

**City of Olivet**  
**Public Hearing & Regular Session Minutes**  
**May 11, 2020 – 6:45 p.m.**  
**This meeting was held virtually due to the COVID-19 pandemic.**

**Council Call to Order**

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

**Public Hearing: 2020-2021 Proposed Budget**

Open discussion was held.

**Mayor Barlund-Maas recognized visitors**

There were no visitor comments.

**Approval of Agenda**

**MOTION** by Penny, supported by Steward-Bess, to approve the agenda. Motion carried 7-0.\*\*\*

**Approval of Previous Minutes**

**MOTION** by Walker, supported by Peterson, to approve the previous minutes as presented.  
Motion carried 7-0.\*\*\*

**OLD BUSINESS:**

Steve Penny gave an update on the walking bridge. Michigan Department of Environment, Great Lakes, and Energy (EGLE) does not see any problems with the updated drawing of the ramp from Terry Baker. The Eaton County Construction Code department has approved the drawing and will extend our permit when asked to do so. The Eaton County Drain Commission office has been emailed to see if they can open our soil erosion permit or if the City will need to apply for another permit. Dan LaPoint turned in an estimate for the installation of the concrete ramp of \$8500.00 minus the cost of concrete which the City will pay directly. Penny will work with Clerk Huepenbecker to get a total cost to complete the bridge project. They hope to have this to Council for a vote at the June meeting.

**NEW BUSINESS:**

**A. 2020-2021 Proposed Budget – Resolution 20-01 - Action Item**

**MOTION** by Walker, supported by Penny, to adopt Resolution 20-01 to approve the 2020-2021 budget by department as presented with an anticipated amendment for health care costs. Motion carried with a roll call vote 7-0.

Hoffdahl – yes  
Penny – yes  
Walker – yes

Steward-Bess – yes  
Peterson – yes  
Frohm – yes

Barlund-Maas - yes

## **B. Millage Resolution – 20-02 – Action Item**

An operating tax rate of 14.4558 mills will be levied for FY 2020-2021. A 2020 Summer Tax Late Penalty of two percent is established and will be collected on behalf of all the taxing units after September 30<sup>th</sup>. One percent 2020 Summer and Winter Tax Administration Fee is established and will be collected on behalf of the City of Olivet.

**MOTION** by Steward-Bess, supported by Hoffdahl, to adopt Resolution 20-02 to establish the levy and authorize the collection of taxes, penalties, and fees for the FY 2020-2021. Motion carried 7-0.\*\*\*

**C. Hydrocorp Contract –** Hydrocorp conducts backflow testing as part of the Cross Connection Control Program and submits required paperwork to EGLE. They can recommend discontinuing water service if backflow measures are not in place. Peterson commented that Hydrocorp has always done an excellent job for the City.

**MOTION** by Peterson, supported by Frohm, to approve the three-year contract with Hydrocorp for \$9360.00 or \$260.00/month. Motion carried 7-0.\*\*\*

## **D. Police Department Purchase – Service Guns – Action Item**

Chief Garcia furnished a quote from CMP Distributors, Inc. for the purchase of three new Glock duty pistols. The purchase is included in the Police Department Capital Outlay budget for FY 19/20. Garcia will trade-in three old duty pistols.

**MOTION** by Penny, supported by Steward-Bess, to allow the Police Department to purchase three new duty pistols in an amount not to exceed \$610.50 after the trade-in of three old duty pistols. (Account 101-301-970.000). Motion carried 7-0.\*\*\*

Chief Garcia stated Christopher Davis would like to purchase the old duty pistol that was used by his father, Doug Davis while he was an officer with the Olivet Police Department. Garcia would like to sell it to Christopher for the trade-in value of \$200.00. Discussion took place and Mayor Barlund-Maas determined it would be best if she had a meeting with the attorney regarding the purchase and liability. It was also mentioned there should be a liability clause included on the Bill of Sale.

