

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

Council Call to Order

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

Mayor Barlund-Maas recognized visitors

Jennifer Miller – Jennifer Miller stated that there are a number of cars without license plates or with expired license plates being parked on yards of homes in the City. There are also several areas within the City with blight conditions. Miller would like the City to do more enforcement of regulations regarding these types of situations.

Director of Alumni Engagement Samantha Pearl – Olivet College – Samantha Pearl brought to Council's attention the planning of an expanded Olivet College Homecoming event on October 11 - 12, 2019. The events will be held in an enclosed field by Cutler Events Center over the two-day period. Events include a tailgating party, midway rides, inflatables, and food vendors. Rebecca Tanner, Deputy Clerk/Treasurer, will serve on the Homecoming Planning Committee and act as a voice for the City and its residents. The goal is to bring surrounding communities like Charlotte and Bellevue into the celebration along with Olivet residents. Police Chief Garcia has agreed to serve as a security advisor for the event and outside security will be brought in during the two days. Food vending opportunities will be given to local businesses with Olivet businesses getting first priority. Olivet College will be providing "No Parking" signs to residents living near the event area. Commissioner Peterson stated that residents are not allowed to charge for parking on their property because it is a violation of City ordinance. People attending the celebration will be encouraged to park at Fern Persons Elementary or parking lots on campus with Olivet College providing shuttle service from the parking areas to the event space and back. The committee will be speaking with Olivet Community Schools about the possibility of parking at the High School with van transportation being provided by Olivet College to and from the event area. Shuttles to hotels in Charlotte and Marshall are also being planned. Commissioner Hoffdahl stated that he may be able to provide a handicap accessible vehicle to be used to shuttle disabled individuals during the Homecoming celebration. Pearl left her business cards for Council members and encouraged them to contact her with any questions or suggestions they had about the Homecoming Celebration and its planning. Pearl will return every 2-3 months to provide Council with updates. Fire Chief John Collins will be working with Chief Garcia on security issues related to the event. Collins will also work with Samantha Pearl on creating an emergency action plan.

Rob Betts – 127 East Street – Rob Betts has a large pine tree in his yard that he plans on removing. Betts asked Council how far the City's right-of-way extended and was told by DPW Director Staggs that it is 33' from the center of the road. Betts also inquired if he would be allowed to take the tree to the Compost Site once it has been cut down and Director Staggs stated that it would be acceptable.

Approval of the Agenda

MOTION by Marsh, supported by Steward-Bess, to approve the agenda with the addition of Item J – Tom Owens, lost wages – Fire Department. Motion carried.

Approval of Previous Minutes

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

OLD BUSINESS:

A. Reminder: NIMS Training – Sunday, March 17 and Saturday, March 23, 9 a.m. – 1 p.m. – Mayor Barlund-Maas reminded City Council members and City employees that the mandatory NIMS Training is being held Sunday, March 17, and Saturday, March 23, from 9 a.m. – 1 p.m. both days in Room 110 of the Mott Academic Center on the Olivet College campus. Refreshments will be provided by the Firefighters Association.

NEW BUSINESS:

A. Walk for Autism Awareness Road Closure – Action Item

Mayor Barlund-Maas received a request from Crystal Lettinga, an Olivet College student, for permission to close East Street between Cottage Street and College Street on April 3 from 4:00 p.m. – 7:00 p.m. to hold a Walk for Autism Awareness. Olivet College will provide cones for the event. There is no fee for the event as its purpose is to raise awareness of Autism; it is not a fundraiser for the cause.

MOTION by Steward-Bess, supported by Hoffdahl, to allow the closure of East Street between Cottage and College for the purpose of the Walk for Autism Awareness on April 3 from 4:00 p.m. – 7:00 p.m. Motion carried.

B. NIMS Funding – Action Item

A bill in the amount of \$1,025.24 was received for the creation of 25 manuals for the upcoming NIMS training. The cost will be divided between the Fire Department Training account (101-336-909.000) for \$451.10 and the Clerks' Training account (101-215-909.000) for \$574.14.

