

**CALUMET VILLAGE COUNCIL MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
TUESDAY, MAY 17, 2022 AT 6:30PM**

AG 7/11/2022 Switch order of labels

Present: President Robert P. Tarvis, Jr; Trustees: Kenneth D. Olkkonen (*Interim/Temp. Village Clerk*), Pamela M. Que, Andrew Ranville (Late Arrival 6:34pm), Trustee Timothy L. Bies

Absent: Treasurer Debbie Aubin, Clerk David Geisler

Vacancies: Two Council Seats

Also Present from Village: Manager Amber Goodman; HDC Chair Chris Green, DDA Chair Leah Polzien

Public: three members of the public

I. Call to Order/Roll Call

President Tarvis called the meeting to order at 6:30pm.

Roll Call Taken:

Present: Trustees: Kenneth D. Olkkonen (*Interim/Temp. Village Clerk*), Pamela M. Que, Trustee Timothy L. Bies, President Robert P. Tarvis, Jr

Andrew Ranville (Late Arrival 6:34pm)

All in attendance stood and recited the pledge of allegiance - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

II. Acceptance of Agenda

President Robert Tarvis, Jr amended the agenda to include ^{KDO} the discussion of consideration of submitting a bid for a ~~consideration of equipment~~ 1990 Snow Blower Loader Mount as number VI.

Motion made by Trustee Que, and seconded by Trustee Olkkonen to accept the amended agenda and add the discussion on the purchase of the ~~of the~~ implement for the Village.

Motion Passed-4/0

III. Petitions from the Public

None

IV. Reports

A. DDA

- Regular Meeting of the Downtown Development Authority on Tuesday, May 10, 2022
DDA Chair Leah Polzien spoke about the business with the DDA, village blight enforcement, and development. Tulip garden is blooming ^{KDO} ~~growing~~ and they will be cutting some to give to long term care facilities.

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B. HDC

- Upcoming meeting of the Historic District Commission on Wednesday, May 18, 2022 at 5:30pm
HDC Chair Chris Green attended the Annual Statewide Preservation Conference in Holly MI. HDC Chair Chris Green spoke about the work that has been done on the sign application and the acceptance of the grant by the National Park Advisory Commission. The Village Council will need to determine how to provide the 50% match required by the grant. Match can be money or labor in-kind services.

C. Planning Commission

- Regular Meeting of the Planning Commission on Wednesday, May 11, 2022
Planning Commission Minutes tabled will be reviewed at next Village Council Meeting in June.

D. Committee(s) / Work Session

- Village Council Work Session Minutes for May 10, 2022

V. Consent Agenda

All matters listed under Item VI, 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 April 19, 2022
- ii. Minutes of the Village Council Special Meeting of April 21, 2022
- iii. Minutes of the Village Council Work Session of May 10, 2022
- iv. Reports provided in IV.
- v. Previously Paid Bills in the amount of \$33,638.90
- vi. New Bills in the amount of \$12,984.85

Questions answered about bills for Office Planning Group.

Motion moved by Trustee Que, and seconded by Trustee Bies to approve the consent agenda on our conversations and reports from Village Manager.

Roll Call Vote:

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

Nays: none

Absent: None

Motion Passed – 5/0

VI. Discussion on Equipment Purchase

Discussion on ~~approving the submittal of the approving submitting~~ a bid for a 1990 Sno Blow Loader Mount, and the function of the equipment. DPW has already viewed the

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equipment and recommends the purchase of this equipment from local county. Bid deadline is June 13th, 2022

Recommendation to sell some of the existing unused unserviceable equipment to offset the cost. Manager Goodman to work on asset management list for future consideration of selling equipment.

Motion by Trustee Que, seconded by Trustee Bies to submit a bid for \$6,000 for the equipment.

Roll Call Vote:

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

Nays: none

Absent: None

Motion Passed – 5/0

VII. Appointment to the HDC

Request for appointment of Pamela Que to the HDC upon the recommendation of the DDA to replace Emily Schram who resigned.

~~Consideration of appointment of Pamela Que to the HDC to fill an open DDA seat.
Appointment consideration of appointment of Pamela Que to the HDC, appointment from the DDA seat. DDA had already made this recommendation.~~

President Tarvis nominated Pamela Que to the Historic District Commission, as the DDA seat.

Appointment Roll Call Vote:

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

Nays: none

Absent: none

Abstain: Trustee Que

Appointment Passed - 4/0

Pamela Que has been appointed to HDC.

VIII. Manager Report

Meetings

April 11, 2022 – Theatre Meeting

April 27, 2022 – Asset Management Training Department of Treasury

April 28, 2022 – Small Urban MDOT project meeting

April 28, 2022 – Department of Treasury Meeting

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May 2, 2022 – Calumet Fire Site Meeting
May 9, 2022 – Houghton County Rec Authority
May 10, 2022 – Partially attended DDA Meeting
May 10, 2022 – Village Council Work Session

Upcoming Manager Meetings
May 18, 2022 – HDC Meeting
May 19th and 20th UP Summit
June 1, 2022 – Asset Management Training

Office Projects from the Month of April 19 to May 17
Office Moves – Relocated Manager into the Old Records Room
Ongoing work on codification – Reviewing the list of Ordinances and reaching out to American Legal Publishing for amendments to the prior codification
Sage Accounting files submitted to the auditor complete, waiting for request for additional details
Blight walks – Weekly walk arounds
Seasonal Help for Cleaning Pavilion
Upcoming Goal – Working on Processes and applications
Spring Cleanup Mailers – Spot mailing for some that are not covered under the direct mail route.

Discussion on the Codification progress. Legal and repealed ordinances will need to be updated with American Legal Publication. This will be brought back to the next meeting in June.

Manager Goodman also shared a budget tracking sheet for general fund.

Motion by Trustee Que, and seconded by Trustee Ranville to accept the managers' report.

Motion Passed 5/0

IX. Appointments President Pro Tem Position:

President Tarvis, nominated Pamela Que to the position of Village Council President Pro Tem.

Appointment Roll Call Vote:

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

Nays: none

Absent: none

Abstain: Trustee Que

Appointment Passed - 4/0

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Pamela Que has been appointed as Village Council President Pro Tem.

X. American Rescue Act Funds

Motion by Trustee Que, and seconded by Trustee Bies to allow Manager Goodman to use the American Rescue Act Funds utilizing the funds for salaries, and other general government expenditures.

Roll Call Vote:

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

Nays: none

Absent: None

Motion passed – 5/0

XI. Michigan Enhancement Request

Memo from Jeff Ratcliffe reviewed in association with 104 5th street. A developer is seeking a match for 104 5th Street for an application with Michigan Economic Development Corporation's (MEDC) Community Revitalization Program (CRP).

This match of \$10,000 ^{USD} would be used to support the cost of the installation of the new water line to serve 104 5th Street. Currently 104 5th street is served by a 100+ year old 4" cast iron main that runs along the westside of 4th street.

Motion by Trustee Ranville, and seconded by Trustee Que to approve the transfer of the \$10,000 from the \$250,000 Michigan Enhancement Grant on the condition of the successful grant application to the MEDC for the stabilization of this building revitalization located at 104 5th street.

Roll Call Vote:

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

Nays: none

Absent: None

Motion passed – 5/0

XII. Sail Program

Discussion on the Sail Program and the possibility of five students volunteering over the summer. They would work from 8-2 Monday thru Thursday, June 13, to August 5th. They are covered by a certificate of liability.

Motion by Trustee Que and seconded by Trustee Olkonen to accept the students from the Sail program.

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Motion passed – 5/0

XIII. Street Closure Request

a. All Class Reunion

Moved by Trustee Que, seconded by Trustee Bies to approve the All-Class reunion street closure as per the Village Council discussion.

Manager Goodman to remind organizer that one lane of the road must be kept clear for emergency vehicles. General recommendation that they increase the number of portable bathrooms provided if at all possible.

Motion passed 5/0

B. Calumet Township Fire Department

Motion by Trustee Olkkonen, and seconded by Trustee Que to approve the Calumet Township Fire Department Street closure request on condition of their liability insurance.

Motion passed - 5/0

XIV. Annual Fee Schedule

Discussion on the Annual Fee Schedule. Update the fee schedule to include \$300.00 fee for the conditional use or special use permits. Manager Goodman to update language to match Ordinance 160.

Motion by Trustee Que, and seconded by Trustee Ranville to pass the fee adjustment from \$225.00 to \$300.00 for Zoning Permits under Ordinance 160.

Roll Call Vote:

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

Nays: none

Absent: None

Motion passed – 5/0

XV. WUPPDR Administration Extension of Façade Contract/Grant Amendment and Upcoming Public Hearing Closeout in May

Discussion on the amendment to the façade grant as presented, and to remove ~~of~~ the name David Geisler and update to Manager Amber Goodman. KSO

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Motion by Trustee Ranville, and seconded by Trustee Que to allow Manager Goodman to sign the grant amendment.

Roll Call Vote:

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

Nays: none

Absent: None

Motion passed – 5/0

XVI. Village Council Committees – Theatre Lease Amendment

Pamela Que volunteered on future Theatre Lease Amendment meetings. Trustee Olkkonen has made some edits to the document, and a future ad hoc committee meeting will be scheduled.

XVII. Adjourn

Motion from Trustee Bies, and seconded by Trustee Olkkonen to adjourn the meeting at 7:18pm.

Motion Passed 5/0

Respectfully Submitted,



Amber Goodman
Village Manager



Kenneth D. Olkkonen
Interim/Temporary Clerk