

**City of Olivet
Regular Session Minutes
August 12, 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

Jennifer Miller – Miller thanked the Olivet Fire Department for their assistance when wind damaged a tree on her property. Miller also appreciated Clerk/Treasurer Huepenbecker contacting AT&T about the limb and DPW Director Staggs and Chail Gentile for cleaning up the debris after the tree was taken down.

Danny LaPoint – LaPoint thanked the City employees for their assistance with Fireman's Festival.

Joanne Williams, Olivet College – Williams gave an update on October's Olivet College Homecoming Festival. Samantha Pearl, Director of Alumni Relations, has been contacting local businesses with opportunities to become involved with the Festival. Pearl is also going to homes in the area near Festival Grounds to let the residents know what is going to be happening during the Festival. Williams stated that there will be no fireworks and that the activities will end at 11:00 PM in compliance with City of Olivet Quiet Hours. Festival Grounds will be located next to Cutler Event Center in what is referred to as the Auxilliary Soccer Field.

Approval of the Agenda

MOTION by Steward-Bess, supported by Peterson, to approve the agenda with the late additions of Item H – Fire Department Purchase and Item I – Fire Department Expense. Motion carried.

Approval of Previous Minutes

MOTION by Marsh, supported by Steward-Bess, to approve the previous minutes as presented. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

A. Road Warranty Resolutions – Action Item

Clerk/Treasurer Huepenbecker stated that the State of Michigan is requiring all municipalities to have Road Warranty Resolutions in place by September 18, 2019. To do so, a Resolution to Adopt a Local Pavement Warranty Program needs to be approved as well as a Resolution to Implement a Local Pavement Warranty Program. As the Road Warranty Resolutions pertain to projects costing \$2,000,000 or more, the City of Olivet will probably not be affected. Huepenbecker explained that the Warranty would hold contractors liable for road work performed.

MOTION by Hoffdahl, supported by Peterson, to adopt Resolution 19-10 - Resolution to Adopt a Local Pavement Warranty Program and Resolution 19-11- Resolution to Implement a Local Pavement Warranty Program. Motion carried.

B. Fee Schedule Updates – Action Item

Mayor Barlund-Maas stated that there is a need to update the current Fee Schedule to address costs associated with Red Tag Notices, Water Turn Off/On including After-Hour fees, and Zoning Referrals.

Red Tag Fee: Mayor Barlund-Maas explained the utility billing process. Residents receive their initial bill which allows them three weeks to pay. When payment is not received by the Due Date a 10% penalty is added to the balance and a Past Due Notice is mailed giving an additional two weeks to pay. The final step is the delivery to the home of a Red Tag Notice approximately 48 business hours prior to service Shut-Off if payment has not been made or a payment plan in good standing is in place. Council discussion was held and the creation of a Red Tag Fee of \$20.00 was agreed upon.

Turn Off/On Fee: A discussion was held regarding the fee for service Turn Off/On. A decision was made to combine the Turn Off fee and Turn On fee into a single \$20.00 cost.

DPW Director Staggs stated that residents are not currently charged for emergency shut-offs. Councilmembers agreed that the fee should be not be charged if the turn off was due to a planned repair or an emergency as long as it occurs during DPW working hours [7:00 AM – 3:00 PM]. If the turn off was due to nonpayment, a Turn Off/On fee of \$20.00 should be assessed if the service was restored during DWP working hours. If a resident's service was turned off due to nonpayment and they request to have the water turned back on after hours, the fee would be \$50.00.

Zoning Referral Fee: Clerk/Treasurer Huepenbecker explained there are situations when a resident needs a referral from the City granting permission for a construction project in order for them to receive a Building Permit from the County. A Zoning Referral Fee would cover the costs associated with the time it takes to research zoning rules, completion of the paperwork, and any other requirements necessary to complete the referral. Council discussion was held and the adding of a Zoning Referral Fee of \$30.00 was agreed upon.

City Hall will include in the next two quarterly newsletters information about the new fees and the payment plan option available to residents unable to pay their utility bills. Fees will take effect with the fourth quarter billings which will be sent out in December and due in January 2020.

MOTION by Penny, supported by Hoffdahl, to adopt Resolution 19-12 Fee Schedule Updates. Motion carried.

C. Overnight Parking in City Lots – Action Item

Mayor Barlund-Maas explained that City Hall has received several calls from residents questioning the recent overnight parking of vehicles in City-owned lots. Commissioner Steward-Bess asked about the semi-truck that has been parking in the empty lot next to the Fire Station. Barlund-Maas stated that conversations have been held about that particular issue. Currently, our City Zoning Regulations do not address the parking of commercial vehicles in residential areas but ordinances prohibiting this type of parking are common in other communities.

The idea of making the empty lot next to the Fire Station “Event Only Parking” was discussed as was the possibility of not allowing overnight parking of any kind in City-owned lots. Chief Garcia suggested placing a rope across the entry to the empty lot and placing a No Parking sign. Commissioner Peterson commented on the parking of U-Haul vehicles on City property by Olivet Hardware.

To allow Councilmembers more time to think about the issue and its impact on the community, no action was taken and the issue will be revisited during the September City Council Meeting.

D. Sewer Pond Valve – Action Item

DPW Director Staggs stated that there are two valves at the sewer pond that are not working properly and are in need of replacement. Staggs has spoken with T.H. Eifert and they will need to special order the valves, a process which could take up to 10 weeks. In order to coordinate the replacement after discharge has taken place in October, Staggs would like to order the valves as soon as possible.

Staggs received an estimate from T.H. Eifert for the replacement of the two valves in the amount of \$13,860.00 which covers parts and labor.

MOTION by Peterson, supported by Penny, to hire T.H. Eifert to replace two valves at the sewer pond for an amount not to exceed \$13,860. Motion carried.

E. GIS Data Annual Fee – Action Item

A GIS system was purchased last year to help locate and mark infrastructure in the City. Director Staggs stated that he really likes the system and has been using it to mark curb stops, fire hydrants, and shut-off valves.

When Silversmith Data was approved last year, the Council’s approval did not include the data fees of approximately \$600.00 per year. This fee is for the data program only, no new equipment is being purchased.

MOTION by Marsh, supported by Peterson, to approve the paying of the GIS Data Annual Fee in the amount of \$600.00. Motion carried.

F. Night on the Town – Request use of City Parking Lot – Action Item

Olivet College and the Olivet Chamber of Commerce have requested use of the City parking lot located next to the Nelson Building for the Night on the Town event being held August 19. Night on the Town is designed to bring Olivet College students into the community. The City will be providing a gift basket to be raffled off during the event.

Mayor Barlund-Maas stated that she wants to see this item on the July City Council Meeting Agenda in the future years just in case the lot would ever not be available for use. This would give the event organizers time to change their plans if necessary.

MOTION by Marsh, supported by Penny, to allow Olivet College and the Olivet Chamber of Commerce use of the Nelson Building parking lot for Night on the Town. Motion carried.

G. Road Closures for Olivet College Home Football Games – Pregame Parade for Players, Cheer Team, and Band – Action Item

Prior to each home football game, the Olivet College Football Team, Cheer Team, and Band will walk together from Mott Academic Center on Cottage Street to the football field. The parade takes approximately 20 minutes. OFD Captain Tom Parker has agreed to provide a roadblock using a fire truck on Main Street between Cottage Street and Butterfield Highway again this year. If the Fire Department is unable to provide the roadblocks due to a fire call, the football team and band have been instructed that they are not allowed to walk in the streets. The parades will be on September 21 @ 12:00 PM, October 12 @ 11:00 AM, October 26 @ 10:00 AM, and November 16 @ 10:00 AM.

MOTION by Penny, supported by Frohm, to approve the road closures for Olivet College home football games on the dates indicated. Motion carried.

H. Fire Department Purchase – Action Item

The Fire Department needs to purchase 6 new fire hoses.

MOTION by Steward-Bess, supported by Penny, to allow the Olivet Fire Department to purchase 6 new fire hoses including shipping and handling for an amount not to exceed \$4,000.00. (Account 336-931-000). Motion carried.

I. Fire Department Expense – Action Item

The Fire Department would like to send four firefighters to Medical First Responder School. The class lasts approximately six months at a cost of \$1,400.00 which includes textbooks for all four attendees.

MOTION by Steward-Bess, supported by Frohm, to approve sending four Olivet firefighters to Medical First Responder School for an amount not to exceed \$1,400.00. (Account 336-909-651) Motion carried.

County Commissioner Jim Mott – Mott stated that he received a report from Eaton County 911 that said that they are hoping to have the new radios available in September. The 911 service is using the towers owned by Channel 47 and an issue with the soil underneath a tower in Mulliken caused the delay in the start of the new system.

The Eaton County Sheriff would like to add additional road patrols and has asked for funds from the budget or through a millage to pay for the increase. Mott stated that the County will be looking at the new budget next month but did not know if this funding would be available. Mott also stated that the Sheriff's Office is understaffed.

