

**City of Olivet
Regular Session Minutes
September 9, 2019 – 7:00 p.m.**

Council Call to Order

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

Absent: Pam Steward-Bess

Mayor Barlund-Maas recognized visitors

Jason Meadows, Olivet College Associate Dean of Student Engagement – On October 10, as part of Homecoming festivities, there will be a banner competition and parade. The event will require the closure of East Street, Main Street, Cottage Street, and College Street around the campus square from 6:00 pm – 7:00 pm. Streets would be reopened as soon as the competition is complete which may be sooner than 7:00 pm. Meadows stated that he had spoken with Chief Garcia about the road closures.

Approval of the Agenda

MOTION by Penny, supported by Hoffdahl, to approve the agenda with the addition of Item C – Olivet College Homecoming Road Closures and removing Item A – Overnight Parking in City Lots. Motion carried.

Approval of Previous Minutes

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

OLD BUSINESS:

None

NEW BUSINESS:

A. Senior Send-Off Fun Run – Action Item

Cassandra Campbell stated that Olivet High School would like to hold the Senior Send-Off Fun Run on Saturday, December 7. The race route will start at the City Ball Park, travel to Fern Persons Elementary, around to the High School, ending back at the City Ball Park. Campbell stated that this route will not require any road closures. Race organizers will have people stationed at the intersections to help direct traffic and the runners. Campbell is working with the Olivet Chamber of Commerce on making the Fun Run part of the Oli-Day celebration. Mayor Barlund-Maas stated that she talked with Campbell about some communication issues that occurred with last year's Fun Run. Barlund-Maas stated that Campbell and Chief Garcia should talk prior to the event to work out the details. Chief Garcia stated that the issue of road closures may need to be revisited by Council once the race details are finalized.

***NO MOTION** as road closures were not requested at this time.

B. OHS Homecoming Parade – Action Item

Brityn Rabakon stated that the Olivet High School Homecoming parade will take place on Friday, September 27 at 5:30 pm. The parade route will remain the same as in years past starting at the old football field, traveling up College Street to Main Street, over to First Street, then ending back at the old football field. Parade lineup begins at 5:00 pm. Chief Garcia and Rabakon will meet to finalize the details for the parade. Assistance from the Olivet Fire Department will be needed to block off the intersections for the parade.

MOTION by Marsh, supported by Frohm, to approve the road closures for the OHS Homecoming parade. Motion carried.

C. Olivet College Homecoming Road Closures – Action Item

The banner competition on October 10 will require the closure of East Street, Main Street, Cottage Street, and College Streets around the campus square from 6:00 pm – 7:00 pm. Chief Garcia stated that he and Officer Bailey will have Olivet College Campus Safety assist them with the road closures for this event and will not require assistance from the Fire Department.

MOTION by Penny, supported by Frohm, to approve the road closures for the Olivet College banner competition. Motion carried.

D. Planning Commission Recommendation – Kelenske – Action Item

City Attorney Ken O'Deen and the Planning Commission recommended not to grant a Special Use Permit to Aaron Kelenske/Marie Vanator for the grazing of approximately 40 head of cattle on property located within city limits on West Butterfield Hwy.

MOTION by Peterson, supported by Marsh, to accept the Planning Commission recommendation not to grant a Special Use Permit for the grazing of cattle. Motion carried.

E. Leaf Bids – Action Item

The City received three bids for the City-Wide Leaf Pick Up service. DPW Director Jerry Staggs stated that two of the bids were comparable and both were willing to adapt to what the City needed them to do. Commissioner Penny stated that the community has been happy with the service they have been receiving from D & J Excavating the past couple of years and the company has been willing to alter their pick up schedule when needed due to weather events. Penny recommended continuing with D & J Excavating for leaf pick up. Commissioner Peterson stated that D & J Excavating has done a lot for the community and with the bids being so close he also recommended staying with D & J Excavating.

MOTION by Frohm, supported by Penny, to accept the bid by D & J Excavating for City-Wide Leaf Pick Up in the amount of \$13,999.00.

F. Handicap Swing for Shrontz Park – Action Item

Commissioner Hoffdahl stated that he would like to see handicap-accessible swings put in place at Trenton Shrontz Memorial Park. Hoffdahl and Deputy Clerk/Treasurer Tanner researched different swing and frame options and presented them to Council. Donations for a handicap-accessible swing have been received from Lee Center Church and the Barkley family. Hoffdahl stated that the Lions Club may also make a donation to cover the cost of the swings. Mayor Barlund-Maas stated that the City does have residents with physical limitations that would benefit from the addition of the swings. D & J Excavating volunteered the labor to install the swing set frame. County Commissioner Jim Mott volunteered to cover the cost of the concrete for the project.

MOTION by Frohm, supported by Marsh, to purchase a commercial-grade handicap-accessible swing set for an amount not to exceed \$3,500.00. Motion carried.

