

**City of Olivet  
Regular Session Minutes  
February 10, 2020 – 7:00 p.m.**

**Council Call to Order**

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

**Mayor Barlund-Maas recognized visitors**

**Band Director Jeremy Duby & Drum Major Abigale Smith – Olivet College** – The Marching Comets will be hosting their third annual Out of the Darkness Walk on Saturday, March 28 with registration beginning at 8:30 a.m. The Walk starts at 10:00 a.m. and will go until 12:00 p.m. The organization's goal for this year is \$15,000. The three-mile route will utilize the sidewalks through town; therefore, no road closures are needed. In case of bad weather, the Walk will be moved inside to Upton Gym. The event is open to everyone and there is no cost to participate. Olivet College will hang a banner for the Walk over Main Street between the College Square and the Kirk Center approximately 10-14 days prior to the event. Flyers and brochures about the American Foundation for Suicide Prevention and the Walk were distributed to Council and will be placed at City Hall.

**Bob Hale – Eaton Area EMS Manager** – Mr. Hale stated that he had been on the job for less than a year and wanted to introduce himself to the Council. Hale distributed his contact information and encouraged the City to reach out to him if there are any questions or concerns.

**Milea Burgstahler – Barry-Eaton District Health Department** – The WIC (Women, Infants, and Children) Clinic is offering grocery store tours for all WIC clients. Currently, tours are being held in the Eaton Rapids area, but they hope to expand the service to other cities. The Census is beginning their Hard-to-Reach survey where they attempt to count individuals who are homeless or transient. Census reporting will begin on April 1 and will be done mostly online this year. Individuals who miss reporting deadlines may be visited by a Census taker. Commissioner Steward-Bess asked how a person who isn't computer savvy could request a paper report. Burgstahler stated that she was unsure how to obtain a paper report, but a person can go to local libraries, the Department of Health and Human Services or United Way offices to receive assistance in completing the online report.

The work requirements for the Healthy Michigan and State of Michigan Medicaid plans went into effect on January 1. Individuals must complete 80 hours of work, volunteering, job seeking or job training per month unless they have an exemption in order to receive benefits.

Commissioner Penny asked about the Health Department's Plan of Action for the Coronavirus. Burgstahler stated that they are monitoring the spread of the virus closely. The Department is alerted if someone enters the county with risk factors such as recent travel to China or close contact with someone with the virus.

## **Approval of the Agenda**

**MOTION** by Steward-Bess, supported by Penny, to approve the agenda with the addition of Fire Department – Fuel Pump 819 Brush Truck to New Business. Motion carried.

## **Approval of Previous Minutes**

**MOTION** by Peterson, supported by Walker, to approve the previous minutes as presented. Motion carried.

## **OLD BUSINESS:**

**A. Bridge Committee Update** – Commissioner Penny stated that the committee was busy the past month but does not have enough information for a vote at this time. To date, \$2,178.37 has been spent on the project for crane service, applications, permits, and supplies. Additionally, there is an outstanding invoice to Kater Engineering for an Engineering Report in the amount of \$1,187.50 and a labor charge to Danny LaPoint for the move and installation of the bridge and footings which will be between \$2,000 - \$2,500. The committee has two bids for the proposed ramp, the first one is for an aluminum ramp and installation in the amount of \$12,398. The second is for a galvanized steel ramp without installation in the amount of \$15,453. With either option, the installation of 14 concrete footings would be required at a cost of approximately \$800 - \$1,000.

Commissioner Penny, Clerk/Treasurer Huepenbecker, and Danny LaPoint met with the Eaton County Building Codes Department on February 4 to discuss the current ramp options and to see if there were any other options available. LaPoint came up with the idea of constructing a 30-foot concrete ramp. The County was okay with this idea, but approval from the Michigan Department of Environment, Great Lakes, and Energy is needed. The concrete option is expected to cost no more than \$5,000. The fourth option is to abandon the project and remove the bridge and footings which would cost approximately \$4,500 for the crane service, labor, and restoration of the creek bank to EGLE requirements.

Penny stated that when the project was started, the proper approvals were not obtained which has caused the delay in completion. Brandy Hatt from the Eaton County Building Codes Department has been a good advocate for the City and is working with EGLE to get the concrete ramp option approved. The representative from EGLE had questions about the project which Hatt is working on answering.

An updated Engineer Soil Report will be needed for any of the four options. The aluminum and steel ramp options would require a new sealed stamped Engineer Report which could cost between \$2,000 - \$2500. The sides for the bridge will need to be enclosed so that no object greater than a four-inch sphere can pass through.

Penny stated that if the aluminum ramp option was chosen, Danny LaPoint indicated that he would waive the pending labor charge of \$2,000 - \$2,500.

The committee is waiting to hear back from the Brandy Hatt and hopes to have more information to present at the March Council Meeting and a vote can be taken.

## **NEW BUSINESS:**

### **A. Category B Road Grant Bids – Action Item**

Six bids for the Road Reconstruction Project were received on February 6. City Engineer Don Heck reviewed the bids and provided a report with the three lowest bids. Heck recommended accepting the bid from Lakeland Asphalt Corporation in the amount of \$314,639.00. The awarded grant amount was \$147,645.00, so the City would pay the costs over this amount. DPW Director Jerry Staggs stated that sections of Washington Street, Cottage Street, and Butterfield Hwy. would be milled down and new asphalt would be laid at a four-inch depth. The project is expected to begin in the Spring with Butterfield Highway being reconstructed after the school year ends.

**MOTION** by Hoffdahl, supported by Walker, to hire Lakeland Asphalt to repave Washington Street, Cottage Street, and Butterfield Hwy. for an amount of \$314,639.00. Motion carried.

### **B. DPW Pole Barn Roof Bids – Action Item**

DWP Director Jerry Staggs stated that the pole barn roof is not leaking, but shingles are being blown off routinely. Staggs received bids from Kingdom Builders, Harvey Construction, and Harton's Roofing and Restoration. Commissioner Penny stated that he looked over the bids and recommends using a steel roof over traditional shingles due to the longer life of the roof. Penny asked what the warranty on the steel roof offered by Harvey Construction was. Staggs stated that he did not know but would contact Harvey Construction for the warranty information. Council decided that Mayor Barlund-Maas will give final approval to the roof once the warranty information is confirmed.

**MOTION** by Hoffdahl, supported by Penny, to hire Harvey Construction to install a new steel roof on the DPW Pole Barn for an amount not to exceed \$4,000 pending approval from Mayor Barlund-Maas of the warranty. Motion carried.

### **C. WOW Franchise Agreement – Action Item**

The Franchise Agreement between the City of Olivet and WOW is up for renewal. The City has the option of charging a franchise fee of 0 – 5% with the current rate being 3%.

**MOTION** by Penny, supported by Steward-Bess, to accept the Franchise Agreement between WOW and the City of Olivet with a Franchise Fee of 3% as stated. Motion carried.

### **D. Water and Sewer Rate Changes – Action Item**

Mayor Barlund-Maas explained that there is more working capital in the Sewer Fund for projects than there is in the Water Fund. Clerk/Treasurer Huepenbecker and Accountant Kelly Hanna suggested adjusting the distribution of funds to allow more money to go into the Water Fund. The cost of water service will increase by \$0.17 per thousand gallons. The cost of sewer service will decrease by \$0.17 per thousand gallons. Residents who have both water and sewer services will not see a change in the amount paid per quarter. Residents who have only water service and Sprinkler accounts will see a slight increase in their quarterly billing. Sewer only accounts will see a decrease in their billings. There are only a few accounts that do not have both water and sewer services.

**MOTION** by Peterson, supported by Steward-Bess, to adopt Resolution 20-01 to establish the new water and sewer rates. Motion carried.

### **E. Fire Department – Fuel Pump 819 Brush Truck**

Commissioner Steward-Bess stated that the fuel pump on the Brush Truck went out over the weekend and needs to be replaced.

**MOTION** by Steward-Bess, supported by Frohm, to purchase a new fuel pump for the 819 Brush Truck for an amount not to exceed \$750.00. Motion carried.

### **F. Commissioner and Committee Appointments**

Mayor Barlund-Maas distributed to Council members an updated list of Commissioner and Committee Appointments.

### **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 he spoke with Eaton County 911 Director Michael Armitage and the old tower will be taken down as soon as the new tower is up and running. The building that houses the equipment is going to be sold and removed.

The County's Public Safety Committee has passed a Second Amendment Sanctuary County Resolution. This Resolution, if adopted, gives the County Sheriff and Prosecuting Attorney the ability to not enforce any gun laws passed by the State that are contractionary to the Second Amendment. The resolution will now go to the full board on February 19 for a vote.

### **Approval of the Bills**

**MOTION** by Frohm, supported by Penny, to pay the bills as presented with the addition of the two late bills. Motion carried.

### **Department Reports**

**Olivet Fire Department** – Chief John Collins stated that January was a busy month, as his report showed, and February continues to be busy. The new radio system went into operation for the Fire Departments today. The department is doing its best to keep the trucks running and is preparing for Spring.

**Olivet Police Department** – Chief Shawn Garcia was absent.

**Department of Public Works** – Director Jerry Staggs stated the new salt spreader is working well especially on the dead ends and parking lots. Chail Gentile and Ron Smith are doing a great job helping with the snow removal. Staggs stated that they are looking to move some water lines prior to the start of the Road Reconstruction Project. Commissioner Penny asked Staggs how the Washington Street Water Line Project discussed at the January meeting turned out. Staggs stated he had a meeting last week with City Engineer Don Heck and a representative from EGLE to discuss the project. A permit is needed from EGLE, but a plan is in place. Commissioner Peterson mentioned that the permit will not expire so the project can be done in steps.

**City Hall** – Clerk/Treasurer Amy Huepenbecker stated that City Hall is busy with election preparation. Deputy Clerk/Treasurer Rebecca Tanner and Jennifer Miller attended election

training today and Huepenbecker will go to the training on Tuesday. The City has two new residents who are interested in working the elections, and they will also be training this week.

The \$5,000.00 reimbursement check for the Rubber Mulch Project Grant was received last week.

Huepenbecker stated that she is working with Accountant Kelly Hanna on the budget. They met with the Department Heads to discuss their financial needs.

Red Tag Notices were delivered on February 6 and more than 30 tags were issued despite the new fee.

Winter Property Taxes are due on February 14. Payments will be accepted at City Hall until March 2 but are subject to late fees and penalties.

### **Commissioner Comments**

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

**Gary Peterson** – Peterson had nothing to add.

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

**Don Walker** - Walker asked about the property on Kalamo Street purchased by Casey's General Store and the zoning change. Walker stated that it was his understanding that the zoning change to Business was only good for one year, and then the property would revert back to Residential if construction was not started. Commissioner Peterson stated that the four lots were combined into one by the County. Clerk/Treasurer Huepenbecker stated that she has told representatives from Casey's General Store that the Special Use Permit from the City has expired. She will try and contact Casey's General Store again for an update. Mayor Barlund-Maas stated that she would read the past Council minutes to see specifically what was decided on the zoning change.

**Steve Penny** – Penny thanked the visitors for coming.

**Joe Hoffdahl** – Hoffdahl thanked the employees for doing a great job and the visitors for attending. He is looking forward to Spring and three new roads.

Commissioner Peterson added that City Engineer Don Heck stated in their road meeting that any cracks in the current road surface will come through the new roads. DPW Director Staggs stated that this is the reason they have decided to bore underneath the road for the water lines rather than cutting the roads.

**Laura Barlund-Maas** – Barlund-Maas stated that she was happy to be back after missing the January meeting. She thanked Mayor Pro-Tem Walker for running the meeting in her absence.

Meeting Adjourned at 8:00 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer