

**City of Olivet
Regular Council Minutes
August 9, 2021 – 7:00 p.m.**

Council Call to Order

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

Absent: Pam Steward-Bess.

Visitors' Section Welcome: No visitor comments.

Approval of Agenda

MOTION by Penny, supported by Hoffdahl, to approve the agenda. Motion carried 6-0.

Approval of Previous Minutes

MOTION by Walker, supported by Penny, to approve the July 2021 minutes with the corrected time for the road closures from New Business item A1. March for Easton. Motion carried 6-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. Olivet High School Homecoming Parade Road Closure – Action Item.

Brityn Rabakon, Olivet High School teacher/advisor stated that the Olivet High School homecoming is September 24. The parade lineup will start at 5:00 pm and the parade will begin at 5:30 pm. She is requesting road closures on First Street, College Street, and Main Street from First to College streets.

MOTION by Penny, supported by Hoffdahl, to allow the requested road closures on First, Main, and College streets on September 24 at 5:30 pm for the Olivet High School homecoming parade. Motion carried 6-0.

B. Olivet College Homecoming Parade Road Closure - Action Item.

Beth Romeo, Olivet College Senior Director of Alumni Engagement, furnished packets to Council for possible road closures for homecoming activities. The Council has previously approved the October 9 Walk to the Field for the football, band, and cheerleading program from 11:00 am – 11:30 am. Main Street from College Street to Butterfield Hwy. Romeo requested the following:

- I. Wednesday, October 6 from 6:00 pm – 7:00 pm Banner Parade around the Square. Close East, College, and Cottage streets just in the one block around the Square.

- II. Saturday, October 9 from 6:30 pm – 7:00 pm Eta Psi Kappa Sorority Dance Performance. Close Church Street between College and Green streets.
- III. Saturday, October 9 from 5:00 pm – 9:00 pm Alumni/Campus Gathering on Blair Lawn. Close Cottage Street from Main Street to East Street to accommodate food trucks and alumni.

Jason Meadows, Olivet College's Associate Dean of Student Engagement thanked Council for allowing students and alumni to have this opportunity for these activities/events.

MOTION by Penny, supported by Walker, to allow the above road closures for the Olivet College 2021 Homecoming. Motion carried 6-0.

C. Sewer Retaining Wall Updated Proposal – Action Item

DPW Director Jerry Staggs stated that due to the price of materials rising, T.H. Eifert has increased their updated proposal by \$15,000.00 from April's original proposal. Staggs reiterated the importance of the retaining wall to protect the City's main lift station from flooding. Commissioner Gary Peterson asked if soil samples had been done. Staggs stated he had the soil results back and it showed no alarming results, so the City could proceed with scheduling the retaining wall as T.H. Eifert's proposal is only good for 30 days. Peterson would like to know more before the work is scheduled. Dan LaPoint, with D & J Excavating, agreed to dig at the site and check for soil contaminants at his expense.

MOTION by Peterson, supported by Walker, to hire T.H. Eifert to construct the retaining wall around the main lift station at a cost not to exceed \$78,362.00 pending the outcome and discussion of the soil findings with Commissioner Peterson and Mayor Barlund-Maas and pending the start date with T.H. Eifert. Motion carried 6-0.

D. Line Painter - Roads - Action Item

DPW Director Jerry Staggs stated that the DPW has had to make repairs to the current line painter for the past three years. He presented Council with three quotes for line sprayers. He would like to purchase the black PowrLiner PL35001 gun line sprayer. This particular sprayer is the most similar to the sprayer the DPW currently has and is of better quality than the others. Staggs suggested putting the old line sprayer on an auction site.

MOTION by Hoffdahl, supported by Penny, to purchase the black PowrLiner PL35001 line sprayer at a cost not to exceed \$4,300.00. Motion carried 6-0.

E. Sealcoat Parking Lot – Action Item

DPW Director Jerry Staggs stated that he would like to postpone this item at this time.

F. Consumers Energy – Lighting for DPW Barns – Action Item

DPW Director Jerry Staggs stated that the lighting in the DPW barns makes it difficult to work on equipment. Consumers Energy has a Small Business Trade Ally program to switch out current fluorescent lighting for LED lighting using Meekhof Electric to do the work.

MOTION by Frohm, supported by Hoffdahl, to move forward with the Small Business Trade Ally program through Consumers Energy and hire Meekhof Electric at a cost not to exceed \$2,000.00 to change fifteen fixtures in the DPW barn. Motion carried 6-0.

G. DPW Building Door Replacement – Action Item

DPW Director Jerry Staggs stated that he would like to postpone this item at this time.

H. Fire Department Purchase – 4 Gas Monitor with Annual Maintenance Fee - Action Item

Olivet Fire Department Captain Tom Parker stated that the department would like to purchase two gas monitors, one now for the lead fire truck and another in two months for the rescue truck. The time gap ensures that when one monitor is being serviced the department will still have one on hand. The gas monitors protect the firefighters by detecting unsafe oxygen, CO₂, propane, and natural gas levels before the firefighters enter the scene. Each monitor is approximately \$750.00 each. The Fire Departments' current gas monitors are twenty years old, and it would cost the department as much to fix the old ones as to buy new ones.

MOTION by Walker, supported by Frohm, to approve the purchase of two 4-gas monitors plus annual maintenance at a cost not to exceed \$2,000.00. Motion carried 6-0.

I. IT Right Annual Fee Increase – Action Item

Clerk/Treasurer Amy Huepenbecker stated that IT Right is dropping its website services and will be focusing on its cyber/virus security and backup services. IT Right has not increased pricing for the past five years. They have issued an increase of \$2,300.00 for their advanced services for a total annual contract rate of \$5,280.00.

MOTION by Penny, supported by Hoffdahl, to approve the IT Right contract for \$5,280.00 per year. Motion carried 6-0.

J. Police Officer Academy Recruit – Action Item

Police Commissioner Steve Penny stated that the Police Department has not had success in finding a full-time officer. He would like to move forward with sponsoring an individual who meets the department's expectations to send through the academy and to hire. Penny stated that the academy is a seventeen-week course starting in January at Lansing Community College (LCC) for \$8,500.00. Uniforms are included in the tuition. Penny stated that sponsorship includes paying for the academy along with paying a salary while this individual is going through the academy. The individual's wages and probationary period were discussed.

MOTION by Penny, supported by Walker, to sponsor an individual for the LCC Police Academy at a cost not to exceed \$9,000.00 and to include a salary wage as discussed for this individual while in the academy. Motion carried 6-0.

Approval of the Bills

MOTION by Hoffdahl, supported by Penny, to pay the bills as presented. Motion carried 6-0.

Department Head Reports

Clerk/Treasurer Amy Huepenbecker – Huepenbecker informed Council that the Michigan Transportation Fund bond has been paid off, so we are down to two loans. She stated that elections are coming up, so we will start testing equipment next month and send out absentee ballots soon. Huepenbecker is having Deputy Clerk/Treasurer Drema Emerson researching website designers/administrators to get package proposals and pricing. We have also had two Zoom meetings with potential website designers to discuss our needs for the website. Huepenbecker also stated the office has been busy with tax payments and getting ready to send out red tag notices for water shut-offs.

Police Chief Shawn Garcia – Garcia stated that he cut his finger on a table saw and is currently on administrative duty for the next two months. He will keep us updated. Commissioner Don Walker asked if the City could get a police officer from another department to help us out in the interim. Police Commissioner Steve Penny stated this will be difficult since Michigan State Police and the Eaton County Sheriff's Department are short-staffed as well, but he will check with other police departments in our area to see if they have any officers that could work with us part-time. Garcia has nothing else to add.

DPW Director Jerry Staggs – Staggs stated that he had a few more bids to get for various projects and the new mower is great. The DPW workers are busy and doing well.

Fire Department Captain Tom Parker – Parker stated that they had a great Firefighters' Festival. He thanked the DPW and Council for their help with the festival. He also stated that he appreciated the approval to purchase the gas monitors.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all employees.

Pam Steward-Bess – Absent.

Gary Peterson – Peterson stated that he has been questioned by residents in the community regarding people living in a commercial property for over a year. Peterson would like to know what is being done about this situation. Mayor Laura Barlund-Maas stated that there was some history that had to be investigated regarding the ordinance. She has spoken with the City Attorney, Ken O'Deen, and hopes to be moving forward on this issue.

Steve Penny – Penny stated the Police Department appreciates all the community support that they have received. He thanked the other agencies that came to assist with the festival. Penny stated that he had received positive feedback on Deputy Clerk/Treasurer Drema Emerson's presence in the office and welcomed her aboard.

James Frohm – Frohm stated it is getting harder to hire and keep employees even though we are post COVID-19. He stated how hard it would be to replace employees and those good employees must be appreciated so they don't leave. He thanked all the city employees for their work.

Don Walker – Walker stated he had nothing to add.

Laura Barlund-Maas – Barlund-Maas stated she wished we were post COVID-19. She stated the slope of the numbers and the numbers themselves are worsening. She appreciated meeting in person tonight and last month, but she is not sure we will meet in person next month. Please use discretion on how you stay away from the new variant. She cares about all the employees and residents.

Council meeting adjourned at 8:10 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer