

**City of Olivet
Regular Session Minutes
February 11, 2019 – 7:00 p.m.**

Council Call to Order

Present: Mayor Laura Barlund-Maas, Larry Marsh, Gary Peterson, Joe Hoffdahl, James Frohm
Absent: Pam Steward-Bess, Steve Penny

Mayor Barlund-Maas recognized visitors

Band Director Jeremy Duby & Drum Major Abigale Smith – Olivet College – The Marching Comets will be hosting The Out of the Darkness Walk on Saturday, March 30 with registration beginning at 8:30 a.m. The Walk starts at 10:00 a.m. and will go until 12:00 p.m. Last year's walk raised nearly \$10,000 which was almost double their goal. The organization's goal for this year is \$10,000, which they hope to exceed. The funds raised are shared with the American Foundation for Suicide Prevention but come directly back to campus to improve student mental health resources. The three-mile route will utilize the sidewalks through town, around the campus square and down to the Cutler Event Center. No road closures are needed. Better signage has been purchased for this year's Walk. Registration and donations can be completed online at www.afsp.org and the event is open to everyone.

Milea Burgstahler – Barry/Eaton District Health Department – Milea Burgstahler introduced herself as the Community Health Promotion Specialist for Olivet. Burgstahler stated that Michigan is experiencing widespread flu activity but there is still time to get a flu shot. Hepatitis A vaccines are also available at the Health Department.

Approval of the Agenda

MOTION by Marsh, supported by Hoffdahl, to approve the agenda. Motion carried.

Approval of Previous Minutes

MOTION by Peterson, supported by Marsh, to approve the previous minutes as presented. Motion carried.

OLD BUSINESS:

A. Water tower exterior paint – borrow money from sewer fund balance – Informational

Kelly Hanna, the City accountant, suggested the City borrow the money for the water tower exterior paint project from the Sewer Fund Equity account. Clerk Huepenbecker has confirmed that this is acceptable with USDA Rural Development, the entity that holds the City's sewer bond. The funds to cover the estimated costs are in the account at this time. DPW Director Jerry Staggs can now begin the engineering process with Dixon Engineering. The Water Department will repay the borrowed money with interest to the Sewer Department in four annual payments.

B. Reminder – NIMS dates, Sunday, March 17 and Saturday, March 23 – Informational

Mayor Barlund-Maas reminded Council members and City employees that the NIMS training will be held on Sunday, March 17 and Saturday, March 23 from 9:00 a.m. – 1:00 p.m. The training will take place at Olivet College in Room 110 of the Mott Academic Center. All supplies will be provided. This training is mandatory.

MOTION by Marsh, supported by Peterson, to amend the agenda to add Item D – New tires for the tractor under New Business. Motion carried.

NEW BUSINESS:

A. Neil Hammerbacher, Gabridge – 2017-18 Auditor's report

Auditor Hammerbacher gave an overview of his findings from the audit of the City's financial statements for the year ending June 30, 2018. He stated that the State of Michigan prefers budgets be adopted by Activity Level rather than Fund Level [Activity Level refers to adopting the budget by department rather than by fund] and recommended the City of Olivet adjust its budgeting process to reflect this. Discussion followed.

B. Request approval for FDIC Show in Indianapolis – Action Item. Account 101-336-911.000

Members of the Olivet Fire Department would like to attend the FDIC Show in Indianapolis the first full week of April. The show will provide opportunities to network, train, and view new equipment.

MOTION by Marsh, supported by Hoffdahl, to approve funding for members of the Olivet Fire Department to attend the FDIC Show in Indianapolis for an amount not to exceed \$1600.00 from Workshops and Conferences budget (Account 101-336-911.000). Motion carried.

C. Budget amendment to move Josh Cellars training grant money from restricted fund balance to training. Account 101-336-909.000

MOTION by Marsh, supported by Frohm, to amend the budget by moving the \$5,000.00 Josh Cellars training grant money from Restricted Fund Balance to Training for Fire Department. Motion carried.

D. New tires for tractor – Action Item

DPW Director Staggs stated that the front tires on the tractor are slipping when plowing snow. Three bids for new front tires were received with the lowest being \$802.59 from Tire City Pros.

MOTION by Marsh, supported by Frohm, to approve the purchase of two new front tires for the tractor from Tire City Pros in the amount of \$802.59. Motion carried.

Approval of the Bills

MOTION by Marsh, supported by Peterson, to pay the bills. Motion carried.

Employee Reports

Fire Chief John Collins – Collins thanked everyone for their support while he dealt with personal matters. The other Officers stepped up in his absence and kept him well informed. There were 22 calls in the month of January which is higher than average. The level of Fire Department personnel is acceptable at this time. The department did have one firefighter leave because he is no longer attending Olivet College. Chief Collins and Mike McLeierer will be attending an ISO class in South Bend next week.

Police Chief Shawn Garcia – Garcia stated that the Police Department assisted with several vehicle accidents on I-69 during recent weather events. No accidents were reported within the City limits during this same time which Chief Garcia attributes to the hard work of Director Staggs and the other DPW employees. A discussion was held about the U-Haul trucks being parked in the City parking lot behind Olivet Hardware and alongside the building. The vehicle parked beside the building is in the right-of-way and not technically parked illegally. A Special Use Permit will be required if the owners of Olivet Hardware want to conduct a U-Haul business. Commissioner Peterson spoke about other areas in town where parking issues are occurring.

DPW Director Jerry Staggs – Staggs stated that he is working with Commissioner Steward-Bess on making repairs at the Fire Station. Staggs is getting estimates on replacing doors at the station. The department has been busy plowing large amounts of snow and Staggs said he appreciates the great work Chail Gentile and Ron Smith are doing on the roads.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that she is busy working on the budget. This is the final week for residents to pay their property taxes so the office is seeing an increase in foot traffic. She added that Deputy Clerk/Treasurer Rebecca Tanner is doing an amazing job and helping out a lot.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming. He also expressed appreciation to the Fire Department and Chief Garcia for keeping everyone safe, Clerk/Treasurer Huepenbecker for her hard work. He thanked Director Jerry Staggs and the other members of the DPW for their excellent work on the roads and Danny LaPoint for assisting them with the plowing.

Larry Marsh – Marsh stated that his Department was getting new tires.

Gary Peterson – Peterson inquired on the outcome of the bidding process for the sale of the City's 2007 Ford F-550. Three sealed bids were received and the truck was sold for \$14,501.00 to Don Huepenbecker.

James Frohm – Frohm stated that he also appreciated everyone in the audience for coming to the meeting. He seconded Commissioners Hoffdahl's comments.

Laura Barlund-Maas – Barlund-Maas announced that Clerk/Treasurer Amy Huepenbecker has passed her Accreditation test. She thanked everyone who expressed concern for her in regard to her mother's death.

Meeting Adjourned at 7:51 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer