

**City of Olivet  
Regular Session Minutes  
November 11, 2019 – 7:00 p.m.**

**Council Call to Order**

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

Absent: Pam Steward-Bess

**Mayor Barlund-Maas recognized visitors**

There were no visitors wishing to address the Council.

**Approval of the Agenda**

**MOTION** by Penny, supported by Hoffdahl, to approve the agenda moving Item H Proclamation to before Old Business. Motion carried.

**Approval of Previous Minutes**

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

**Oath of Office**

Clerk/Treasurer Huepenbecker administered the Oath of Office to Mayor Barlund-Maas and Commissioners Hoffdahl and Penny.

**Proclamation**

For his 16 years of service to the City of Olivet, Mayor Barlund-Maas presented retiring Council Member Larry Marsh with a Proclamation declaring November 13, 2019, as Larry Marsh Day and bestowed upon him The Oaks of Olivet Award.

Commissioner Marsh thanked everyone and wished Council the best of luck. Marsh then left the meeting.

**OLD BUSINESS:**

**A. Walking Bridge – Informational Item**

An estimate for the walking bridge ramp was received from Upside Innovations in the amount of \$12,398.83 which included delivery and installation less concrete footings. Clerk/Treasurer Huepenbecker stated that estimates have been requested from three other vendors, but she has not heard back from them. Council discussion took place, and it was decided to will wait for the other estimates.

## **NEW BUSINESS:**

### **A. Scales for Well #5 – Action Item**

DPW Director Jerry Staggs explained that there are digital scales in all the wells except Well #5. By using the digital scales, the department can be more exact with their measurements. The State of Michigan also prefers digital scales to be used. Elhorn Engineering provided a price quote of \$975.00 per scale, and the Department of Public Works will do the installation.

**MOTION** by Peterson, supported by Penny, to purchase two scales for Well #5 for an amount not to exceed \$1950.00. Motion carried.

### **B. Dixon Engineering – Water Tower Warranty Proposal – Action Item**

DPW Director Staggs stated that Dixon Engineering offers a Warranty in addition to the bid package for the exterior painting of the Water Tower. This is how it was done with the interior painting of the Water Tower. The cost is \$1500.00 and includes an inspection within 13 months of project completion. Staggs stated that one of the mud valves will need to be repaired in the Spring as there is a small leak. Staggs will confirm with Dixon Engineering that the City will not be responsible for any costs associated with the repair.

**MOTION** by Penny, supported by Hoffdahl, to purchase the Water Tower Warranty from Dixon Engineering for an amount not to exceed \$1500.00. Motion carried.

### **C. PA 116 – Alan Shumaker – Action Item**

**MOTION** by Frohm, supported by Penny, to approve the PA 116 request by Alan Shumaker. Motion carried.

### **D. PA 116 – Justin Shumaker – Action Item**

**MOTION** by Frohm, supported by Hoffdahl, to approve the PA 116 request by Justin Shumaker. Motion carried.

### **E. MI CLASS Investment – Informational Item**

Clerk/Treasurer Huepenbecker researched Michigan Cooperative Liquid Assets Securities System for potential investment and shared her findings with the Council. MI CLASS generally pays higher interest rates than banks and is very liquid (Funds can be deposited and/or withdrawn daily), but funds are not guaranteed or insured and their rates are more sensitive to market fluctuations. Huepenbecker spoke with Eaton County Treasurer Bob Robinson who stated that the County has been investing with MI CLASS for 1 ½ years and is comfortable with their returns but indicated that consistent monitoring of interest rates is needed with MI CLASS.

Kelly Hanna from Plante Moran suggested a sweep account as another investment idea. Clerk/Treasurer Huepenbecker stated that she contacted Independent Bank to learn more about their sweep account options but has not heard back from them.

Commissioner Peterson stated that he would like information on the historical performance of MI CLASS investments and the commission fee ratio. Commissioner Penny stated that he was uncomfortable investing in a fund that was not insured or guaranteed.

