

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

**Council Call to Order**

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

Absent: None

**Mayor Barlund-Maas recognized visitors**

**Jamie Kita – Olivet Chamber of Commerce** – Kita stated that the Chamber would like to hold a traditional tree lighting on December 7 at 6:30 PM as part of the Oli-Day celebration. The Chamber will purchase the tree and lights. DPW Director Staggs stated that the City would need to relocate the iron trees that are usually placed in front of the Nelson Building but that would not be a problem. The Chamber would also like to have the Olivet Fire Department bring Santa to the tree lighting.

**Carolyn Kilbourn** – Kilbourn stated that trash is accumulating again at 313 Cottage Street. Resident Jennifer Miller stated that the same issue is also occurring at 607 South Main Street.

**Approval of the Agenda**

**MOTION** by Steward-Bess, supported by Penny, to approve the agenda with the addition of Item D – Fire Department – Rescue Truck 817 Maintenance. Motion carried.

**Approval of Previous Minutes**

**MOTION** by Penny, supported by Frohm, to approve the previous minutes as presented. Motion carried.

**OLD BUSINESS:**

**A. \*\*\*Walking Bridge\*\*\* handout at meeting**

A breakdown of costs paid by the City for the walking bridge thus far was distributed to Council members. Mayor Barlund-Maas explained that since September 2016 the City has spent \$2,178 on the project. Additional engineering and labor costs for the bridge have been incurred but not yet paid. Eaton County is requiring an ADA-compliant ramp to be placed on one side of the bridge. Ramp blueprints were donated by City Engineer Don Heck. An estimated price to build the ramp of \$8,000 - \$10,000 was received. There will be additional costs to install the ramp.

Commissioner Marsh stated that he was not in favor of continuing the project. Commissioner Peterson asked if it was possible to have the ramp constructed out of wood instead of aluminum as stated on the blueprint. Danny LaPoint stated that he spoke with Don Heck about using wood for the ramp but they would be unable to drill holes to secure the structure being so close to the water's edge. Clerk/Treasurer Huepenbecker stated that she would email Don Heck to ask if there was a way to use wood for the ramp structure.

Commissioner Penny asked if anyone knew how much the Lions Club paid for the portable ramp the organization uses. Mayor Barlund-Maas stated that if the Council asks Don Heck to reengineer the ramp design, he should be paid for his services. Commissioner Steward-Bess stated that she is in favor of completing the walking bridge if it is feasible to do so without great expense. Danny LaPoint stated that he would get an estimate for a concrete ramp as well.

**NEW BUSINESS:**

**A. Jason Orton - David Chapman Agency – Insurance Renewal – Informational Item**

Mr. Orton stated that there were no major changes in the City's insurance coverage and the premium was down a little.

Orton congratulated the City on being awarded a Michigan Township Participating Plan Grant, he encouraged reapplying next year. The grant program has changed and now awards funds for the purchase of generators.

**B. Sewer Loan for Water Tower Payment Resolution – Action Item**

Resolution 19-13 allows the sewer fund to loan the water fund \$85,600 to pay for the exterior painting of the water tower to be paid back with interest of 2% over a six-year period starting in November 2020.

**MOTION** by Peterson, supported by Marsh, to adopt Resolution 19-13. Motion carried by a roll call vote 7-0.

Hoffdahl – yes	Penny – yes	Marsh – yes
Frohm – yes	Peterson – yes	Steward-Bess – yes
Barlund-Maas - yes		

**C. Budget Amendment to increase Parks Memorial Expense – Cost of slide, handicap swing, and mulch to finish the project started with the Grant money – Action Item**

DPW Director Staggs explained that drainage issues were discovered when the mulch project began which required repairs and additional mulch that was not in the original plan. The slide repairs are scheduled to be completed by the end of the month. Council agreed to delay the purchase of the handicap swing until Spring 2020.

**MOTION** by Marsh, supported by Penny, to amend the Parks Memorial Expense to \$28,800. Motion carried.

**D. Fire Department – Rescue Truck 817 Maintenance – Action Item**

The generator on Rescue Truck 817 is in need of replacement. At this time the department is unable to run the emergency lights on the truck at scenes. Chief Collins explained that the department has the opportunity to get a used generator that is the same as the one that they have from Spencer Manufacturing for less than \$1,000 including installation. Maintenance items, including the installation of the emergency lights donated by Tec Niq last year, would be performed while the Rescue Truck is in for service.

**MOTION** by Steward-Bess, supported by Hoffdahl, to allow the Fire Department to purchase a used generator for Rescue Truck 817 and have maintenance performed on the vehicle for an amount not to exceed \$2,500.00. Motion carried.

**OTHER BUSINESS:**

**County Commissioner Jim Mott** - Mayor Barlund-Maas asked County Commissioner Jim Mott if he would like to address the Council. Mott stated that the new completion date for the emergency radio system is now December 2019. Mott provided an update on the County Off-Road Vehicle Ordinance, the Eaton County Sheriff's Office reported that there have been no Off-Road Vehicle accidents on the roadways. The Eaton County Road Commission is now looking at which roads would be suitable for ORV traffic. The County Commission will revisit the ordinance once the Road Commission makes its recommendations.

## **Approval of the Bills**

**MOTION** by Steward-Bess, supported by Peterson, to pay the bills as presented. Motion carried.

## **Department Reports**

**Olivet Fire Department** – Chief John Collins stated that the department would like to send 3-5 staff members to Fire School. The department was notified that they will be receiving 4 additional radios for the new emergency system. Fire Prevention Week public education was completed last week with visits to Olivet Elementary School, Olivet Middle School, and Wee-Ones Preschool. There will be an Open House at the Fire Station on October 31 from 6:00 PM – 8:00 PM.

**Olivet Police Department** – Chief Shawn Garcia stated that there were no major problems during the Olivet College Homecoming festivities. Chief Garcia discussed the September 24 threats at Olivet High School: the first threat that occurred in the morning resulted in a suspect being taken into custody, and the second threat was a separate incident and triggered the lockdown. No one has been taken into custody for the second threat at this time. Garcia is still investigating both cases. In the past three weeks, the Olivet Police Department has received two stolen vehicle reports and the Eaton County Sheriff's Office has taken one report. Two of the vehicles were returned, the third was recovered in Lansing and Officer Bailey is investigating this case. Chief Garcia reminded everyone to lock their vehicles.

Mayor Barlund-Maas stated that she spoke with Olivet College's Dean of Student Engagement and suggested that the procedure for requesting road closures from the City be written up and distributed to the student groups on campus.

**Department of Public Works** – Director Jerry Staggs stated that the department has been busy with the Park Project. The sewer valve replacement was completed in one day. D&J Excavating will begin the City-Wide Leaf Pick Up on Wednesday, October 16. Staggs and Chail Gentile will be attending class on October 15-16 in preparation for water license testing. A gentleman has been performing community service with the DPW by helping in the cemetery.

**City Hall** – Clerk/Treasurer Amy Huepenbecker stated that the audit was completed last week and went well. Kelly Hanna from Plante Moran was at City Hall on October 8 and discussed next year's budget as well as investment options. Hanna recommended speaking with Michigan CLASS (Michigan Cooperative Liquid Assets Securities System) for investment rates. Clerk/Treasurer Huepenbecker met with a representative from Michigan CLASS and received some information. Huepenbecker will be contacting Eaton County Treasurer Bob Robinson to discuss the County's experience as investors with Michigan CLASS then bring information to the Council in the near future. City Hall is now focusing on the upcoming November election. Once the mulch project is completed at the park, Huepenbecker will submit the paperwork for reimbursement from the MTPP grant.

Clerk/Treasurer Huepenbecker stated that she recently spoke with Brandy Hatt at the Eaton County Building Codes Department and Hatt said that the City's zoning ordinances and map need to be updated. Hatt estimated the cost to be approximately \$15,000.

## **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl thanked the employees for their hard work. He stated that he had a great weekend driving a shuttle bus for the Olivet College Homecoming Festival.

**Steve Penny** – Penny stated that it had been a busy month. He thanked Michael McLeieer for handling public relations during the threats at the High School. Chief Garcia did a great job handling the incidents, Commissioner Penny received a lot of feedback from the County and the school. Penny reminded everyone that when it comes to social media it is important not to comment on or share unconfirmed information.

**Larry Marsh** – Marsh had nothing to add.

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

**Gary Peterson** – Peterson stated the Washington Street project discussed at the September meeting was put on hold with everything that was going on at the park.

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

**Laura Barlund-Maas** – Barlund-Maas stated that she met with the Department Heads to get their feedback on the Employee Handbook. She has lots of notes and will be putting together ideas in preparation to meet with City Council Committees. Mayor Barlund-Maas met with the auditor from Gabridge last week while he was at City Hall and stated that the meeting was positive.

Meeting Adjourned at 8:10 p.m.

---

Laura Barlund-Maas, Mayor

---

Amy Huepenbecker, Clerk/Treasurer