

**City of Olivet  
Regular Session Minutes  
July 13, 2020 – 7:00 p.m.**

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

**Council Call to Order**

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

Absent: None

**Approval of Agenda**

**MOTION** by Steward-Bess, supported by Penny, to approve the agenda. Motion carried 7-0. \*\*\*

**Approval of Previous Minutes**

**MOTION** by Walker, supported by Hoffdahl, to approve the previous minutes as presented.  
Motion carried 7-0. \*\*\*

**NEW BUSINESS:**

**A. Pay Raises – Action Item**

Clerk Amy Huepenbecker stated the 3% raises for all employees including the fire department (first hour) were figured in the FY 20/21 budget that was approved in May. She asked if it would be possible to retro the pay to June 29 (two days early) to simplify the payroll for that period.

**MOTION** by Walker, supported by Penny, to approve the 3% pay raises and to make the new rates effective June 29. Motion carried with a roll call vote 6-0-1. Peterson abstained. \*\*\*

**B. Investment – Action Item**

Clerk Huepenbecker informed Council that the CDAR investment is earning .1% interest and the interest on the loan for the municipal building is 4.5%. She presented Council with some calculations of interest saved if the City pays down the loan. If nothing extra is paid towards the principal, the loan will be paid off in 2036 and we will have paid approximately \$49,700.00 more in interest. Penny thought it was a perfect idea and would save the City money. He suggested paying off the loan in full at approximately \$119,000.00. Peterson agreed.

**MOTION** by Penny, supported by Steward-Bess, to pay-off the municipal building loan balance in full at approximately \$119,000.00. Motion carried 7-0. \*\*\*

**C. Mower Purchase – Action Item**

DPW Director Jerry Staggs presented Council with bids for a new 60” zero turn mower for three different brands (Kubota, Bad Boy and John Deere). The quote for the Gravely was not included in the packet. Some of the companies offer a “bid assist” which reduces the price of the mower. Peterson asked if there were any problems with the Kubota diesel. Staggs stated he had not really had many problems with that mower. Peterson stated he would not suggest purchasing a John Deere because of past experiences. Staggs was asked about the value of a gas mower vs. a diesel mower. He stated that a diesel is likely to last longer, but would cost considerable more. It is in the budget to replace the mowers every 5-6 years, and if they are kept on this rotation, a gas mower would be a good choice. Staggs reported the Bad Boy had good reviews, the Gravely is the favorite among the workers and the Kubota diesel is quite pricey. He said the quoted price for the Gravely was \$13,480.00 without a bid assist and he hoped a bid assist would bring the price down to around \$10,500.00.

**MOTION** by Steward-Bess, supported by Frohm, to purchase the Gravely for \$10,500.00 with the contingency for the Mayor to make a final decision if the price is higher. Motion carried 7-0. \*\*\*

#### **D. Northern Pump and Well – Well #4 Inspection**

DPW Director Staggs stated Well #4 would be taken out of service temporarily to be inspected. It is recommended that inspections are performed every five years. If any problems are found with the well, there will be an additional cost.

**MOTION** by Peterson, supported by Steward-Bess, to hire Northern Pump and Well to do the inspection and video inspection on well #4 not to exceed \$3620.00, and Staggs would bring a price overage back to Council if needed. Peterson stated the City can run without well #4 for a while. Motion carried 7-0. \*\*\*

#### **E. Fire Department Purchase- Darley 6” Strainer – Action Item**

Commissioner Walker stated the need for a new strainer for the pumper truck. It protects the pump on the truck by filtering out unwanted debris from lakes and rivers when filling the truck.

**MOTION** by Walker, supported by Hoffdahl, to purchase the Darley 6” strainer not to exceed \$900.00. Motion carried 7-0. \*\*\*

#### **F. Police Car Purchase and Grant - Informational**

Chief Shawn Garcia presented Council with an informational packet on a new police vehicle. Clerk Huepenbecker learned of a grant opportunity for public safety through USDA Rural Development. The grant would cover 35% of the purchase price of the complete vehicle. Peterson stated he was not comfortable with just one quote and would like a quote for a different type of vehicle. Penny informed Council that at this time because of COVID-19, there is only one line of police vehicle available. All other lines are on hold. Garcia confirmed the orders for Dodge Chargers have been suspended. He also stated there have been issues with the Chargers. Barlund-Maas agreed there were not as many options with the pandemic. This grant is part of the “pooled grant” which is all monies that were not awarded during the year pooled into one final opportunity. If the City is not awarded the grant now, the application will remain on file for a chance at next year’s grant. Penny stated he hoped we would get the grant now, but if we did not, pursuing the grant when it opens up again in January or February would be a good option. Garcia stated that he hoped to sell the Ford Crown Victoria for \$4,000.00. Council discussed a date for the public hearing needed to apply for the grant. It was decided to have the hearing virtually on July 27, 2020. Huepenbecker will post the hearing information when it becomes available on the website and at City Hall.

#### **Approval of the Bills**

**MOTION** by Stewart-Bess, supported by Penny, to pay the bills as presented with the addition of one bill for Krater Engineering (Terry Baker) in the amount of \$1757.50 for engineering prints for the walking bridge and ramp between the ball field and Memorial Park. Motion carried 7-0. \*\*\*

#### **Employee Reports**

**Fire Chief John Collins** – Collins stated the number of runs was up due to storms and wires down. Things are running smoothly at the department. They continually prepare for COVID-19 issues.

**Police Chief Shawn Garcia** – Garcia spoke with the person of interest for the park vandalism after he was alerted by Staggs that the person had returned to the park. Garcia is seeking more information on the vandalism at the park and other vandalism around town.

**DPW Director Jerry Staggs** – Staggs stated his department had a busy month. Crosswalks, stop bars and parking spaces on the streets have been painted. He thanked Road Commissioner Joe Hoffdahl and Chief Garcia for their traffic assistance and keeping the DPW workers safe while painting. After storm damage, Staggs is checking into a stand-by generator for the Public Works building. The generator would keep the water tower in service without an employee having to monitor it until the power comes on. The metal roof is scheduled to be installed in August on the DPW pole barn. He is glad Garcia caught the person responsible for the park vandalism. His department has spent several hours cleaning the graffiti. Commissioner Walker asked Staggs if the road construction on Washington Street was complete. Walker feels there needs to be more fill between some of the yards and the roadway. Staggs said he would assess the situation and contact Lakeland Asphalt if needed.

**Clerk/Treasurer Amy Huepenbecker** – Huepenbecker stated that June was a very busy month for her office with utility billing, property taxes and absentee ballots. She informed Council that the Deputy Clerk/Treasurer position was still open. Huepenbecker is grateful for the help she gets from Garcia and Staggs, as well as DPW workers Chail Gentile and Ron Smith. They all pitch in and help when they can. Fifty absentee ballots have been sent out, but Huepenbecker is anticipating more in the coming weeks. She and Election Chair Jennifer Miller are busy getting ready for the Primary Election on August 4.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl thanked the employees for doing a great job. He stated that the new roads look great.

**Don Walker** – Walker had nothing to add.

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

**Steve Penny** – Penny stated that times are still tough and that anyone needing assistance could reach out to him for help. He also stated that the City is not immune to protests and everyone should stay alert and speak up if they see something that is not right.

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

**James Frohm** – Frohm stated his surprise that the COVID-19 pandemic is still going strong.

**Laura Barlund-Maas** – Barlund-Maas agrees with Commissioner Penny's statement about people needing assistance. She also stated the Food Bank welcomes donations and volunteers willing to help. Barlund-Maas is looking forward to having meetings in person again, but admitted it could be several months. She will schedule a Zoom meeting on July 27, 2020 for the Public Hearing regarding the grant application for the police vehicle. She also reminded everyone of the fireworks show on July 25<sup>th</sup>.

Meeting Adjourned at 7:55 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer

\*\*\* Roll call vote was taken.