MOTION by Steward-Bess, supported by Marsh, to pay \$1,025.24 for 25 NIMS training manuals to be divided between the Fire Department Training account (101-336-909.000) and the Clerks' Training account (101-215-909.000). Motion carried.

C. Hydrocorp Resolution – Action Item

This resolution is an update to the City's current Cross Connection ordinance. The addition of testing (Section 66-62) allows for the testing of cross connections in residential buildings. DPW Director Staggs stated that the Michigan DEQ is moving towards requiring residential cross connection testing and the proposed update will allow the City of Olivet to meet these requirements.

MOTION by Marsh, supported by Steward-Bess, to adopt the Hydrocorp resolution as written. Motion carried.

D. Road Project Grant Resolution – Action Item

The City of Olivet would like to apply for a road funding grant from the Michigan Department of Transportation. The grant would cover 50% of the cost to repave Washington Street, Cottage Street, and West Butterfield Highway. Don Heck from Wolverine Engineering is assisting on the grant application process. If the grant money is awarded to the City of Olivet and Wolverine Engineering is hired to engineer the project, the fee for their services would be 14% of the project cost. If the City decides not to hire Wolverine Engineering, there would be no fee for the services provided during the application process. The Resolution needs to be adopted in order to submit the grant application.

MOTION by Hoffdahl, supported by Marsh, to adopt the Road Project Grant Resolution as written. Motion carried.

E. Tree Removal – Action Item

DPW Director Jerry Staggs received a bid from Ayles Tree Service for the removal, haul-away and stump grinding of four trees for the amount of \$2,200.00. The properties are located at 331 Cottage, 307 East Street, 122 East Street, and 211 S. Main. DPW Director Staggs stated that his department would take care of the clean-up following the stump grinding which reduced the cost. He also stated that if the resident wanted to have the wood left behind the cost would be lower.

MOTION by Hoffdahl, supported by Steward-Bess, to approve the removal, haul away and grinding of stumps of trees located at the four properties indicated on the bid by Ayles Tree Service for an amount not to exceed \$2,200.00. Motion carried. Contractual Services - Tree Trimming Account (203-483-810.001 Local Roads and 202-483-810.001 Major Roads)

F. Fire Department Purchases – Action Item

The Fire Department needs to purchase a battery charging unit for the new emergency radios purchased by Eaton County. Two multi-unit fast chargers will be purchased using funds from the Capital Outlay account (101-336-970.000).

MOTION by Steward-Bess, supported by Hoffdahl, to approve the purchase of two multi-unit fast chargers by the Fire Department for an amount not to exceed \$2,500.00. Motion carried.

The Fire Department needs to purchase a new air compressor for Truck 813 to replace the old one which stopped working. The compressor will cost \$1,000 plus shipping costs. Bruce Hamilton will install the air compressor, fix a leak at the rear of the truck, and replace brake chambers on Truck 813 for a cost of less than \$500.00. Funds for both the air compressor and Hamilton's work will come from Vehicle Repair/Maintenance Fund (101-336-932.000).

MOTION by Steward-Bess, supported by Hoffdahl, to approve the purchase of a new air compressor for Truck 813 and fund the work to be done Bruce Hamilton for a total amount not to exceed \$1,600.00. Motion carried.

G. Fire Department Bids for Doors – Action Item

Estimates were received from Kingdom Builders LLC and Great Lakes Home Improvement for the replacement of two steel entry doors at the Fire Station. Commissioners Marsh and Steward-Bess discussed the estimates and stated that they would like to hire Kingdom Builders LLC to do the project with an estimate of \$5,200.00. The west door will be equipped with a keyless entry pad and the east door will be a keyed entry. The doors may need to be painted at a later date by the City.

MOTION by Marsh, supported by Steward-Bess, to hire Kingdom Builders to install 2 new steel doors at the Fire Station for an amount not to exceed \$5,200.00. Motion carried. Fire Department Building Maintenance Account (101-441-930.003)

H. Policy for Auditing Procedures for Exempt Properties – Action Item

The State Tax Commission requires local governments to have a policy addressing the auditing of tax-exempt properties. The City of Olivet will develop a questionnaire for property owners claiming tax-exempt status to determine whether or not the status is accurate or needs to be adjusted. The audit of tax-exempt properties will be in addition to the annual inspection of 20% of the properties within the City of Olivet Assessor Randy Jewell already completes.

MOTION by Marsh, supported by Steward-Bess, to adopt the Auditing Procedures for Exempt Properties Policy as written. Motion carried.

I. Olivet College Rezoning in Walton Township – Informational

The City was informed by Eaton County Community Development Department that Olivet College has asked for rezoning of a piece of property located at 9126 Marshall Road in Walton Township across from the football field. Olivet College has plans to install new tennis courts on the land.

J. Tom Owens, Lost Wages – Fire Department – Action Item

Tom Owens needs to attend a week-long training with Eaton County on the new Emergency Radio System. Owens will then serve as the Fire Department’s in-house trainer on the new radio. In order to attend the County training, Owens will incur lost wages in the amount of \$800.00. Commissioner Steward-Bess would like to reimburse Owens for the loss. The money will come from the Fire Department Training Fund (101-336-909.000).

MOTION by Steward-Bess, supported by Marsh, for Tom Owens to receive \$800.00 for lost wages to attend radio training with Eaton County. Motion carried.

Approval of the Bills

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

Employee Reports

Fire Chief John Collins – Chief John Collins stated February was an average month for calls. The department lost one member who moved out of the area but recently received an application from an Olivet College student that looks promising. The department is using the two houses purchased by Casey’s General Store for training inside the buildings until they are demolished.

Police Chief Shawn Garcia – Chief Shawn Garcia stated that no major incidents have occurred this past month. Garcia handed out a flier from Eaton County Emergency Management on a conference for Eaton County Public Officials to learn about their roles and responsibilities as they relate to emergency management. The conference would work well with the upcoming NIMS training. Mayor Barlund-Maas stated that it would be important that someone from the City attend the conference.

DPW Director Jerry Staggs – Director Jerry Staggs stated that the department has been busy. Staggs is working on completing the road funding grant application. The department will begin reading water meters on Wednesday, hydrant flushing will start next month, and they are preparing for spring clean-up. Chail Gentile is doing an awesome job and Ron Smith is back after spending some time in Florida. Mayor Barlund-Maas stated that she received compliments from Olivet College and a resident about the great job the DPW did on the snow removal this winter. Clerk/Treasurer Huepenbecker stated that a letter from a resident was received at City Hall praising the DPW's hard work as well. Commissioner Peterson stated that there were road signs that were removed during the Butterfield Highway sidewalk project that are laying on the ground and need to be put back up. Director Staggs stated that he would remind Danny LaPoint of this.

Clerk/Treasurer Amy Huepenbecker – Clerk/Treasurer Huepenbecker stated that City Hall is still busy. Winter tax payments and dog licenses are now done. Water readings and utility bills will be starting again this week. Deputy Clerk/Treasurer Rebecca Tanner is a great addition to the office; she is doing an awesome job.

Commissioner Comments

Pam Steward-Bess – Steward-Bess thanked Jerry Staggs and Chail Gentile for their hard work on the Fire Department wish list. There is only one major project left to do which is the roof which they have had to wait until better weather to work on. Overall everything is going well.


James Frohm – Frohm had nothing to add.

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming. He also expressed appreciation to all employees for their hard work. He is working with Director Staggs on getting Washington Street, Butterfield Highway, and Cottage Street repaved this summer.

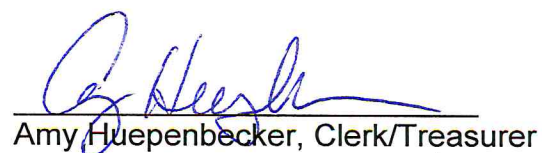
Larry Marsh – Marsh is working with Director Staggs on the replacement of the entry doors at the Fire Station.

Gary Peterson – Peterson had nothing to add.

Meeting Adjourned at 8:04 p.m.



Laura Barlund-Maas, Mayor



Amy Huepenbecker, Clerk/Treasurer