

**CALUMET VILLAGE COUNCIL WORK SESSION MEETING AGENDA**

**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

- 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. Reports
  1. Manager
  2. DDA
  3. Planning Commission
  4. HDC (*no meeting in October*)
- V. Unfinished Business
  1. Ordinance No. 144 – Real Estate Tax Exemption / Morrison School Apartments
  2. Parking Meters – does the Village Council want parking meters removed? Total funds collected 9/15/22 – 9/15/23 = \$714.
- VI. New Business
  1. Budget v Actuals – General Fund as of October & Budgeting Process
  2. Department of Public Works (New Hire Status and Pay Rates)
  3. Village Clerk Ordinance / Assistant Position
  4. Statutory Meeting
  5. Shared Learning Experiences – RRC Virtual Academy
- VII. Announcements – Other Council Business
- VIII. Comments from the Public (*members of the public have 5 minutes to speak*)
- IX. Adjourn

## Village of Calumet Administrator

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**From:** Lori Weir <northernweirs@yahoo.com>  
**Sent:** Wednesday, October 18, 2023 10:51 AM  
**To:** Village of Calumet Administrator  
**Subject:** Ordinance No. 144 (for the November work session)  
**Attachments:** Ordinance 144 with my comments.pdf

Megan:

Just sharing this so you can include it in the November work session.

Attached is the Morrison School Tax-Exemption Ordinance.

I have highlighted 2 key points:

- On page 2, section 3: It says that a tax-exemption SHALL apply and a service charge SHALL be paid in lieu of taxes. Not "may" but "shall" The definition of SHALL in legal terms is:

*Shall is an imperative command, usually indicating that certain actions are mandatory, and not permissive.*

- On page 2, section 4: It states that the sponsor "has offered to pay the Village this annual service fee in lieu of all taxes". We should have been receiving this since September 2006.

This is a "contract" in effect until they pay off their mortgage or 45 years, whichever comes first. If we keep this ordinance than I think we need to act upon this immediately. We have already missed out on 16 years of this servie fee. If they are up-to-date on their taxes, I don't think we need to collect on the "back service charge".....but we do need to start collecting on this starting now, and also figure out how to make them tax-exempt so that they do not get a tax bill. They should get an annual letter from the Village stating what their amount due (4% service charge) is for the year and a reminder that it is due by August 14.

Lori

ORDINANCE NO. 144  
VILLAGE OF CALUMET  
HOUGHTON COUNTY, MICHIGAN  
REAL ESTATE TAX EXEMPTION ORDINANCE

An Ordinance to provide for a service charge in lieu of taxes for housing developments for elderly persons of low and moderate income to be financed or assisted pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 P.A. 346, as amended, MCLA Section 125.1401 et. seq., MSA Section 116.114(1) et. seq.).

THE VILLAGE OF CALUMET ORDAINS:

Section 1. Purpose and Policy. It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its elderly citizens of low and moderate income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 P.A. 346, as amended, MCLA Section 125.1401 et. seq., MSA Section 116.114(1) et. seq.). The Village is authorized by said Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under the Act at any amount it chooses, not to exceed the taxes that would be paid but for the Act. It is further acknowledged that such housing for elderly persons of low and moderate income is a public necessity, and as the Village will be benefited and improved by such housing, the encouragement of the same by providing certain real estate tax exemption therefore is a valid public purpose; further, that the continuance of the provisions of this Section for tax exemption and the service charge in lieu of taxes during the periods hereinafter contemplated are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance thereon.

Section 2. Definitions. Unless the context specifically indicates otherwise, the meanings of terms used in this Section shall be as follows:

- (1) Authority means the Michigan State Housing Development Authority.
- (2) Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.
- (3) Annual shelter rent means the total collections during an agreed annual period from all occupants of a housing project representing rents or occupancy charges, exclusive of any charges for gas, electricity, heat or other utilities furnished to the occupants.
- (4) Housing development means a development which contains a significant element of housing for elderly persons of low and moderate income and such elements of other housing, commercial, recreational, industrial, communal and educational facilities as the Authority determines improve the quality of the development as it relates to housing for elderly persons of low or moderate income.
- (5) Elderly means a single person who is 55 years of age or older or a household in which at least 1 member is 55 years of age or older and all other members are 50 years of age or older.

- (6) Mortgage loan means a loan to be made by the Authority to the Sponsor for the construction and permanent financing of the Housing Development.
- (7) Utilities mean fuel, water, sanitary sewer service and/or electrical service which are paid by the Housing Development.
- (8) Sponsor means persons or entities which have applied to the Authority for a Mortgage Loan or for the Low Income Housing Tax Credit Program to finance a Housing Development.

Section 3. Class of Housing Developments Applicable. It is hereby determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of taxes, shall be Housing Developments for elderly persons of low and moderate income which are financed or assisted pursuant to the Act.

Commented [LW1]: Does not say "may". Says SHALL. The use of shall in legal terms is defined this way..."Shall is an imperative command, usually indicating that certain actions are mandatory, and not permissive."

Section 4. Approval of Applicable Developments - Morrison School Apartments. The Village acknowledges that Morrison Development Limited Dividend Housing Association Limited Partnership has offered, subject to award of tax credits from the Authority, to erect, own and operate a housing development identified as the Morrison School Apartments on Lots 1, 2, 3, 4, 5, N 1/2 of Lot 6, and Lots 14, 15, 16, 17 and 18, all in Block 32 of the Village of Red Jacket (now Village of Calumet) to serve elderly persons of low and moderate income, and that the Morrison Development Limited Dividend Housing Association Limited Partnership (the Sponsor) has offered to pay the Village on account of said Development an annual service charge for public services in lieu of all taxes.

Section 5. Establishment of Annual Service Charge. The Housing Development identified above and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The Village, acknowledging that the Sponsor and the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance and the qualification of the Housing Development for exemption from all property taxes and a payment in lieu of taxes as established herein, and in consideration of the Sponsor's offer, subject to receipt of a tax credit allocation from the Authority, to construct, own and operate said Housing Development, hereby agrees to accept payment of an annual service charge for public services in lieu of all property taxes.

The annual service charge for Morrison Apartments shall be equal to four percent (4%) of the annual shelter rents. This provision shall remain in effect and shall not terminate so long as the Morrison Apartments are designated and serve only low income elderly persons as defined by the Authority; provided, that construction of the said Housing Development must commence within one year from the effective date of this Ordinance, otherwise said provision is null and void.

Section 6. Contractual Effect of Ordinance. Notwithstanding the provisions of Section 15a(5) of the Act to the contrary, a contract between the Village and the Sponsor with the Authority as third party beneficiary thereunder, to provide tax exemption and accept payments in lieu thereof as previously described is effected by enactment of this Ordinance.

Section 7. Payment of Service Charge. The service charge in lieu of taxes as determined hereunder shall be payable and collected in the same manner as general property taxes are payable to and collected by the Village except that the annual payment shall be paid on or before August 14th of each year.

Section 8. Duration. This ordinance shall remain in effect and shall not terminate so long as the Authority's Mortgage remains outstanding and unpaid or the Authority has any interest in the property, but not more than 45 years, or the Housing Development remains subject to income and

rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended, provided that construction of the Housing Development commence within one year from the effective date of this Ordinance.

Section 9. Repealer. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 10. Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so invalidated.

Section 11. Effective Date. The provisions of this Ordinance are hereby ordered to take effect on September 12, 2006, or as otherwise provided by law.

Section 12. Enactment. This Ordinance is hereby declared to have been enacted by the Village Council of the Village of Calumet at a meeting thereof duly called and held on the 12<sup>th</sup> day of September, 2006, and ordered to be given publication.

Commented [LW2]: Check records back this far. Correct for non-payment of past service charge? How to insure that they are no getting a tax bill since they are tax exempt?

AYES: 6

NAYS: None

ABSTENTIONS: 1

ABSENT: None

STATE OF MICHIGAN        )  
                                      ) SS  
COUNTY OF HOUGHTON    )

I, the undersigned, the duly qualified and acting Clerk of the Village of Calumet, Houghton County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Village Council of the Village of Calumet at a meeting held on the 12<sup>th</sup> day of September, 2006, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 1jh day of September, 2006.

1/3  
Village of Calumet

## % OF BUDGET:

<b>BUDGET ACCOUNT</b>	<b>YTD - OCT 2023</b>	<b>BUDGETED AMOUNT</b>	<b>66.67%</b>
Taxes - Current/Delinquent	\$ 137,862.87	\$ 137,162.00	101%
Charges for Services	\$ 1,006.96	\$ 38,000.00	3%
Equip Rental	\$ 52,610.73	\$ 132,000.00	40%
Fines-Penalties	\$ 1,505.36	\$ 30.00	5018%
Fringes	\$ 5,597.56	\$ 5,500.00	102%
Insurance Reimbursement	\$ 15,385.00	\$ -	
Interest	\$ 583.61	\$ 1.00	58361%
Intergovernmental	\$ 69,316.00	\$ 118,000.00	59%
Licenses-Fees	\$ 3,185.33	\$ 9,500.00	34%
Reimbursements	\$ 108.90	\$ 300.00	36%
Grant Income	\$ 10,000.00	\$ 2,000.00	500%
Miscellaneous	\$ -	\$ 1,100.00	0%
Transfer from DDA	\$ -	\$ 1,200.00	0%
<b>TOTAL REVENUES</b>	<b>\$ 297,162.32</b>	<b>\$ 444,793.00</b>	<b>67%</b>
Legislative - Council Fees	\$ 2,205.00	\$ 2,940.00	75%
Capital Outlay - Equipment/Vehicle	\$ 5,250.00	\$ 5,000.00	105%
Community & Economic Development	\$ 650.00	\$ 6,000.00	11%
Community Safety	\$ -	\$ 2,000.00	0%
DPW	\$ 79,615.73	\$ 145,000.00	55%
Fire	\$ 24,803.86	\$ 29,400.00	84%
Employee Benefits	\$ 16,811.37	\$ 60,000.00	28%
General Government - Town Hall	\$ 75,848.59	\$ 115,000.00	66%
Insurances	\$ 38,161.00	\$ 42,000.00	91%
Legal	\$ 360.00	\$ 2,500.00	14%
Parks - Cultural	\$ 2,560.76	\$ 4,000.00	64%
Street Lights	\$ 14,378.60	\$ 35,000.00	41%
Theatre	\$ 1,834.78	\$ 750.00	245%
Ordinances	\$ -	\$ 3,700.00	0%
Miscellaneous	\$ -	\$ 500.00	0%
Contracted Services	\$ -	\$ 2,000.00	0%
DDA TIF & Property Tax	\$ -	\$ 32,000.00	0%
Debt Service (Loader Payment)	\$ -	\$ 2,947.00	0%
KNHP to HDC	\$ -	\$ 2,000.00	0%
<b>TOTAL EXPENSES</b>	<b>\$ 262,479.69</b>	<b>\$ 492,737.00</b>	<b>53%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$ 34,682.63</b>	<b>\$ (47,944.00)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$ 146,520.20</b>	<b>\$ 146,520.20</b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 181,202.83</b>	<b>\$ 98,576.20</b>	

Village of Calumet  
Balance Sheet  
October 31, 2023

Current Assets		Current Balance	Last Year Balance
1010	Cash-Commercial Checking Range	154,650.73	145,903.45
1040	Petty Cash	39.48	39.48
1205	Accounts Receivable	0.00	2,235.00
1285	A/R-State	0.00	96,017.78
1287	A/R -Sidewalk Snow	16,174.62	11,000.05
1292	Cable Franchise Fee	0.00	1,257.94
1805	Due from Major St. Fund	154,942.04	106,655.26
1810	Due from Local St. Fund	37,551.41	32,598.05
1876	Due from Sanitation Fund	4,968.15	0.00
		<hr/>	<hr/>
	Total Current Assets	368,326.43	395,707.01
	Total Assets	368,326.43	395,707.01
<b>Current Liabilities</b>			
2010	Accounts Payable	0.00	11,738.76
2031	A/P-Grant	0.00	11,250.00
2610	Due to Major St. Fund	0.00	72,123.84
2615	Due to Local St. Fund	0.00	13,957.94
2625	Due to Municipal St. Fund	125,643.06	92,987.25
2635	Due to DDA Fund	47,416.34	42,723.27
2665	Due to Sanitation Fund	14,064.20	3,015.70
2680	Due to Payroll	0.00	1,390.05
		<hr/>	<hr/>
	Total Current Liabilities	187,123.60	249,186.81
<b>Capital</b>			
2960	Fund Equity	146,520.20	60,413.93
	Net Income	34,682.63	86,106.27
		<hr/>	<hr/>
	Total Capital	181,202.83	146,520.20
		<hr/>	<hr/>
	Total Liabilities & Capital	368,326.43	395,707.01
		<hr/> <hr/>	<hr/> <hr/>

Village of Calumet  
Income Statement  
For the Eight Months Ending October 31, 2023

Revenues		Current Month	Year-To-Date	Budget Account
3005	Current Taxes-Real & Pers	(52,989.83)	106,416.39	Taxes - Current/Delinquent
3015	Current-Admin. Fees	1,576.75	1,576.75	Taxes - Current/Delinquent
3027	Del.-Admin. & Late Fees	271.40	271.40	Taxes - Current/Delinquent
3030	PILOT Payment in Lieu of Taxes	0.00	6,229.79	Taxes - Current/Delinquent
3035	Delinquent Property Taxes	23,368.54	23,368.54	Taxes - Current/Delinquent
3050	Street Closure Application	0.00	50.00	Licensese - Fees
3065	Parking Permits	200.00	310.00	Licensese - Fees
3105	Parking Meter Collections	0.00	258.50	Licensese - Fees
3126	Ho. Cty. Ct. Restitution	0.00	392.83	Fines
3127	Miscellaneous Fees/Fines	167.05	1,112.53	Fines
3170	Snow Removal - Sidewalk	870.00	870.00	Charges for Services
3185	Miscellaneous Income	0.00	136.96	Charges for Services
3220	Cable Franchise Fees	0.00	2,566.83	Licensese - Fees
3235	Major St. Fund - ER	0.00	44,335.78	Equip Rental
3240	Local St. Fund - ER	0.00	4,514.49	Equip Rental
3241	Sanitation Fund - ER	0.00	3,760.46	Equip Rental
3261	Escrow account interest	0.00	12.55	Interest
3265	Dividends	0.00	571.06	InterEst
3306	State Grant	0.00	10,000.00	Grant Income
3410	Constitutional Sales & Use Tax	12,495.00	33,878.00	Intergovernmental
3415	CVTRS/EVIP Revenue Sharing	8,110.00	31,729.00	Intergovernmental
3416	CVTRS - Public Safety	156.00	156.00	Intergovernmental
3425	SOM Liquor License Fees	0.00	3,553.00	Intergovernmental
3609	Insurance Reimbursement	0.00	15,385.00	Insurance Reim
3616	St. Paul's St Lt Reimbursement	0.00	108.90	Reim
3635	Major St. Fund - FB	0.00	3,951.00	Fringes
3640	Local St. Fund - FB	0.00	438.87	Fringes
3645	Sanitation Fund - FB	0.00	1,207.69	Fringes
	<b>Total Revenues</b>	<b>(5,775.09)</b>	<b>297,162.32</b>	

Expenses		Current Month	Year-To-Date	Budget Account
4002	Capital Outlay - Equip/Vehicle	0.00	5,250.00	Capital Outlay
4005	Village Council - Fees	0.00	2,205.00	Legislative
4010	Supplies	0.00	72.80	General Government - Tow
4040	Village Council-Print&Publish	0.00	18.00	General Government - Tow
4525	Attorney Legal Expenses	0.00	360.00	Legal
4605	Salary - Clerk	262.50	2,100.00	General Government - Tow
4606	Office Salary - Regular	5,602.76	45,582.79	General Government - Tow
4610	Supplies	262.50	262.50	General Government - Tow
4613	Stipend - Office	1,000.00	8,000.00	General Government - Tow
4615	Office - Supplies	0.00	538.95	General Government - Tow
4620	Office - Postage	0.00	63.00	General Government - Tow
4630	Office - ContServ Copier/Softw	324.00	3,240.07	General Government - Tow
4635	Office - Telephone	94.99	1,479.93	General Government - Tow
4636	Office - Web Fees	0.00	252.00	General Government - Tow

Village of Calumet  
Income Statement  
For the Eight Months Ending October 31, 2023

4651	Office - Software	0.00	2,000.00	General Government - Tow
4705	Salary - Treasurer	0.00	1,837.50	General Government - Tow
4710	Other Sal. - Dep. Treas.	15.00	75.00	General Government - Tow
4715	Supplies - Treasurer	0.00	236.30	General Government - Tow
4730	Treasurer - Postage	0.00	252.00	General Government - Tow
4805	Office Pay - Janitor	282.00	2,390.51	General Government - Tow
4810	Village Hall - Supplies	33.57	1,129.45	General Government - Tow
4825	Village Hall - Electricity	267.13	2,060.31	General Government - Tow
4830	Village Hall - Natural Gas	200.57	2,240.11	General Government - Tow
4835	Village Hall - Water	0.00	653.54	General Government - Tow
4840	Village Hall - Repairs & Maint	58.98	300.83	General Government - Tow
5120	Fire Dept - Supplies	0.00	57.95	Fire
5125	Fire Dept - Clothing & Badges	0.00	14,278.99	Fire
5130	Fire Dept - Equip/Oper Gas/Oil	0.00	31.20	Fire
5145	Fire Hall - Electricity	30.47	239.79	Fire
5150	Fire Dept - Hydrant Rental	1,310.99	9,176.93	Fire
5170	Fire Dept - Tournament Expense	0.00	345.00	Fire
5171	Fire Dept - Dues	0.00	674.00	Fire
5210	DPW Salary - Street Supt Admin	0.00	65.00	DPW
5213	Stipend - DPW	1,000.00	15,000.00	DPW
5230	DPW Shop - Supplies	176.62	1,716.94	DPW
5235	Uniform Allowance	0.00	300.00	DPW
5241	DPW - CDL Lic.,Phys.,Testing	35.00	238.00	DPW
5245	DPW - Telephone	135.98	951.86	DPW
5250	DPW - Electricity	157.51	1,089.58	DPW
5255	DPW - Natural Gas	27.66	2,020.93	DPW
5260	DPW - Water	0.00	712.22	DPW
5305	DPW - Salary Equip Rpr/Mx	2,807.00	29,071.00	DPW
5315	DPW Equip. - Supplies	2,094.00	5,177.38	DPW
5325	DPW - Gas/Oil/Grease/Hyd Fluid	1,018.82	7,916.53	DPW
5330	DPW - Repair Parts	0.00	2,749.44	DPW
5335	Supplies - Small Tools	48.99	76.98	DPW
5410	DPW - Salary Sidewalk Snow Mx	0.00	1,727.50	DPW
5510	Salaries - Sidewalk Repair/Mx	0.00	1,715.00	DPW
5610	DPW Salary - Snow Contract	0.00	864.00	DPW
5904	Flags	0.00	96.50	Parks - Cultural
5910	DPW Salary - Village Misc	774.00	6,989.50	DPW
5940	DPW Miscellaneous Expenses	0.00	139.87	DPW
6010	Salary - DPW Street Lighting	46.00	367.00	DPW
6030	Street Lights - Electricity	1,513.84	14,189.65	Street Lights
6031	St Paul Lot Lts - Electricity	7.50	97.05	Street Lights
6046	Street Light Supplies	0.00	91.90	Street Lights
6330	Theater - Gas, Elec, Water	0.00	181.64	Theatre
6340	Theatre - Repair & Maintenance	0.00	925.00	Theatre
6341	Theatre - Boiler Repairs & Mx	728.14	728.14	Theatre
6421	MML Dues	1,063.00	1,063.00	General Government - Tow
6505	Social Security (FICA Match)	993.96	10,892.81	Employee Benefits
6515	Employee Benefits - Life Ins.	0.00	275.20	Employee Benefits
6535	MML - Unemployment Comp	0.00	40.36	Employee Benefits
6540	DPW Employ Benf-Vacation Time	260.00	2,720.00	Employee Benefits
6545	DPW Empl Ben-Sick Lv&Pers Day	19.00	1,355.00	Employee Benefits
6550	Employee Benefits - Holidays	184.00	1,528.00	Employee Benefits
6630	General Liability	0.00	35,885.00	Insurances