Commissioner Peterson asked if the County Sheriff's Office had generated funds in the past by taking in prisoners from other areas. Mott said that this was true but they are low on funding again. Peterson also asked if the County was using both cell towers. Mott replied that he thought that only the new tower was being used and did not know if the old tower was going to be taken down. Chief Collins suggested that Captain Tom Owen might be aware of the plans for the old tower as he has been going to the radio system training through Eaton County.

Approval of the Bills

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

Employee Reports

Fire Chief John Collins – Chief Collins stated that the department had 22 calls last month with Walton Township being the biggest user of the fire service. Captain Tom Owen represented the Olivet Fire Department at the County's Emergency Radio System "Train the Trainer" classes. The State of Michigan requires eight hours of training for everyone using the radios. Captain Owen will be training the Olivet Fire Department members, he will also be taking refresher courses. Collins stated that the charging stations that were purchased for the new radios are working well. Collins told County Commissioner Jim Mott that he felt that the County Emergency Manager is doing a great job for the entire county. Collins hasn't had the opportunity to thank the members of the Faith Assembly of God for painting the Fire Station yet but he has received a lot of positive comments on it

Police Chief Shawn Garcia – Chief Garcia stated that Firemen's Festival went well, but there seemed to be fewer people this year. Garcia has spoken with Olivet College Track Coach Bruce Baker and he learned Baker is no longer interested in holding a Color Run in September. Baker is now planning on having the Color Run in October of 2020 and will get back to Chief Garcia after Homecoming to work out the details.

Commissioner Peterson asked about traffic stops listed on the monthly report that occurred outside the City Limits. Garcia responded that those are stops that begin within the City but the pursuit takes them outside the City Limits.

DPW Director Jerry Staggs – Director Staggs stated that City Hall had a request from an individual wanting to put in a bid to perform Fall Leaf Clean-Up for the City. An advertisement will be placed in the paper requesting bids for the service. Northern Pump and Well pulled and cleaned the pump for Well #5. The original estimate for the project was approximately \$9,000, but the final cost was about \$3,200 less than that. They did an excellent job. The water tower should be back up and running this week as long as the samples come back indicating that the water is good. Chail Gentile and Ron Smith have been working hard getting more remote reads out on meters. The road striper has been fixed so the department can get caught up on that project.

Clerk/Treasurer Amy Huepenbecker – Clerk/Treasurer Huepenbecker stated that the City was awarded a \$5,000 grant from the Michigan Townships Participating Plan to purchase rubber mulch for Trenton Shrontz Park. Huepenbecker work with DPW Director Staggs to get plans in place to complete the project. The Olivet College Fall Service Day is September 25, so Huepenbecker is hoping to be able to coordinate the rubber mulch project with the Service Day and have students from the college work at the park to help remove the old mulch and replace it with the new rubber mulch.

Huepenbecker is working with accountant Kelly Hanna from Plante Moran in preparation for the annual audit which will occur the first full week in October. The City has reduced the number of monthly hours it contracts with Plante Moran. Things are continuing to run smoothly according to both Kelly Hanna and Clerk/Treasurer Huepenbecker.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming and the employees for their hard work. Hoffdahl stated that he assisted the DPW in repainting the roads. He also thinks the water tower looks great.

Steve Penny – Penny stated that he is looking forward to Night on the Town so he can get out and introduce himself to some of the new Olivet College students, returning students, and staff. The town will be getting busy next week with the start of the new school year for both Olivet College and Olivet Community Schools.

Larry Marsh – Marsh stated that he was glad that the new doors are in at the Fire Station and that they are working well.

Pam Steward-Bess – Steward-Bess stated that she is also glad that the new doors are in at the Fire Station and the keypad entry is working well for the firefighters.

Gary Peterson – Peterson stated that he read the report presented by Kelly Hanna and thinks that a discussion needs to be held about the City's investments.

James Frohm – Frohm thanked the Police Department for their increased presence on Kalamo Street and Butterfield Highway as well as their work during Firemen's Festival. Frohm stated that he appreciates how great the City of Olivet looks.

Laura Barlund-Maas – Barlund-Maas stated that Firemen's Festival went well. She is hoping to have a wrap-up meeting with the City and the Firefighters' Association to discuss the things that went well and things that need to be addressed for next year. City Hall can help communicate information about the festival and get the word out to more people, but only if we can work together with the Firefighters' Association.

Meeting Adjourned at 8:20 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer