

Minutes of the Regular Meeting of the
Coldwater Board of Public Utilities

Coldwater Board of Public Utilities
Coldwater, Michigan

January 4, 2023
5:00 p.m.
Council Chamber

Regular Meeting

PRESENT: Members:
President Stevens, Vice President Ohm, Travis Machan, John Wellet, Terry Whelan

Others:
Director Jakubczak, Nicki Luce, John Springhall, Brian Musselman, Keith Baker, Tom Eldridge, Megan Angell, Andrew Cameron, Kerri Jakubczak, Suzanne Musselman, Bill Flickinger, Don Reid

ABSENT: None

CALL TO ORDER:

Meeting called to order by President Stevens

NOTICE OF MEETING:

A notice of the meeting was posted in accordance with Michigan Public Act No. 267.

PUBLIC COMMENT:

None

It was noted that there were no public comment emails received as of 3:30 p.m. prior to the meeting.

CONSENT AGENDA

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

MINUTES:

1. Regular Meeting of the Board of Directors held December 6, 2022.
2. Regular Meeting of the Michigan South Central Power Agency Board of Commissioners held November 3, 2022.

DEPARTMENTAL REPORTS:

1. Board of Public Utilities Operation Reports and Financial Statements for November 2022.
2. Bills and Accounts for period ending December 31, 2022.

MOTION: Member Wellet moved that the Consent Agenda items be approved as presented.

Member Machan seconded the motion.

Motion carried unanimously.

REGULAR AGENDA

SEKISUI VOLTEK TRANSFORMER PURCHASE:

Acting as the Purchasing Agent for Sekisui Voltek, staff received estimates to secure a 2500 KVA transformer for the expansion of their current facility. Voltek has chosen to purchase the transformer from Stuart Irby for a cost not to exceed \$255,612.80 with full reimbursement to be received from Voltek once the transformer is delivered.

MOTION: Member Whelan moved to approve the purchase of a 2500 KVA transformer from Stuart Irby, contingent upon receipt of a Purchase Order from Voltek, for a cost not to exceed \$255,612.80 with full reimbursement to be received once the transformer is delivered.

Member Ohm seconded the motion.

Motion carried unanimously.

PURCHASING POLICY:

Staff presented Policy No. P23-01 and recommended updating the City's Purchasing Policy to better define current methods and procedures when

purchasing products and services from different vendors as well as to reflect changes in purchasing thresholds.

MOTION: Member Machan moved to approve Policy No. P23-01 and forward to City Council for adoption.

Member Whelan seconded the motion.

Motion carried unanimously.

PUBLIC COMMENT:

None

NEW BUSINESS:

Recalling the storm of August 2021, Member Wellet questioned a second-in-command should the need arise. Director Jakubczak communicated to the Board that the Storm Policy Manual was currently being updated to reflect responsibilities of specific positions.

DIRECTOR'S REPORT:

- This month's Power Cost Adjustment is \$0.00159 and the PCA for secondary meters is \$0.00164.
- Bob Tate has accepted the open Help Desk Technician Lead position. Staff will be looking to fill Bob's position at the Help Desk, as well as a part-time position vacated by John Figueroa back in November, as quickly as possible.

Congratulations to Tim Pearl and Corey Post for passing their state water exams, Tim S-3 and Corey S-3/D-3.

- The City of Coldwater will launch its first inaugural Citizens Academy mid-January through mid-June. Through a series of monthly classes, this FREE 6-month program empowers citizens to learn about the operations of their local government through the various roles and functions. The academy also includes tours of City facilities, including the Water Treatment Plant, Public Safety, Henry L. Brown Municipal Building and more. Citizens will meet once a month for two hours or less. The 2023 cohort will start on Thursday, January 26, 2023, at 6:00 p.m. Apply [here](#) or send your application to ServeOnAboard@coldwater.org

Coldwater Board of Public Utilities
Regular Meeting Continued
January 4, 2023

BEFORE **Monday, January 9, 2023**. The 2023 Cohort of the Citizens Academy will accept between 12-20 people. Applications will be reviewed and selected by Friday, January 20. Selected participants will be notified by 5:00 p.m. Monday, January 23, 2023.

- Skitter TV, a telecommunication service offered through the CBPU, has announced that it will rebrand as Absolute Cable TV in January 2023. The rebranded cable company will continue to deliver the same programming offerings. This change will not affect packages or pricing. The rebranding transition will be complete before April 2023.
- This holiday season, employees of the City of Coldwater, the CBPU and the Steelworkers Union donated \$1,025 and three carts of toys to the U.S. Marine Toys for Tots campaign.
- The City is encouraging residents to get outside and enjoy the winter weather again this year with Winter Fest 2023. The event will be held Saturday January 28, 2023 with activities from 10:00 a.m. to 2:00 p.m., including live wood carving demonstrations, ice skating, sled dog demonstrations and other events to help beat the winter blues. In addition, the Coldwater Kiwanis Club is sponsoring a cardboard sled race at Heritage Hill at 11:00 a.m. Look for more information on the City of Coldwater Recreation Department Facebook page and the City's Facebook page and web site.

A thank you note was received from the Coldwater DDA and the Children's Museum of Branch County for supporting their relocation to downtown Coldwater.

DATE OF NEXT MEETING:

The date of the next regular meeting has been scheduled for **Wednesday, February 1, 2023 at 5:00 p.m.**

ADJOURNMENT:

Noting no other business to come before the Board, President Stevens adjourned the meeting at 5:16 p.m.

Respectfully Submitted,



Nicki Luce, Secretary
Coldwater Board of Public Utilities