

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



May 10, 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: 857-3172-2044)** 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: Councilmember Travis Machan, representing the 1<sup>st</sup> Ward; Councilmembers Jim Knaack and 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. All 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 Hazelbaker, seconded by Councilmember Machan, to excuse the absence of Councilmember Emily Rissman, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

\*Councilmember Emily Rissman arrived at 5:33 p.m., noted she was located at Camp McGregor, New Mexico, and had not received any email comments prior to the meeting.

**OTHERS PRESENT:** Keith Baker, Megan Angell, Tom Eldridge, Sheila Puffenberger, Susan Heath, Todd Mistor, Dean Walrack; Don Reid, plus seven others.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA (Item Numbers 1-18):**

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 April 12, 2021.
2. Coldwater Housing Commission Regular Minutes of March 9, 2021.
3. Recreation Board Regular Minutes of October 7, 2020.
4. Historic District Commission Regular Minutes of July 8, 2020.
5. Planning Commission Special Minutes of March 15, 2021.
6. Planning Commission Regular Minutes of April 19, 2021.
7. Local Development Finance Authority Regular Minutes of December 4, 2020.
8. Downtown Development Authority Regular Minutes of March 24, 2021.
9. Board of Public Utilities' Regular Minutes of March 31, 2021.
10. Michigan South Central Power Agency Board Regular Minutes of March 4, 2021.

11. Board of Public Utilities' Reports and Financial Statements for March, 2021.
12. City of Coldwater monthly Financial Report for March 31, 2021.
13. City of Coldwater Investment Report for March 31, 2021.
14. Letter from Audrey Tappenden, Economic Development Assistant, requesting permission to use downtown sidewalks, park space, and electricity for the 2021 Corner Farmers' Market season from June 26 through September 11, 2021, 6:00 a.m. to 2:00 p.m.
15. Letter from Keith Baker, City Manager, regarding updating signatories at Century Bank and Trust - Consider adoption of Resolution No. 21-30.
16. Letter from Keith Baker, City Manager, regarding 2021 Memorial Day Events and proposed temporary closure of US-12 on May 31, 2021 – Consider adoption of Resolution No. 21-31.
17. Arbor Day Proclamation.
18. Police Department Activity Report for 1st Quarter, 2021.

**END OF CONSENT AGENDA**

**ACTION ON CONSENT AGENDA**

**Council Action:** Motion by Councilmember Houtz, seconded by Councilmember Johnson, to approve Consent Agenda Items 1-18 (items 15 through 17 attached in Addendum A), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

**END OF CONSENT AGENDA**

**PUBLIC HEARING**

19. Memo from Keith Baker, City Manager, regarding Aqua Pit CDBG Grant Close Out - Consider adoption of Resolution No. 21-29.

Mayor Kramer opened the Public Hearing at 5:36 p.m.

City Manager Keith Baker presented information regarding the Aqua Pit CDBG Grant Close Out, and answered Councilmember's questions.

Public Comments:

None.

Mayor Kramer closed the Public Hearing at 5:41 p.m.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Beckwith, to adopt Resolution No. 21-29 (attached in Addendum B), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

#### END OF PUBLIC HEARING

20. Bills and Accounts: \$375,217.65 (4/30/21: \$157,348.11); (5/31/21: \$217,869.54).

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Hazelbaker, to approve Bills and Accounts in the amount of \$375,217.65, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

## 21. City Manager's Report.

- **N. Monroe Street Reconstruction Project** – The contractor has encountered some underground obstacles that resulted in having to adjust the design and location of the new watermain forcing the project to stop for approximately one week. Work has resumed this week and once the watermain is installed, work will begin on the sanitary sewer replacement and eventually road paving.
- **Bicycle Safety Public Service Announcement Project** – In response to a number of recent automobile and bicycle accidents, the City of Coldwater Police Department and Branch County Prosecutor's Office are partnering to create a public service announcement and media campaign to raise awareness and promote safer driving and biking conditions in Coldwater and greater Branch County. More information to come!
- **Community Events** – The annual Memorial Day service downtown and at Oak Grove Cemetery will be taking place on Monday May 31, 2021 beginning at 8:30 a.m. at the 4 Corners Park. Strawberry Fest will be held on Saturday June 19, 2021 from 9 a.m. to 3 p.m. Crafters, food vendors, musical performances and of course strawberries will fill downtown for the first time in over a year. The Downtown Farmers Market opens for the season on Saturday June 26, 2021 from 9 a.m. to 1 p.m. in the 4 Corners Park as well.
- **ITC Electric Transmission Line Vegetation Clearing Project** – Work is anticipated to begin on a major tree trimming and vegetation removal project by the State's regional transmission company ITC within the next two to three weeks. Work will begin in the City's industrial park along the railroad right-of-way and work its way east to S. Michigan Ave. and then up N. Michigan Ave. to State St. There will be intermittent lane closures on Michigan Ave. when workers are present. Many of the trees that are slated for removal are actually on private property and those property owners have granted permission for the removals. Please follow the City's social media outlets for updates.
- **Downtown Spring Maintenance** – Flower pots are out. A centerpiece plant will be added once temperatures permit. The parking lot landscaping will be cleaned up and mulched. Streets have been swept and will be swept again before Memorial Day. Parking lot maintenance projects have been scheduled. We ask that downtown property owners take a look at their buildings or properties and wash windows, clean or repair awnings and generally pick up around their business in anticipation of a busy summer downtown. The Downtown Development Authority has matching grant funds available to assist with exterior maintenance and improvement projects such as new signage, façade painting, new awnings, and building tuckpointing among others. Contact Economic Development Assistant Audrey Tappenden at 279-6913 for more information.
- **Volunteer Opportunities** – Unfortunately, there is never enough time, funding or manpower to get everything accomplished that the City would like to do. However, that's where residents and local community-based organizations can come to the rescue! The City has opportunities to put volunteers to work. Often, we can provide materials and supplies, we just need your time and expertise. If you have a favorite

park, pet project or idea and would like to help organize a group project or would like to volunteer, please contact Municipal Services Director Todd Mistor at 279-6936 for more information.

- **Target Date to Reopen City Hall** – June 1, 2021.

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

Roll Call Vote:

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

Nays: Councilmember: None.

Absent: Councilmember: Knaack (briefly left the meeting and returned after item completed).

Motion carried.

22. Consider adoption of Resolution No. 21-27 in recognition of the retirement of Kelli Nantz, Staff Accountant/Payroll Administrator.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Machan, to adopt Resolution No. 21-27 (attached in Addendum C), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

23. Memo from Tim Hart, Chairman Rotary 100 Year Anniversary, regarding proposed temporary closure of S. Hanchett Street on August 14, 2021 for the Noon Rotary’s 100th Year Anniversary Celebration – Consider adoption of Resolution No. 21-28.

**Council Action:** Motion by Councilmember Beckwith, seconded by Councilmember Knaack, to adopt Resolution No. 21-28 (attached in Addendum D), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

24. Letter from Keith Baker, City Manager, regarding US-12 Road Diet – Consider adoption of Resolution No. 21-17.

Corey Hackworth, from Michigan Department of Transportation, was on hand to answer Councilmember's questions.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Petzko, to adopt Resolution No. 21-17 (attached in Addendum E), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

25. Letter from Megan Angell, City Attorney, regarding transfer of record title to Englewood real estate to Housing Commission to assist in repositioning under the Rental Assistance Demonstration (RAD) program – Consider introduction of Agreement No. 21-07.

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Houtz, to introduce for first reading Agreement No. 21-07, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

26. Letter from Dean Walrack, Planning/Zoning Administrator, regarding amending Codified Ordinances Relating to Animals - Consider introduction of Ordinance No. 844.

**Council Action:** Motion by Councilmember Beckwith, seconded by Councilmember Machan, to introduce for first reading Ordinance No. 844, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

27. Letter from Megan Angell, City Attorney, regarding amending Codified Ordinances, Chapter 610, Animal Control – Consider introduction of Ordinance No. 845.

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Petzko, to introduce for first reading Ordinance No. 845, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

28. Letter from Megan Angell, City Attorney, regarding imposing a 90-day moratorium on issuance of new municipal marijuana licenses and special land use approvals for Retailers and Grows in the industrial district – Consider adoption of Resolution No. 21-37.

Council Action: None – discussion only (item never acted upon).

\*Councilmember Emily Rissman briefly left the meeting and returned at about 7:37 p.m.

29. Letter from Todd Mistor, DMS Director, regarding purchase of equipment – Consider adoption of Resolution No. 21-40.



**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Petzko, to adopt Resolution No. 21-40 (attached in Addendum F), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

30. Memo from Keith Baker, City Manager, regarding second budget amendments for FY 2020-2021.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Machan, to approve second budget amendments for FY 2020-2021 (attached in Addendum G), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

31. Letter from Keith Baker, City Manager, regarding setting public hearing for FY 2021-22 budget – Consider adoption of Resolution No. 21-36.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Machan, to adopt Resolution No. 21-36 (attached in Addendum H), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

**PUBLIC COMMENTS**

- None.

**UNFINISHED BUSINESS**

32. Discussion of continuation of virtual meetings.

**Council Action:** Motion by Councilmember Machan, seconded by Councilmember Petzko, to return to live in-person meetings beginning with the June 14, 2021 Council Meeting, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

**NEW BUSINESS**

**FY 2021-22 BUDGET WORKSHOP**

33. FY 2021-22 Budget Workshop.

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

**ADJOURNMENT**

Noting no other business to come before Council, Mayor Kramer adjourned the regular meeting at 8:42 p.m.



Susan E. Heath, CMC, MiPMC  
City Clerk