

City of Olivet
Regular Session Minutes
January 14, 2019 – 7:00p.m.

Council Call to Order

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

Absent: None

Mayor Barlund-Maas recognized visitors

Jim Mott- Mott serves as County Commissioner for District 13. Mott gave some information on projects being discussed by the County. The potential installation of a 100-acre solar farm in Benton Township. The farm would need to be located in close proximity to a Category 2 or 3 power line. The procedure for dog licensing is also being looked at with the possibility of moving to a three-year tag that would expire at the same time as the rabies vaccine.

Approval of the Agenda

MOTION by Steward-Bess, supported by Penny, to approve the agenda with the removal of Item D – Hydrocorp Ordinance Update and addition of Item J – Street Closing – Olivet College. Motion carried.

Approval of Previous Minutes

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

OLD BUSINESS:

None

NEW BUSINESS:

A. Planning Commission Recommendation - Eaton County Humane Society – Action Item

Council discussion took place. Clerk/Treasurer Huepenbecker explained that the clinic is currently making appointments two months out due to the large demand for its services. The Planning Commission recommended that ECHS be allowed to be open up to six days a week as needed by demand. They also recommended allowing surgeries on small dogs at the clinic. A small dog was defined by the ECHS staff as one that could safely be lifted while under anesthesia.

MOTION by Marsh, supported by Peterson, to amend the Special Use Permit as recommended by the Planning Commission for the Eaton County Humane Society. Motion carried.

B. Water tower exterior paint – Dixon contract – Action Item

A bid of \$16,012.00 by Dixon Engineering & Inspection Services was received to coordinate the water tower exterior repainting project. Jerry Staggs, DPW Director, explained that the current paint is original to the tower, and mold and rust are becoming an issue. The entire exterior of the tower will be repainted and a mud valve will be installed. Dixon Engineering will handle all aspects of engineering the project including the bidding process for the actual painting. Council discussion was held.

MOTION by Peterson, supported by Steward-Bess, to hire Dixon Engineering & Inspection Services to engineer the exterior painting project of the water tower for an amount not to exceed \$16,012. Motion carried.

C. Well #5 Maintenance – Northern Well – Action Item

An estimate of \$1,045.00 was received from Northern Pipe & Well to replace bolts and flanges on Well #5. The work will be done in conjunction with the annual inspection scheduled for this month. Staggs stated that the Department of Environmental Quality would be doing a sanitary survey this year and the maintenance by Northern Pipe & Well would reflect positively during the DEQ inspection.

MOTION by Penny, supported by Peterson, to hire Northern Pipe & Well to do maintenance work on Well #5 for an amount not to exceed \$1,045.00. Motion carried.

E. Furnace Replacement for City Hall – Action Item

Annual furnace inspections were done on the units at the DPW, Fire Department, and City Hall. It was determined that the City Hall furnace needed to be replaced. Three bids were received and a comparison of the bids was presented to Council. A bid of \$3,120.00 was received by Eric Dale Heating & Air Conditioning and Staggs stated that this was the best option. Staggs has been impressed by the work done by Eric Dale in the past and the company will reduce the bill by \$95.00 which is the amount the City paid for the furnace inspection.

MOTION by Peterson, supported by Steward-Bess, to approve the purchase of a new furnace for City Hall from Eric Dale Heating & Air Conditioning for a cost not to exceed \$3,120.00. Motion carried.

F. NIMS Dates – March 17 and March 23 – Informational

The dates for NIMS training have been changed to Sunday, March 17 and Saturday, March 23. Training will be from 9 am – 1 pm each day and will take place at Olivet College. All City employees, Council members must attend the training, and as many firefighters as possible will also participate.

G. Fire Department Purchase – Action Item

Steward-Bess explained that the Fire Department would like to purchase two locking cabinets for storage of extra equipment, supplies, and bookwork. Funds for the cabinets will come from account 101-336-754-000.

MOTION by Steward-Bess, supported by Hoffdahl, to allow the Fire Department to purchase two locking cabinets for a total amount not to exceed \$1,000.00. Motion carried.

H. EATRAN – Peterson Appointment – Informational

Mayor Barlund-Maas is appointing Gary Peterson to continue as the representative for Olivet to the EATRAN Board of Directors.

I. Holiday Bonuses – Action Item

MOTION by Marsh, supported by Steward-Bess, to approve a full day floating holiday with pay for full-time employees, a half day floating holiday with pay for part-time employees, and \$35.00 gift cards to Whitetail Farms for the firefighters and Bruce Hamilton, the gentleman who repairs our fire trucks. Motion carried.

J. Street Closing – Olivet College – Action Item

Chief Garcia received a request by Jason Meadows from Olivet College to close the portions of Cottage, Shipherd, and College Streets that surround the college square for Running Night on Friday, January 18, from 8:00 pm – 9:30 pm. The College will place cones on Main Street. Garcia stated that street closings for this event have occurred in the past without incident.

MOTION by Penny, supported by Hoffdahl, to allow Olivet College to close streets as identified for Running Night on Friday, January 18, from 8:00 pm – 9:30 pm. Motion carried.

Approval of the Bills

MOTION by Steward-Bess, supported by Marsh, to pay the bills with the addition of three late bills. Motion carried.

Employee Reports

Police Chief Shawn Garcia – Garcia stated that the funds approved last month for the installation of new computer mounts in the police vehicles will not be needed. He was able to do the installation himself using existing stands. Garcia asked for guidance on how to deal with the food truck that has been parking downtown. He has not received any formal complaints about the truck but would like to know how the Council would like him to deal with the situation. Barlund-Maas will meet with Chief Garcia to discuss further. Barlund-Maas suggested the City should look into creating an ordinance for foods trucks as there currently is none.

DPW Jerry Staggs – Staggs introduced Chail Gentile who was recently hired as a member of the DPW. Gentile is doing a great job and really helping the department. The lead line in front of 129 East Street has been removed and is believed to be the last lead line in town. The new dump truck was received today!

Clerk/Treasurer Amy Huepenbecker – Huepenbecker distributed copies of the Audit Report to Council members. Auditors will be at the February City Council meeting to discuss the report. Work on the 2019/2020 budget has begun. Department heads have completed their equipment replacement schedules and are now working on their requested budgets. Huepenbecker stated that Deputy Clerk/Treasurer Rebecca Tanner is doing an amazing job and is a huge help in the office.

Fire Chief John Collins – Bill Maas and Mike McLeieer spoke on behalf of Chief Collins. Maas stated that 2018 was the busiest year ever for runs with 273. They completed the year with no major injuries or issues. The department had two firefighters complete medical first responder training. A microgrant application was submitted to FEMA on December 21st asking for \$20,000 towards the purchase of carbon monoxide detectors. The matching funds requirement will be met with volunteer labor. Results of this application are expected in late spring/early summer. No information on the ISO has been received.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming. He also expressed appreciation to the Fire Department for putting on the NIMS training, to Jerry Staggs for the hard work at the DPW, and Chief Garcia for keeping everyone safe. Hoffdahl congratulated Chail Gentile on joining the family.

Steve Penny – Penny welcomed Chail Gentile and said he is happy to have him on board.

Larry Marsh – Marsh has been having conversations with Jerry Staggs about minor repairs and a Fire Department wish list.

Pam Steward-Bess – Steward-Bess welcomed Chail and said she is happy the DPW has some good help. She will be working with Staggs on the Fire Department wish list also.

Gary Peterson – Peterson suggested Council look into increasing the fee for Special Use Permits. The current amount barely covers the costs of printing the notices in the paper.

James Frohm - Frohm applauded Chief Garcia on saving the City money and the Fire Department for teaming up for the training. He appreciates Chail Gentile being here at Olivet.

Laura Barlund-Maas – Barlund-Maas wished everyone a great night.

Meeting Adjourned at 7:47 pm.

Laura A. Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer