

City of Olivet

Regular Session Minutes

February 12, 2018 – 7:00 p.m.

Council Call to Order

Present: Mayor Barlund-Maas, Hoffdahl, Penny, Marsh, Steward-Bess, Peterson, and Frohm
Absent: None.

Visitor Section Welcome

Jennifer Miller
Jeff Bierly
Jane Kilbourn

Danny LaPoint
Deb Maxwell

Michael Armitage
Erin & Daine Pavloski

Approval of Agenda

MOTION by Marsh, supported by Penny, to approve the Agenda with deletions, as noted below. Motion passed.

Approval of Previous Minutes

MOTION by Steward-Bess, supported by Penny, to approve the Previous Minutes. Motion passed.

OLD BUSINESS:

A. Resolution: State Deficit Elimination Plan – DPW Fund

Removed from Agenda.

NEW BUSINESS:

A. Central Dispatch Lease Agreement Modification

Michael Armitage from Eaton County Central Dispatch presented information on the new 911 tower to be modified by increasing the height of the tower from 180 feet to 220 feet. The new tower will be located on W. Butterfield Hwy. The modification will reach more agencies and they will be able to contact more people in case of an emergency. There will be no guide wires with this modification. Discussion followed.

MOTION by Penny, supported by Hoffdahl, to approve the Central Dispatch Lease Agreement modification. Motion passed.

B. City Hall Hours Modification

MOTION by Steward-Bess, supported by Penny, to revise City Hall hours to be closed to the public on Wednesday mornings only. City Hall employees will be working during these closed hours. The new City Hall hours will be Monday, Tuesday, Thursday and Friday 9:00 a.m. to 5:00 p.m., and Wednesday 1:00 p.m. to 5:00 p.m., effective the first week of March. Motion passed.

C. Change of Payroll Service

Clerk Bierly advised Council that the current payroll service with Independent Bank Sure Payroll did not accommodate the new MERS retirement plan, and the fees have also been increasing. Bierly received quotes from three separate vendors. BS&A was over \$12,000. Dominion Payroll was \$3,834.68. Basic Payroll was \$2,592.80. Bierly clarified that the figures were based on a bi-weekly pay structure to reduce costs.

Bierly pointed out the time and attendance module was necessary for DPW Director Smith to use a percentage basis for calculating his department's hours. Commissioner Peterson indicated the Roads Fund required actual tracking of hours.

Mayor Barlund-Maas stated there would be an adjustment period and that the bi-weekly payroll would not begin until May.

Further discussion followed.

MOTION by Marsh, supported by Penny, to change the payroll provider to Basic Payroll, effective May 1, 2018, and go to bi-weekly payroll, at a cost not to exceed \$2,592.00 plus set-up fees. Motion passed.

D. Water Rate Study results

Bierly advised Council the required DEQ Water Rate Study has been completed. She indicated that current residential water rates do not need to be increased. Per the DEQ, the City can no longer offer a ready-to-serve fee which includes the first 1,000 gallons free. The rate study did not cover sewer charges. Bierly said the suggested change was to increase the ready-to-serve fee on 3/4-inch meters from \$25.00 to \$30.00 per quarter, and incrementally thereafter on larger meters.

Mayor Barlund-Maas stated that any changes would not be made until the next budget year.

Discussion followed. No motion.

E. Wireless Phone Proposal

MOTION by Peterson, supported by Steward-Bess, to change the wireless phone plan to Verizon Wireless under the quoted plan with monthly monitoring and Otter Boxes for each phone would be purchased separately. Motion passed.

F. Lee Township/Walton Township Fire Contracts approval

Removed from Agenda.

G. City Hall Security Wall & Doors approval

Removed from Agenda.

Approval of the Bills

MOTION by Peterson, supported by Penny, to approve the monthly bills. Motion passed.

Employee Reports

Clerk Bierly provided a written report. She gave thanks to Council for allowing her department to decrease office hours to the public for the past year in order to get caught up on things like paperwork and audit prep. Bierly thanked Deputy Clerk/Treasurer Amy Huepenbecker for working with her remotely on Friday during the snowstorm, and for shoveling the walk several times for customers and residents. Several trainings were coming up in March and April including a grant writing course both she and Amy would be taking.

DPW Director Smith provided a written report. He stated the valve repair project on Cottage Street went well, and Danny LaPoint's crew did a great job. Smith will be attending a DEQ meeting March 1st to learn about the new lead/copper rules.

Police Chief Garcia provided a written report. He gave an update on the officer hiring process and added there were two interviews set up for this week. Garcia said a proposal was upcoming with Bellevue to enhance police mutual aid between the two cities. Garcia again questioned the zoning for the Mu Omega Pi fraternity house since there is now signage in the yard and on the building. [The College had been notified in 2016 that the City attorney had determined this property did not qualify for consideration for a Special Use Permit.]

Discussion followed.

Mayor Barlund-Maas agreed to look into the matter.

Fire Chief Collins provided a written report. He said it was an average call month. The mutual aid agreement with Bellevue is working better. Firefighters Lokker and Frisbie were promoted to Lieutenant status. There is one firefighter currently in fire school and doing well. Collins also said he and Commissioner Steward-Bess were working together on truck budgets, alarms, and the fire contract renewals.

Commissioner Comments

Hoffdahl – Joe thanked the visitors, as well as Erin and Amy, and presented the DPW staff with Certificates of Recognition for their snow plowing efforts to keep the roads cleared.

Penny – Steve thanked the visitors for coming and the employees.

Marsh – Larry thanked all employees and said DPW has been doing great clearing all the snow.

Steward-Bess – Pam thanked everyone for coming and thanked the departments and department heads for their hard work. She will be going with Fire Chief John Collins to Lee and Walton Townships to introduce herself and present the new fire contracts.

Peterson – Gary said he had nothing to add.

Frohm – James thanked the visitors and department heads and fellow commissioners. He also thanked Erin and Amy, adding that he would like to see Amy become full-time.

Mayor Barlund-Maas – Laura thanked everyone for coming. She said it is getting to be budget time and asked department heads to look at budget needs. No committees have been formed yet. She asked all commissioners to let her know what committees they would like to serve on.

Meeting adjourned at 8:30 p.m.

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Laura Barlund-Maas, Mayor

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Erin Bierly, Clerk/Treasurer