

**CALUMET VILLAGE COUNCIL REGULAR MEETING AGENDA
 MONDAY, NOVEMBER 20, 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

- 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 Regular Agenda
- 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	October 17, 2023
Work Session	November 14, 2023

Review and approval of bills

Prior paid bills in the amount of \$16,467.00

New bills in the amount of \$36,681.85

Fund Balances Report

Review and acceptance of Reports

Manager Report

Downtown Development Authority Minutes & Transaction Report from October 2023

Planning Commission Minutes from October 2023 (*not yet approved*)

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

- V. Unfinished Business
- VI. New Business
 - 1. Parking Meter Removals
 - 2. DPW Pay Rates – Supervisor and Street Assistant
 - 3. Big Annie Statue Ownership
- VII. Announcements – Other Council Business
- VIII. Comments from the Public (*members of the public have 5 minutes to speak*)
- IX. Adjourn

CALUMET VILLAGE COUNCIL REGULAR MEETING MINUTES - DRAFT
TUESDAY, OCTOBER 17, 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 Tarvis; Trustees Dwyer, Germain, Que, Ranville, Smith, Weir; Clerk Pressel

Absent: None

Also Present from the Village: Manager Haselden

Present from the Public: Graham Jaehnig, Mining Gazette; Leah Polzien, Main Street Calumet
(via Zoom)

- 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*)
Haselden announced the passing of Rev. Robert (Bob) Langseth. A moment of silence was observed by the Council.
- III. 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	September 19, 2023
Work Session	October 10, 2023

Review and approval of bills

Prior paid bills in the amount of \$27,277.43
New bills in the amount of \$23,173.53
Fund Balances Report

Review and acceptance of Reports

Manager Report
Downtown Development Authority Minutes from September 2023
Planning Commission Minutes from September 2023
Historic District Commission Minutes from September 2023

Germain requests that the September 19th Council minutes list in detail the changes made to the September 12th Work Session minutes.

Germain requests a correction to the minutes of October 10th Work Session under Item VI. 3. From “Roof Snow Removal” to “Snow hauling from rooftops”.

CALUMET VILLAGE COUNCIL REGULAR MEETING MINUTES - DRAFT
TUESDAY, OCTOBER 17, 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

Que moved, seconded by Ranville to approve the Consent Agenda with the above noted corrections to the Minutes.

Roll Call Vote:

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

Nays: None

Motion Carried 7/0

IV. Approval of Regular Agenda

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

Motion Carried 7/0

V. Unfinished Business

None.

VI. New Business

1. MSC Street Closure: 100-200 Block 5th Street, 2:00pm-5:00pm, Saturday 10/28.

Que moved, seconded by Weir to approve the Main Street Calumet Street Closure application.

Motion Carried, 7/0

2. 2023-2024 Fee Schedule Changes

Discussion on all fees. Que moved, seconded by Ranville to approve the changes proposed (see attached fee schedule).

Roll Call Vote:

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

Nays: Germain

Motion Carried 6/1

3. Committees

Discussion on the roles of committees. Dwyer moved, seconded by Germain to keep all current Committees of the Village Council.

Roll Call Vote:

Yeas: Dwyer, Germain

CALUMET VILLAGE COUNCIL REGULAR MEETING MINUTES - DRAFT
TUESDAY, OCTOBER 17, 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

Nays: Que, Ranville, Smith, Tarvis, Weir

Motion Failed 2/5

4. November 13, 2023 Joint Annual Meeting of boards for Strategic Plan + Strategic Plan Survey for review.

Haselden reminds Council of the November 13th joint meeting of Village boards. Meeting will be posted to the public and will start at 5:30pm as opposed to 6:00pm.

VII. Announcements – Other Council Business

The November 21st Council Meeting and Statutory Meeting is rescheduled to November 20th at 6:00pm due to the Thanksgiving holiday.

The FEMA Firefighter Equipment Grant received will require a maximum match from the Village of \$7,000.

Fall Clean-Up has been moved to Friday, October 27th through Sunday November 5th, with pickup on Monday, November 6th.

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

Jaehnig announced that he will post information related to the Master Plan Survey in the Mining Gazette.

IX. Adjourn

Ranville moved, seconded by Que to adjourn the meeting at 7:16pm.

Motion Carried 7/0

Respectfully Submitted,

Patricial Pressel, Clerk

Megan Haselden, Manager

CALUMET VILLAGE COUNCIL WORK SESSION MEETING MINUTES - DRAFT

TUESDAY, NOVEMBER 14, 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 Tarvis; Trustees Dwyer, Germain, Que, Ranville, Smith & Weir (**arrived at 6:21pm*); Clerk Pressel

Absent: None

Also Present from the Village: Manager Haselden

Present from the Public: Leah Polzien, Jeff Ratcliffe, Vada Riederich, Anita Campbell

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*)

Riederich & Campbell updated the Council on the status of the Big Annie Statue and requests that Council vote to approve the statue, once erected, being owned by the Village of Calumet. To be added to the Council meeting agenda for approval.

III. Approval of Agenda

Dwyer requests adding Sidewalks to the agenda under Item VI. 6. Que moved, seconded by Smith to approve the agenda with the addition of Item VI. 6. Sidewalks.

Motion Carried 6/0

IV. Reports

1. Manager

Haselden updated the Council; written report to be added to the Council meeting and minutes.

2. DDA

Ranville updated the Council on DDA issues. DDA approved October minutes to be added to the Council meeting Consent Agenda.

3. Planning Commission

No new business.

4. HDC (*no meeting in October*)

V. Unfinished Business

1. Ordinance No. 144 – Real Estate Tax Exemption / Morrison School Apartments

CALUMET VILLAGE COUNCIL WORK SESSION MEETING MINUTES - DRAFT

TUESDAY, NOVEMBER 14, 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

Trustee Weir discussed a couple of points in the ordinance that need to be reviewed and determined; in particular the use of “shall” related to payments based on rents. Haselden to reach out to the Village Attorney for review.

2. Parking Meters – does the Village Council want parking meters removed? Total funds collected 9/15/22 – 9/15/23 = \$714.

The removal of the parking meters will be added to the Council agenda for a vote.

VI. New Business

1. Budget v Actuals – General Fund as of October & Budgeting Process

Haselden updated the Council on discussions regarding the budgeting process with boards and departments and reviewed General Fund financials through October.

2. Department of Public Works (New Hire Status and Pay Rates)

Haselden updated the Council on the hiring process and suggested new pay rates for the DPW Supervisor and Street Assistant positions, which will be added to the Council agenda for approval.

3. Village Clerk Ordinance / Assistant Position

Haselden shared a draft ordinance for an appointed Clerk that is a full-time staff person under the Village Manager for consideration on the Secretary position.

4. Statutory Meeting

Discussion on the Statutory Meeting items.

5. Shared Learning Experiences – RRC Virtual Academy

Discussion on shared learning experiences held at Village Hall; with the RRC Virtual Academy webinars being hosted by the Village Manager for all interested to attend.

6. Sidewalks / 115 7th Street

Dwyer discussed issues at 115 7th Street where the foundation under a sidewalk collapsed during homeowner construction of a new pathway leading from the road to the homeowner entrance and asks if the Village should be liable. Continued research and item to add to Unfinished Business at December work session.

VII. Announcements – Other Council Business

CALUMET VILLAGE COUNCIL WORK SESSION MEETING MINUTES - DRAFT

TUESDAY, NOVEMBER 14, 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

None.

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

None.

IX. Adjourn

Que moved, seconded by Ranville to adjourn the meeting at 7:38pm.

Motion Carried 7/0

Respectfully Submitted,

Patricia Pressel, Clerk

Megan Haselden, Manager

VILLAGE OF CALUMET NOVEMBER 2023 PRIOR PAID BILLS

CLERK

Charter		\$ 94.99
---------	--	----------

DPW

Charter		\$ 129.98
Houghton County Road Commission		\$ 250.00
Semco Energy		\$ 86.57
		<hr/>
		\$ 466.55

VILLAGE HALL

Semco Energy		\$ 197.19
--------------	--	-----------

AGASSIZ PARK

Semco Energy		\$ 17.55
--------------	--	----------

FIRE DEPARTMENT

Upper Michigan Water Company		\$ 1,435.61
------------------------------	--	-------------

EMPLOYEE BENEFITS

Dearborn Life Insurance Company		\$ 137.60
---------------------------------	--	-----------

PAYROLL FUND

10/24/23	Payroll		\$ 4,892.38
	FICA		\$ 374.27
11/7/23	Payroll		\$ 8,221.88
	FICA		\$ 628.98
			<hr/>
			\$ 14,117.51

BILLS PAID PRIOR TO NOVEMBER 2023 COUNCIL MEETING		\$ 16,467.00
----------------------------------------------------------	--	---------------------

VILLAGE OF CALUMET NOVEMBER 2023 BILLS

CLERK

BS&A Software	\$	646.00
Zoom (on Visa bill)	\$	158.89
Office Planning Group	\$	178.03
Michigan Municipal League - Workers Comp	\$	1,138.00
Daily Mining Gazette - Trick or Treat Hours & Winter Parking Ban	\$	258.72
Gabridge & Co (FY 23 Financials; will be split/reimbursed between funds)	\$	5,940.00
Beckett&Raeder (governance training)	\$	750.00
Up & Running	\$	324.00
	\$	<u>9,393.64</u>

DPW

Airgas USA	\$	180.38
Auto-Wares	\$	31.38
Calumet Machine	\$	6,500.00
Michigan Municipal League - CDL Consortium Drivers Fee	\$	540.00
Mine Street Amoco	\$	354.60
Rowe Oil Company	\$	183.15
Truck Equipment Inc	\$	629.94
Up & Running	\$	6.00
	\$	<u>8,425.45</u>

VILLAGE HALL

Gitzen Company	\$	179.12
Upper Michigan Water Company	\$	298.38
UPPCO	\$	241.48
	\$	<u>718.98</u>

AGASSIZ PARK

Ace Hardware	\$	28.59
UPPCO	\$	30.00
	\$	<u>58.59</u>

FIRE MUSEUM

Flood Construction	\$	5,543.75
UPPCO	\$	28.51
	\$	<u>5,572.26</u>

THEATRE

UPPCO	\$	<u>47.92</u>
-------	----	--------------

STREET LIGHTING

UPPCO \$ 1,582.62

PLANNING COMMISSION

Keweenaw Coffee Works - VISA \$ 106.00

MSU ANR Event Services (webinar) \$ 20.00

\$ 126.00

GRANT FUND

Beckett& Raeder \$ 4,840.13

Beckett& Raeder \$ 105.00

\$ 4,945.13

MAJOR STREET FUND

State of Michigan - 6th Street Mill & Resurface \$ 4,188.38

U.P. Engineers & Architects - 6TH Street Road Rehab \$ 1,220.00

\$ 5,408.38

SANITATION FUND

Copper Island Printing - Fall Cleanup/Postage \$ 260.50

Waste Management \$ 142.38

\$ 402.88

TOTAL NEW NOVEMBER 2023 BILLS \$ 36,681.85

TOTAL BILLS PAID PRIOR TO MEETING \$ 16,467.00

TOTAL NOVEMBER 2023 BILLS \$ 53,148.85

FUND BALANCES AS OF 11/16/23						
1	GENERAL FUND					
	Checking					\$ 153,782.73
2	MAJOR STREETS					
	Checking					\$ 277,420.61
3	LOCAL STREETS					
	Checking					\$ 55,551.58
4	MUNICIPAL STREETS					
	Checking					\$ 50,244.88
5	GENERAL DEBT SERVICE FUND					
	Checking					\$ 74.01
6	PUBLIC IMPROVEMENT FUND					
	Checking					\$ 904.23
7	DOWNTOWN DEVELOPMENT AUTHORITY					
	Checking					\$ 22,292.97
8	SANITATION FUND					
	Checking					\$ 4,499.16
9	HISTORIC DISTRICT COMMISSION					
	Checking					\$ 11,192.31
10	PAYROLL FUND					
	Checking					\$ 2,245.66
11	GRANT FUND					
	Checking					\$ 80,446.67
12	REVOLVING LOAN FUND					
	Savings					\$ 6,744.33
13	OLD FIRE MUSEUM					
	Savings					\$ 6,223.36
14	WATER FUND - INCREDIBLE BANK					
	Savings					\$ 43,317.87
15	FIRE WITHHOLDING INSURANCE PROGRAM #3 SAVINGS					
	Escrow					\$ 12,269.26

Manager Report

November 20, 2023

- DPW: there have been difficulties in hiring the Street Assistant position. We have called in one of our seasonal full-time employees to start early and help with equipment repairs and maintenance for the season. DPW rates have been added to agenda for discussion. Update: We made a job offer to a great candidate on Wednesday, hopefully he will be able to start Monday, November 27th!!
- I attended Strategic Planning meetings for the Keweenaw Economic Development Alliance and with Visit Keweenaw, they are both working on 5-year plans which will be shared with the council once ready.
- Rob and I met with Village of Laurium President and Manager to discuss potential shared service for garbage collection. Laurium to follow-up on cost of service and then we will draft a proposal to the Council for consideration.
- Master Plan survey is still live, we have received over 80 responses and will be working to get more response from residents and property owners.
- I met with the editor of the Mining Gazette to discuss some issues occurring after the delinquent tax news article and discussed that this is not just a Village of Calumet problem, as it seemed in the article. To the Council, I wanted to express that there have been multiple people who have approached me expressing surprise for names on the list, I personally think that this type of behavior of calling out people who are delinquent is dangerous and wrong to do, regardless of the information being publicly accessible.
- We are working with Keweenaw Power & Light on the LED street light project; we hope to get all street lights fixed and working with the new LED's before the winter, pending weather.
- Many grant applications are due in December, including the Fiscally Distressed Villages grant through the Dept of Treasury, the Save America's Treasures grant and a preliminary review for Certified Local Government grants. I hope to apply for all.
- We did not receive a bid for the Theatre Boiler project and are working with SHPO to determine next steps.
- The fire site concept plan survey and pdf should be ready to publish to the public the week of 11/20.
- A Notice of Blight letter is ready to be sent to the property owner of the Bill's Electrical building.
- I am working with departments and boards on the budgeting process, so that we will have preliminary budgets to review in December with our updated budget v actuals for all funds as we move into January meetings where we will review the draft budgets for all.

Projects in Process

- Hiring – DPW Assistant, Village Secretary (Clerk)?
- Blight Enforcement
- Codification with American Legal Publishing
- Redevelopment Ready Community (RRC) Certification
- Master Plan/Capital Improvement Plan Updates
- Preparing for Strategic Plan/Joint Meetings of all boards

**CALUMET VILLAGE DDA MEETING MINUTES
TUESDAY, OCTOBER 10, 2023 – 12:00 PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET**

Present: Chair Polzien; Members Campioni, Dumble, L'Esperance, Miller, Oikarinen

Absent: Members Hahn, Ranville & Tarvis

Also Present from the Village: Manager Haselden

Present from the Public: None

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

Polzien called the meeting to order at 12:00pm 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. Review and approve meeting minutes of September 12, 2023

L'Esperance moved, seconded by Oikarinen to approve the minutes as presented.

Motion Carried 6/0

IV. Approval of Agenda

Miller moved, seconded by Dumble to approve the agenda as presented.

Motion Carried 6/0

V. Unfinished / Revolving Business

1. Fire Site Update

Polzien updated the board that there will be an open house session on Monday, October 30th from 4:00pm – 7:00pm in the Red Jacket Ballroom for input on concept plan for the fire site redevelopment hosted by Beckett & Raeder.

2. Greenspace Update

Polzien will work on disconnecting the water to the community garden for the winter.

3. District Property Updates

No updates.

VI. New Business

1. Approval of DDA Bills

L'Esperance moved, seconded by Miller to approve the DDA bills.

Roll Call Vote:

Yeas: Campioni, Dumble, L'Esperance, Miller, Oikarinen, Polzien

**CALUMET VILLAGE DDA MEETING MINUTES
TUESDAY, OCTOBER 10, 2023 – 12:00 PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET**

Nays: None

Motion Carried 6/0

2. Billboard on US 41 for Calumet

Polzien is still working on this possibility, rent expense would be about \$1,200 annually.

3. Events – Holidays in the district

Polzien updated board on Halloween Events including Trunk or Treat on October 28th, Trick or Treating on October 31, Ladies Day Out on November 16th, Copper Dog Kids Rides on December 23 at Agassiz Park and Christmas wagon rides on Saturdays in December.

4. Budget Process Review

Haselden discussed the budgeting process, in November the board will review a Year-To-Date Budget to Actual document along with updates to the DDA Chart of Accounts. The board will be tasked with recommending any necessary amendments to the current year budget and providing a proposed budget at the December board meeting for Council review and approval.

5. Updates from the Village Council or other Reports

Haselden announced the joint annual meeting of all Village boards for starting the process of developing a Strategic Plan on November 13 at 5:30. All members should attend if able.

6. Election/Chair Polzien position.

Polzien resigned from the DDA Board effective immediately after this meeting.

Dumble moved, seconded by Campioni to elect L'Esperance as Chair.

Roll Call Vote:

Yeas: Campioni, Dumble, L'Esperance, Oikarinen,

Nays: None

Absent: Hahn, Ranville & Tarvis

Motion Carried 4/0

Oikarinen moved, seconded by L'Esperance to elect Miller as Treasurer.

Yeas: Campioni, Dumble, L'Esperance, Oikarinen,

Nays: None

Absent: Hahn, Ranville & Tarvis

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

<u>NUMBER</u>	<u>Date</u>	<u>TRANSACTION DESCRIPTION</u>	<u>PAYMENT</u>	<u>DEPOSIT</u>	<u>BALANCE</u>
		Balance Forward			\$ 33,211.99
	10/02/23	Trans To Debt Service Fund - Loader Payment	\$ 982.47		\$ 32,229.52
2069	10/03/23	UPPCO	\$ 29.75		\$ 32,199.77
2070	10/16/23	Calumet Township	\$ 30.90		\$ 32,168.87
	10/24/23	Deposit - 2023 Delinquent Taxes - Houghton County		\$ 1,135.25	\$ 33,304.12
	10/24/23	Deposit - Calumet Township - 21/22 Delinquent Taxes		\$ 2.88	\$ 33,307.00