## **F. Water Turn-On Fee Timeline – Informational Item**

Clerk/Treasurer Huepenbecker requested a change in the way the Water Service Turn-On Fee is enforced. Currently, the fee is added to the resident's account and is due on their next billing. City Hall would like to make the fee payable upfront prior to service being restored. Council agreed that the fee and full amount due should be paid before service is returned.

## **G. Event Parking in City Lot at 121 East St. (by Fire Department) – Action Item**

Mayor Barlund-Maas stated that there has been a variety of vehicles parking in the lot. Council was given proposed wording for a sign with the rules for that lot. Chief Garcia suggested the time restriction begin at 9:00 PM or dusk rather than the proposed 11:00 PM. Council agreed with changing the time to 9:00 PM. Commissioner Peterson stated that the lot was purchased by the City for the purpose of overflow parking by the Fire Department. Mayor Barlund-Maas asked Chief Collins if the lot was used much for firefighter parking. Collins replied that approximately 50% of the responders park in that lot for calls.

**MOTION** by Penny, supported by Hoffdahl, to approve the parking rules as discussed and purchase Event Parking Only signage for 121 East Street lot. Motion carried.

## **Approval of the Bills**

**MOTION** by Penny, supported by Hoffdahl, to pay the bills as presented. Motion carried.

## **Department Reports**

**Olivet Fire Department** – Chief John Collins stated that last month was a busy month for the Fire Department with 28 calls. Collins will be attending the Eaton County Fire Chiefs meeting on Thursday and will learn more about the MABIS alert system. Commissioner Peterson asked Collins if he had any update on the ISO, Collins stated that he had not heard anything but would check with Michael McLeieer.

**Olivet Police Department** – Chief Shawn Garcia stated that October was uneventful. The biggest event was Halloween, but that was limited by weather. Garcia will be varying his work schedule in order to remain consistent with enforcement of the Seasonal Parking Restrictions. Since November 1, approximately 100 parking tickets have been written.

**Department of Public Works** – Director Jerry Staggs stated that the hydrants were flushed this month. Mark Joseph from the Michigan Department of Environment, Great Lakes & Energy, formerly the Department of Environmental Quality, came and completed a Sanitary Survey, results are expected in the next 30 days. Danny LaPoint is doing a great job on the leaf pick-up. LaPoint stated that he would continue the pickup until it was done. He would like to clean along the sides of the streets in town as well. Staggs thanked all the veterans for their service.

**City Hall** – Clerk/Treasurer Amy Huepenbecker stated that the election went well, there was an 8% voter turnout. Preparation for the March Presidential Primary will begin in January. The mulch project was completed with assistance from Olivet High School students. Huepenbecker will be submitting the grant paperwork for reimbursement. City Hall will be working on Winter Property Taxes starting next week. Huepenbecker wished everyone a nice Thanksgiving and thanked the veterans for their service.

## **Commissioner Comments**

**James Frohm** – Frohm stated that he visited the DPW building and there are some building maintenance items that need to be completed. The eaves at City Hall are also in need of repair or replacement.

**Gary Peterson** – Peterson congratulated the Mayor and Council members on their reelections.

**Steve Penny** – Penny stated that there was excellent teamwork this past month with all the activities. Penny thanked all the veterans for their service. Next month following the Council meeting will be the annual Holiday Dinner. Penny and his family will again provide the meat for the dinner and ask for others to bring a dish to share. All regular Council meeting attendees are invited to the dinner.

**Joe Hoffdahl** – Hoffdahl thanked Danny LaPoint for his work with the leaf pick-up and the employees for doing such good jobs. The DPW is looking to purchase a salt spreader to place in the back of the F-550 to serve as a backup for the plow truck.

**Laura Barlund-Maas** – Barlund-Maas asked Council about the correct procedure to fill the vacant Council seat. Commissioner Peterson stated that in the past an advertisement was placed in the newspaper or the Personnel Committee sought candidates. Mayor Barlund-Maas stated that she will wait to do Commissioner assignments once all the Council positions are filled.

Meeting Adjourned at 7:48 p.m.

---

Laura Barlund-Maas, Mayor

---

Amy Huepenbecker, Clerk/Treasurer