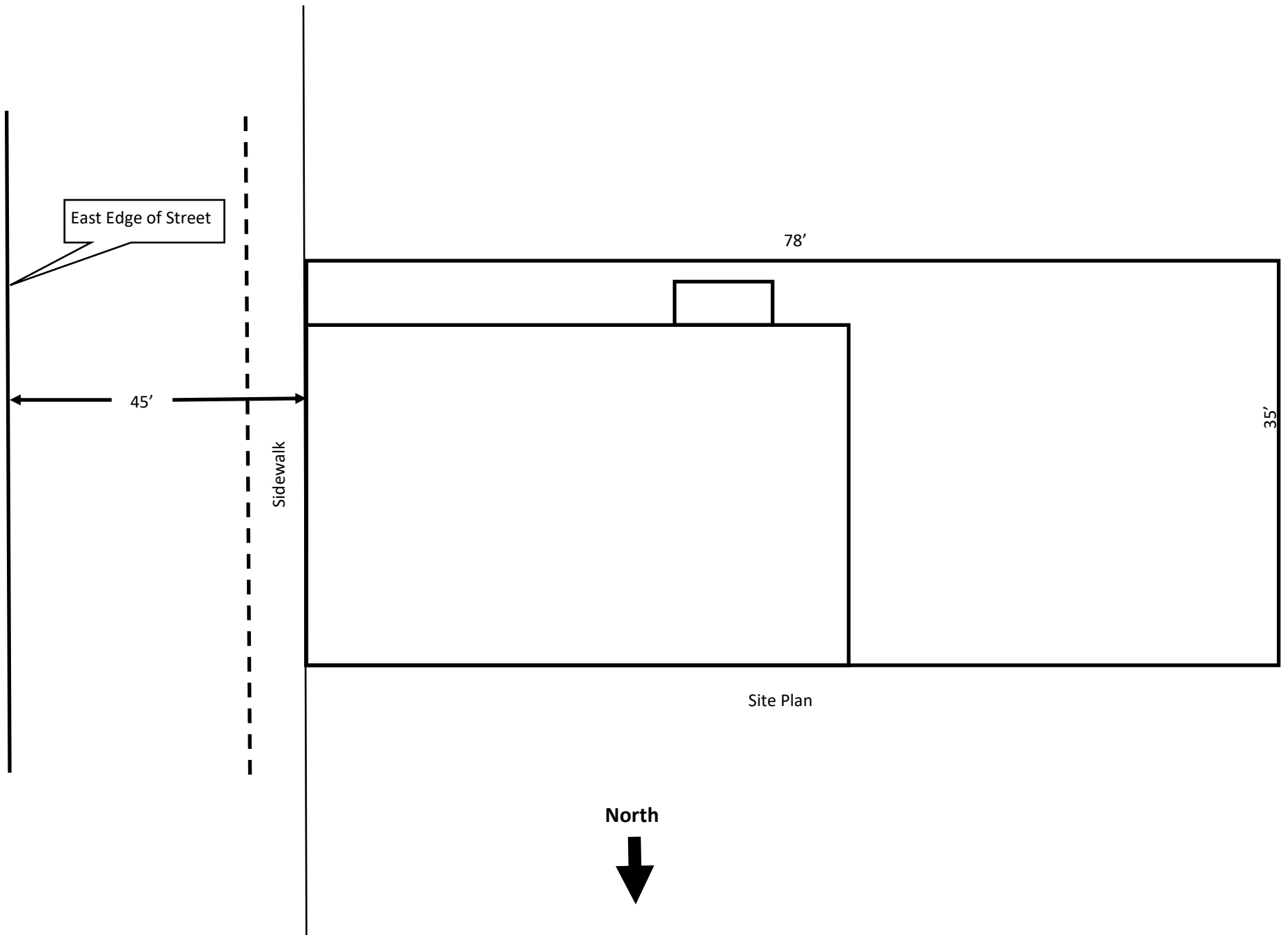




14" exterior walls

24" Wall



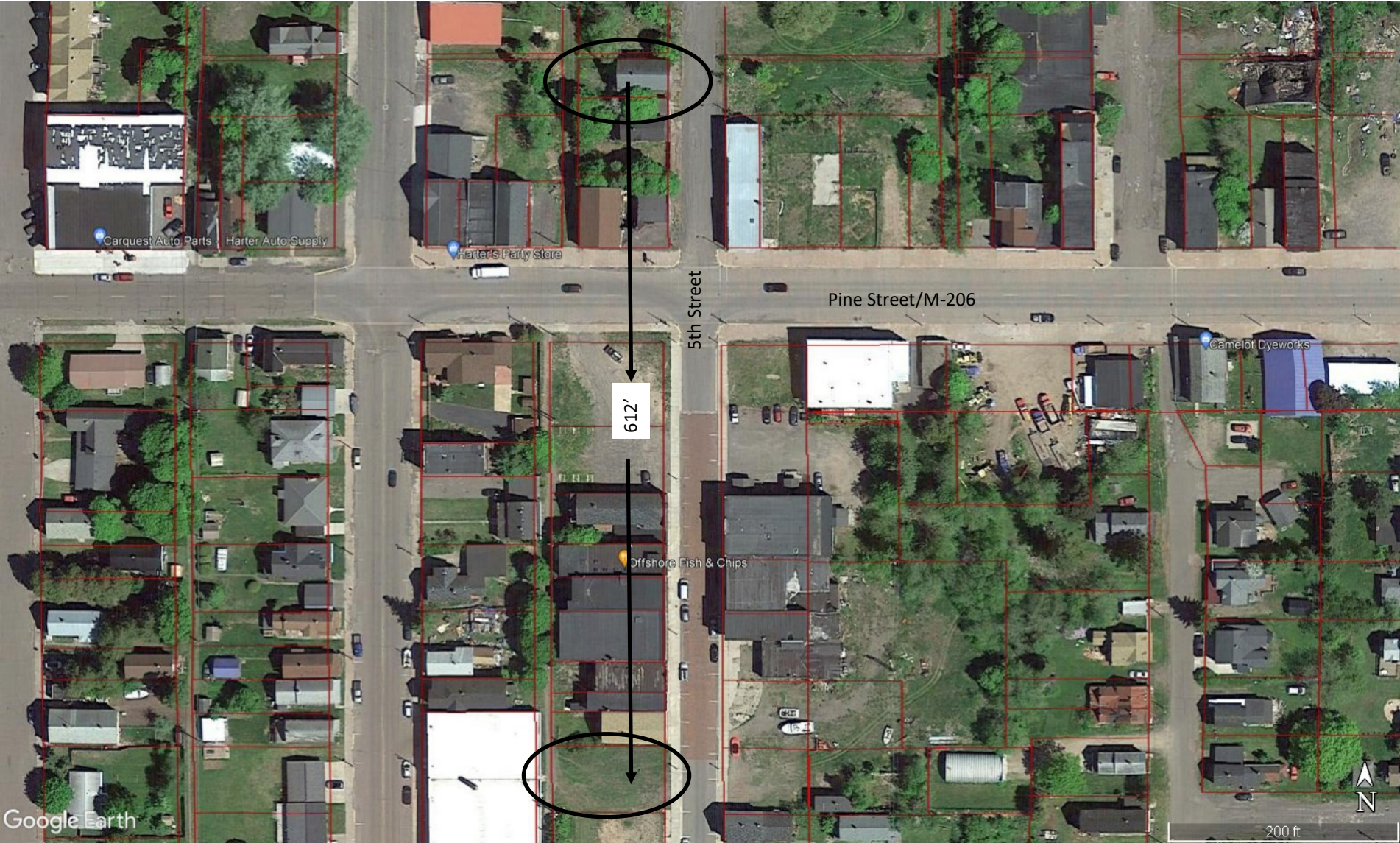




Drainage Issues



Proposed Move Location Map



Move Route



View looking north on 5th Street from the Pine Street intersection

Final Location



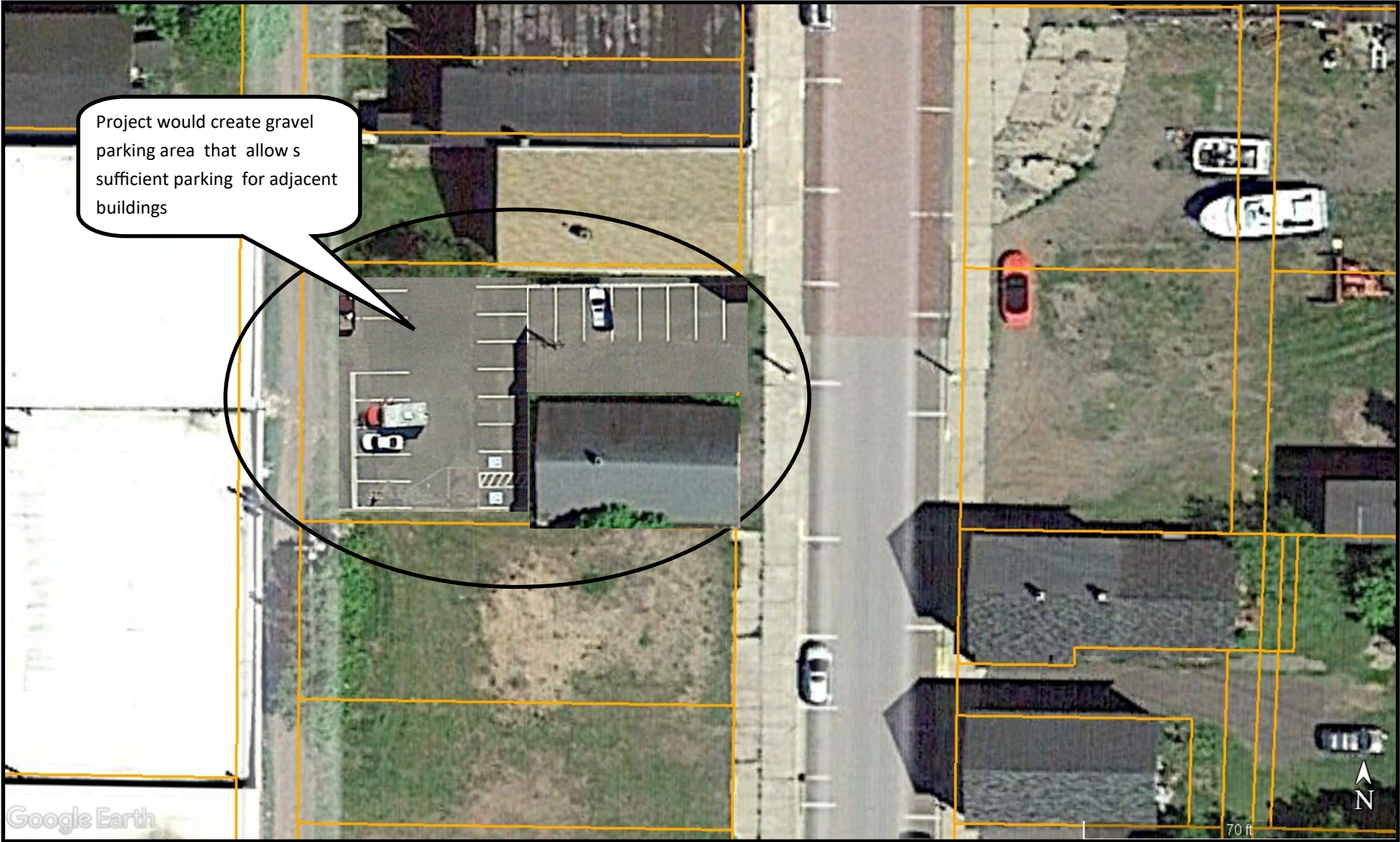
View looking north on 5th Street towards current house location

