

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



**March 28, 2022**  
5:30 p.m.  
(517) 279-9501  
[www.coldwater.org](http://www.coldwater.org)

**CITY COUNCIL MINUTES  
REGULAR MEETING**

Meeting is live-streamed on YouTube at, [bit.ly/ColdwaterVideo](http://bit.ly/ColdwaterVideo) or on Skitter channel 61.

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**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; Councilmember Chad Johnson, 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.

**Council Action:** Motion by Councilmember Johnson, seconded by Councilmember Petzko, to excuse the absence of Councilmember Jim Knaack, as presented.

Ayes: 8

Nays: 0

Motion carried.

**OTHERS PRESENT:** Keith Baker, Tom Eldridge, Megan Angell, Dean Walrack, Paul Jakubczak, Joe Scheid, Pat Pool, Brian Musselman, Susan Heath, Mark Barone and three others.

**PUBLIC COMMENTS**

- None

**CONSENT AGENDA (Item Numbers 1-7):**

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 March 14, 2022.
  - Closed Session Minutes of March 14, 2022.
2. Downtown Development Authority Special Minutes of January 18, 2022.
3. Downtown Development Authority Regular Minutes of January 19, 2022.
4. Downtown Development Authority Special Minutes of February 23, 2022.
5. Downtown Development Authority Special Minutes of February 24, 2022.
6. Letter from Janice Murphy, Manager/Secretary, Branch County Fair, requesting permission to hold the Annual Branch County Fair Parade on Saturday, August 6, 2022.
7. Memo from Mayor Kramer regarding board reappointments.
  - Board of Public Utilities – John Wellet – term expires May, 2027.
  - Construction Board of Appeals – John Fast – term expires May, 2027; Joe Jepson, Alternate – term expires May, 2026.
  - Planning Commission – Michael Beckwith – term expires April, 2023; Christopher Stevens – term expires May, 2025.
  - Property Maintenance Code Board of Appeals – Ray Heath and Zack Stempien (Alternate) – terms expire April, 2027.
  - Recreation Board – John Parshall – term expires May, 2027.
  - Zoning Board of Appeals - Mike Eddy and Joseph Hayes – terms expire May, 2025.

#### **ACTION ON CONSENT AGENDA**

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Machan, to approve Consent Agenda Items 1-7, as presented.

Ayes: 8

Nays: 0

Motion carried.

**END OF CONSENT AGENDA**

8. Bills and Accounts: \$196,218.50.

**Council Action:** Motion by Councilmember Beckwith, seconded by Councilmember Petzko, to approve Bills and Accounts in the amount of \$196,218.50, as presented.

Ayes: 8

Nays: 0

Motion carried.

9. City Manager's Report.

- **Utility Shut Offs & Assistance** – A reminder to CBPU customers who may need some assistance with their utilities. Electric disconnects begin again after April 15, 2022. The CBPU encourages any customer who needs utility bill assistance to contact our Customer Service Team at 279-9531 to ask about available resources in our community. Customers may also call 2-1-1 or visit [www.mi211.org](http://www.mi211.org) for energy assistance information or learn about agencies that can help with utilities and other housing needs.
- **Rental Inspection Program & Tenant Landlord Issues** – The Neighborhood Services Department staff often receives questions about tenant landlord issues for rental properties. The tenant landlord relationship is a civil matter between the two parties. A good resource for tenants and landlords that is produced by the State of Michigan is the Tenant & Landlord Handbook. The handbook can be obtained at the following link: [https://www.michigan.gov/documents/Landlord\\_Tenant\\_Guide\\_10-2005\\_142052\\_7.pdf](https://www.michigan.gov/documents/Landlord_Tenant_Guide_10-2005_142052_7.pdf)  
Another good source for tenant landlord related information or legal assistance on other housing related issues is through the Fair Housing Center of Southcentral Michigan located in Kalamazoo, MI, which can be reached at 866-637-0733 or <https://www.fhcswm.org/>.
- **What to Do If You Find Drug Paraphernalia or Discarded Hypodermic Needles** – The question was raised again recently about what the public should do if they find discarded suspected drug paraphernalia or used hypodermic needles. Citizens may call 911 to have an officer respond to their location to help identify items and make sure they are properly handled. If the items are needed for a potential criminal prosecution the officers will seize those items and keep them as evidence. If it is determined the items have no evidentiary value and can be safely disposed Coldwater Police Department officers will provide instructions on how best to dispose of the items.
- **City Property Tax Comparison** – The City of Coldwater's property tax millage rate is often compared to other communities by members of the public. Here is a breakdown of Coldwater's millage rates and of some surrounding communities. This is for all city, county, school and state millage levies.

<u>City</u>	<u>Residential w/Homestead Exemption (P.R.E.)</u>	<u>Non-Homestead</u>
Hillsdale	42.0129	59.7707
Coldwater	42.6227	60.6227
Sturgis	43.8285	61.7350
Three Rivers	45.0733	63.0733
Quincy	45.2969	63.3964
Marshall	54.6299	72.5723

- **New Employee Announcements** – It is my pleasure to announce that David Dyer will be joining the City’s Municipal Services Department as a Mechanic beginning Monday, April 4, 2022. David is a graduate of Coldwater High School. He attended KCC for CAD and Design. David has worked for Miller Repair Auto & Truck here in Coldwater for the past three years. He and his wife, Michaela, live in Coldwater and have three children. We would like to welcome David to the organization!
- **Yard Waste & Brush Pick-Up** – Monthly brush pick-up begins on Monday April 4, 2022 and will continue on the first Monday of each month through October. Please see the City’s website for rules for placing brush at the side of the road. Weekly yard waste pick-up has also begun and will be picked up each Monday. Yard waste must be placed out by the road in paper bags only. Yard waste and brush can also be taken to the City’s Municipal Services yard at 45 Industrial Ave. between 8 a.m. and 4 p.m. Monday through Friday and 9 a.m. to 12 p.m. on Saturdays. In addition, free screened compost and wood chips are available as well. Take as much as you would like!
- **New Electronic Speed Signs Installed** – The City recently installed three new electronic speed measurement signs. In addition to the two on US-12 that have been in place for many years, there are now three mobile signs that were put into service last week. There are six predetermined locations these signs will be located this summer. The signs are designed to increase traffic safety by raising driver awareness and lowering vehicle speeds. The signs will also collect data on vehicle speeds in the area. These signs do not take photos of the vehicle or driver and no enforcement action can or will be taken from data collected by the signs.

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

Ayes: 8

Nays: 0

Motion carried.

10. Letter from Keith Baker, City Manager, regarding farm leases - Consider:

- a. Adoption of Resolution No. 22-19, approving Agreement No. A22-02; (Sexton Farms Lease: N. Willowbrook Rd. & Newton Rd.); and
- b. Adoption of Resolution No. 22-20, approving Agreement No. A22-03; (Sexton Farms Lease: Rumsey-Western Ave.)

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Beckwith, to adopt Resolution No. 22-19 and approve Agreement No. A22-02 (attached in addendum A), as presented.

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

Nays: Councilmembers: None.

Motion carried.

**Council Action:** Motion by Councilmember Houtz, seconded by Councilmember Johnson, to adopt Resolution No. 22-20 and approve Agreement No. A22-03 (attached in addendum B), as presented.

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

Nays: Councilmembers: None.

Motion carried.

- 11. Letter from Keith Baker, City Manager, regarding farm lease for the Bailey Farm – Consider introduction of Agreement No. A22-12.

**Council Action:** Motion by Councilmember Machan, seconded by Councilmember Rissman, to introduce for first reading Agreement No. A22-12, as presented.

Ayes: Councilmembers: Beckwith, Petzko, Hazelbaker, Houtz, Rissman, Machan and Mayor Kramer.

Nays: Councilmembers: Johnson.

Motion carried.

12. Letter from Keith Baker, City Manager, regarding IAFF Fire Fighters Union Contract – Consider adoption of Resolution No. 22-21 and approval of Agreement No. A22-05.

**Council Action:** Motion by Councilmember Rissman, seconded by Councilmember Machan, to adopt Resolution No. 22-21 and approve Agreement No. A22-05 (attached in addendum C), as presented.

Ayes: 8

Nays: 0

Motion carried.

13. Letter from Keith Baker, City Manager, regarding police department \$1,000 bonus award – Consider adoption of Resolution No. 22-22.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Rissman, to adopt Resolution No. 22-22 (attached in addendum D), as presented.

Ayes: 8

Nays: 0

Motion carried.

14. Letter from Keith Baker, City Manager, regarding proposed sale of vacant lot at 212 Henry Street – Consider introduction of Agreement No. A22-11.

**Council Action:** Motion by Councilmember Beckwith, seconded by Councilmember Machan, to introduce for first reading Agreement No. A22-11, as presented.

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

Nays: Councilmembers: None.

Motion carried.

15. Letter from Keith Baker, City Manager, regarding bid for downtown restrooms – Consider adoption of Resolution No. 22-23.

**Council Action:** None taken – Resolution No. 22-23 was not adopted.

Following Council discussion, a consensus was reached, to apply for a grant to help fund the project and have staff prepare a simplified design with a narrower building without dormers.

16. Letter from Keith Baker, City Manager, regarding MDOT Performance Resolution for Municipalities – Consider adoption of Resolution No. 22-18.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Hazelbaker, to adopt Resolution No. 22-18 (attached in addendum E), as presented.

Ayes: 8

Nays: 0

Motion carried.

#### **PUBLIC COMMENTS**

- Mark Barone addressed the Council regarding the Bailey Farm Lease, asking for clarification regarding the price per acre and the use of bio solids on the property.

#### **UNFINISHED BUSINESS**

- None.

#### **NEW BUSINESS**

17. Councilmember Johnson asked about Marihuana revenue and the expenses it could be utilized for.
18. Councilmember Rissman asked if Natural Landscaping is considered in connection to current City Ordinances.
19. Councilmember Beckwith asked about the bio solids at the Bailey Farm; Water and WRRF Superintendent Brian Musselman presented information regarding disposal of the City's bio solids and the cost savings connected with the Bailey Farm Lease as opposed to previous disposal methods and costs; City Attorney Megan Angell asked for a point of clarification – Mr. Sexton with his bio solids license can only apply the bio solids to his lands/leases.

**FY 2022-23 BUDGET WORKSHOP**

20. Fiscal Year 2022-23 draft budget information was presented.

**Council Action:** None – Presentation and discussion only.

**ADJOURNMENT**

Noting no other business to come before Council, Mayor Kramer adjourned the regular meeting at 7:21 p.m.

A handwritten signature in blue ink that reads "SEHeath". The signature is written in a cursive, flowing style.

Susan E. Heath, CMC, MiPMC  
City Clerk