City of Olivet

Public Hearing & Regular Session Minutes

May 13, 2019 – 6:45 p.m.

Council Call to Order

Present: Mayor Laura Barlond-Maas, Larry Marsh, Pam Steward-Bess, Gary Peterson, Joe Hoffdahl

Absent: Steve Penny, James Frohm

Public Hearing: 2019-2020 Proposed Budget (2nd Reading)

Open discussion was held.

Mayor Barlond-Maas recognized visitors

Jennifer Miller - Miller asked about the status of the bridge over the Kedron and whether or not it would be completed before Firemen’s Festival. Dan LaPoint stated that he had the steps and fencing and progress would be made by the end-of-the-week.

Carolyn Kilbourn – Kilbourn stated that a dumpster was delivered on May 8 to 319 Cottage Street and some of the trash had been removed, but there is still a large amount of trash on the property. Jennifer Miller added that the residents are beginning on a second dumpster. Mayor Barlond-Maas stated that there would be no cost to the City for the clean-up.

Scott Piepkow – President of the Firefighter’s Association – Piepkow stated that the Firefighter’s Association is asking for permission to put a temporary storage container on the lot next to the Fire Department to replace the current storage building that is falling apart. The building would be used to store tables, chairs, and tents for Firemen’s Festival and extra fire equipment. Mayor Barlond-Maas, Mr. Piepkow, Chief John Collins will meet to discuss a plan for a permanent storage solution so that the temporary storage container does not become permanent.

Approval of Agenda

MOTION by Marsh, supported by Steward-Bess, to approve the agenda. 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. 2019-2020 Proposed Budget (2nd Reading) – Resolution 19-04 - Action Item

MOTION by Marsh, supported by Peterson, to adopt Resolution 19-04 to approve the 2019-2020 Budget by Department. Motion carried with a roll call vote 5-0.

Hoffdahl – yes Steward-Bess – yes Barlond-Maas - yes

Penny – absent Peterson – yes

Marsh – yes Frohm - absent

B. Millage Resolution – 19-05 – Action Item

An operating tax rate of 14.7252 mills will be levied for FY 2019-2020. A 2019 Summer Tax Late Penalty Charge of two percent is established and will be collected on behalf of all the taxing units after September 30th. One percent 2019 Summer and Winter Tax Administration Fee is established and will be collected on behalf of the City of Olivet.

MOTION by Marsh, supported by Steward-Bess, to adopt Resolution 19-05 to establish the levy and authorize the collection of taxes, penalties, and fees for the FY 2019-2020. Motion carried.

C. Planning Commission Recommendation – Olivet College Storage Barn at 504 Shipherd Street – Action Item

No residents expressed objections during the Planning Commission Meeting. Larry Colvin, Facilities Director, was present on behalf of Olivet College. The lack of a primary building on the property necessitates a Special Use Permit for the storage barn. The SUP will be reviewed annually.

MOTION by Steward-Bess, supported by Marsh, to approve the Planning Commission Recommendation to allow Olivet College to build a storage barn at 504 Shipherd Street. Motion carried.

D. Fire Department Purchase – Public Education Materials – 101-336-878.000 – Action Item

Chief John Collins stated that the Fire Department would like to purchase materials for public education for use next year. Materials will be used in programs for students in grades Kindergarten through Third, Senior Citizens, and at Firemen’s Festival.

MOTION by Steward-Bess, supported by Marsh, to allow the Fire Department to purchase public education materials in an amount NTE $941.00 in total. (Account 101-336-878.000). Motion carried.

E. Firemen’s Festival Parade Route – Action Item

Chief Garcia suggested a change to the Firemen’s Festival parade route so it would no longer extend on Main Street to Butterfield where there are fewer spectators. Garcia’s recommendation would have the parade turn onto College Street, but this would disrupt the Lion’s Club Car Show. Barlond-Maas proposed the new route turn onto Yale Street to avoid disrupting the car show and accommodate the large number of spectators along the area. Then the parade would return to the Olivet Middle School from Yale Street to Church Street to College Street.

MOTION by Steward-Bess, supported by Marsh, to change the Firemen’s Festival Parade Route as discussed. Motion carried.

F. PA 116 Approval/Disapproval - VanSickle – Action Item

Property is located in Bellevue Township; therefore, the change will not affect the City of Olivet. The State of Michigan Farmland Preservation Program, commonly known as PA 116, requires approval by the City of Olivet because it is within 3 miles of the property.

MOTION by Peterson, supported by Marsh, to approve the VanSickle PA 116 request. Motion carried.

G. 6 Month Pay Raise – Tanner and Staggs – Action Item

Deputy Clerk/Treasurer Rebecca Tanner and DPW Director Jerry Staggs have completed the six-month probationary period in their present positions. Tanner will receive the standard fifty cents per hour increase, Staggs will receive a 75 cent per hour increase as negotiated when he accepted the position.

MOTION by Steward-Bess, supported by Hoffdahl, to approve the six-month raises for Rebecca Tanner and Jerry Staggs. Motion carried by roll call vote 4-0.

Hoffdahl – yes Steward-Bess – yes Barlond-Maas - yes

Penny – absent Peterson - abstained

Marsh – yes Frohm - absent

H. Hydrocorp Contract Extension – Informational

Mayor Barlond-Maas stated that she made the decision to extend the City’s current contract with Hydrocorp for cross-connection control for one year. The original contract was signed in 2015 and this is the final extension allowed. A new contract will need to be negotiated next year.

