

**City of Olivet
Regular Council Minutes
June 14, 2021 – 7:00 p.m.**

This meeting was held virtually due to the COVID-19 pandemic.

Council Call to Order

Present: Mayor Laura Barlund-Maas, Gary Peterson, Joe Hoffdahl, James Frohm, Pam Steward-Bess, Don Walker, and Steve Penny.

All commissioners joined from home. Mayor Laura Barlund-Maas joined from City Hall Council Chambers.

Visitors' Section Welcome:

Eaton County Commissioner Jim Mott – Mott stated that the county still has 21 million dollars that have not been allocated yet for the American Rescue Plan (ARP). He also stated that there is a lot of activity occurring at Crandell Park. Improvements at the park include expanding the parking lot, adding a portable boat launch with a kayak launch. The Crandell family will be donating to a walking trail that will go around the lake. Mott stated the county is working on zoning for Marijuana for the townships in Eaton County. Most of the townships have opted out of having commercial marijuana growers in their districts, but they do have the option to opt back in. Mott stated that a zoning ordinance for marijuana needs to be in place to keep big commercial buildings from being erected in an agricultural field. Commissioner Peterson informed Mott that the parcel of property on Butterfield Hwy. where the new 911 tower is located desperately needs mowing, so it may be in violation of the corresponding zoning ordinance for the township.

Approval of Agenda

MOTION by Hoffdahl, supported by Steward-Bess, to approve the agenda. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Walker, supported by Steward-Bess, to approve the May 2021 minutes as written. Motion carried 7-0.

Mayor Laura Barlund-Maas stated that the remainder of the votes would be taken by roll call.

OLD BUSINESS: None

NEW BUSINESS:

A. Olivet College Football Team Walk 2021 Season – Action Item.

Olivet College Football Coach Dan Musielewicz stated that the walk to Cutler Event Center by the football team has been a tradition for the past 9-10 years since Cutler Field was built and means a great deal to the students. This walk gives the football team a way to honor past players and gives the players, cheerleaders, and band a unique experience as they all walk together to the field. Commissioner Walker asked how long the walk takes. Musielewicz stated the walk takes approximately fifteen minutes. Mayor Barlund-Maas stated that the dates will

be in the upcoming summer newsletter and again in the fall newsletter to make sure everyone is aware of the road closures for the three dates. She also states that the fire department will be staging fire trucks to block the roadways, but if the fire trucks are not on-site, it is understood that the football team will have to walk on the sidewalk. Musielewicz agreed. The three dates and times for the walks are September 18 at 10:15, October 9 homecoming at 11:15, and November 13 at 10:15.

MOTION by Penny, supported by Hoffdahl, to approve the above dates for the students to walk to Cutler Field as presented. Motion carried 7-0***.

B. Employee Raises FY 21/22 - Action Item.

The budget included a 5% pay raise for employees who are past their probationary period. The pay raise needs to be formally approved. Clerk/Treasurer Huepenbecker asked council if the raise could go into effect on June 28, the beginning of the pay period rather than July 1.

MOTION by Walker, supported by Steward-Bess, to approve the 5% pay raise as budgeted and would be effective starting June 28, 2021. Motion carried 6-0***. Peterson abstained.

C. Millage Resolution 21-04 – Action Item

MOTION by Penny, supported by Hoffdahl, to adopt the Millage Resolution 21-04 as presented. Motion carried 7-0***.

D. Year-End Budget Resolution 21-05 – Action Item

MOTION by Walker, supported by Penny, to adopt the Year-End Budget Resolution 21-05 as presented. Motion carried 7-0***.

E. Refinance Sewer Lagoon Bond – Action Item

Clerk/Treasurer Amy Huepenbecker stated that our current interest rate on the sewer lagoon loan is 4.5% and Rural Development suggested she look into refinancing the sewer lagoon loan due to lower interest rates. Huepenbecker reached out to several banks for options and Eaton Community Bank (ECB) is the only one that offered to refinance the loan. ECB's proposed refinance of 3.75% with \$9,000.00 in fees would save the city \$52,000.00 in interest. She also spoke with accountant Kelly Hanna from Plante Moran about paying down the current loan as another option. Hanna suggested paying down \$200,000.00 on the current loan. There would be no other fees and the city would save approximately \$88,000.00 in interest. Huepenbecker stated that we have the money in the sewer fund to pay down the loan and this would allow the city to pay the loan off earlier.

MOTION by Peterson, supported by Steward-Bess, to pay down an extra \$200,000.00 on the sewer lagoon loan as presented. Motion carried 7-0***.

F. CDARS Investment – Action Item

Clerk/Treasurer Amy Huepenbecker stated that the city has an investment in a CDARS account with Independent Bank. The amount in that account is \$383,000.00 and is earning .08% interest. The city checking account at Eaton Community Bank (ECB) is earning .65% interest. Huepenbecker is proposing that we close out the CDARS account and deposit it back in the checking account at ECB where it will earn more interest.

MOTION by Steward-Bess, support by Frohm, to close out the CDARS account at Independent Bank and move the money to the checking account at Eaton Community Bank where it will earn a higher interest rate. Motion carried 7-0***.

G. Park Fundraiser – Brick Engraving – Action Item

Clerk/Treasurer Amy Huepenbecker provided an update on the proposed park fundraiser using Heritage Brick for personalized pavers on the park walkway. Bricks would cost \$50.00 each or four or more for \$40.00 each. She suggested posting the brick fundraiser flyers around town, passing them out at the Firefighter's Festival, and providing them to the schools to share with families in the fall. Commissioner Steward-Bess suggested posting the flyer on Facebook and other social media sites as well as the city website and in the city newsletter. Huepenbecker asked Council when they would like the deadline to be for orders. Once orders have been placed with Heritage Brick, there is about a one-week turnaround time if the bricks are available. The bricks can be installed in the fall before the weather is cold.

MOTION by Steward-Bess, supported by Hoffdahl, to move forward with the Brick Fundraiser and flyer as written and add the deadline of September 30, 2021. Motion carried 7-0***.

H. Duckweed Control – Clearbrooke Technologies – Action Item

DPW Director Jerry Staggs stated that the duckweed in ponds 3 and 4 is getting out of hand. In the past, he has gotten approval to treat one pond for around \$4,000.00. Clearbrooke Technologies has provided the city with a proposal for two ponds for \$6,000.00. Staggs stated this will come out of next year's budget. He explained the ponds need clear water and the weeds suck all the oxygen out and create a problem. He has been looking into alternative means to control the duckweed as well as other companies who provide this service to obtain a quote from in the future. Commissioner Frohm asked about alternative solutions to the herbicides and pesticides to control the duckweed and suggested that we have someone harvest the duckweed. Staggs suggested maybe getting someone in his department licensed to spray the ponds ourselves.

MOTION by Peterson, supported by Hoffdahl, to approve hiring Clearbrooke Technologies to spray for duckweed in sewer ponds 3 and 4 at a cost not to exceed \$6,000.00. Motion carried 7-0***.

I. Fire Hydrant Purchase FY 21/22 – Action Item

DPW Director Jerry Staggs stated that with an expected increase in pricing on fire hydrants, he would like to purchase two hydrants using the 21/22 budget. He would like to replace older hydrants and keep one on hand in case of an accident or emergency.

MOTION by Walker, supported by Hoffdahl, to purchase two fire hydrants at a cost not to exceed \$5,000.00. Motion carried 7-0***.

J. Street Sweeping – Superior Sweeping – Action Item

DPW Director Jerry Staggs stated that street sweeping is usually done twice a year, once in the spring and again before Firefighters' Festival. Sweeping was not done in 2020 due to COVID-19. Staggs received a quote from Superior Sweeping for seven hours of labor at \$160.00 per hour for a total of \$1,120.00, which would cover the cost of both sweepings. We will only be billed for actual hours worked.

MOTION by Hoffdahl, supported by Frohm, to hire Superior Sweeping at a cost not to exceed \$1120.00. Motion carried 7-0***.

K. Sewer Lift Station Retaining Wall FY 21/22 – Informational.

DPW Director Jerry Staggs stated he has not been able to obtain a second bid on a retaining wall for the Main Street sewer lift station. He did get a bid from Eifert for \$63,000.00 for a retaining wall that will be 4 ft. deep and 2 ft. above the ground. The concrete wall will protect our main lift station in case of flooding. Staggs stated that he is waiting on the permit from EGLE MiWaters for work to begin. This is in the budget for 21/22.

L. Fire Department Purchase FY 20/21 – AED – Action Item

Fire Chief John Collins stated that the department would like to upgrade their Automated External Defibrillator (AED). He said the current AEDs use batteries very fast, so the department is spending a lot of money on batteries. Collins stated that new units are \$3,000.00 each. Assistant Chief Maas researched other AED units and found an AED unit that has a better battery life for \$2,500.00 new or two reconditioned AED units with brand new batteries for \$2,200.00 plus shipping and materials.

MOTION by Walker, supported by Hoffdahl, to purchase two reconditioned AED units at a cost not to exceed \$3,000.00. Motion carried 7-0***.

M. Public Surplus Auction Site - Informational

Clerk/Treasurer Amy Huepenbecker stated that she watched a webinar for Public Surplus auction site. Public Surplus is open to all 50 states, and she found that many cities in Michigan use Public Surplus to sell items. She states the site appears easy to use and would allow us to post pictures, add a description, and use minimum bids. Huepenbecker also stated that there is no charge to us to use this site. The buyer pays a 10% fee on purchases. She told Council this is a good deal compared to spending money for advertising an item at the risk of not receiving any response. Huepenbecker proposed the question of how to come up with the minimum bid and several opinions were expressed. Mayor Barlund-Maas asked everyone to bring their proposals to the July meeting for further discussion.

Approval of the Bills

MOTION by Steward-Bess, supported by Hoffdahl, to pay the bills as presented. Motion carried 7-0***.

Department Head Reports

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated June is a busy month. Property taxes, utility bills, and newsletters will go out at the end of the month. Things are going well with the new Deputy Clerk/Treasurer Drema Emerson. Huepenbecker expressed her appreciation for the raise, council members, and her coworkers.

Police Chief Shawn Garcia – Garcia thanked the Council for the raise and stated that he enjoys working for the City of Olivet and the City Council. He also stated that he is still looking for an officer, but it is hard to compete when there are so many places looking to hire officers. Garcia volunteered to email the Council with information on the old police car so a collective minimum bid could be determined. We would like to try posting this item on the Public Surplus site.

DPW Director Jerry Staggs – Staggs thanked the Council for the raise and stated that he has worked for the City for five years and feels like he is treated like family. Scheduled sidewalk replacements will be completed by the end of June. The cemetery has had some funerals this month. There is still more work to be done at the park, so the DPW team has been busy. They are doing a great job.

Fire Chief John Collins – Collins stated the fire department had 24 calls in May with sixteen calls for medical, two personal injuries, two structural fires, and four mutual aid calls. He stated that the department has enough personnel, and that he received an application from a college student who wants to be a firefighter/paramedic.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all employees individually for their hard work and looks forward to sidewalks being finished up.

Pam Steward-Bess – Steward-Bess had nothing to add.

Gary Peterson – Peterson stated that he had no update on EATRAN as of yet due to the meeting being canceled. He had nothing else to add.

Steve Penny – Penny stated Chief Garcia is still looking for a police officer. Currently, Garcia is working different shifts to accommodate the situation and is stepping up. If anyone knows of someone who is looking to be an officer for a small community and is MCOLES certified, please let us know or maybe put the word out on your Facebook page to help find good candidates that Chief Garcia could choose from. Penny also stated that the council needs to set a time for the park celebration event.

James Frohm – Frohm would like something put in the newsletter about residents burning trash.

Don Walker – Walker had nothing to add.

Laura Barlund-Maas – Barlund-Maas stated she had a discussion with Huepenbecker and Steward-Bess regarding the plaques for the park that will honor those who donated to the park. She also brought up the April 2018 meeting where the council approved a second veteran memorial monument boulder. Danny LaPoint brought a boulder and has placed it at the park in a good spot. At the July meeting, Council needs to revisit what was approved three years ago concerning the park memorials. Barlund-Maas is also excited to announce that due to reduced risk of COVID-19 and the state limits being removed, the July meeting should be in person.

Council meeting adjourned at 8:15 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer

*** Roll call vote was taken.