

**City of Olivet
Regular Session Minutes
February 8, 2021 – 7:00 p.m.**

This meeting was held virtually due to the COVID-19 pandemic.

Council Call to Order

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

Visitor's Section Welcome: No visitor comments.

Approval of Agenda

MOTION by Walker, supported by Hoffdahl, to approve the agenda with the addition of an Executive Session after the Commissioner comments. Motion carried 6-0.

Approval of Previous Minutes

MOTION by Hoffdahl, supported by Penny, to approve the January 2021 minutes as written. Motion carried 6-0.

Mayor Laura Barlund-Maas stated that the remainder of the votes would be taken by roll call.

OLD BUSINESS: None

NEW BUSINESS:

A. Olivet College Student Event Center-Informational Only

Larry Colvin, Olivet College Director of Facilities Management was not present.

MOTION by Walker, supported by Peterson, to table the discussion on the Olivet College Student Center to later in the meeting. Motion carried 6-0. ***

B. Deputy Clerk/Treasurer Computer Purchase–Action Item

Clerk/Treasurer Huepenbecker presented Council with a quote from IT Right for a new computer for the Deputy Clerk/Treasurer office. The current computer was purchased in 2013.

MOTION by Penny, supported by Hoffdahl, to approve the purchase of a new computer for the Deputy Clerk/Treasurer office from IT Right as presented at a cost not to exceed \$879.60. Motion carried 6-0. ***

C. Gabridge Audit Contract-Action Item

Clerk/Treasurer Huepenbecker stated the City has completed the three-year contract with Gabridge Company for audit services. She stated that she and Kelly Hanna, Senior Accounting Consultant from Plante Moran, are pleased with the service provided by Gabridge. A three-year extension proposal from Gabridge was presented. Huepenbecker asked Council if there were any concerns with Gabridge and Company. None were presented.

MOTION by Walker, supported by Penny, to approve the three-year extension proposal for audit services from Gabridge and Company as presented. Motion carried 6-0. ***

D. Public Works Building Generator-Risk Reduction Grant-Action Item

Public Works Director Jerry Staggs informed Council that the City was awarded a \$2500.00 Michigan Township Participating Plan Risk Reduction Grant to be used towards purchasing a generator for the Public Works building. He stated the generator would keep the water monitoring system located in the Public Works building online during a power outage. The equipment monitors the water tower and wells. Staggs presented the proposal from FD Hayes for the generator. He also explained a new gas meter would be needed and that cost was included on the grant application. Consumers Energy provided an estimate for the installation of the gas meter.

MOTION by Peterson, supported by Hoffdahl, to approve the generator purchase and installation from FD Hayes at a cost not to exceed \$8475.37 and the installation of the gas meter by Consumers Energy at a cost not to exceed \$486.00. Motion carried 6-0. ***

E. Planned Maintenance on Generators-Action Item

Public Works Director Jerry Staggs presented a bid from Bridgeway for annual service on the city's generators. They would service the two lift station generators, the generator at well #6 and the portable generator. This is a five-year agreement, but may be canceled at any time. Commissioner Peterson stated that it is a good idea to have the annual service completed.

MOTION by Peterson, supported by Penny, to approve the five-year agreement from Bridgeway for annual maintenance on the generators as presented at a cost not to exceed \$12,985.29. Motion carried 6-0. ***

F. Fire Department Purchase-New Nozzles-Action Item

Fire Chief John Collins informed Council that it has been several years since the department has purchased new nozzles. He would like to purchase two nozzles from Apollo Fire Equipment.

MOTION by Walker, supported by Hoffdahl, to approve the purchase of two fire nozzles as presented at a cost not to exceed \$1,700.00. Motion carried 6-0. ***

G. Fire Department Purchase-Annual Truck Frame Oiling-Action Item

Fire Chief John Collins stated Pro Fleet Care would be onsite and use penetrating oil to oil the frames of the four fire trucks. This service protects the frame of the vehicle, thus prolonging the life of the vehicle. The cost is \$200.00 for a small truck and \$250.00 for a large truck. Collins would like to have this done every year.

