

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

Coldwater Board of Public Utilities
Coldwater, Michigan

February 2, 2022
5:00 p.m.
Council Chamber

Regular Meeting

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

Others:
Director Budd, Nicki Luce, John Springhall, Brian Musselman, Pat Pool, Keith Baker, Tom Eldridge, Megan Angell, 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 January 11, 2022.
2. Special Meeting of the Board of Directors held January 17, 2022.

DEPARTMENTAL REPORTS:

1. Board of Public Utilities Operation Reports and Financial Statements for December 2021.
2. Bills and Accounts for period ending January 31, 2022.
3. Power Supply Cost Projections.

MOTION: Member Wellet moved that the Consent Agenda items be approved with the date corrected from November to December on the January 11, 2022 Director's Report.

Member Machan seconded the motion.

Motion carried unanimously.

REGULAR AGENDA

WRRF CAPITAL IMPROVEMENTS:

In order to begin the next two phases of the Wastewater Resource Recovery Facility capital improvement plan, staff recommended that Donohue & Associates, LLC perform a Preliminary Design Report for a cost not to exceed \$146,650.

MOTION: Member Ohm moved to approve that Donohue & Associates, LLC perform a Preliminary Design Report for a cost not to exceed \$146,650 and authorized the execution of the Professional Services Agreement.

Member Wellet seconded the motion.

Motion carried unanimously.

SEXTON FARMS LEASE AGREEMENT:

The Board was presented with Agreement No. A22-02 which contained specific terms for the lease of two parcels located on Newton and North Willowbrook Roads to Sexton Farms, L.L.C. for \$155 per acre per year for crop years 2022-2026.

MOTION: Member Whelan moved to approve the Lease Agreement with Sexton Farms, L.L.C. for \$155 per acre per year for crop years 2022-2026 and forward Agreement No. A22-02 to City Council for introduction.

Member Ohm seconded the motion.

Motion carried unanimously.

UTILITY DIRECTOR EMPLOYMENT AGREEMENT:

A draft employment agreement between the Coldwater Board of Public Utilities and Utility Director candidate, Paul A. Jakubczak, was presented to the Board.

MOTION: Member Machan moved to approve the hiring of Paul A. Jakubczak as Utility Director of the Coldwater Board of Public Utilities effective March 7, 2022 and authorized President Stevens to execute the Employment Agreement.

Member Wellet seconded the motion.

Motion carried unanimously.

ASPEN WIRELESS PROGRESS REPORT:

IT Director, Pat Pool, updated the Board on the progress of Phase II of the fiber project.

PUBLIC COMMENT:

City Attorney Angell read incoming Utility Director, Paul Jakubczak's, statement to the Board.

NEW BUSINESS:

DIRECTOR'S REPORT:

- The Power Cost Adjustment for the January billing was \$.00.
- Water/WRRF Superintendent, Brian Musselman, has been promoted to Interim Assistant Utility Director due to Jim Odneal's departure.

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- The apartment complex proposed for North Willowbrook Road requires the CBPU to purchase eight transformers, plus one backup in case of failure. Currently, costs continue to be extremely volatile due to supply chain issues with lead times approximately 50-60 weeks. Staff is looking at purchasing rebuilt transformers as alternate ways to keep costs down.
- The Electric Department participated in the cardboard sled races that took place at Kiwanis Hill in conjunction with this year's Winterfest celebration. They received the "Most Spectacular" award in the adult division for their creativity, color, overall appearance and artistic value.

A thank you note from Habitat for Humanity was received for the services the Electric Department provided for the home on Cutter Avenue.

DATE OF NEXT MEETING:

The date of the next regular meeting is **Wednesday, March 2, 2022 at 5:00 p.m.**

ADJOURNMENT:

Noting no other business to come before the Board, President Stevens adjourned the meeting at 5:19 p.m.

Respectfully Submitted,



Nicki Luce, Secretary
Coldwater Board of Public Utilities