

**City of Olivet
Regular Session Minutes
July 8, 2019 – 7:00 p.m.**

Council Call to Order

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

Mayor Barlund-Maas recognized visitors

Olivet College Track and Field Coach Bruce Baker – Coach Baker stated that the Track and Field and Cross Country teams would like to host a family-friendly Color Run in the fall. Mayor Barlund-Maas stated that she had spoken with Baker and Chief Garcia prior to the meeting about the race and the need for street closures during the event. There will be designated color spots in the grass on College property. Baker stated that Olivet College would be responsible for the clean-up after the Run, and he has researched ways to remove the color from the streets. The Color Run is tentatively scheduled for Sunday, September 22, at 1:00 PM with 200 runners anticipated.

Coach Baker asked if the City had safety vests that the College could use for the event and if an escort from either the Olivet Police or Fire Departments would be available. Mayor Barlund-Maas stated that she was not aware of the City providing escorts for prior Fun Runs held in the City.

Danny LaPoint – Mr. LaPoint asked if the City had heard from City Engineer Don Heck in regards to the bridge project. Clerk/Treasurer Huepenbecker stated that she had not heard from Mr. Heck.

Approval of the Agenda

MOTION by Marsh, supported by Hoffdahl, to approve the agenda with the addition of the Olivet College Color Run. Motion carried.

Approval of Previous Minutes

MOTION by Marsh, supported by Hoffdahl, to approve the previous minutes as presented. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

A. Olivet College Color Run – Action Item

MOTION by Marsh, supported by Hoffdahl, to allow a committee consisting of Mayor Barlund-Maas, Chief Garcia, and DPW Director Staggs to work with the Olivet College Track and Field and Cross Country teams to create an acceptable race route and work out the final details for the Color Run. Motion carried.

B. NuSystems - Sewer Lagoon Duckweed Control – Action Item

DPW Director Jerry Staggs stated that Sewer Discharge Pond 4 is being overrun by Duckweed which makes pulling accurate samples difficult. The pond will be unusable for 180 days after treatment. Staggs stated that the treatment has been performed in the past and will help reduce the amount of Duckweed in the pond for a few years.

MOTION by Marsh, supported by Hoffdahl, to hire NuSystems to perform Duckweed Control in Sewer Discharge Pond 4 for an amount not to exceed \$5,000. Motion carried.

C. Northern Pump & Well – Well #5 Repairs – Action Item

DPW Director Jerry Staggs received a proposal from Northern Pump & Well for the removal, inspection, and clean-up of the pump at Well #5. The proposal does not cover any repairs to the pump if any are needed. Commissioner Marsh stated that any repairs discovered during the inspection would be considered an emergency and could be approved by Water/Sewer Commissioner Peterson upon his return. Northern Pump & Well recommends completing this type of maintenance every five years. Staggs stated that it had been six years since the pump at Well #5 has been pulled and inspected. Director Staggs stated that a rotation schedule will be created with one pump being inspected in each of the next three years.

MOTION by Marsh, supported by Frohm, to hire Northern Pump & Well to perform an inspection and clean-up of the pump at Well #5 for an amount not to exceed \$3,500. Motion carried.

D. Leathers & Associates – Replacement and Repair of Slides at Shrontz Park – Action Item

DPW Director Jerry Staggs stated that the exit piece on one slide is damaged to the point of being a hazard and the spiral tube slide needs complete replacement. The equipment was originally purchased from Leathers & Associates. Resident Carolyn Kilbourn stated that she often sees older children climbing and jumping on the slides. Kilbourn also stated that she witnesses smoking at the park and cigarette butts left on the ground. Commissioner Frohm suggested adding signage to the park addressing these issues.

MOTION by Marsh, supported by Frohm, to purchase pieces to repair the slides at Shrontz Park from Leathers & Associates for an amount not to exceed \$5,300. Motion carried.

E. Ayles Tree Service – Tree Removal – Action Item

DPW Director Jerry Staggs stated that he and Jack Barkley from Ayles Tree Service completed the annual City tree inspection. Staggs stated that there was one tree by the Kirk Center that is near the power line, but Consumers Energy does not want to remove it. Staggs said that the tree was healthy so no action will be taken at this time. Mayor Barlund-Maas asked about a tree on Main Street whose removal had been postponed last year. Staggs answered that he was not part of the original discussion for that property, but the tree was inspected and Mr. Barkley did not see it as a danger at this time. A proposal for the trimming or removal of nine trees was received from Ayles Tree Service in the amount of \$4,415.

MOTION by Hoffdahl, supported by Frohm, to hire Ayles Tree Service to trim or remove the nine trees identified in the proposal for an amount not to exceed \$4,500. Motion carried.

F. Resolution 19-09 – Category B Road Grant Contract – Action Item

Mayor Barlund-Maas explained that the purpose of the resolution is to accept the grant money from the State of Michigan for the road reconstruction project. The City is waiting to hear back from City Engineer Don Heck as to who should sign the resolution.

MOTION by Marsh, supported by Hoffdahl, to adopt the resolution as written with signatures to be determined at a later date. Motion carried.

G. Fire Department Pump Test – EVS – Action Item

Lt. Dan Frisbie stated that it is time for the annual pump service and inspection. The amount requested will pay for the cost of the test only. Any repairs needed would be an additional cost.