Village of Calumet  
Income Statement  
For the Eight Months Ending October 31, 2023

6640	MML- Workers' Compensation	0.00	2,276.00	Insurances
7170	Plan Comm - Print & Publish	0.00	350.00	Community & Economic D
7171	Plan Comm - Planning	300.00	300.00	Community & Economic D
7320	DPW Salary - Agassiz Park	92.00	727.00	DPW
7321	Recreation Supplies	44.99	44.99	Parks - Cultural
7322	Bench,Pic.Table,Grills,et	128.23	128.23	Parks - Cultural
7330	Supplies - Agassiz Park	0.00	267.35	Parks - Cultural
7331	Agassiz Park - Natural Gas	17.55	123.37	Parks - Cultural
7332	Agassiz Park - Electricity	30.00	210.00	Parks - Cultural
7333	Agassiz Park - Water	114.47	335.19	Parks - Cultural
7334	Agassiz Park - Repair & Maint.	825.53	1,342.64	Parks - Cultural
7890	Fire Fighter's Museum - Misc	12.49	12.49	Parks - Cultural
		24,401.74	262,479.69	
	Total Expenses			
	Net Income	(30,176.83)	34,682.63	

VILLAGE CLERK

§ 30.30 ESTABLISHMENT OF OFFICE OF VILLAGE CLERK.

In accordance with the authority for the appointment of the village officers as the Council shall deem necessary for the execution of the powers granted to the village contained in Public Act 3 of 1895, Ch. II, § 1, being M.C.L.A. § 62.1, as amended, which is the Charter of the village, there is hereby established the Office of the Village Clerk. The Village Clerk is an administrative officer of the village.

(Ord. 237, passed 8-18-2000)

§ 30.31 APPOINTMENT.

The Village Manager shall be responsible for the employment, suspension, and discharge of the Village Clerk subject to Village Council approval. The Village Manager shall make the recommendations to the Village President who, with the concurrence of 4 or more Trustees, will effect the actions. The Clerk shall serve at the pleasure of the Village Manager and may, upon recommendation of the Village Manager to the Village President, be removed by the affirmative vote of 4 or more Trustees, but only after a hearing before the Council. The Village Clerk will report and be responsible to the Village Manager for the official functions and activities of the Clerk's position and for the day to day operations of the department and office, except as otherwise provided by state law. The Village Clerk shall be selected on the basis of administrative and technical abilities with special reference to achieving and maintaining certification at the appropriate level for the village.

(Ord. 237, passed 8-18-2000)

§ 30.32 DUTIES.

(A) The Clerk shall possess all the powers vested in and shall be charged with the duties imposed upon Clerks by state law. In addition, the Clerk shall perform all other such duties in the manner prescribed by the Charter of the village, the ordinances of the village, or by state law. The Clerk shall perform the other duties as may be assigned or prescribed by state law, the Village Charter, ordinances of the village, or the Council.

(B) The Clerk shall:

- (1) Be the Clerk of the Council and keep a permanent journal of its proceedings;
- (2) Keep a record of all ordinances, resolutions, and actions of the Council;

# SAMPLE ORDINANCE

- (3) Have power to administer all oaths required by state law, this Charter, and ordinances of the village;
- (4) Be custodian of the Village Seal, and affix it to all documents and instruments requiring the Seal and shall attest the same;
- (5) Be custodian of all papers, documents, and records pertaining to the village, the custody of which is not otherwise provided for in the Charter;
- (6) Give the proper officials of the village ample notice of the expiration or termination of any official bonds, franchises, contracts, or agreements;
- (7) Issue and sign all licenses granted after the license fees have been paid to the Treasurer and register the same;
- (8) Certify by signature all ordinances and resolutions enacted or passed by the Council;
- (9) Conduct elections in accordance with the Charter and state election law;
- (10) Be the general accountant of the village and maintain a system of accounts that conform to the uniform system as may be required by state law; and
- (11) Publish and post notices of the village as required by the Charter, state law, and ordinances of the village.

(Ord. 237, passed 8-18-2000)

## § 30.33 EFFECTIVE DATE.

Sections 30.30 et seq. shall become effective 45 days after its adoption.

(Ord. 237, passed 8-18-2000)

## STATUTORY MEETING INFO

### Appointments:

1. Village Clerk
2. Village Treasurer
3. Deputy Treasurer
4. President Pro-Tempore

### Delegates to Other Boards:

1. North Houghton County Water and Sewage Authority – (Gene LaRochelle)
2. Houghton County Recreation Authority

### Salaries and Fees

1. President
2. Trustees
3. Clerk
4. Treasurer

### Fire Department

1. Fire Chief
2. 1<sup>st</sup> Assistant Chief
3. 2<sup>nd</sup> Assistant Chief
4. Secretary/Treasurer
5. Firefighters (8)
6. Tournament Expense Contribution

### Designation of Depositories

### Designation of Officers

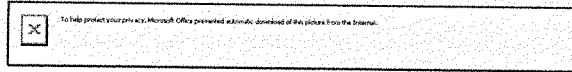
1. Chief Administrative Officer
2. Fiscal Officer
3. Street Administrator
4. Engineer
5. Building Inspector
6. Zoning Administrator
7. Attorney
8. CPA
9. Building Permit and Inspection
10. Enforcement and Compliance

### Next Year Meeting Dates

## Village of Calumet Administrator

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**From:** MEDC Events <fergusn@michigan.org>  
**Sent:** Friday, October 6, 2023 10:12 AM  
**To:** Village of Calumet Administrator  
**Subject:** Registration Confirmed - RRC 2024 Winter Virtual Academy for Local Officials



Dear Megan,

Your registration has been confirmed. Please save this email for future reference. Zoom links will be sent out closer to the first session.

**Event:** RRC 2024 Winter Virtual Academy for Local Officials

**Attending:** Megan Haselden

**Dates:** January 23, 2024 -February 27, 2024

**Confirmation Number:** R7NHDC8KGR4

### Agenda

Tuesday, January 23, 2024
6:00 PM - 7:00 PM Introduction to RRC and your Cohort <a href="#">Add to Calendar</a>
Tuesday, January 30, 2024
6:00 PM - 7:00 PM Planning and Public Engagement <a href="#">Add to Calendar</a>
Tuesday, February 6, 2024
6:00 PM - 7:00 PM