I. Delinquent Utility Bill Special Assessment Resolution – 19-06 – Action Item

The Olivet City Charter allows for delinquent utility bills to be added as a Special Assessment to a property’s Summer Tax Bill. It has been determined that there are delinquent utility bills totaling $1062.68 for 2019. Notices have been sent to residents about these balances by the Clerk’s Office.

MOTION by Marsh, supported by Peterson, to approve the Delinquent Utility Bill Special Assessment Resolution. Motion carried.

J. 2015 Sidewalk Special Assessment Resolution – 19-07 – Action Item

The Olivet City Charter allows for the placement of a Special Assessment on the Summer Taxes of properties with unpaid amounts for the repair/replacement of sidewalk. Residents are allowed three years to pay for their portion of the sidewalk cost. It has been determined that there are unpaid balances totaling $1600.02 for sidewalk repair/replacement completed in 2015. Notices have been sent to residents by the Clerk’s Office regarding the outstanding balances.

MOTION by Marsh, supported by Steward-Bess, to approve the 2015 Sidewalk Special Assessment Resolution for outstanding fees from 2015. Motion carried.

K. Marihuana Ordinance – First Read – Informational

The proposed ordinance will prohibit, within the City of Olivet, Marihuana establishments with the intent to sell the drug. The ordinance, written by City Attorney Ken O’Deen, will have a second reading at the June meeting and will be voted on at that time. [Note: The State of Michigan is one of a group of states that uses this spelling of marihuana.]

L. Alcoholic Beverages on City Owned Property – Informational

Research was done into Olivet City ordinances prohibiting the consumption of alcoholic beverages on City-owned property. A specific rule regarding the use of alcoholic beverages on the Civic Center property is not in place. Chief Garcia suggested changes to the current ordinances which Mayor Barlond-Maas will discuss with City Attorney Ken O’Deen. Barlond-Maas will return to Council at a later date with more information. Commissioner Peterson suggested using the language “all City-owned properties” to cover current and future properties.

M. Approval to pay bills early to receive discount – Informational

MOTION by Marsh, supported by Steward-Bess, to allow the Clerk’s Office to pay an invoice early to receive a discount at the Mayor’s discretion. Motion carried.

Approval of the Bills

Commissioner Steward-Bess brought to Council’s attention a previously approved Fire Department purchase. Council voted to approve the purchase of six fire hoses by the Fire Department in an amount not to exceed $2000.00. The invoice from Emergency Vehicle Services came in at $2132.00 due to shipping costs unaccounted for in the estimate.

MOTION by Steward-Bess, supported by Marsh, to approve the increase in the expenditure for six fire hoses for a cost of $2132.00 in total. Motion carried.

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

Jim Mott – County Commissioner – Mott stated that the petition to place the issue of solar panels on the ballot did not receive enough signatures. No applications for solar panels have been received by the County.

Employee Reports

Fire Chief John Collins – Chief John Collins stated that it had been an average month with 18 fire calls. There will be an Active Violence Incident training in Eaton Rapids next month that the department would like to attend. The required annual Respiratory FIT Testing will be conducted by Bio Care on June 5. City Hall received a call from a resident who stated that they could not hear the sirens during the monthly test while outside at their property on Washington Street, Chief Collins asked if those in attendance were able to hear the sirens. Council stated that they were able to hear the siren test.

Police Chief Shawn Garcia – Chief Shawn Garcia stated that he appreciated the Council changing the Firemen’s Festival parade route.

DPW Director Jerry Staggs – Director Jerry Staggs thanked the Council for approving his raise. Staggs stated that Chail Gentile is doing an awesome job and learning quickly. A Community Service Day will be held with Olivet Community Schools on Friday, May 17 where students will work to clean up Trenton Schrontz Park and along the river, put flags out at the cemetery for Memorial Day. The “Fire Personnel Only” parking signs have arrived and will be put up once a Miss Digg is completed. A Notice to Proceed has been completed for the Water Tower Project. The City of Olivet was awarded a $145,000 grant by the State of Michigan for road reconstruction and is waiting to receive a Notice to Proceed from them. Staggs gave an update on the doors for the Fire Department stating that the contractor is running behind but he is gathering materials and plans to start in approximately three weeks.

Clerk/Treasurer Amy Huepenbecker – Clerk/Treasurer Huepenbecker stated that the office has been busy cleaning up past issues with delinquent utility and sidewalk billings. With future sidewalk repair/replacements, an invoice will be sent to the property owner in addition to the letter to help clear up the confusion. Homeowners will be sent a reminder letter during the second year of the payment term. Summer taxes and next quarter’s utility billings will be prepared and mailed in June.

Commissioner Comments

Joe Hoffdahl – Hoffdahl stated that there will be a Lions Club Open House on June 1 from 2 – 4 at Klock Commons in Dole Hall. Hoffdahl thanked Danny LaPoint for his work on the sidewalks. He also expressed appreciation to all employees for their hard work.

Larry Marsh – Marsh stated that he would like to see the rules posted on signs at City properties be written in plain English.

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

Gary Peterson – Peterson had nothing to add.

Laura Barlond-Maas – Barlond-Maas had nothing to add.

Meeting Adjourned at 8:04 p.m.

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Laura Barlond-Maas, Mayor Amy Huepenbecker, Clerk/Treasurer