

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

Council Call to Order

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

Absent: Mayor Laura Barlund-Maas

Mayor Pro-Tem Don Walker recognized visitors

Rena Bond – Bond stated that she has been experiencing flooding issues at her Winter Street home and wanted clarification on who was responsible for the drains. Commissioner Peterson stated that Eaton County is responsible for the drains and recommended Bond contact the Eaton County Drain Commissioner. Commissioner Steward-Bess advised Bond to contact City Hall if she needed further assistance after speaking with the County.

Jason Meadows, Olivet College Associate Dean of Student Life – Meadows requested on behalf of the Greek Life Society, permission to close East Street, Main Street, Cottage Street, and College Street around the campus square for the Running Night event on Friday, January 17 at 9:00 PM. Students will be running relays around the Square until approximately 9:30 PM. Meadows will meet with Chief Garcia and Jerry Staggs on Tuesday, January 14 to work out the details.

Approval of the Agenda

MOTION by Penny, supported by Steward-Bess, to approve the agenda with the addition of Item A – Walking Bridge under Old Business and the removal of Item H – Commissioner and Committee Appointments from New Business. Motion carried.

Approval of Previous Minutes

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

OLD BUSINESS:

A. Walking Bridge – Commissioner Penny stated that Mayor Barlund-Maas asked him to lead a committee to discuss options for the walking bridge project. The committee consisting of Commissioners Penny, Frohm and Steward-Bess will be meeting on January 20. Penny will present the results of this meeting to Council in February. Clerk/Treasurer Huepenbecker sent the ramp blueprints to the County for review and they were approved with the condition that the footings were frost protected.

NEW BUSINESS:

A. Presentation of FY 18/19 Audit – Joe Verlin, CPA, Gabridge & Company

Auditor Joe Verlin presented the audit findings and financial summary including recommendations to the Council. Verlin stated that the City did a good job providing all the information needed for the audit. Per Verlin, the result of the audit shows that the City is in a stable financial position and has enough funds in reserve to run the City for approximately six months.

B. Washington Street Water Line Upgrades – Action Item

Commissioner Peterson stated that the upgrades would occur on Washington Street between Engle Drive and the Well House. Upgrades include isolating the Well House from the water main, adding one new fire hydrant and replacing a second hydrant. Peterson estimates the cost at \$25,000. Clerk/Treasurer Huepenbecker stated that she had discussed the project with Accountant Kelly Hanna and there is money in the Water Fund to pay for the improvements. The project would begin this week and will be completed by May or June. During construction, one lane of traffic would remain open. DPW Director Jerry Staggs stated that the Michigan Department of Environment, Great Lakes and Energy (formerly DEQ) performed a sanitary survey and he will be completing a Capital Improvement Plan, Reliability Study, Asset Management Plan, and Rate Study which is routinely required by the State. This project would be part of the Capital Improvement Plan.

MOTION by Peterson, supported by Penny, to use \$25,000 from the Water Fund to pay for upgrades to the Washington Street water lines. Motion carried.

C. Eavestrough Estimates for City Hall and DPW buildings – Action Item

DPW Director Jerry Staggs received two estimates for the replacement of the gutters at the DPW Building and City Hall. Gutters R Us submitted a price of \$1,964.00 and Guilford's Siding proposed price was \$2,319.00.

MOTION by Frohm, supported by Peterson, to accept the proposal from Gutters R Us for the replacement of the gutters at City Hall and the DPW Building for an amount not to exceed \$2,000.00. Motion carried.

D. First Street Light at Olivet Middle School Driveway – Action Item

DPW Director Jerry Staggs stated that the school bus drivers are having difficulty seeing students on the sidewalk along First Street in the area of the Middle/High School driveway. Staggs contacted Consumers Energy and they recommend installing a larger LED light head which would cost \$1,081.00. The price is significantly higher than the last light that the City had Consumers Energy install. Staggs was unsure of the reason for the increase.

MOTION by Penny, supported by Hoffdahl, to approve the purchase of a new LED light head for the Middle/High School Driveway from Consumers Energy for an amount not to exceed \$1,081.00. Motion carried.

E. Investment – Sweep Account vs MI Class – Action Item

Clerk/Treasurer Huepenbecker discussed investment options from Michigan Cooperative Liquid Assets Securities System (MI Class) and a Sweep Account from Independent Bank. Investments in MI Class are not insured and are tied to the Stock Market which would require monitoring by the City. Money placed in a Sweep Account at Independent Bank would be insured and kept local. Huepenbecker spoke with Accountant Kelly Hanna who recommends investing between \$250,000 - \$500,000 which could be split into multiple investments. Commissioner Penny stated that he was not in favor of making an uninsured investment and asked about placing money in a Certificate of Deposit. Huepenbecker stated that being able to access the money when needed was important and a Certificate of Deposit would tie the money up.

MOTION by Frohm, supported by Peterson, to have the Finance Committee research investment options and report back to Council. Motion carried.

F. Fire Department Purchase – FDIC Full Conference - McLeieer – Action Item

Commissioner Steward-Bess stated that Michael McLeieer would like to attend the full FDIC Conference on April 20 – 25. McLeieer will attend classes during the Conference and will then share the information with the Olivet Fire Department.

MOTION by Steward-Bess, supported by Penny, to pay for Michael McLeieer to attend the FDIC International Conference for an amount not to exceed \$627.00. Motion carried.

G. Fire Department Purchase – Installation of Lights on Trucks – Action Item

Commissioner Steward-Bess stated that the lights were donated by TecNiq Inc. last year and the requested funds are for the installation of the donated lights onto Fire Department vehicles.

MOTION by Steward-Bess, supported by Hoffdahl, to pay for the installation of LED lights on Fire Department vehicles for an amount not to exceed \$750.00. Motion carried.

OTHER BUSINESS:

County Commissioner Jim Mott – Mayor Pro-Tem Walker asked County Commissioner Jim Mott if he would like to address the Council. Mott stated that the Benton Township Solar Farm project is going to court to decide if voters should be allowed to vote on it. The towers for the new radio system are up and running. Police departments are using the system now and Fire departments will begin using the radios in February. Fire Chief John Collins stated that Eaton County 911 tested every square mile for radio reception. Commissioner Peterson asked if the County could take the old tower down. Mott stated that he would check into the possibility.

Approval of the Bills

MOTION by Steward-Bess, supported by Penny, to pay the bills as presented. Motion carried.

Department Reports

Olivet Fire Department – Chief John Collins stated that December was below average for calls. Collins stated that there were 239 calls in 2019 with 60% of these calls being for medical assistance. Chief Collins is working on a year-end report which he will present to Council. Fire School begins this week but the Fire Department is not sending anyone at this time. The Department had training on the new radios on January 12 and almost everyone was there. All officers will be assigned a radio, the other units will be assigned to the trucks. County Commissioner Mott stated that each radio costs approximately \$3,000. Chief Collins stated that insurance coverage for the radios would be needed and he would investigate the cost. Commissioner Penny stated that insuring the units may be difficult because technically the County owns the radios.

Olivet Police Department – Chief Shawn Garcia was called away from the meeting to Bellevue for Mutual Aid. Clerk/Treasurer Huepenbecker relayed for Chief Garcia that December was a quiet month.

Department of Public Works – Director Jerry Staggs stated that he is working on the reports for the State of Michigan that he talked about earlier. Ron Smith and Chail Gentile are working hard keeping the streets clear and uploading information into the Geographic Information System mapping program. The bid opening for the road project will take place on February 6 at 11:00 AM. The new salt spreader on the F550 is working great.

City Hall – Clerk/Treasurer Amy Huepenbecker stated City Hall is busy working on the budget and preparing for the upcoming Presidential Primary. Absentee ballots are available starting on January 27. Election workers will attend training on February 10 and 11. The City has three new election workers who will be attending the training. Huepenbecker stated that she learned that there have been issues with older laptops not running election software correctly. She would like to upgrade the City's ePollbook laptop with a newer model to avoid trouble with the upcoming 2020 elections. There is money available in the Clerk Budget to pay for the purchase.

Huepenbecker reminded the Department Heads that she needs their budgets turned in by January 17. Accountant Kelly Hanna will be at City Hall on January 27 to work on the budget. Deputy Clerk/Treasurer Rebecca Tanner is busy taking utility payments that are due next Monday.

Clerk/Treasurer Huepenbecker worked with Tom Owen and ordered the iPads approved in December for the Fire Department. The units have arrived but are not yet in the trucks.

Commissioner Comments

James Frohm – Frohm had nothing to add.

Gary Peterson – Peterson had nothing to add.

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

Don Walker - Walker thanked DPW Director Staggs for his hard work. The financial reports showed that the City is in great shape which is a testament to the people working for the City.

Steve Penny – Penny thanked the visitors for attending the meeting. He congratulated the Council and the employees on the positive audit report.

Joe Hoffdahl – Hoffdahl thanked the employees for doing a great job.

Meeting Adjourned at 8:24 p.m.

Donald Walker, Mayor Pro-Tem

Amy Huepenbecker, Clerk/Treasurer