

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



**September 25, 2023**  
5:30 p.m.  
(517) 279-9501  
[www.coldwater.org](http://www.coldwater.org)

## **CITY COUNCIL**

### **Regular Meeting**

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#### **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; Councilmembers Chad Johnson and Jim Knaack representing the 2nd Ward Councilmember John Petzko, representing the 3rd Ward; and Councilmember Randall Hazelbaker representing the 4th Ward.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Petzko, to excuse the absence of, Councilmembers Michael Beckwith and Scott Houtz, as presented.

Ayes: 7

Nays: 0

Motion carried.

**OTHERS PRESENT:** Keith Baker, Megan Angell, Joe Scheid, Tom Eldridge, Jake VanBoxel, Samantha Albright, Joe Thornburg, Scott Mischke, Shauna Chávez; Don Reid, Bill Flickinger plus thirteen others.

#### **PUBLIC COMMENTS**

- None.

#### **CONSENT AGENDA (Item Numbers 1-4):**

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 September 11, 2023.
2. Coldwater Housing Commission Regular Minutes of August 8, 2023.

3. Proclamation regarding Public Utilities Week.
4. Memo from Mayor Kramer regarding board reappointments.

**Brownfield Redevelopment Authority**

- Jeffrey Budd – term expires October, 2026.
- Budd Norman – term expires October, 2026

**Historic District Commission (HDC)**

- Sarah Zimmer – term expires November, 2026

**Local Development Finance Authority (LDFA).**

- Kristine Jenkins – term expires October, 2027.

**ACTION ON THE CONSENT AGENDA**

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Machan, to approve Consent Agenda Items 1-4, as presented.

Ayes: 7

Nays: 0

Motion carried.

**END OF CONSENT AGENDA**

5. Bills and Accounts: \$118,836.99.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Johnson, to approve Bills and Accounts in the amount of \$118,836.99, as presented.

Ayes: 7

Nays: 0

Motion carried.

6. City Manager's Report.

**Vandalism & Graffiti**

The restrooms at Parkhurst Park and Heritage Park were recently vandalized with graffiti. The Parkhurst Park restroom had recently been painted and is undergoing renovation. This is in addition to the repeated graffiti "tagging" at the skate park in Heritage Park. Cameras will be installed at these locations to hopefully deter future instances. If you have any information about who may have caused the damage, please contact the Coldwater Police Department.

**Personnel Update**

**Captain Chad Hilton**

The City would like to congratulate and thank Captain Chad Hilton of the Coldwater Fire Department for his 25 years of dedicated service to the Coldwater community.

**Economic Development Director Audrey Tappenden**

We would also like to congratulate Audrey Tappenden on her five-year anniversary with the City of Coldwater. Thank you for your dedication and service in promoting Downtown Coldwater and Branch County.

**City Projects**

**Butters Avenue Reconstruction** – This project is now complete and looks (and rides) great!

**Downtown Restrooms** – This project is also now complete (except for the decorative light poles) and was used during last weekend’s Apple Fest.

**S. Monroe Street Arch** – The arch is in and looks great! Lighting will be installed in the near future.

**Hoptober Fest**

Mark **Saturday September 30<sup>th</sup>** on your calendar for the fourth annual Hoptober Fest. Broadway Grille will be serving up Michigan Craft Beer from local breweries. Jay Fox and the “Jammin’ Germans” Band and Tänzer Dance Troupe out of Fort Wayne will provide entertainment. Food trucks will be providing a range of German and standard fare with Fall themed desserts. The event runs from 5:00 p.m. to 10:00 p.m. on S. Monroe Street in downtown Coldwater.

**Haunted Forest**

Mark your calendars for the city’s Haunted Forest (\$5/person) to be held **Friday October 13<sup>th</sup> and Saturday October 14<sup>th</sup>** at Rotary Park. The less scary tour runs from 5:00 p.m. to 7:30 p.m. with the scary version beginning at 7:30 p.m. to 9:00 p.m. MDOT says that the US-12 bridge project will be open by then!

**Household Hazardous Waste**

The CBPU’s annual Household Hazardous Waste collection event will be held on **Saturday, September 30<sup>th</sup>** from 9:00 a.m. until 2:00 p.m. at the Branch County Fairgrounds. A list of items that will be accepted and participating communities can be found on the City’s website.

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

Ayes: 7

Nays: 0

Motion carried.

7. **PRESENTATION:** Kathleen Bappert, Chairman, of The Coldwater Community Center, Inc., regarding ongoing improvements to the Putnam building at 11 E. Chicago St. (“The Beech House”).

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

8. Letter from Keith Baker, City Manager, regarding proposed lease renewal for 11 E. Chicago Street – Consider introduction of Resolution No. 23-74 and Lease Agreement No. A23-18.

**Council Action:** Motion by Councilmember Knaack, seconded by Councilmember Beckwith, to introduce Resolution No. 23-74 and Lease Agreement No. A23-18, as presented.

Roll Call Vote:

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

Nays: 0

Motion carried.

9. Memo from Samantha Albright, Assessor, regarding request from Sekisui Voltek, 17 Allen Avenue, for Industrial Facilities Tax Abatement Certificate and request to set public hearing for October 9, 2023.

**Council Action:** Motion by Councilmember Johnson, seconded by Councilmember Machan, to accept the Application for Industrial Facilities Tax Abatement Certificate for Sekisui Voltek, 17 Allen Avenue and to set a public hearing for October 9, 2023, as presented.

Ayes: 7

Nays: 0

Motion carried.

10. Letter from Jacob VanBoxel, Director of Neighborhood Services, regarding proposed rezoning of 158 S. Jefferson Street – Consider introduction of Ordinance No. 861.

**Council Action:** Motion by Councilmember Hazelbaker, seconded by Councilmember Machan, to introduce for first reading Ordinance No. 861, as presented.

Ayes: 7

Nays: 0

Motion carried.

11. Letter from Keith Baker, City Manager, regarding proposed policy for brush, grass and leaf collection – Consider adoption of Resolution No. 23-76 and Policy No. P23-04.

**Council Action:** No action taken.

12. Letter from Keith Baker, City Manager, regarding proposed sale of 71-73 W. Chicago Street – Consider introduction of Resolution No. 23-70 and Sales Agreement, Agreement No. A23-16.

**Council Action:** Motion by Councilmember Petzko, seconded by Councilmember Hazelbaker, to introduce Resolution No. 23-70 and Sales Agreement No. A23-16, as presented.

Roll Call Vote:

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

Nays: 0

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 6:35 p.m.



Shauna Chávez  
City Clerk, CMC, MiPMC