

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



July 11, 2022
5:30 p.m.
(517) 279-9501
www.coldwater.org

CITY COUNCIL MINUTES REGULAR MEETING

This meeting is also live-streamed on YouTube at, bit.ly/ColdwaterVideo or on Skitter channel 61.

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

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; Councilmembers Michael Beckwith and John Petzko, representing the 3rd Ward; Councilmembers Randall Hazelbaker and Scott Houtz, representing the 4th Ward.

Council Action: Motion by Councilmember Knaack, seconded by Councilmember Machan, to excuse the absence of Councilmember Chad Johnson, as presented.

Ayes: 8

Nays: 0

Motion carried.

OTHERS PRESENT: Keith Baker, Tom Eldridge, Megan Angell, Dean Walrack, Paul Jakubczak, Andrew Cameron, Joe Scheid, Sheila Puffenberger, Dave Schmaltz, Katie Higgs, Susan Heath; Don Reid and two others.

PUBLIC COMMENTS

- None.

CONSENT AGENDA (Item Numbers 1-5):

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 June 27, 2022.
2. Board of Public Utilities' Regular Minutes of June 1, 2022.
3. Board of Public Utilities' Reports and Financial Statements for May, 2022.
4. City of Coldwater monthly Financial Report for May, 2022.
5. Consider adoption of Resolution No. 22-67 to set the 2023 meeting dates of the City Council.

ACTION ON CONSENT AGENDA

Council Action: Motion by Councilmember Hazelbaker, seconded by Councilmember Petzko, to approve Consent Agenda Items 1-5 (Resolution No. 22-67 attached in Addendum A), as presented.

Ayes: 8

Nays: 0

Motion carried.

END OF CONSENT AGENDA

PUBLIC HEARING

6. Letter from Megan Angell, City Attorney, regarding proposed Amendment to Agreement No. A17-01 Contract for Conditional Transfer of Property from Coldwater Township (Prison) to the City of Coldwater – Consider adoption of Resolution No. 22-69 and approval of Agreement No. A22-29.

City Attorney Megan Angell presented information and answered Councilmembers' questions.

Mayor Kramer opened the Public Hearing at 5:31 p.m.

Public Comment:

- None.

Mayor Kramer closed the Public Hearing at 5:33 p.m.

Council Action: Motion by Councilmember Petzko, seconded by Councilmember Beckwith, to adopt Resolution No. 22-69 and approve Agreement No. A22-29 (attached in Addendum B), as presented.

Roll Call Vote:

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

Nays: Councilmembers: None.

Motion carried.

END OF PUBLIC HEARING

PUBLIC HEARING

7. Letter from Megan Angell, City Attorney, regarding proposed Contract for Conditional Transfer of Property from Coldwater Township to the City of Coldwater on N. Willowbrook Road (water tower) – Consider adoption of Resolution No. 22-70 and approval of Agreement No. A22-31.

City Attorney Megan Angell presented information and answered Councilmembers' questions.

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

Public Comment:

- None.

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

Council Action: Motion by Councilmember Machan, seconded by Councilmember Knaack, to adopt Resolution No. 22-70 and approve Agreement No. A22-31 (attached in Addendum C), as presented.

Roll Call Vote:

Ayes: Councilmembers: Hazelbaker, Houtz, Rissman, Machan, Knaack, Beckwith, Petzko

and Mayor Kramer.
Nays: Councilmembers: None.

Motion carried.

END OF PUBLIC HEARING

8. Bills and Accounts: \$204,133.10.

Council Action: Motion by Councilmember Petzko, seconded by Councilmember Houtz, to approve Bills and Accounts in the amount of \$204,133.10, as presented.

Ayes: 8

Nays: 0

Motion carried.

*Councilmember Chad Johnson arrived at 5:41 p.m.

9. City Manager's Report.

- **Proposed Utility Rate Increases** – The Coldwater City Council will be considering a recommendation from the Coldwater Board of Public Utilities to increase water, wastewater and electric rates for CBPU customers at its meeting on Monday July 11, 2022. If approved, the rate increases would become effective on September 1, 2022. The proposed increases are 2.9% for water, 1.9% for wastewater and 4.0% for electric.
- **Property Maintenance Reminders** – As a result of enforcement actions by the Neighborhood Services Department, there have been 27 grass abatements and 16 junk abatements conducted by City contractors since April 1, 2022. There have been approximately 400 citations issued to property owners for grass, junk and front yard parking this year. Residents and property owners are asked to follow these simple property maintenance ordinances:
 1. Mow grass and trim weeds to six inches or less.
 2. Clean up junk in and around houses, garages and commercial properties.
 3. Park vehicles on improved surfaces and not in the front yard.
 4. Keep indoor furniture and other household items indoors and off of front porches.

This information is available on the City's website, the annual City calendar, public service announcements on WTVB radio and social media posts each year. Please be a good neighbor and help keep the City of Coldwater an attractive place to live and work.

- **Elections** – The statewide primary election is scheduled for Tuesday August 2, 2022. Voting for City registered residents will be located at the Dearth Center at the Branch County Fairgrounds on Garfield Ave. Polls will be open from 7 a.m. to 8 p.m.
- **Board of Review** – The July Board of Review is scheduled for Tuesday July 19, 2022. This session of the Board of Review is held for mistakes of fact, which includes disabled veterans’ exemptions, principal residence exemptions, and similar changes to the 2022 assessment roll. Persons can contact City Assessor Deb Sikorski-Bernath or Deputy City Assessor Samantha Albright in the Neighborhood Services Dept. at 517-279-6929.
- **Personnel Update** – I would like to congratulate SueAnn Aldinger who has accepted the Administrative Assistant position in the Neighborhood Services Department. This now leaves a void for a Customer Service Representative in our Administrative Services Department. Staff will be looking to fill this position as quickly as possible.
- **Entertainment Under the Stars** – The City’s annual summer concert series will begin on Tuesday July 19, 2022 at 7 p.m. in Heritage Park. Bring a blanket or lawn chair and enjoy a night of music in a beautiful outdoor setting.
- **City Project Updates:**
 - Michigan/Sprague/Washington/Perkins** – Work continues on S. Michigan Ave. Work will begin on E. Perkins and E. Washington Streets the week of July 11, 2022. The entire project will not be completed until October of this year.
 - Alandale/Linda/Cheryl Ann/Douglas/Carlyle/Ridgemoor/Scott** – The milling and repaving of two northside neighborhoods will begin the week of August 1, 2022 and should be completed within two weeks.

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

Ayes: 9

Nays: 0

Motion carried.

10. Memo from Paul Jakubczak, CBPU Director, regarding proposed water and wastewater rate adjustments – Consider adoption of Resolution No. 22-65.

Council Action: Motion by Councilmember Beckwith, seconded by Councilmember Machan, to adopt Resolution No. 22-65 (attached in Addendum D), as presented.

Ayes: 9

Nays: 0

Motion carried.

11. Memo from Paul Jakubczak, CBPU Director, regarding proposed electric rate adjustments – Consider adoption of Resolution No. 22-66.

Council Action: Motion by Councilmember Machan, seconded by Councilmember Houtz, to adopt Resolution No. 22-66 (attached in Addendum E), as presented.

Ayes: 9

Nays: 0

Motion carried.

12. Letter from Keith Baker, City Manager, regarding proposed fire protection agreement with Coldwater Township – Consider adoption of Resolution No. 22-68 and approval of Agreement No. 22-30.

Council Action: Motion by Councilmember Johnson, seconded by Councilmember Houtz, to adopt Resolution No. 22-68 and approve Agreement No. 22-30 (attached in Addendum F), as presented.

Ayes: 9

Nays: 0

Motion carried.

13. Letter from Dean Walrack, Planning & Zoning Administrator, regarding amending Landscape Ordinance – Consider introduction of Ordinance No. 849.

Zoning Administrator Dean Walrack presented information and answered Council questions.

Council Action: Motion by Councilmember Knaack, seconded by Councilmember Johnson, to introduce for first reading Ordinance No. 849, as presented.

Ayes: 9

Nays: 0

Motion carried.

14. Presentation by Joe Scheid, Director of Public Safety, regarding front yard parking and code enforcement.

Council Action: None – Presentation and discussion only.

PUBLIC COMMENTS

- Pamela Peck, 141 S. Hudson, addressed the Council regarding concern over loud fireworks multiple weekday evenings in her neighborhood during the Islamic holiday, Eid al-Adha.

UNFINISHED BUSINESS

- None.

NEW BUSINESS

15. Mayor Kramer brought forward the 2022-24 City Manager Goals & Performance Review for Council discussion.

City Manager Keith Baker requested a Closed Session pursuant to Section 8(a) of PA 267 of 1976 to conduct a periodic evaluation of the City Manager.

Council Action: Motion by Councilmember Johnson, seconded by Councilmember Hazelbaker, to enter a Closed Session pursuant to Section 8(a) of PA 267 of 1976 to conduct a periodic evaluation at the request of the City Manager, as presented.

Ayes: 9

Nays: 0

Motion carried. (6:56 p.m.)

After a momentary pause the Council briefly reentered the regular meeting.

Council Action: Motion by Councilmember Hazelbaker, seconded by Councilmember Machan, to reconvene to the regular meeting of July 11, 2022, as presented.

Ayes: 9

Nays: 0

Motion carried. (6:58 p.m.)

After another momentary pause, the Council proceeded back into Closed Session.

Council Action: Motion by Councilmember Johnson, seconded by Councilmember Knaack, to reenter a Closed Session pursuant to Section 8(a) of PA 267 of 1976 to conduct a periodic evaluation at the request of City Manager, as presented.

Roll Call Vote:

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

Nays: Councilmembers: None.

Motion carried. (6:59 p.m.)

Council Action: Motion by Councilmember Hazelbaker, seconded by Councilmember Machan, to reconvene to the regular meeting of July 11, 2022, as presented.

Ayes: 9

Nays: 0

Motion carried. (7:20 p.m.)

Council Action: Motion by Councilmember Hazelbaker, seconded by Councilmember Machan, to approve the 2022-24 City Manager Goals and Performance Objectives, and to add Capital Improvement Projects into Item 1 and to strike Item 7 (attached in Addendum G), as presented.

Ayes: 9

Nays: 0

Motion carried.

Council Action: Motion by Councilmember Petzko, seconded by Councilmember Machan, to approve a two-year contract renewal for the City Manager with 2.5 percent wage increase this year and 2.5 percent for next year, and to grant a \$5,000.00 bonus each, to the City Manager and the City Attorney, to be paid at the end of this year, for their efforts in guiding the City through the Covid Pandemic, as presented.

Roll Call Vote:

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

Nays: Councilmembers: None.

Motion carried.

ADJOURNMENT

Noting no other business to come before Council, Mayor Kramer adjourned the regular meeting at 7:22 p.m.

A handwritten signature in blue ink that reads "SEHeath". The signature is written in a cursive, flowing style.

Susan E. Heath, CMC, MiPMC
City Clerk