MOTION by Walker, supported by Penny, to approve the truck frame oiling as presented at a cost not to exceed \$1,000.00. Motion carried 6-0. ***

H. Fire Department Purchase-Equipment for New Grass Rig-Action Item

Fire Chief John Collins stated his appreciation for the F-250 from the Public Works department to be used as a grass rig. Typically, the fire department would use this vehicle to replace the older grass rig. The department would like to keep both trucks in operation until the construction on I-69 is complete. They will need to purchase tires and other equipment to update the truck for fire department use. They would like to move the skid unit to the newer truck and equip it with fire extinguishers to use it as a firefighting truck. The old truck would have medical and extrication equipment as well as fire extinguishers. Collins stated that in an emergency on I-69, it will be easier to maneuver the smaller trucks down one lane of road than attempt to take the bigger trucks.

MOTION by Walker, supported by Frohm, to approve the expense to re-equip the 2010 F-250 for the fire department at a cost not to exceed \$3,000.00. Motion carried 6-0. ***

I. Police Department Purchase-Charger Decals-Action Item

Commissioner Penny presented an estimate from Spry Sign and Graphics for new decals for the police department Charger. The decals would match the ones on the new police vehicle, designed by Police Chief Shawn Garcia. He stated the cost includes removal of the old decals and installation of the new decals.

MOTION by Penny, supported by Walker, to approve the purchase of new decals for the Charger police vehicle as presented at a cost not to exceed \$1,028.00. Motion carried 6-0. ***

Approval of the Bills

MOTION by Frohm, supported by Penny, to pay the bills as presented. Motion carried 6-0. ***

Department Head Reports

Police Chief Shawn Garcia – Garcia thanked Council for their approval of the new decals for the Charger, so both police vehicles will match. He informed Council that the new police vehicle would be taken Tuesday to Chrouch Communications to get upfitted and should be completed in approximately one week. He introduced Stacy DuBois, the new police officer in training, to Council. He stated that she has five-years' experience, is well qualified, and brings a lot of skills to the department. He feels she will be a great fit in the community.

DPW Director Jerry Staggs – Staggs stated the Public Works department has been busy plowing and salting the roads. When not maintaining the roads, they have been doing maintenance on equipment. Part-time employee David King has been good with the equipment maintenance and has a great attitude. In addition, the DPW tightened up the light poles downtown so they will be more secure. Staggs is putting together a plan to upgrade the fencing around the main lift station. He expressed interest about having the frame oiling done on the DPW trucks, as the OFD is having their fire trucks serviced. Commissioner Peterson asked Staggs if the City plows the sidewalks anymore. Peterson's main concern was people walking in the street to avoid the snow-covered sidewalk over the bridge. Staggs stated they will clear the sidewalk over the bridge the following day.

Fire Chief John Collins – Collins said that January started out busy with vehicle accidents. Since then, it has been more of an average month. They are completing monthly training at the fire station.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that the office has not been busier than usual, with mainly tax payments coming in the final week before the due date. She is currently seeking to hire someone to fill the opening of Deputy Clerk/Treasurer.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all employees for their hard work, especially the Public Works department for keeping the roads cleared of snow.

Pam Steward-Bess – Steward-Bess was not present.

Gary Peterson – Peterson had nothing to add.

Steve Penny – Penny stated it has a quiet month and is glad the college students are back on campus. He welcomed Stacy DuBois to the Olivet Police department.

James Frohm – Frohm had nothing to add.

Don Walker – Walker had nothing to add.

Laura Barlund-Maas – Barlund-Maas had nothing to add.

MOTION by Walker, supported by Peterson, to move into Executive Session. Motion carried 6-0. Council entered executive session at 7:34 p.m.

Council resumed public meeting and adjourned at 7:53p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer

*** Roll call vote was taken.