

**City of Olivet
Regular Session Minutes
April 8, 2019 – 7:00 p.m.**

Council Call to Order

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

Absent: None

Mayor Barlund-Maas recognized visitors

Carolyn Kilbourn – Kilbourn is concerned about the property located at 319 Cottage Street. There are bags of garbage outside that animals have gotten into as well as a pop-up camper behind the house that is filled with garbage and a refrigerator on the lawn. Kilbourn stated that other neighbors have also complained about the property and wanted to know what steps needed to be taken to deal with the situation. Mayor Barlund-Maas stated that the City is aware of the problem and is currently working on the issue with its attorney.

Approval of the Agenda

MOTION by Marsh, supported by Penny, to approve the agenda with the addition of Item H – Fire Truck Repairs (101-336-932). Motion carried.

Approval of Previous Minutes

MOTION by Steward-Bess, supported by Marsh, to approve the previous minutes as presented. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

A. City On A Hill Church – Use of City Parking Lot for 5K Run – Action Item

City On A Hill Church requested use of the City parking lot behind City Hall for the purpose of registering participants in their 5K Run on Saturday, May 11. Registration starts at 8:00 AM with the race beginning at 9:00 AM. The event should end at approximately 12:00 PM.

Fire Chief Collins made the suggestion of using the gravel parking lot next to the Fire Station for the registration area. City On A Hill Church will discuss these two options and let City Hall know which one they have chosen to use.

MOTION by Steward-Bess, supported by Hoffdahl, to allow City On A Hill Church to use either the City parking lot behind City Hall or the gravel parking lot next to the Fire Station for the 5K run. Motion carried.

B. Risk Reduction Grant Resolution – Action Item

The City would like to apply for a \$5,000.00 grant from the Michigan Township Participating Plan Risk Reduction Grant Program for the purpose of replacing the wood mulch at Trenton Schrontz Memorial Park with recycled rubber mulch.

Commissioner Peterson discussed the wooden beam over the swing set area being an area of concern. Peterson stated that the beam was beginning to delaminate. Parks/Cemetery Commissioner Frohm stated that he would look at the beam.

MOTION by Marsh, supported by Penny, to adopt the resolution supporting the application to the Michigan Township Participating Plan Risk Reduction Grant Program. Motion carried.

C. Water Tower Exterior Paint Bids – Action Item

Bids were received for the Water Tower Exterior Paint project from six companies. Each bid packet included two prices; one was to paint the bottom of the tank and stem green and all other surfaces white, the second price was to paint a green band around the base of the tank and all other surfaces white. Both paint schemes will include the painting of one large red and one large green “Olivet” on opposite sides of the tank. The green paint has a longer life and will hide discoloration better than the white paint and is recommended by Dixon Engineering. The bid also includes installation of a new mud valve.

Dixon Engineering recommended the bid from Seven Brothers Painting for \$74,800 to paint the stem and base of tank green and all other surfaces white.

MOTION by Peterson, supported by Steward-Bess, to hire Seven Brothers Painting to paint the Water Tower exterior and install a mud valve for an amount not to exceed \$74,800. Motion carried.

D. Lift Station Clean Out – Eifert \$3,500.00 – Sewer Repair/Maintenance – 590-536-934.000 – Action Item

A proposal was received from T. H. Eifert to vacuum and clean out the three lift stations. The work will be done at night and preferably when Olivet College is not in session.

MOTION by Peterson, supported by Steward-Bess, to hire T. H. Eifert to clean out the lift stations for an amount not to exceed \$3,500.00. Motion carried.

E. Planning/Zoning Fee Increase Resolution – Action Item

An increase of the Planning/Zoning request fee to \$150.00 for residential applications and \$250.00 for commercial or institutional applicants was proposed. This increase will cover the costs associated with requests including advertising and administrative time.

MOTION by Steward-Bess, supported by Peterson, to adopt the resolution increasing the Planning/Zoning fee to \$150.00 for residential and \$250.00 for commercial or institutional applications. Motion carried.

F. Six Month Raise Clerk/Treasurer – Action Item

Clerk/Treasurer Huepenbecker has served in her position officially for six months and is eligible for the standard fifty cents per hour raise.

MOTION by Penny, supported by Peterson, to give Clerk/Treasurer Huepenbecker a fifty cents per hour raise. Motion carried.

G. First Reading of FY 2019-2020 Budget – No Action

Council members were given a copy of the proposed FY 2019-2020 Budget. An increase of \$7,000 in Police Wages was made to budget for overtime wages. A deficit of \$97,000 is currently being projected, a portion of the amount is money that the Water Department is borrowing from the Sewer Department to fund the Water Tower Painting Project. Without this loan, the deficit balance is approximately \$30,000 and manageable with the Fund Balance. Clerk/Treasurer Huepenbecker will speak with the Accountant Kelly Hanna about some adjustments to the budgets for Major Roads, Local Roads, and Legal Fees.

The City Council meeting on May 13 will begin at 6:45 PM to allow for a public hearing on the budget.

H. Fire Truck Repair (101-336-932.000) – Action Item

The back brakes on the Grass Truck are throwing sparks and need to be replaced. Bruce Hamilton can do the repairs for an amount not to exceed \$1,000.00.

Replacement of all eight airbags on the back suspension of the Tanker/Pumper Truck was also proposed by Chief Collins. Bruce Hamilton can also do these repairs for an amount not to exceed \$2,000.00. Chief Collins stated that there were funds in Account 101-336-932.000 to cover the repairs.

MOTION by Steward-Bess, supported by Penny, to fund the repair of the Grass Truck and Tanker/Pumper truck by Bruce Hamilton for a total amount not to exceed \$3,000.00. Motion carried.

Approval of the Bills

Commissioner Steward-Bess asked about the overtime pay for DPW staff on the days of the NIMS training. Mayor Barlund-Maas stated that she approved overtime pay for all City employees for the time they attended the NIMS training. Barlund-Maas stated that she did not make a decision to pay City Council members as the decision would impact her personally and a Council meeting was not officially called to order.

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

County Commissioner Jim Mott – Mott reported that the County Commission passed the ordinance for solar panel restrictions with a 12-2 vote before a large audience. A petition is being circulated to put the issue of solar panels and their allowable locations on the ballot. The restrictions passed are the most restrictive in the state.

Employee Reports

Fire Chief John Collins – Chief John Collins stated the Fire Department has hired a new member who attends Olivet College. The department did a controlled burn in a field which is a good training exercise. The Fire Department is documenting its training which will help improve its ISO rating. Chief Collins has been speaking with Director Staggs on how the DPW Department can aid in improving the ISO rating.

Police Chief Shawn Garcia – Chief Shawn Garcia was absent due to vacation.

DPW Director Jerry Staggs – Director Jerry Staggs was absent due to vacation.

Clerk/Treasurer Amy Huepenbecker – Clerk/Treasurer Huepenbecker stated that utility bills were sent out last week so residents are starting to come into City Hall to pay them. Letters were sent out to landlords with property within the City Limits reminding them that they are responsible for unpaid water/sewer bills left by tenants. Clerk/Treasurer Huepenbecker and Deputy Clerk/Treasurer Tanner have been learning about changes to the election process and absentee voting.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming and expressing their concerns. He asked Danny LaPoint about grinding down problem areas in sidewalks versus replacing them. LaPoint stated that he had a list of six places from last year that he would start with.

Steve Penny – Penny stated he has had the opportunity to meet with several faculty members, staff and students of Olivet College. Penny shared with them information about the City and the Police Department and what it is the City does.

Larry Marsh – Marsh stated that the doors for the Fire Station that were approved have not yet been installed. A status update will be requested from Director Staggs when he returns from vacation.

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

Gary Peterson – Peterson had nothing to add.

James Frohm – Frohm stated that he has been asked by several residents what the City allows to be planted in the right-of-way. Mayor Barlund-Maas stated that residents can plant grass, ground cover, and other low plantings that will not impede the sight of drivers. She will look in the Code of Ordinance book for specific rules. Frohm suggested placing information about the planting in the newsletter.

Laura Barlund-Maas – Barlund-Maas reminded everyone that it is time to decide about running for City Council or Mayor. Nominating petitions are due on April 23 and are available at City Hall.

Meeting Adjourned at 8:01 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer