

CALUMET VILLAGE DDA MEETING AGENDA
MONDAY, NOVEMBER 13, 2023 – 9:00AM
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 October 10, 2023
- V. Unfinished / Revolving Business
 1. Fire Site Update
 2. Greenspace Update
 3. District Property Updates
- VI. New Business
 1. Approval of DDA Bills
 2. Letter of Interest for DDA Board
 3. Agreement for Services with Main Street Calumet
 4. Michigan Downtown Association Membership & Trainings
 5. Events – Holidays in the district
 6. Billboard on US 41 for Calumet
 7. Tuliptime Calumet
 8. FY25 Budget
 9. Updates from the Village Council or other Reports
- 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
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

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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

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Motion Carried 4/0

VII. Summarize Action Items

- Haselden, L'Esperance and Polzien to continue meeting re: upcoming events and DDA Project Process
- Members to attend November 13th joint annual meeting
- Next DDA Meeting scheduled for Monday, November 13 @ 9:00am.
- Recurring DDA meetings moved to the second Monday of the month at 9:00am

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

None.

IX. Adjourn

L'Esperance moved, seconded by Miller to adjourn the meeting at 1:02pm.

Respectfully Submitted,

Megan Haselden, Village Manager

Rick Campioni, DDA Secretary

CALUMET FIFTH STREET FIRE SITE REDEVELOPMENT
PRELIMINARY OPEN HOUSE
OCTOBER 30, 2023

BUILDING OPTION 1:

- 1 Development
- +/9 First-Floor Retail Spaces
- +/-17 Apartments/Floor; 3 Floors Total

BUILDING OPTION 2:

- 2 Developments -
Fifth St. Development:
 - +/6 First-Floor Retail Spaces
 - +/-12 Apartments/Floor; 3 Floors TotalPortland St. Development:
 - +/- 2 First-Floor Retail Spaces
 - +/- 4 Apartments 2nd Floor

Building Option 1 consists of a 4-story development fronting Fifth St. and Portland St. Building option 2 consists of a 4-story development fronting Fifth St, and a two-story development fronting Portland St. 1st floor spaces are proposed as retail. 2nd through 4th floors are proposed as residential. Floor plans provide flexibility in size and the upper floor plans for the 5th St. frontage includes optional smaller 1 bedroom units.

The 5th ST. ELEVATION A presents a more traditional, monolithic form. The 5TH ST. ELEVATION B presents a façade with variation in form and materials. In both cases, we recommend harmonizing with the Village's historic architecture while using modern materials and details typical of the local area and region. The next step in the process is to select a building option or combination of elements to compose a consensus final option. Beckett & Raeder, Inc. and Rick Neumann, Architect will return to present the final plan version.

CALUMET FIFTH STREET FIRE SITE REDEVELOPMENT
PRELIMINARY OPEN HOUSE
OCTOBER 30, 2023

BUILDING OPTION 1:

- 1 Development
- +/-9 First-Floor Retail Spaces
- +/-17 Apartments/Floor; 3 Floors Total

Attachment F: Calumet Downtown Greenspace Maintenance Schedule

Item	Hours Required	Cost/Hr	Total Expense	Performing Entity	Financial Responsibility
winterizing water spigot	1	\$	25.00	Village DPW	Village DDA
Install and remove snow fence	9	\$	225.00	Village DPW	Village DDA
materials - replace every 2 years - snow fencing and poles			\$ 500.00	Village Maintenance Staff/DPW or Volunteers	Village DDA
Electrical Service Expense - estimate			\$ 821.25	Village Maintenance Staff/DPW or Volunteers	Village DDA
6 poles at 100 watts, 5 at 30 watts, 12 hrs/day, 365 days, at \$.25/kwh				Village Maintenance Staff/DPW or Volunteers	Village DDA
Water Service Expense			\$500	Village Maintenance Staff/DPW or Volunteers	Village DDA
Mowing and string line trimming	20	\$	12.00	Village Maintenance Staff/DPW or Volunteers	Village DDA
Maintaining Pathway Surfaces - Wax Polymer Mix - Only to repair holes	8	\$	25.00	Village Maintenance Staff/DPW or Volunteers	Village DDA
Watering landscaping (June-mid Sept)	28	\$	12.00	Village Maintenance Staff/DPW or Volunteers	Village DDA
Weeding landscape plantings - fall	8	\$	12.00	Village Maintenance Staff/DPW or Volunteers	Village DDA
			Annual Exp. 1st Yr \$ 2,943.25		
			Alternating year exp. \$ 2,443.25		
paying for electrical (11 poles at 100 watt x 12 hrs/day x \$.25/kwh = \$91.25/pole or \$1368.75 a year)			657 \$		
paying for water service \$500/year			\$ 164.25		
			\$ 2,628.00		
			\$ 657.00		
			\$ 164.25		
			\$ 657,000.00		
			\$ 657.00		
			\$ 164.25		

DDA Community Garden Financials 2023

Garden Bed Fees	\$	320.00
Water Service Expense		\$136
<hr/>		\$184

**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

Village of Calumet Administrator

From: Nathan McParlan <nmcparlan@gmail.com>
Sent: Tuesday, November 7, 2023 4:59 PM
To: Village of Calumet Administrator; Leah Polzien
Subject: Fwd: Letter of interest for village of Calumet DDA

----- Forwarded message -----

From: Nathan McParlan <nmcparlan@gmail.com>
Date: Tue, Nov 7, 2023 at 4:55 PM
Subject: Letter of interest for village of Calumet DDA
To: <manger@villageofcalumet.com>

Megan,

I am interested in serving on the village of Calumet Downtown Development Authority. I have 3 buildings on the 3rd block of 5th St which are being developed. I really have no specialized knowledge about economic development or historic buildings other than my experience with my buildings. I am willing to learn.

It's exciting to see all of Calumet develop and improve. Appropriate investment in any of the downtown buildings helps to create a vibrant and productive business district which should be positive for everybody. I look forward to hearing from you.

Sincerely,
Nathan McParlan
cell 906-370-1876

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

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

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 provide assistance to the Village of Calumet DDA Board and Chairperson to develop meeting agendas and conduct continuing education with the DDA board quarterly. MSC staff will provide assistance to 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 in advance, with half of the year's agreed upon contract for services shall be paid no later than December 31, 2023, and the remaining half paid no later than 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.

WEBINAR SERIES

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Member Cost: \$45 for members | \$65 for non-members

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Planning

Planning for the built environment, and implementation of the Downtown Master Plan, provide the foundation for the downtown management organization's role in creating "place" in its district. The Michigan Planning Association shows the way by describing what constitutes a plan, who are the plan stakeholders, and which current trends are relevant to the discussion.

MiPDM eligible program.

Leah DuMouchel, AICP, Director of Programs and Communications, Michigan Association of Planning

Zoning

Together with the Master Plan, creation of a zoning code enables the ability of the local governmental unit to regulate the development process in its downtown. From the ABC's of zoning to site plan reviews and current issues, this webinar brings clarity to the purpose and processes associated with the zoning function. This webinar was created in partnership with MSU - Extension.

MiPDM eligible program.

Harmony Gmazel, AICP, Michigan State Extension

Assessing

An understanding of the basic operation of a local governmental unit's assessor's office is beneficial, especially when it impacts the DDA's opportunity to implement tax increment financing. In this session, learn about statutory authority, definitions, property records, real and personal property, and more. Developed with support from the Michigan Assessors Association.

MiPDM eligible program.

Amy L DeHaan, MMAO(4) - Assessor, Garfield Charter Township, Grand Traverse County

Meeting Management

In this webinar, learn how to manage and participate in an effective and efficient organizational meeting. Our two experts in the field of municipal law and parliamentary procedure will discuss the importance of understanding Robert's Rules of Order, Parliamentary Law, and the Freedom of Information Act. Ethics, basics rules of public comment and debate, and closed meetings are also discussed.

MiPDM eligible program.

*Chris Johnson, General Counsel, Michigan Municipal League
Eleanor (Coco) Siewert, Professional Registered Parliamentarian, Trainer, Michigan Municipal League*

Downtown Management Basics

In this webinar, learn the overall responsibilities inherent in downtown revitalization. A Downtown Development Authority is just one of many avenues available to enable your efforts. Become familiar with all the organizational tools in the toolbox as well as legal considerations and reporting requirements.

MiPDM eligible program.

Joe Frost, Community Assistance Team Specialist, Michigan Economic Development Corporation

A webinar series dedicated to educating downtown managers and downtown management boards of directors.

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November 13, 2023 Calumet Village DDA Agenda Packet

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DDA Reporting Requirements

Public Act 57 of 2018 introduced new reporting requirements ALL Downtown Development Authorities must adhere to in order to remain compliant. In this webinar, members of the MDA Legislative and Advocacy Committee are joined by a representative from the Michigan State Treasury Department to provide step by step directions on how to accurately complete all reporting requirements found in Public Act 57. Examples of how compliant downtown organizations are managing and implementing the three reporting components, website content, informational meetings, and annual reporting, will be presented and explained.

James Ait, Director, Lapeer Downtown Development Authority
Travis Bukovcik, Michigan Department of Treasury
Molly LaLone, Director, Lake Orion Downtown Development Authority
Nate Mack, Director, South Lyon Downtown Development Authority
Dana Walker, Director, Michigan Downtown Association

Updating A TIF Plan

A Downtown Development Authority is governed by its Tax Increment Financing (TIF) plan. Arguably, it's the most important document for a downtown organization to maintain and implement. But what is the difference between a development plan and a TIF plan? When should a TIF plan be updated and what is the process? How can updating a TIF plan encourage support from community members and taxing jurisdictions? In this webinar, learn the process of updating a TIF plan, how to right-size your district, and gain a general knowledge of Tax Increment Financing.

Jill Bahm, AICP, Partner, Giffels Webster
Annette Knowles, Downtown/Economic Development Coordinator, City of Monroe

Demystifying DDAs

Just what is a DDA and what is it supposed to do? We have heard those questions countless times. Cristina and Bob take the mystery out of DDA law and explain the answers to the most commonly asked questions about Downtown Development Authorities. Learn why Act 197 of 1975 was originally passed and how it has evolved in the last 40+ years. Common questions regarding DDA spending, purpose, and 'rules' will also be addressed.

Robert Donohue, Coach, Community Heart & Soul
Cristina Sheppard-Decius, Owner, POW! Strategies

How To Be an Effective Board Member

You have been asked to become a member of a downtown management board of directors. Now what? In this webinar, learn what will be expected from you while being an active and effective board member. Discover what you can bring to the table, and the organization, to help your community become stronger. Conversely, downtown managers will gain knowledge regarding board member training, expectations, best practices, and succession.

John Bry, Program Coordinator, Main Street Oakland County
Annaka Norris, Senior Planner, Planning & Local Business Development, Oakland County, Michigan

Downtown Social Districts

In 2020, Social Districts were introduced to Michigan communities to help spur economic activity. In this webinar, you will learn what role a downtown management organization has in the creation of a Social District and the process for creating it. Also hear the pros, and cons, of having a designated Social District within downtown and the best practices for keeping it successful.

Kelly Allen, Partner, Adkison, Need, Allen & Rentrop, P.L.L.C.
Dave Alexander, Business Development Manager, City of Muskegon DDA

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VILLAGE OF CALUMET
DDA FUND

FY 2024 BUDGET

ADOPTED ON:
FEBRUARY 28, 2023

ACCOUNT DESCRIPTION	ACTUALS FY 2023	BUDGET FY 2024	Actuals as of October 2023	PROPOSED BUDGET FY 2025	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	
Advertising & Promotion	\$583	\$750	\$315	\$650	*Do not include in FY25 budget, put everything under Contracted that is contract 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	\$4,000	To support expenses for blight enforcement within the DDA district
Contracted Services/Admin	\$6,300	\$15,000	\$5,000	\$10,500	\$500 Auditor; \$10k Main Street Calumet
DDA Grants	\$15,000	\$15,000	\$0	\$10,000	\$5k available for larger projects (MEDC); \$5k for smaller grants
DDA Property Maintenance	\$597	\$1,500	\$365	\$1,800	DDA Property Utilities; Improvements or stabilization work on DDA owned property & increase for \$1205 sidewalk snow removal to DDA properties
Downtown Streets	\$3,705	\$3,705	\$0	\$2,500	\$2500 contribution for sidewalks for downtown
Insurance Contribution	\$500	\$500	\$0	\$500	\$500 to Village to cover DDA portion of insurance
Memberships & Trainings				\$500	For MDA Membership & Board Education/Training
Public Programming				\$6,000	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:					
Pabt Service-Grader/Loader	\$8,842	\$9,000	\$7,860	\$8,850	FY 26 Expiration
Historic District Committee	\$2,500	\$2,500	\$0	\$2,500	Contribution to HDC as required by KNHP Grant (exp. 2027)
Audit Variance					
TOTAL EXPENDITURES	\$77,669	\$65,955	\$16,847	\$57,300	
NET REVENUES(EXPENDITURES)	(\$1,882)	(\$11,455)	(\$10,696)	\$20	
Fund Balance Beginning of Year	\$108,282	\$106,400	\$106,400	\$94,945	
Audit Variance					
Fund Balance End of Year	\$106,400	\$94,945	\$95,704	\$94,965	