G. Fire Department Public Education Purchase – Action Item

The Olivet Fire Department would like to purchase educational materials to use during Fire Prevention Week presentations at Fern Persons Elementary, Olivet Middle School, and Wee Ones Preschool in the amount of \$687.63, as well as rent the E.S.C.A.P.E., Inc. fire prevention trailer for a cost of \$1,200.00. The fire prevention trailer is only used every other year.

MOTION by Marsh, supported by Hoffdahl, to allow the Olivet Fire Department to purchase Public Education materials as listed for an amount not to exceed \$2,000. Motion carried.

H. Municode Recodification – Action Item

Mayor Barlund-Maas explained that Municode will review the current City of Olivet Code of Ordinances and update them as needed for consistency and compliance with State of Michigan law. When completed, Municode will provide the City with hardcopy editions of the Code. They will also host an online version for an annual fee. Funding is available in the Clerk's budget for the project which will require two years to complete.

MOTION by Marsh, supported by Peterson, to hire Municode to review and update the City Code of Ordinances for an amount of \$9,950.00 to be paid over a two-year period. Motion carried.

I. Food Truck Permit – Action Item

Mayor Barlund-Maas explained that the Food Truck Permit issued last year to Truckin' Awesome has expired. Clerk/Treasurer Huepenbecker stated that since moving to the Double Nickel parking lot there have been no resident complaints about the operation.

MOTION by Penny, supported by Hoffdahl, to extend the Truckin' Awesome Food Truck Permit for one year. Motion carried.

J. MDOT Class B Road Grant Bids – Action Item

DPW Director Staggs explained that the three bids the City received for the Road Construction project were much higher than what was budgeted for. City Engineer Don Heck recommends rebidding the project in February with construction starting in the Spring. Michigan Department of Transportation has approved rebidding the project for spring construction. Staggs stated that his only concern with delaying the project is that all three streets will be in bad shape after plowing and salting this winter. Commissioner Penny stated that he was concerned about the estimate provided by City Engineer Don Heck being too low.

Commissioner Peterson asked about the water line at the end of Washington Street and the possibility of replacing it prior to the repaving of the street. Mayor Barlund-Maas asked Peterson if he could research the issue. Peterson stated that he would contact Don Heck and set up a meeting.

MOTION by Marsh, supported by Peterson, to not accept the current Road Construction bids and postpone action on the Road Grant until the spring and rebid the project. Motion carried.

County Commissioner Jim Mott – Mayor Barlund-Maas asked County Commissioner Jim Mott if he would like to address the Council. Mott stated that the 911 Director reported the new emergency radio system will be delayed until March 2020 due to problems building the communication towers. The County is doing research into creating an Off-Road Vehicle ordinance stating when and where off-road vehicles can be driven.

Approval of the Bills

MOTION by Marsh, supported by Peterson, to pay the bills as presented. Motion carried.

Department Reports

Olivet Fire Department – Assistant Chief Bill Maas represented the Fire Department and had nothing to add. Mayor Barlund-Maas stated that she had spoken with resident Mike Fales who was injured during a fall from his roof. Fales complimented the Medical First Responders and stated that they were wonderful to him during his accident.

Olivet Police Department – Chief Shawn Garcia stated that the Department has been busy and traffic stops have increased.

Department of Public Works – Director Jerry Staggs stated that the City has a nice, shiny water tower. Seven Brothers Painting did a great job and there were no problems. The process of installing the replacement spiral slide at the park has begun. The exit chute has been replaced on one of the regular slides. New rubber mulch is scheduled to be put down on September 25 at the park. Staggs is working with Danny LaPoint on removal of the old mulch and Olivet College is signing up students to come to the park to lay the new rubber mulch as part of their Service Day. Director Staggs stated that he will be getting the scales for Well #5 next month. Chail Gentile and Ron Smith are doing a great job.

City Hall – Clerk/Treasurer Amy Huepenbecker stated that City Hall was working on completing the requirements for the Rubber Mulch Grant and coordinating the project with Olivet College for their Service Day. The audit will be the first full week of October and Accountant Kelly Hanna from Plante Moran will be at City Hall on Tuesday, October 8. Summer Property Taxes are being collected through the end of September. Donations for the handicap-accessible swings were received at City Hall from the Lee Center Church and the Barkley family.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming and the employees for their hard work. Hoffdahl thanked Danny LaPoint and Commissioner Mott for their donations to the handicap-accessible swing project. He also thinks that the water tower looks great.

Steve Penny – Penny stated that he attended Olivet College’s Night on the Town and got to meet new people and introduce himself.

Larry Marsh – Marsh had nothing to add.

Gary Peterson – Peterson had nothing to add.

James Frohm – Frohm stated that he would like to revisit the idea of outsourcing the mowing of the cemetery. He wants to continue the proactive approach to problem-solving the City is using.

Laura Barlund-Maas – Barlund-Maas stated that she also attended Olivet College’s Night on the Town. The City raffled off a “Dorm Survival Kit” and lunch with the Mayor at the event. Barlund-Maas stated that things are going well, the City has a good team of employees and Council members, and a lot of progress is being made.

Meeting Adjourned at 8:00 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer