

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



May 24, 2021
5:30 p.m.
(517) 279-9501
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: 822-9147-4340)** 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 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 1st Ward; Councilmember Jim Knaack, representing the 2nd Ward; Councilmember Michael Beckwith, representing the 3rd Ward; Councilmembers Randall Hazelbaker and Scott Houtz, representing the 4th Ward. All Councilmembers indicated they were located inside the City of Coldwater during this electronic meeting, except Councilmember Rissman who noted she was located at Camp McGregor, New Mexico. There were no email comments received before 3:30 p.m. prior to the meeting.

Council Action: Motion by Councilmember Hazelbaker, seconded by Councilmember Knaack, to excuse the absence of Councilmembers Chad Johnson and John Petzko, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

OTHERS PRESENT: Keith Baker, Megan Angell, Tom Eldridge, Sheila Puffenberger, Susan Heath, Deb Sikorski, Audrey Tappenden and Dean Walrack; and two 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 May 10, 2021.
2. Coldwater Housing Commission Regular Minutes of April 13, 2021.
3. Historic District Commission Regular Minutes of April 14, 2021.
4. Zoning Board of Appeals' Regular Minutes of August 19, 2020.
5. City of Coldwater quarterly 2021 MERS DB Statement.
6. Letter from Janice Murphy, Manager/Secretary, Branch County Fair, requesting permission to hold the Annual Branch County Fair Parade on Saturday, August 7, 2021.
7. Memo from Mayor Kramer regarding board reappointment.
 - Zoning Board of Appeals – Jeff Holbrook, Alternate – term expires May 2024.
8. Letter from Keith Baker, City Manager, regarding Fair Housing Proclamation – Consider adoption of Resolution No. 21-41.
9. Set a public hearing for the City of Coldwater Board of Public Utilities Drinking Water State Revolving Fund (DWSRF) Project Plan for June 14, 2021.

END OF CONSENT AGENDA

ACTION ON CONSENT AGENDA

Council Action: Motion by Councilmember Houtz, seconded by Councilmember Machan, to approve Consent Agenda Items 1-9 (item 8 attached in Addendum A), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

END OF CONSENT AGENDA

PUBLIC HEARING

10. Memo from Keith Baker, City Manager, regarding FY 2021-22 budget.

Mayor Kramer opened the Public Hearing at 5:35 p.m.

City Manager Keith Baker presented information regarding the FY 2021-22, and answered Councilmember's questions.

Public Comments:

None.

Mayor Kramer closed the Public Hearing at 5:39 p.m.

Council Action: None – Presentation only.

END OF PUBLIC HEARING

11. Bills and Accounts: \$52,561.98.

Council Action: Motion by Councilmember Beckwith, seconded by Councilmember Machan, to approve Bills and Accounts in the amount of \$52,561.98, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

12. City Manager's Report.

- **New Officer Hiring** – We would like to welcome Officer Cori Calcaterra to our community. Officer Calcaterra recently graduated from the Mid-Michigan Police Academy in Lansing, Michigan and started her service with the City of Coldwater on Tuesday May 18, 2021. Officer Calcaterra is originally from the northwest suburbs of Chicago and recently moved to our community. We are excited to have her as the newest member of our department and organization.
- **4 Corners Park** – Work is scheduled to begin June 1, 2021 with the removal of all of the military memorials from the NE and SE quadrants of 4 Corners Park. In addition, the trees that will not be included as part of the new design will also be removed. Initially, this will be a dramatic change in the appearance of those corners. However, we believe that once completed, the renovated parks (with new trees as well) will be a great addition to downtown and the “front door” of the community.
- **Property Maintenance** – Residents are reminded to keep their grass mowed, park their vehicles in a driveway on an improved surface and keep indoor furniture, appliances and other items stored inside and not outside on porches or yards. Property owners cited for noncompliance who do not respond to the citation will have the violation abated (cleaned up) by a city contractor and the cost applied to the property's annual tax bill. Questions or property complaints can be forwarded to the City's Neighborhood Services Department at 279-6929.
- **Memorial Day Events** – The City's annual observance of Memorial Day is scheduled for Monday May 31, 2021. The program begins at 8:30 a.m. at the downtown 4 Corners Park followed by a ceremony at the south side of the City's Oak Grove Cemetery at the Avenue of Flags. We would like to recognize and thank Mr. Jerry Ford for his leadership and organization of this annual event.
- **New Downtown Summer Banners** – I would like to recognize and thank Matt Biolchini,

the artist who volunteered his time to design the new summer downtown banners. Matt lives locally and his “day job” is the graphic designer for the Tibbits Opera Foundation. It is hoped that the banners will be delivered and installed before Memorial Day or shortly thereafter. Thank you, Matt!

- **MSHDA Home Improvement Grant** – E. Pearl/S. Sprague/Division/Park Ave. Neighborhood. The MSHDA Neighborhood Enhancement Program (NEP) is designed to provide direct benefit to homeowners in targeted neighborhoods. This is the second year of the grant program being available in Coldwater. The grant will be available to residents of the 1st Ward in an area bound by E. Pearl St. on the north, S. Sprague St. on the east, Division St. on the west and Park Ave. on the south to replace or paint siding, install new roofs, windows, or doors, to perform porch enhancements, or to repair driveways and sidewalks. To qualify, a resident must own their home, be current on taxes and insurance coverage, and have an income of 120% or less of the Area Median Income for their household size. For further details, please contact Dean Walrack at 279-6929, or dwalrack@coldwater.org.

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

Nays: Councilmember: None.

Motion carried.

13. Letter from Dean Walrack, Planning/Zoning Administrator, regarding amending Codified Ordinances Relating to Animals – Consider adoption of Ordinance No. 844.

Council Action: Motion by Councilmember Beckwith, seconded by Councilmember Knaack, to adopt Ordinance No. 844 (attached in Addendum B), as presented.

Planning/Zoning Administrator Walrack presented information and answered Councilmember’s questions.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

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

Attorney Angell presented information and answered Councilmember questions.

Council Action: Motion by Councilmember Knaack, seconded by Councilmember Machan, to adopt Ordinance No. 845 (attached in Addendum C), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

15. Memo from Debra Sikorski, Neighborhood Services Director/Assessor, regarding updates to Building Code Fee Schedule – Consider introduction of Ordinance No. 846.

Assessor Sikorski presented information and answered Councilmember questions.

Council Action: Motion by Councilmember Beckwith, seconded by Councilmember Knaack, to introduce for first reading, Ordinance No. 846, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

16. Memo from Debra Sikorski, Neighborhood Services Director/Assessor, regarding an Application for Obsolete Property Rehabilitation Exemption Certificate for 8 S. Monroe St. and setting a public hearing for June 14, 2021.

Council Action: Motion by Councilmember Hazelbaker, seconded by Councilmember Houtz, to set a public hearing for June 14, 2021, to review the Application for Obsolete Property Rehabilitation Exemption Certificate for 8 S. Monroe St., as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

17. Letter from Keith Baker, City Manager, regarding MDOT liability waiver for Four Corners Park improvements – Consider adoption of Resolution No. 21-43.

Council Action: Motion by Councilmember Machan, seconded by Councilmember Beckwith, to adopt Resolution No. 21-43 (attached in Addendum D), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

18. Letter from Audrey Tappenden, Economic Development Assistant, regarding the creation of a Downtown Social District – Consider adoption of Resolution No. 21-42.

Council Action: Motion by Councilmember Machan, seconded by Councilmember Knaack, to adopt Resolution No. 21-42 (attached in Addendum E), as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

19. Letter from Megan Angell, City Attorney, regarding amendment to prohibition on drinking in public areas – Consider introduction of Ordinance No. 847.

Council Action: Motion by Councilmember Knaack, seconded by Councilmember Machan, to introduce for first reading Ordinance No. 847, as presented.

Roll Call Vote:

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

Nays: Councilmember: None.

Motion carried.

PUBLIC COMMENTS

- None.

UNFINISHED BUSINESS

- None.

NEW BUSINESS

- None.

ADJOURNMENT

Noting no other business to come before Council, Mayor Kramer adjourned the regular meeting at 6:26 p.m.



Susan E. Heath, CMC, MiPMC
City Clerk