

**City of Olivet
Regular Council Minutes
July 12, 2021 – 7:00 p.m.**

Council Call to Order

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

Visitors' Section Welcome:

Firefighter Dan LaPoint had several things to discuss with Council regarding the Firefighters' Festival and the memorial for the park. He would like to close East Street starting Friday night from Main Street to Court Street to prepare for the Firefighters' Festival and close Main Street to First Street to Yale Street on Saturday at 1:00 pm for the parade which should take about 45 minutes to an hour. LaPoint also stated that Bryner's Septic is donating one port-a-potty for the festival and asked Council if the City would be willing to pay for a second port-a-potty. He asked for permission to set up the water slide on Saturday from 2:30 pm – 5:00 pm as well as have a Magic Show on the ballfield at 7:00 pm. as they have in the past. Council members were asked for their opinions regarding the proposed changes on events/activities, time frame for events, and serving food from the Fire Station front door, and the use of tables with tents over them. Council had no concerns with the current plans and provisions for the festival if people are respectful of others and social distance.

LaPoint stated that the stone was in place for the new veterans' memorial at the park, and he hopes Council is happy with its placement. He would like to add a six ft. ring of concrete around the stone for the placement of benches. LaPoint stated that three years ago the City agreed to help purchase benches and he is asking if the City is still planning on helping with the bench purchases. Original benches were \$1000.00 each, but Larry Colvin, retired director of facilities at Olivet College, found benches for \$600.00 each. LaPoint would like to have Precision Collision paint the benches red, white, and blue or he would like to purchase the benches already painted red, white, and blue. Mayor Barlund-Maas asked Commissioner Steward-Bess if there was money in the budget for the bench purchase. Suggestions were made to take donations for the benches. Mayor Barlund-Maas suggested we put the Memorial Park memorial on hold until after the Firefighters' Festival.

Dave King, owner of King's Agency addressed Council regarding an issue he is having in the Nelson Building. King stated that water is coming in down the face of the west wall on the parking lot side of the building. His contractor noted the block wall has bowed inward 2". The contractor has come up with a solution to fix this problem. King stated that holes will need to be drilled on the inside through the cement blocks. A post will then be driven through the holes in the block and ground horizontally connecting to a post that will be driven down vertically in the parking lot next to his building so that they can be tightened little by little to straighten out the wall and pin the foundation to the parking lot. About ten to twelve holes will need to be drilled into the parking lot to pin the foundation. He is requesting an easement from the City for this project. He would like to have this project completed by winter and all costs would be his responsibility. Council suggested amending the agenda to include a proposal for this easement.

Approval of Agenda

MOTION by Hoffdahl, supported by Penny, to approve the agenda as amended. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Walker, supported by Steward-Bess, to approve the June 2021 minutes as written. Motion carried 7-0.

OLD BUSINESS:

A. Public Surplus Item – Action Item

The Council was asked at the June meeting to bring their ideas on how to decide a minimum bid when placing an item for auction with Public Surplus. Commissioner Penny suggested that the Commissioner and department head have the authority to put forth a minimum bid under \$3,000.00 and Council would approve minimum bids over \$3,000.00 on any item.

MOTION by Penny, supported by Hoffdahl, to use the Public Surplus Auction site for sales of city property. Minimum bids will be determined by the Commissioner and department head for items less than \$3,000.00 with Council to approving any item over \$3,000.00. Motion carried 7-0.

NEW BUSINESS:

A. Dave King Easement – Action Item.

Dave King, owner of the King Agency informed Council earlier in the meeting of an issue with water leaking into his building through the basement wall. King is asking the City for an easement granting him permission to have the necessary repairs completed on his building as discussed earlier.

MOTION by Peterson, supported by Penny, to grant an easement to Dave King for the necessary repairs on his foundation. Motion carried 7-0.

A1. March for Easton-Juvenile Mental Health Awareness – Action Item

Kyle Spear distributed a flyer regarding Juvenile Mental Awareness. Spear lost her 15-year-old son Easton in May to suicide. In light of this situation, she would like to bring awareness to mental health by doing a march in honor of her son on August 28 from 10:00 am to 12:00 pm. Olivet College has approved the use of the Square for the majority of the event. Entertainment will be provided by a local DJ in the Square while t-shirts and food are being sold. The sale of goods and any donations made from this event will be contributed to the National Alliance of Mental Illness and Ele's Place. Spear requested some road closures for the event. Police Commissioner Penny stated that the city could not close Main Street but can close off the Olivet College Square on the three sides and he states there will be volunteers for the crosswalks to Kirk Center (KC). Penny suggested Chief Garcia could coordinate details with the event planner.

MOTION by Penny, supported by Walker, to allow three road closures (East, College, and Cottage streets) around the Olivet College Square on August 28 from 10:00 am to 12:00 pm to support the March for Easton. Motion carried 7-0.

B. Eaton Community Bank Checking Account Change - Action Item.

Clerk/Treasurer Amy Huepenbecker stated that the city's current checking account is earning .01% interest and as discussed at the June council meeting the city can switch into an Elite checking account with Eaton Community Bank (ECB) at a higher rate of .625%. In order to switch to the Elite checking account, ECB needs to have a record of approval by the Council in our council minutes.

MOTION by Walker, supported by Steward-Bess, to move the checking account to an Elite checking account to earn a higher interest rate. Motion carried 6-1 with the following roll call vote:

Barlund-Maas – yes Penny – yes Walker – yes Steward-Bess - yes Hoffdahl – yes Frohm – yes
Peterson - no

C. Olivet College Night on the Town City Parking Lot Use – Action Item

Jason Meadows, Olivet College's Associate Dean of Student Engagement informed Council the official move-in date for new college students is August 13. Meadows stated Night on the Town is scheduled for August 16 and Olivet College would like to use the city parking lot next to the Nelson Building for this event. The parking lot will be the hub of the event where raffles will be held, and dinner will be hosted there for students and staff.

Olivet College prospective new hire Dan Hayes is working on developing new projects with the community. Hayes stated that he has designed an app and a QR code scavenger hunt to engage students with the business community for Night on The Town. The app and the QR code scavenger hunt will get students into the local businesses and will also provide students with information on what that business offers, their hours, any sales, and promotions. The scavenger hunt will be on campus as well to get students familiar with some of the buildings. Hayes is working with the Olivet College, Olivet Chamber, and the community to get everyone involved and to bridge the gap between the different committees.

MOTION by Steward-Bess, supported by Frohm, to allow Olivet College to use the Nelson Building parking lot on August 16 for Night on the Town. Motion carried 7-0.

D. Dave A. King Six-Month Probationary Raise - Action Item

Mayor Barlund-Maas stated that DPW Director Jerry Staggs reported that employee Dave A. King has been with the department for six months and is working well.

MOTION by Walker, supported by Frohm, to approve Dave A. King's six-month probationary raise retroactive to the six-month anniversary of his hire date. Motion carried 7-0.

E. Sewer Life Station Retaining Wall – Action Item

Commissioner Gary Peterson stated the city received the permit from Environment, Great Lakes and Energy (EGLE) along with the proposal from T.H. Eifert of \$62,905.00 to proceed with the retaining wall at the main lift station. He stated the wall around the

lift station will protect the lift station from flooding. He would like soil testing before the construction begins. Peterson also stated that if T.H. Eifert begins the work and finds problems with the soil or anything out of the ordinary, all work will stop and the DPW Director Jerry Staggs will be contacted.

MOTION by Peterson, supported by Hoffdahl, to hire T.H. Eifert to put a retaining wall and fence around the main lift station at a cost not to exceed \$65,000.00. Soil testing will be completed before any work is started and any environmental concerns identified will be directed immediately to DPW Director Jerry Staggs. Motion carried 7-0.

F. 2021/22 Sidewalk Repair/Replacement – Action Item

MOTION by Hoffdahl, supported by Penny, to complete the sidewalk repair/replacement that was approved for FY 20/21 along with other additional repairs or replacements identified by DPW Director Staggs at a cost not to exceed \$7,000.00. Motion carried 7-0.

G. Tree Removal – Top to Bottom Tree Service – Action Item

Commissioner Joe Hoffdahl stated that he would like the city to hire Top to Bottom Tree Service to remove the next planned selection of trees in this year's budget for \$5,000.00.

MOTION by Hoffdahl, supported by Frohm, to remove trees using Top to Bottom Tree Service at a cost not to exceed \$5,000.00. Motion carried 7-0.

H. Mower Purchase - Action Item

Commissioner James Frohm spoke with DPW Director Jerry Staggs last week regarding a new mower. Staggs said that he had received two quotes for the mower. One quote for a Kubota diesel and one quote for a Gravely. Frohm stated that Staggs would prefer the Gravely over the Kubota mower. Harrington's Lawn & Power also offers a municipal discount on the Gravely. Discussions took place regarding the timing of the mower purchase, how many mowers the city needs, and the trade-in value on the mower versus selling the old mower.

MOTION by Frohm, supported by Peterson, to approve the purchase of the Gravely mower at a cost not to exceed \$12,000.00. Motion carried 7-0.

I. Fire Department Annual Maintenance - 818 – Action Item

Fire Chief John Collins stated that in the past Council has approved annual service maintenance for the fire trucks when a service company is in the Olivet area. The Fire Department can save money when a company already has employees working in the area. Collins stated last year's service was \$7,500.00 and included routine services such as pump service, pump tests, chassis service, ladder checks, and Amkus service. Mayor Barlund-Maas asked Collins about a letter stating approval of annual maintenance with a referral to this particular council meeting so that service maintenance could be done without coming to the Council for a vote.

MOTION by Walker, supported by Steward-Bess, to adopt a policy to spend what has been approved annually for the Fire Department truck maintenance without coming to a vote of the Council and have this in a written statement to save for future reference. Motion carried 7-0.

J. Firefighters' Festival Parade Road Closure – Action Item

MOTION by Steward-Bess, supported by Frohm, to allow the Main Street closure from First Street to Yale Street for the Firefighters' Festival Parade on July 31 with the understanding that if an issue arises due to construction on I-69, traffic will be routed as needed. Motion carried 7-0.

K. American Rescue Plan (ARP) Approval – Action Item

Clerk/Treasurer Amy Huepenbecker stated that the city is eligible for \$174,000.00 from the American Rescue Plan over the next two years. This money must be allocated by 2024 and spent by 2026. There are restrictions on how the money is spent.

MOTION by Steward-Bess, supported by Penny, to accept the ARP funds. Motion carried 7-0.

Approval of the Bills

MOTION by Hoffdahl, supported by Frohm, to pay the bills as presented. Motion carried 7-0.

Mayor Barlund-Maas called on Commissioner Jim Mott to address the Council

Jim Mott – Eaton County Commissioner – stated that he is working on the Eaton County Planning Commission zoning language for windmills. He stated that fifteen years ago, companies performed testing on the wind to see if it would be viable to put windmills in Eaton County. The tests came back negative, but we still need to have windmill language in zoning so it needs to be updated. Mott also stated that Eaton County has seven new cases of COVID-19, but no Delta variant. Discussion on potholes etc. on Ainger Road.

Department Head Reports

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that water and tax bills were sent out on July 1. The office has been busy with foot traffic and people are happy we are open again. She contacted Recognition Inc. regarding an update on the memorial plaques. They stated that they have been working alone and with a shortage of materials, so the plaques will take between six to eight weeks. Huepenbecker is waiting for the proof so that she can proceed with the order.

Police Chief Shawn Garcia – Absent

DPW Director Jerry Staggs – Absent

Fire Chief John Collins – Collins stated the fire department had 22 calls in June with ten medical calls, two wires down, two alarms, three personal injuries, one structure fire, two brush fires, and one mutual aid call. He stated that the department has hired new people and they will have to go to school/training. Collins asked about truck replacement as the three current trucks that the Fire Department has are twenty to twenty-five years of age and the lead truck has some frame issues that DOT Inspection picked up three to five years ago. Collins also stated that he would like Council to consider using some of the American Rescue Plan (ARP) funds to start planning for a new Fire Station. The current station is fifty-plus years old and is getting harder to comply with codes. He suggested purchasing the property for the new Fire Station as the property needs to be purchased before the department could apply for other grants to build.

Commissioner Comments

Joe Hoffdahl – Hoffdahl stated that FY 20-21 sidewalks and trees work has been completed. There are plans to work on the parking lots. Hoffdahl thanked all employees for their work and Dan LaPoint from D & J Excavating for the work on the sidewalks.

Pam Steward-Bess – Steward-Bess thanked Dan LaPoint for the Veterans Memorial and stated it felt good to be back in person.

Gary Peterson – Peterson stated that he had no update on the EATRAN consolidation yet, but it will be a gradual process and will not happen right away. He stated that he will keep Council updated. He had nothing else to add.

Steve Penny – Penny stated it is good to be back in person. He stated that Chief Garcia has not yet found an officer to hire due to many factors such as COVID-19, lack of interest in policing, world events, and our pay scale. Penny has a proposal he would like to share to get Council's thoughts at next month's meeting. The proposal is to sponsor a new police officer through the local police academy at our cost. This will take several months, and the cost would be \$12,000.00. Penny stated the money has been saved to sponsor this person since the Police Department has been without an officer, so he has money in the salary budget. More importantly, Chief Garcia needs another officer.

James Frohm – Frohm stated we are all in new territory as we try to return to our normal. He thanked workers who got the vaccines out and made them available to the public and to those who advocated for the vaccines and administered them. Frohm said it was good to be back in person.

Don Walker – Walker stated we have put an individual through the police academy to become an officer in the past and it worked out well. Walker also thanked Dan LaPoint for working hard on the Veterans Memorial.

Laura Barlund-Maas – Barlund-Maas stated she has been working with Municode and added Zoning to the package due to pricing being a good deal. She has been working with attorney Ken O'Deen on spot-checking ordinances that might be missing. Deputy Clerk/Treasurer Drema Emerson has been going through all the Council minutes since 2000 regarding ordinances that are missing or need to be updated. She stated that O'Deen has been granted permission to talk directly to Municode for this work. Barlund-Maas also stated that before COVID-19 she asked the department heads to look at the handbook for suggestions. Once she has a new draft updated, it will go to the policies committee and then to Council. She also expressed that it felt nice to be back in person.

Council meeting adjourned at 8:45 p.m.