

Council Chamber  
Henry L. Brown Municipal Bldg.  
One Grand Street  
Coldwater, Michigan



February 8, 2021  
5:30 p.m.  
(517) 279-9501  
[www.coldwater.org](http://www.coldwater.org)

## CITY COUNCIL MINUTES REGULAR MEETING

**Any interested person or group may address the City Council on any agenda item or on any matter of City concern including items not on the Agenda during the agenda items designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Council.**

For individuals who may wish to give public comment, the method for providing public comment during this remote-participation meeting is to call the following toll-free numbers: **1-888-475-4499 or 1-877-853-5257 (Meeting ID: 851-5572-4398)** Participant ID is not required.

Callers wishing to give public comment may call in before the meeting starts and wait in a “virtual waiting room.” Those calling in will be able to hear the audio of the City Council meeting, but their telephone/microphone will be muted. At the time for Public Comment, press \*9 on your telephone to “raise your hand,” and you will be called upon. Once you have been called upon, press \*6 to unmute your telephone/microphone so that you may be heard. Callers who do not wish to give public comment are encouraged to view the meeting live-streamed on YouTube at, [bit.ly/ColdwaterVideo](http://bit.ly/ColdwaterVideo) or on Skitter channel 61.

### CALL MEETING TO ORDER

### ROLL CALL

**MEMBERS PRESENT:** Mayor Kramer called the meeting to order with the following Councilmembers present: Councilmembers Emily Rissman and Travis Machan, representing the 1<sup>st</sup> Ward; Councilmembers Chad Johnson and Jim Knaack, representing the 2<sup>nd</sup> Ward; Councilmembers Michael Beckwith and John Petzko, representing the 3<sup>rd</sup> Ward; Councilmembers Randall Hazelbaker and Scott Houtz, representing the 4<sup>th</sup> Ward. The Mayor indicated he was located in Venice, Florida, and all other Councilmembers indicated they were located inside the City of Coldwater during this electronic meeting. There were no email comments received before 3:30 p.m. prior to the meeting.

**OTHERS PRESENT:** Keith Baker, Megan Angell, Tom Eldridge, Sheila Puffenburger, Joe Scheid, Pat Pool, Susan Heath, Shauna Chávez, Dean Walrack, Leigh Schultz; Don Reid, plus five others.

### PUBLIC COMMENTS

None.

**CONSENT AGENDA (Item Numbers 1-9):**

The items listed in the Consent Agenda are considered to be routine by the City Council and the City Manager and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Councilmember or citizen. In this event, the item will be removed from the Consent Agenda and Council action will be taken separately on said item. Those items so approved under the heading "Consent Agenda" will appear in the Council minutes in their proper form.

1. City Council Regular Minutes of January 25, 2021.
2. Downtown Development Authority Regular Minutes of December 2, 2020.
3. Planning Commission Regular Minutes of January 4, 2021.
4. Board of Public Utilities' Regular Minutes of January 6, 2021.
5. Michigan South Central Power Agency Board Regular Minutes of December 1, 2020.
6. Board of Public Utilities' Report and Financial Statements for December, 2020.
7. City of Coldwater monthly Financial Report for December, 2020.
8. Police Department Activity Report for 4th Quarter, 2020.
9. Letter from Keith Baker, City Manager, regarding proposed closure of South Monroe Street on April 24, 2021 from 6am until Noon for the 11th Annual Walk A Mile in Their Shoes Event – Consider adoption of Resolution No. 21-06.

**ACTION ON CONSENT AGENDA**

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Petzko, to approve Consent Agenda Items 1-9 (item 9 attached in Addendum A), as presented.

Roll Call Vote:

Ayes: Councilmember: Knaack, Beckwith, Petzko, Hazelbaker, Houtz, Rissman, Machan, Johnson and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

**END OF CONSENT AGENDA**

10. Bills and Accounts: \$125,755.64.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Houtz, to approve Bills and Accounts in the amount of \$125,755.64, as presented.

Roll Call Vote:

Ayes: Councilmember: Beckwith, Petzko, Hazelbaker, Houtz, Rissman, Machan, Johnson, Knaack and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

11. City Manager's Report.

- **Coldwater Police Department Trine University Intern** – The Coldwater Police Department would like to welcome Ms. Kristin John who is a senior at Trine University majoring in Criminal Justice. Kristin is joining the CPD as a student intern for the Spring semester with an expected graduation in May 2021. She is currently working on projects involving evidence and training records. She has done some research into new scheduling software, and will work on other projects as the semester progresses. Kristin would like to become a police officer after graduation, and is interested in working as a K-9 handler. Her dream job will take her to a small town in a warmer climate. She plays lacrosse for Trine, and in her spare time she likes to work out and read true crime books. Kristin graduated from St. Joseph High School in South Bend in 2017. Please join me in welcoming Ms. John to the community.
- **Department of Municipal Services Forestry Project** – DMS is working to formulate a more comprehensive forestry strategy for trees growing along the right of way and in parks. To assist in this effort, DMS acquired an iPad to be able to update the 2019 tree inventory in the field. In addition, DMS has started a pilot project with our contracted Asplundh tree maintenance crew to do more systematic pruning of all city trees. Later this year DMS will develop a comprehensive Forestry Management Plan and look to inform and engage residents around urban forestry issues. Tree maintenance questions can be directed to Municipal Services Director Todd Mistor at 279-6936.
- **2021 City Council Elections** – The deadline to file to run for a City Council seat is 4 p.m. Tuesday, April 20, 2021. If there are more than two candidates for any one council seat a primary election would be required to be held on August 3, 2021 to narrow the field to no more than two candidates per seat. If only two candidates or fewer file for each seat there will only be a general election on November 2, 2021. Persons interested in running

for election are required to complete a nominating petition with no less than 25 valid signatures. Questions can be directed to City Clerk Susan Heath at 279-6928 or [sheath@coldwater.org](mailto:sheath@coldwater.org). City Council members with terms expiring this year include Mayor Thomas Kramer, 1st Ward Councilmember Travis Machan, 2nd Ward Councilmember James Knaack, 3rd Ward Councilmember Michael Beckwith and 4th Ward Councilmember Randall Hazelbaker.

- **Board of Review** – Residents are reminded that the City’s Board of Review will be meeting by appointment for anyone wishing to appeal their property tax assessment. The board will be meeting 9 a.m. to 12 p.m. and 1 to 4 p.m. Monday March 8, 2 to 5 p.m. and 6 to 9 p.m. Tuesday March 9, plus 9 a.m. to 12 p.m. Wednesday March 10, 2021. Questions should be directed to the Deputy City Assessor Samantha Albright or City Assessor Debra Sikorski at the Neighborhood Services Department at 279-6929.
- **Waterworks Park Skating Pond** – The recent colder temperatures have helped the pond at Waterworks Park on S. Sprague Street to freeze solid enough to ice skate. DMS staff will continue to clear snow from the pond as needed. However, due to Covid precautions, the warming hut will not be open and free loaner skates will not be available.

**Council Action:** Motion by Councilmember Machan, seconded by Councilmember Johnson, to approve and place on file the City Manager’s Report, as presented.

Roll Call Vote:

Ayes: Councilmember: Petzko, Hazelbaker, Houtz, Rissman, Machan, Johnson, Knaack, Beckwith and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

12. Letter from Dean Walrack, Planning/Zoning Administrator, regarding amending Codified Ordinances, Planning and Zoning Code to expand Administrative Site Plan Review, Extension-granting for approved actions, and Home Occupations – Consider introduction of Ordinance No. 842.

**Council Action:** Motion by Councilmember Beckwith, seconded by Councilmember Petzko, to introduce for first reading Ordinance No. 842, as presented.

Roll Call Vote:

Ayes: Councilmember: Hazelbaker, Houtz, Rissman, Machan, Johnson, Knaack, Beckwith, Petzko and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

13. Memo from Joseph Scheid, Director of Public Safety, regarding purchase of body camera system, installation, software, and licensing for the police department – Consider adoption of Resolution No. 21-07.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Johnson, to adopt Resolution No. 21-07 (attached in Addendum B), as presented.

Roll Call Vote:

Ayes: Councilmember: Houtz, Rissman, Machan, Johnson, Knaack, Beckwith, Petzko, Hazelbaker and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

14. Letter from Keith Baker, City Manager, regarding proposed sale of vacant land at 600 W. Chicago Street – Consider introduction of Agreement No. A21-01.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Houtz, to table consideration of Agreement No. A21-01 for an additional two weeks, as presented.

Roll Call Vote:

Ayes: Councilmember: Rissman, Machan, Johnson, Knaack, Beckwith, Petzko, Hazelbaker, Houtz and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

#### **PUBLIC COMMENTS**

- None.

#### **UNFINISHED BUSINESS**

- None.

**NEW BUSINESS**

15. Closed session pursuant to Section 8(c) of PA 267 of 1976 to discuss collective bargaining agreement.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Machan, to enter into Closed Session pursuant to Section 8(c) of PA 267 of 1976 to discuss collective bargaining agreement, as presented.

Roll Call Vote:

Ayes: Councilmember: Machan, Johnson, Knaack, Beckwith, Petzko, Hazelbaker, Houtz, Rissman and Mayor Kramer.

Nays: Councilmember: None.

Motion carried. (6:06 p.m.)

**Council Action:** Motion by Councilmember Johnson, seconded by Councilmember Houtz, to reconvene to the regular meeting of February 8, 2021, as presented.

Roll Call Vote:

Ayes: Councilmember: Johnson, Knaack, Beckwith, Petzko, Hazelbaker, Houtz, Rissman, Machan and Mayor Kramer.

Nays: Councilmember: None.

Motion carried. (7:10 p.m.)

16. Consideration of Resolution No. 21-08.

**Council Action:** Motion by Councilmember Machan, seconded by Councilmember Johnson, to reject Resolution No. 21-08, as presented.

Roll Call Vote:

Ayes: Councilmember: Knaack, Beckwith, Petzko, Hazelbaker, Houtz, Rissman, Machan, Johnson and Mayor Kramer.

Nays: Councilmember: None.

Motion carried.

**ADJOURNMENT**

Noting no other business to come before Council, Mayor Kramer adjourned the regular meeting at 7:11 p.m.

A handwritten signature in blue ink that reads "Shauna Chávez". The signature is written in a cursive style.

Shauna Chávez,  
Deputy City Clerk