MOTION by Frohm, supported by Marsh, to approve payment for the annual Pump Test for an amount not to exceed \$1,500. Motion carried.

H. Fire Department Annual Maintenance – Action Item

Bruce Hamilton will perform annual maintenance on all Olivet Fire Department trucks except the Rescue Truck. This amount includes DOT certification of the vehicles.

MOTION by Marsh, supported by Hoffdahl, to hire Bruce Hamilton to perform annual maintenance on the Olivet Fire Department trucks for an amount not to exceed \$1,200. Motion carried.

I. Lion's Club Car Show Road Closures – Action Item

The Olivet Lion's Club requested that Cottage and College Streets be closed between Church Street and Main Street for the purpose of their annual Car Show on Saturday, July 27. The DPW will leave the barricades in the area and the Lion's Club will put them in place when setting up, and members will take them down after the car show.

MOTION by Marsh, supported by Hoffdahl, to approve the road closures requested by the Olivet Lion's Club for their annual Car Show on July 27. Motion carried.

J. Firemen's Festival Road Closures – Action Item

A discussion was held about the revised parade route. The parade will end on Yale Street near the DPW building rather than returning to the Olivet Middle School.

The Fire Department requested the closure of East Street from Main Street to Court Street beginning on the evening of Friday, July 26 until after the fireworks program on Saturday, July 27 for the purpose of Firemen's Festival.

Lt. Dan Frisbie stated that in the past, the closure did not extend all the way to Main Street which was a hazard for both vehicle and pedestrian traffic. Chief Garcia agreed that the closure needed to start at Main Street for safety. Frisbie agreed to notify the property owners and tenants who live on Main Street and park in the City lot of the closure and its impact on them.

MOTION by Marsh, supported by Hoffdahl, to approve the road closures requested by the Olivet Fire Department for the purpose of Firemen's Festival. Motion carried.

Approval of the Bills

Clerk/Treasurer Huepenbecker explained that the late bill was for repairs on the Fire Department Rescue Truck. Annual service and DOT certification were performed on the vehicle in addition to repairs. Huepenbecker did not know if Chief Collins paid the invoice personally or used his City credit card. The invoice was added for approval in case reimbursement to Chief Collins was necessary.

MOTION by Marsh, supported by Frohm, to pay the bills with the late addition of the invoice from Star Truck Rental for service to the Fire Department Rescue Truck. Motion carried.

County Commissioner Jim Mott – Commissioner Mott stated that the Eaton County Sheriff's Department held an Active Shooter training in Eaton Rapids a few weeks ago that he was able to attend as an observer. The all-day event took almost a year to plan and drew Police and Fire Departments from all over the state. Two scenarios were played out; one with a single shooter and another with multiple gunmen.

Employee Reports

Fire Chief John Collins – Lt. Dan Frisbie spoke on behalf of the Fire Department. Frisbie stated that Firefighter Scott Lokker will be retiring in August after approximately 30 years with the Fire Service.

Police Chief Shawn Garcia – Chief Shawn Garcia stated that he had received some complaints about speeding on East Street, Kalamo Street, and North Main Street. Garcia has been placing the digital speed sign in these areas. He spoke with one resident who stated she thought that the sign was helping with the speeding problem.

DPW Director Jerry Staggs – Director Jerry Staggs stated that street sweeping is scheduled to be done again the week of Firemen’s Festival. Notices reminding residents to keep grass clippings out of the street have been placed on Facebook, the City’s website, and in the quarterly newsletter. Staggs stated that not much time passed after the last street sweeping before the litter was noticeable in the streets again. City Hall created a letter that Staggs is giving to residents who he witnesses violating the littering ordinance. Repeat offenders will be brought to the attention of Chief Garcia for possible ticketing.

Director Staggs stated that Chail Gentile and Ron Smith are doing a great job. The weather is finally drying out so the department can get to work on some projects. An “Authorized Personnel Only” sign was placed in the cemetery by Well #6.

Clerk/Treasurer Amy Huepenbecker – Clerk/Treasurer Huepenbecker stated that City Hall mailed out the Quarterly Utility Bills and Summer Tax Bills last week. Some residents have called asking about the Water Service Charge that now appears as a separate item on the billings. A few have been unhappy but the majority understand once the change is explained. This fee was included in the Water Charges previously, but is now shown separately due to the different rates being charged based on meter size. The new fiscal year has begun, so Huepenbecker asked if anyone has any receipts or outstanding invoices for the FY 18/19 to please turn them in so that she can close out the accounts.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked those in the audience for coming and the employees for their hard work. Hoffdahl stated that he is working on the road project and is looking forward to getting started.

Larry Marsh – Marsh thanked everyone for their kind words while he was absent. He is glad to be back.

James Frohm – Frohm stated that he appreciated the proactive and forward-thinking of the City employees and residents in trying to prevent accidents.

Laura Barlund-Maas – Barlund-Maas informed Council that she would like to update the Employee Handbook and has asked the Department Heads to reread the Handbook and come up with suggestions on things that need to be changed or added. The Department Heads will meet as a group and then with Mayor Barlund-Maas. She will bring their

suggestions to the Council's Personnel Committee and then to the full City Council. The process is expected to take a few months to complete. In the next year, Barlund-Maas stated that the Council needs to start working on a new Comprehensive Plan and then a Charter revision.

Meeting Adjourned at 7:50 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer