

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



**April 12, 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: 830-6579-5584) 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 Jim Knaack and Chad Johnson, representing the 2<sup>nd</sup> Ward; Councilmember Michael Beckwith, 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.

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

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

**OTHERS PRESENT:** Keith Baker, Megan Angell, Tom Eldridge, Sheila Puffenburger, Sue Heath, Shauna Chávez, Jeff Budd, Dean Walrack; Don Reid, plus one other.

**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 22, 2021.
  - Closed Session Minutes of March 22, 2021.
2. Downtown Development Authority Regular Minutes of February 24, 2021.
3. Board of Public Utilities' Regular Minutes of March 3, 2021.
4. Michigan South Central Power Agency Board Regular Minutes of February 4, 2021.
5. Board of Public Utilities' Reports and Financial Statements for February, 2021.
6. City of Coldwater monthly Financial Report for February, 2021.
7. Memo from Mayor Kramer regarding board appointment.

**END OF CONSENT AGENDA**

**ACTION ON CONSENT AGENDA**

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

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

### END OF CONSENT AGENDA

8. Bills and Accounts: \$175,019.07.

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Houtz, to approve Bills and Accounts in the amount of \$175,019.07, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

9. City Manager's Report.

- **Flood Awareness** – This is my annual reminder that the City of Coldwater participates in the National Flood Insurance Program (NFIP) as administered through the Federal Emergency Management Agency (FEMA). As a part of the City of Coldwater's participation in the program, the City provides information regarding the flood hazard for properties within the community. The City's Neighborhood Services Department has Flood Insurance Rate Maps (FIRM) available for those parts of the community within the Special Flood Hazard Area (1% chance flood – a.k.a. 100 yr. floodplain) that are within the city limits as of the most recently adopted FIRM maps effective April 19, 2010. These maps can be viewed by visiting the Neighborhood Services Department in City Hall. More information can be found on the FEMA website at [www.fema.gov](http://www.fema.gov).
- **Yard Waste & Brush Pick-Up** – Monthly brush pick-up began on Monday April 5, 2021 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 Avenue between 8 a.m. to 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 Employee Announcements**

It is my pleasure to announce that Tammy Worden has joined the City of Coldwater and the Coldwater Board of Public Utilities in the Finance Department as our new Payroll / Staff Accountant. Tammy is a graduate of Coldwater High School and has worked in accounting for more than 25 years. Tammy has two daughters and one grandchild.

It is also my pleasure to announce that Aaron Cutler has joined the City of Coldwater Fire Department as our newest Firefighter. Aaron is a graduate of Quincy High School and has served the Bronson Fire Department as a Volunteer Firefighter for the past 21 months. If you see him around the City, please welcome him to the organization.

- **Employee Retirements** – We would also like to recognize the recent retirement of Engineering Technician Marvin Nantz. Marvin worked in the City/CBPU's Engineering and GIS departments for over 20 years. Congratulations and best wishes in your retirement.
- **Hydrant flushing starts on Monday, April 19, 2021** – CBPU crews will begin semi-annual city-wide hydrant flushing during the third week of April. During hydrant flushing you may notice discoloration of your water. If this occurs, slowly run cold water out of your faucet until the water becomes clear. This process removes sediment from water in the distribution system that naturally accumulates and gives staff an opportunity to exercise and repair, if necessary, the City's fire hydrants to ensure proper operation.
- **City Council Elections** – The deadline to file to run for Mayor and City Council is 4 p.m. Tuesday, April 20, 2021. The Primary Election will be Tuesday, August 3, 2021 (if necessary) and the General Election will be Tuesday, November 2, 2021. Contact City Clerk Susan Heath at [sheath@coldwater.org](mailto:sheath@coldwater.org) or 279-6928 for more information.
- **North Monroe Street Project** – The Contractor has begun to mobilize and setup for the reconstruction of North Monroe Street with the project anticipated completion by Memorial Day, weather permitting.
- **4 Corners Park** – A preconstruction meeting will be held this Wednesday with the contractor and engineer. Work to begin soon with some tree removal and the memorial monuments moved to storage while the project is underway. We've had some inquiries about the Civil War plaques, which have been restored and repainted and will be reinstalled as the project is completed.

\*Councilmember John Petzko arrived at 5:43 p.m. He indicated he was inside the City limits and did not receive any email comments prior to 3:30 p.m.

**Council Action:** Motion by Councilmember Houtz, seconded by Councilmember Machan, to approve and place on file the City Manager's report, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

10. Letter from Megan Angell, City Attorney, regarding real estate easement for 8 S. Monroe Street property – Consider adoption of Resolution No. 21-12 and approval of easement Agreement No. 21-03.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Beckwith, to adopt Resolution No. 21-12 and approve Agreement No. 21-03 (attached in Addendum A), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

11. Letter from Keith Baker, City Manager, regarding proposed sale of vacant lot at 28 Thompson Blvd. – Consider adoption of Resolution No. 21-19 and approval of sales Agreement No. A21-04.

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Johnson, to adopt Resolution No. 21-19 and approve Agreement No. 21-04 (attached in Addendum B), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

12. Letter from Keith Baker, City Manager, regarding MDOT liability waiver for Four Corners Park improvements – Consider adoption of Resolution No. 21-21.

**Council Action:** Motion by Councilmember Beckwith, seconded by Councilmember Machan, to adopt Resolution No. 21-21 (attached in Addendum C), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

#### **PUBLIC COMMENTS**

- None.

#### **UNFINISHED BUSINESS**

13. Discussion of continuation of virtual meetings – The City will continue to stay virtual for now.

#### **NEW BUSINESS**

14. Councilmember Knaack – Expressed concerns from residents regarding the overflow of parking from Sauk Trail Apartments onto Carriage Circle Dr.
15. Councilmember Petzko – Asked about Family Fare Closing, with City staff to reach out to the company and see if there is anything that can be done to facilitate the store's continued presence in the City.

\*Councilmember Johnson had issues remaining in the meeting between 6:05 p.m. and the end of the meeting.

#### **ADJOURNMENT**

Noting no other business to come before Council, Mayor Kramer adjourned the regular meeting at 6:17 p.m.

A handwritten signature in blue ink that reads "Shauna Chávez". The signature is written in a cursive style with a large initial 'S'.

Shauna Chávez  
Deputy City Clerk