New Location



View looking west from 5th Street at proposed location

Proposed Shop House Location



**Village of Calumet Downtown Development Authority
Resolution of Support**

WHEREAS, the State Land Bank (SLB) provided grant funding to the Houghton County Land Bank Authority (HCLBA) for blight elimination and stabilization of HCLBA-owned, other publicly-owned, as well as certain privately-owned properties (SLB Grant) in Houghton County, and

WHEREAS, the SLB requires the HCLBA to submit the list of proposed projects that the SLB Grant would fund, and

WHEREAS, the Calumet Downtown Development Authority (DDA) has reviewed the list of projects especially those that are in the DDA District, and

WHEREAS, the DDA finds that the proposed projects are all in line with the goals and objectives of the DDA Plan, and

WHEREAS one of the projects, the moving of the former shop house at 511 5th to Lot 6, Block 19 in the 400 block of 5th Street, a lot owned by the Village of Calumet (Village), will require the HCLBA to partner with the Village through an agreement allowed under the Urban Cooperation Act of 1967, as amended, and

WHEREAS another of the projects, the demolition of the structure known as the Mihelcich Slaughterhouse, Parcel ID: 002-420-122-50, located at the approximate address of 428 5th Street, is owned by the DDA, and

WHEREAS it is also important for the good order and clarity in the efforts to bring back Calumet to have agreement between the HCLBA and Village on each other's goals and how property will be acquired, stabilized, demolished and disposed of.

NOW THEREFORE BE IT RESOLVED the DDA supports the HCLBA's proposed projects in the Village of Calumet including the demolition of the Mihelcich Slaughterhouse and relocation of the shop house to the Village Lot, recommends the Village support this project through an appropriate agreement.

FURTHER BE IT RESOLVED that the DDA supports a Memorandum of Understanding between the Village and HCLBA that further details the partnership between the Village and HCLBA in support of the Village's effort to bring back Calumet through the acquisition out of foreclosure or donations of historic and other properties for the purpose of eliminating blight and supporting redevelopment through stabilization and preservation of structures as well as new development on cleared lots.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

I, _____, Secretary of the Village of Calumet Downtown Development Authority, do hereby certify and set my seal to the above resolution as adopted March ____, 2024 at the Village of Calumet offices, Calumet, Michigan.

_____, Secretary

**Synopsis and Action Requirements for Village of Calumet DDA
Complex Issues
March 18, 2024 Regular Meeting**

Hwy 41 Signage

The DDA board needs to vote on the following items to ensure that printing and placement of the new billboard can be completed before summer.

- **Select a Design** - Andrew and Nikki will provide some options for the Board to select from/edit lightly at the next meeting. Selecting a design at the March meeting will allow the selected contractor to print and install the billboard as early in the season as possible, maybe before their busy season starts.
- **Approve Contract with Visit Keweenaw** – Recommendation would be to have the contract start in April, so that a contractor can get the billboard up April, which seems realistic based on the current weather.
- **Select a Billboard Contractor & Type of Billboard** – Based on the newness of this project and cost of the more permanent panelized system, **a vinyl wrap is recommended, with Industrial Graphics coming in with a lower quote and experience with this particular billboard, they would be a good choice of contractor for this project.**
 - **Koski** - \$1870 for vinyl, \$4100 for panelized aluminum (quote is \$3100 plus \$500 for each additional panel that we would switch out seasonally, based on current designs DDA would need at least 2 additional panels).
 - **Industrial Graphics** - \$1625-1745 for vinyl wrap. Did not recommend using panel system as the billboard isn't currently set up for that.

Grant Guidelines

We are now fully in grant season and the new DDA grant programs need to be announced soon. In order to create a smooth execution of the grant process the DDA needs to address the following issues;

The DDA has proposed funding two programs a Large Grant program and a Small Grants program. The DDA had for several years in the past funded a façade grants program and a design grants program, both were smaller grants, up to \$2500 (or thereabouts) to fund improvements to the exterior of buildings and to provide funding to assist property owners with the expense of having architectural/engineered plans created for their buildings. In the past 5 or so years, this program shifted to provide match funding for Community Development Block Grants (CDBG) and Community Revitalization Program (CRP) Grants that building owners were executing through the MEDC, which require local match. Providing match for CRP and CDBG grants has allowed the DDA to significantly leverage their funds, providing \$5-\$10k on projects that range from \$330,000 to \$1.2million (effectively 3,200-11,900% return on investment). While the DDA did not limit project support of this kind to ONLY CRP or CDBG projects, creation of the Large Grants program for 2024 is a way to increase awareness of the DDA's support for large scale projects and allow property owners who are not using grant funding or perhaps funding other than CRP or CDBG to apply for funding.

- **Confirm minimum project cost for Large Grants.** Based on the aforementioned history, chiefly ensuring significant leverage is achieved with DDA funds, how the 2024 grant program guidelines are developed is very important. The current guideline suggests projects of \$50k can apply for between \$5-\$10 in project support, ***the recommendation would be to increase that minimum project cost to \$100k for projects that create transformational change in a building allowing at least then a 900% return on investment.***
- **Add additional proof requirements for reimbursement of Large Grants.** Providing match funding to MEDC programs has provided the DDA with a relatively secure mechanism to ensure that projects are completed in a professional fashion with all appropriate permitting and legalities are complied with. Inviting property owners who will not be overseen by the MEDC to apply for this grant funding adds onus for ensuring compliance. To satisfy that burden the grants are reimbursing in nature and in addition to requiring Historic District Commission (HDC) Certificate of Appropriateness (COA), certificate of occupancy (when appropriate), and administrative review, ***the recommendation would be to add to the reimbursement requirements; receipts/paid invoices, and proof of permitting in the form of the permits or a letter from the relative Houghton County Inspector stating that permits were not required for the project.***
- **Confirm allowable project list for Small Grants.** Current list allows;
 - improvements to the exterior of buildings, including signage
 - security cameras for exterior of buildings
 - improvements to the interior of buildings that impact customer experience – this category is not currently a priority for the DDA and applicants will receive lower scores on their application.
- **Confirm Small Grants Application period of April 1- April 30**
- **Appoint Grant Review Committee** In order to execute the grant process the recommendation is to form a grant review committee for the 2024 Small Grants program (the full board will review Large Grant applications). The Committee will review and score grants and provide their recommendations to the full board. Their work would be mostly in the first few weeks of May.
- **Confirm allocation of grant funding, \$15k currently in budget, suggest \$5k to large grants, \$10k to small, anything unspent to rollover into same line item for FY2026.**

NEXT STEPS

- Issue press release and post availability of grants on website and social media.
- Update all grant materials to reflect above changes.
- Post on-line application materials on DDA website, update language on available grants on the website.

ACCOUNT DESCRIPTION	ACTUALS FY 2022	ACTUALS FY 2023	BUDGET FY 2024	ACTUALS AS OF JANUARY 2024	Amendments to FY 2024 Budget	DRAFT BUDGET FY 2025	FY 2025 PROPOSED BUDGET NOTES
REVENUES(AND OTHER SOURCES)							
Taxes Current and Delinquent	\$5,225	\$5,384	\$5,000	\$5,831	\$5,831	\$6,000	
Miscellaneous Income	\$0	\$20,320		\$320	\$320	\$320	
TIF FUNDS							
Village	\$27,077	\$32,659	\$32,000	\$32,424	\$32,000	\$33,000	
Township-Current	\$2,191	\$2,183	\$2,500	\$0	\$2,500	\$2,500	
County - Med Care	\$4,301	\$3,790	\$4,500	\$0	\$4,500	\$4,000	
County-Current	\$11,250	\$11,451	\$10,500	\$12,569	\$10,500	\$11,500	
Total Revenues	\$50,044	\$75,787	\$54,500	\$51,144	\$55,651	\$57,320	
EXPENDITURES(AND OTHER USES)							
Admin/Prof Services	\$583	\$3,260	\$3,000	\$0	\$3,000	\$0	* Do not include in FY25 budget, put everything under Contracted that is contract
Advertising & Promotion	\$127	\$583	\$750	\$351	\$750	\$5,650	Billboard US 41; Newspaper postings; flyers; etc.
Beautification	\$2,020	\$4,244	\$5,000	\$2,303	\$5,000	\$5,000	Watering flowers; beautification in district
Blight Enforcement/Ordinances	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	To support expenses for blight enforcement within the DDA district
Contracted Services/Admin	\$0	\$6,300	\$15,000	\$15,000	\$15,000	\$10,500	\$500 Auditor; \$10k Main Street Calumet
DDA Grants	\$0	\$15,000	\$15,000	\$5,000	\$15,000	\$15,000	\$5k available for larger projects (MEDC); \$10k for smaller grants
DDA Property Maintenance	\$1,390	\$597	\$1,500	\$2,218	\$2,500	\$2,500	DDA Property Utilities; Improvements or stabilization work on DDA owned property & sidewalk snow removal to DDA properties
Downtown Streets (to Gen Fund)	\$1,205	\$3,705	\$3,705	\$2,500	\$2,500	\$2,500	\$2500 contribution for sidewalks for downtown
Insurance Contribution (to Gen Fund)	\$0	\$500	\$500	\$500	\$500	\$500	\$500 to Village to cover DDA portion of insurance
Memberships & Trainings				\$0	\$0	\$500	For MDA Membership & Board Education/Training
Public Programming	\$0	\$32,138	\$5,000	\$550	\$0	\$6,500	Farmers Market, Sled Rides, holiday/event expenses
Public Spaces & Improvements				\$1,004	\$5,000	\$4,500	\$3K for Greenspace maintenance, Agassiz Park; other improvements in public spaces
Transfers to:							
Debt Service-Grader/Loader	\$9,825	\$8,842	\$9,000	\$8,842	\$9,000	\$8,850	FY 26 Expiration
General Fund						\$2,400	DDA Administration (\$200/month)
Historic District Committee	\$2,000	\$2,500	\$2,500	\$2,500	\$4,000	\$2,500	Contribution to HDC as required by KNHP Grant (exp. 2027) + \$1500 for streetsign grant
Audit Variance	(\$983)				\$0		
TOTAL EXPENDITURES	\$19,819	\$77,669	\$65,955	\$40,768	\$67,250	\$71,900	
NET REVENUES(EXPENDITURES)	\$30,225	(\$1,882)	(\$11,455)	\$10,376	(\$11,599)	(\$14,580)	
Fund Balance Beginning of Year	\$78,057	\$108,282	\$106,400	\$106,400	\$106,400	\$94,801	
Fund Balance End of Year	\$108,282	\$106,400	\$94,945	\$116,776	\$94,801	\$80,221	

VILLAGE OF CALUMET DDA #07-716-3
Transaction Report March 2024

<u>NUMBER</u>	<u>Date</u>	<u>TRANSACTION DESCRIPTION</u>	<u>PAYMENT</u>	<u>DEPOSIT</u>	<u>BALANCE</u>
Prepaid Bills		Balance Forward			\$ 116,451.48
2082	03/05/24	Incredible Bank - Loader Paymeny	\$ 982.47		\$ 115,469.01
2083	03/05/24	UPPCO	\$ 31.14		\$ 115,437.87
Bills to be Paid			\$ 139.50		\$ 115,298.37
		Copper Island Printing (DDA Books)	\$ 596.85		\$ 114,701.52
		Main Street Calumet (reimburse Tulips)			

Subject: Main Street Calumet Application for Visit Keweenaw Destination Development Grant Program

Dear Members of the Village of Calumet DDA,

We are excited to introduce the Main Street Calumet application for the Visit Keweenaw Destination Development Grant Program, a community-driven initiative aimed at enhancing the visual appeal and pedestrian experience in our historic downtown area. This program seeks to install thirteen 4'x4' planter boxes with attached benches along the sidewalks on 5th Street, specifically in the 100 block "Fire Site" and the 400 block at the former Erkkila Garage site.

Project Overview

The installation of these planter boxes and benches will serve multiple purposes: enhancing the aesthetic appeal of our downtown, providing restful spaces for residents and visitors, and helping to reinforce the site lines of building faces lost at the proposed installation locations. The planter boxes will be filled with a shade tree (likely birch) and a variety of plants and flowers to offer visual interest and seasonal color. Our anticipated project timeline will have boxes built and installed by June 15th in the 400 Block and at an unknown later date for the Fire Site, due to construction in that area.

I have attached a proposed budget for the project as well as visuals of the project locations and draft planter box designs.

Volunteer Involvement

A significant aspect of this project is its community-driven approach. Local volunteers will be mobilized to build and fill the planter boxes, fostering a sense of ownership and community spirit. This effort not only brings together diverse groups of people but also encourages local engagement and pride in our downtown area.

Request for Support

We are reaching out to the Village of Calumet DDA to request support for this initiative. Specifically, we seek assistance with the watering of these planter boxes throughout the summer season. Your support will be pivotal in ensuring the longevity and success of this beautification effort.

Providing watering services will involve regular checks and watering of the planter boxes to keep the plants healthy and vibrant. We believe that with your assistance, we can maintain the aesthetic appeal of these installations and ensure they remain a positive feature of our community.

Conclusion

The Main Street Calumet application for the Visit Keweenaw Destination Development Grant Program represents a significant step forward in our ongoing efforts to revitalize and beautify our downtown area. By partnering with the Village of Calumet DDA, we can ensure the success and sustainability of this project, creating a more inviting and dynamic environment for everyone in our community.

We look forward to your positive response and are available to discuss this proposal further at your earliest convenience. Thank you for considering our request and for your continued support of community development initiatives in Calumet.

Sincerely,

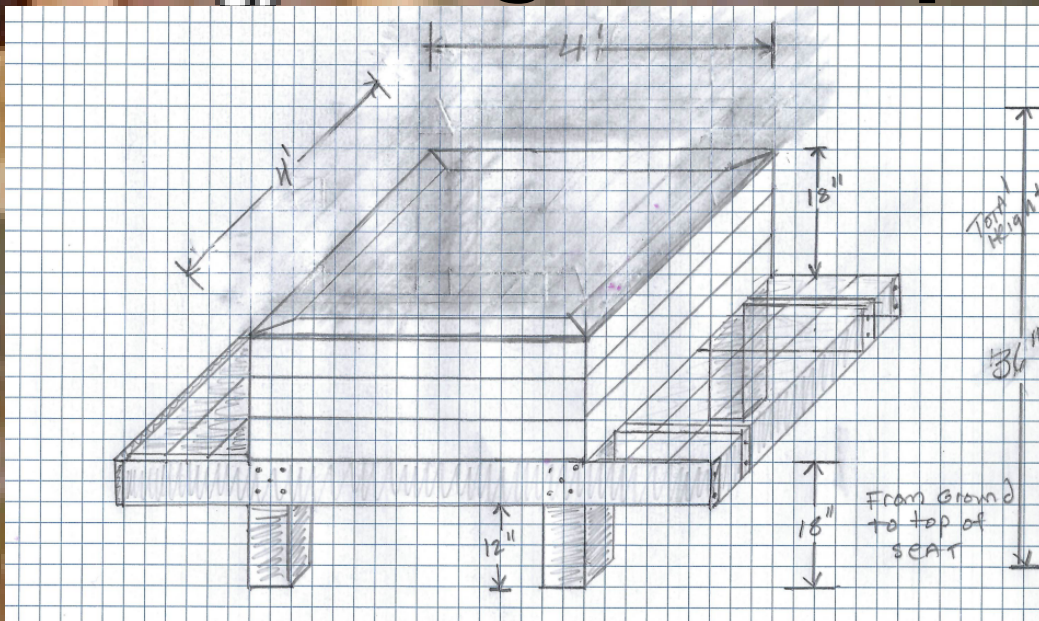
Leah Polzien
Executive Director
Main Street Calumet, Inc

Planter Box Expense					
Item	Unit Cost	Units Required	Total Cost	In-Kind	Grant
Lumber + delivery (12 hr round trip)	\$0.50/board foot,	1000	\$575.00	\$956.60	
Fasteners	.20-.50/each	1950	\$450.00		\$450.00
Soil	\$24/ton + \$150 d	13 tons	\$462.00		\$462.00
Soil Additives (Peat/Perlite)			\$500.00		\$500.00
Trees	\$200	13	\$2,600.00		\$2,600.00
Bulbs (80/planter)	0.5	1040	\$520.00	\$520.00	
Annuals	5.5	104	\$572.00		\$572.00
Perennials	12	52	\$624.00	\$624.00	
Stain	\$175/5 gallon	3	\$525.00		\$525.00
Insulation Board	\$50 for 4'x8'x2"	20	\$1,000.00		\$1,000.00
Labor to Construct -est. 3hr/box	\$31.80/hr	39	\$1,240.20	\$1,240.20	
Labor to Fill & Plant - est 2hr/box	\$31.80/hr	26	\$826.80	\$826.80	
Annual Watering Expense (5 year	\$500	5	\$2,500.00	\$2,500.00	
			\$12,395.00	\$6,667.60	\$6,109.00

400 Block Erkilla Site



Draft Design Concept





100 Block Fire Site

Planter/bench General Conecpt



DRAFT

Dear Mr. Barnett,

Subject: Letter of Support and Commitment for Main Street Calumet's Destination Development Grant Application

On behalf of the Village of Calumet Downtown Development Authority (DDA) Board, I am writing to express our enthusiastic support for Main Street Calumet's application to the Visit Keweenaw Destination Development grant program. This initiative to build and install 12 large planter benches in downtown Calumet is not only a testament to our community's dedication to beautification but also a significant step towards enhancing the visitor experience in our historic village.

The proposed planter benches project aligns perfectly with the DDA's ongoing efforts to revitalize and promote our downtown area as a vibrant, welcoming space for both residents and visitors. By integrating functional seating with green spaces, this project promises to enrich our streetscape's aesthetic appeal and usability. Such improvements are vital for fostering a sense of community, encouraging pedestrian traffic, and supporting local businesses.

Moreover, the DDA Board recognizes the importance of maintaining these new installations to ensure their longevity and the continued beautification of our downtown area. Therefore, we pledge our support for Main Street Calumet's project in the form of regular watering of the trees and plants in the planter boxes throughout the summer season. This commitment reflects our shared vision for a greener, more inviting downtown Calumet and our dedication to the project's success.

We believe that the Visit Keweenaw Destination Development grant program provides an essential opportunity for communities like ours to realize projects that have a lasting positive impact on the local environment and economy. Main Street Calumet's initiative is a prime example of such a project, and we are confident that with your support, we can make a significant contribution to the development and attractiveness of the Keweenaw area.

Thank you for considering Main Street Calumet's application and for your commitment to fostering community development and destination enhancement across the region. We look forward to the opportunity to contribute to this exciting initiative and to the continued prosperity of downtown Calumet.

Sincerely,

Nikki L'Esperance
Village of Calumet DDA Chairperson