

**CALUMET VILLAGE DDA SPECIAL MEETING AGENDA
MONDAY, OCTOBER 29, 2025, 9:00 AM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET**

Present:

Absent:

Present from the village:

Present from the public:

- 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. Unfinished / Revolving Business
 1. Main Street Calumet Agreement
- V. New Business
 1. Purchase of Conex Storage Container for Park Equipment
- VI. Comments from the Public (*members of the public have 5 minutes to speak*)
- VII. Adjourn

AGREEMENT FOR SERVICES

Between Main Street Calumet, Inc. (MSC) and the Village of Calumet Downtown Development Authority (DDA)

1. Purpose

This Agreement outlines services to be provided by Main Street Calumet, Inc. (MSC) to support the mission of promoting, developing, and preserving downtown Calumet, and to assist the Village of Calumet Downtown Development Authority (DDA) in promoting economic growth within the DDA District.

2. Term

This Agreement shall be in effect from **March 1, 2025 through February 28, 2026**, unless otherwise amended or terminated in writing by either party.

3. Scope of Services

MSC agrees to provide the following services during the contract term:

A. Community Events and Sponsorship – \$5,000

- Coordinate and manage community events including, but not limited to, Pasty Fest, Ladies Day Out, Christmas in Calumet, and Trunk-or-Treat.
- Acknowledge the DDA's sponsorship in event promotions, materials, and signage.

B. Social Media and Marketing – \$2,500

- Maintain active social media presence to promote the Village of Calumet and its downtown district.
- Repost Village downtown community events & public engagement meetings that relate to the district when requested.
- Provide quarterly reports summarizing social media activity, reach, and engagement.
- Develop and distribute advertising materials to increase awareness of downtown and regional assets.
- Support business district advertising initiatives in collaboration with the DDA.

D. Project Assistance – \$2,500

- Host quarterly business networking events to support collaboration between business owners, the DDA, and the Village. Provide brief written summaries of attendance and outcomes.
- Manage community garden spaces including the community garden on 5th Street and the MSC provided planter boxes
- Coordinate ribbon cutting events in the district
- Assist the DDA with special projects relevant to MSC including the Wayfinding project and First Impressions Tourism (FIT) Assessment

4. Reporting and Communication

- The MSC Executive Director, or a designated board member, shall attend regular DDA meetings, at least bimonthly.
- MSC will provide written progress updates twice during the contract period:
 - October 30, 2025 (for activities March 1–August 31, 2025)
 - March 31, 2026 (for activities September 1, 2025–February 28, 2026)
 - Progress updates should include reporting the number of contacts with potential business owners in the district and the types of spaces they are interested in; updates on available shop and office rental spaces in the district; documentation of participation in Village of Calumet public information meetings and cross-community collaborations related to the DDA.
- The MSC and DDA Boards shall participate in at least one joint public meeting annually to share updates, highlight collaboration, evaluate outcomes, identify challenges, and establish goals for the following contract year.

5. Recognition of Support

MSC shall include recognition of the DDA’s financial support on the MSC website, printed brochures, and event materials associated with all major downtown events. Until the DDA has its own logo, the Village of Calumet crest shall be used where sponsors are recognized at MSC events.

6. Payment

The Village of Calumet DDA agrees to pay MSC a total of \$10,000 for services rendered under this Agreement, payable no later than October 31, 2025.

7. Insurance

Prior to payment, MSC shall provide proof of general liability and Director & Officers (D&O) Insurance, with the Village of Calumet listed as a certificate holder.

8. Termination

Either party may terminate this Agreement with thirty (30) days' written notice. Payment will be pro-rated based on services completed.

Authorized Signatures

Village of Calumet Downtown Development Authority

By: _____

Title: _____

Date: _____

Main Street Calumet, Inc.

By: _____

Title: _____

Date: _____

Proposal for purchase of 40' Standard Conex Storage Container

Submitted by the Village Manager

To: Downtown Development Authority

Date: 10/28/2025

Subject: Request for Investment in Storage Container

Dear Downtown Development Authority Members,

Please consider this proposal requesting the DDA's support in funding the purchase of a 40' Conex Container for storing district trash cans and park equipment/furniture in the amount of \$3,600.