

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

Present: Chair Nikki L’Esperance; Members Rick Campioni, Lorrie Oikarinen, Andrew Ranville, Rob Tarvis, Courtney Tucker, Jason Wickstrom

Absent: 1 Vacant Seat; Member Nathan McParlan

Present from the village: Manager Megan Haselden, Fellow Joey Foster, Trustee Kelly Ryan

Present from the public: MSC Director Jared Howard

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

L’Esperance called the meeting to order at 9:01 with roll call and led the Pledge of Allegiance.

II. Petitions from the Public (*members of the public have 5 minutes to speak*)

III. Approval of Agenda

Tarvis moved, supported by Wickstrom, to approve the agenda as presented.

Motion Carried 7/0

IV. Unfinished / Revolving Business

1. Main Street Calumet Agreement

Ranville moved, supported by Oikarinen, to approve the Agreement for Services in the amount of \$10,000, with the following changes:

- Removal of dollar amounts listed on Items A., B., C. under Scope of Services.
- Removal of reporting period for activities March 1 – August 31, 2025 due October 30, 2025 under #4.
- Change payment due date to Payable no later than November 30, 2025 under 6.

Roll Call Vote:

Yeas: Campioni, L’Esperance, Oikarinen, Ranville, Tarvis, Tucker, Wickstrom

Nays: None

Absent: 1 Vacant Seat; McParlan

Motion Carried 7/0

V. New Business

1. Purchase of Conex Storage Container for Park Equipment

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Tarvis provided that the Township should have cold storage that we can use for the winter.

Haselden to confirm – item tabled.

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

Ryan addressed the board to discuss the Office of Rural Prosperity grant for strategic planning and a more robust Master Plan.

VII. Adjourn

Tarvis moved, supported by Ranville, to adjourn the meeting at 9:52am.

Motion Carried 7/0

Respectfully Submitted,

Megan Haselden, DDA Administrator

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: _____