**MOTION** by Penny, supported by Steward-Bess, to allow Christopher Davis to purchase the duty pistol used by his father, Doug Davis for \$200.00 upon approval from the attorney 7-0.\*\*\*

## **E. Discussion of Upcoming Events – COVID-19 Concerns**

**Mega Truck Show –** Scheduled for July 18, 2020. Council will discuss at the June meeting whether or not to allow the event to be held after assessing the COVID-19 risks at that time. Clerk Huepenbecker will contact Denny LaPoint to inform him of the June meeting.

**Firefighter's Festival –** Scheduled for July 25, 2020. Fire Chief John Collins stated the Firefighter's Association has discussed the risks of COVID-19 and the festival. They will make a decision at the June Association meeting whether to cancel the annual event. Collins will report the outcome of that meeting at the June Council meeting. Mayor Barlund-Maas stated because the event is held on City property, Council would make a final decision at the June meeting.

**Lion's Club Car Show –** Scheduled for July 25, 2020. It was noted the car show is on private property so the City would not make any decisions on that event unless necessary.

**Alternatives to High School Graduation Event** – Discussion took place on having a “drive-by” for graduating seniors. Chief Garcia will continue discussion with Troy Waffle, Olivet High School Principal.

### **Approval of the Bills**

**MOTION** by Penny, supported by Hoffdahl, to pay the bills as presented with the addition of one late bill for Eric Dale Heating for \$349.00. Motion carried 7-0.\*\*\*

### **Employee Reports**

**Fire Chief John Collins** – Chief John Collins stated that he appreciated the ban on open burning. The required annual Respiratory FIT Testing will not be conducted, but it was suggested pulmonary testing be done instead. Because pulmonary testing is double the cost of the FIT test, the budget will need to be amended within the fire department to cover the increase in spending for Fire Contracts Expenditure line (101-336-818). Collins will work with Huepenbecker to see where he would like to move the money from to cover the increase. He stated the fire department budget is in good shape for FY 19/20. Collins stated the fire department held drill exercises and followed safety guidelines for COVID-19. During drill they trained on the new iPads that were recently installed in the fire trucks. The department is slowly working on getting more lights on the trucks. Steward-Bess asked about the fire contracts for Lee and Walton townships.

**MOTION** by Walker, supported by Peterson, to allow pulmonary testing for the fire department in place of FIT testing with the cost not to exceed \$2000.00. Motion carried 7-0.\*\*\*

**Police Chief Shawn Garcia** – Chief Shawn Garcia stated that the police department had a quiet month. They are keeping up with COVID-19 protection, wearing facemasks and gloves when needed. The Eaton County Sheriff Department supplied face shields that are kept in the police vehicles. He also stated that someone is “egging” cars and to keep an eye out.

**DPW Director Jerry Staggs** – Director Jerry Staggs stated that work is starting to pick up around the city. Employees are busy mowing. They are staying separated and wearing facemasks when appropriate. They are getting ready for the last sewer lagoon discharge before summer. The road project is scheduled to start the week of May 25. The water project on Washington Street is on hold for now because of COVID-19.

**Clerk/Treasurer Amy Huepenbecker** – Clerk/Treasurer Huepenbecker stated that she feels like she is finally caught up after being off for eight days and is able to keep up with things at the office. Summer taxes and next quarter’s utility billings will be prepared and mailed in June. Phone interviews were held for the Deputy Clerk/Treasurer position. There are a few candidates to schedule for in-office interviews when it is safe to do so. She stated she is glad everyone is safe and healthy, and she is ready to get back to “normal”.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl thanked the employees for doing a great job. He stated that he is excited about getting the road project started.

**Don Walker** – Walker had nothing to add.

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

**Steve Penny** – Penny stated he had reached out to residents to offer assistance because of health reasons and COVID-19 restrictions. He said to let him know if anyone knew of someone who needed help.

**Gary Peterson** – Peterson had nothing to add.

**James Frohm** – Frohm had nothing to add.

**Laura Barlund-Maas** – Barlund-Maas stated there is an increase in the number of families using the Good Neighbor Food Pantry. She has received \$650.00 in donations for the food bank. She said if anyone is looking for a place to contribute to in the community, suggest the food bank.

Meeting Adjourned at 8:00 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer

\*\*\* Roll call vote was taken.