

City of Olivet
Regular Session Minutes
July 9, 2018 - 7:00p.m.

Council Call to Order

Present: Mayor Barlund-Maas, Marsh, Peterson, Hoffdahl, Steward-Bess, Frohm, Penny
Absent: none

Mayor Barlund-Maas recognized visitors

Joe Barkley-

Barkley would like to take the less than one acre of his parent's property that falls in the City limits and move it to Walton Township where the rest of the property falls. He has been to the County and they have directed him to the City Council. Mayor Barlund-Maas has sent him to the Planning Commission.

Kent Austin County Commissioner-

911 Emergency Manager is now in the Controllers office. The candidates have been narrowed down to two for this job and both are very qualified for the job. Austin stated that nobody wants to fund dead tree removal and has asked for ideas on how to fund the removal.

Approval of the agenda

MOTION by Penny, supported by Steward-Bess, to approve the agenda with the addition of items I and J, GPS Asset Tracker bids and Auditor Proposals. Motion carried.

Approval of Previous Minutes

MOTION by Penny, supported by Steward-Bess, to approve the previous May 2nd Special Session minutes. Motion carried.

MOTION by Marsh, supported by Penny, to approve the June 2018 minutes. Motion carried.

OLD BUSINESS: None

NEW BUSINESS:

A. Planning Commission Recommendation Request (Whitetail Farms) -Action item

Whitetail Farms would like to have a bulk storage of propane (1,000-gallon tank) to be used as a filling station at 4506 W. Butterfield Hwy.

MOTION by Penny, supported by Hoffdahl, to support the recommendation of the Planning Commission to allow Whitetail Farms a Special Use Permit for bulk storage of propane. Motion carried.

B. David Chapman Agency-Risk reduction grant.

The grant is for risk reduction to property, building, and vehicles owned by the City. To be considered for this grant, the City must be a member of the Michigan Township Property plan. The grant is to help with reducing risks that could result with a claim. The amount of the grant differs up to \$5000.00 depending on the proposed project. Interim Clerk Huepenbecker has asked all department heads to think of ideas to submit for consideration. Informational only.

C. City Hall Driveway – Action item

The City would like to change the direction of the driveway to City Hall to enter from Main St. to clear up confusing directions.

MOTION by Steward-Bess, supported by Hoffdahl, to change the direction of the driveway to enter from Main St. Motion carried.

D. Dan LaPoint Sidewalk Contract - Action item

Due to increasing price of concrete, DPW Director Smith would like to separate the cost of labor, equipment and material for sidewalk replacement. Dan LaPoint never increases the cost to the City when his cost for the concrete rises. Smith would like to keep a fair working relationship with LaPoint. Smith has come up with an equation to help solve this issue and show what the City pays for the concrete.

MOTION by Penny, supported by Steward-Bess, to separate the labor and material costs and increase labor cost to \$2.75 per sq. ft. Motion carried.

E. Omni Site- Equipment End of Life-

DPW Director Smith informed Council of the need to replace alarm equipment for water and sewer. We have five alarm units around the City. Four out of five are outdated after December 2019. Omni Site has sent Smith information to upgrade the equipment. Omni Advantage plan, offered by Omni Site, updates the equipment. He is asking for permission to upgrade four units plus trade the old units for \$2,580 which includes new equipment and the Omni Advantage plan. With the Omni Advantage plan there would be no replacement cost if something goes wrong, lifetime product warranty and radio upgrades if needed. This quote is good until December 2018. Smith is going to gather more information about this. No action taken.

F. Water Tower Inspection

DPW Director Smith stated he would like Dixon Engineering to inspect the inside of the water tower before the 13-month warranty expires in August. If the inspection shows any problems, LC Painting will come back and fix any issues under the warranty. Dixon's cost is \$1,900. They can provide a video/photo report as well as a written report.

MOTION by Peterson, supported by Penny, to approve Dixon Engineering to inspect the water tower before the warranty expires with the cost not to exceed \$1,900. Motion carried.

G. Lions Club Car Show

The Lions Club requested to close East St., College St., and Cottage St. around Oak Square from 7:00am until 5:00pm on July 28 for their Car Show during Firemen's Festival.

MOTION by Marsh, supported by Steward-Bess, to allow the Lions Club to close the streets listed above during their car show. Motion carried.

H. Fire Department request approval for maintenance on fire equipment- Action Item

The Fire Department asked for approval for maintenance on various equipment that needs upkeep and repair, such as vehicles and personal equipment.

MOTION by Steward-Bess, supported by Marsh, to accept the Fire Department's purchase list for annual updates not to exceed \$21,400. Motion carried.

I. GPS Bids

DPW Director Smith presented GPS bids for mapping out water shut-offs, sewers, lids, piping, cemetery, mostly water and sewer, fire hydrants, program-flush, exercise valves. If we download to Cloud then we OWN the maps. Smith would like to go with Silver Smith for the units. The initial cost is \$5,500.00 for the equipment and an annual fee of \$1,200.00. Silver Smith provides 24-hour technical support, seven days a week.

MOTION by Peterson, supported by Steward-Bess, to use Silver Smith for GPS mapping with the initial start-up costs of \$5500.00 and an annual fee of \$1,200.00. Motion carried.

J. Auditor Proposals

The Clerk's office sent several letters to Auditing firms asking for a bid on the City's Annual Audit. Although several auditors submitted bids to the City, Gabridge was the least expensive and offered support throughout the year the other firms did not.

MOTION by Marsh, supported by Penny, to use Gabridge & Co. as auditor for \$8,595.00 for the 2017-18 audit. Motion carried.

Approval of the Bills

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

Employee Reports

Interim Clerk Huepenbecker-

Huepenbecker reported they are keeping busy in the office and still learning something new every day. She stated that we should hear from Engineer Terry Baker within a week concerning the bridge project.

DPW Director Smith-

Smith said the DPW has been busy painting road lines. The County will be painting major road lines, which is done every other year. Crack sealing has no start date yet, but Smith will call to set up a date. Street sweeping will be here the Tuesday prior to Firemen's Festival.

Police Chief Garcia-

Garcia informed that is has been a busy month. They will be attending two meetings involving active shooter training which will be late August with Eaton County heading that up. Calhoun County held a training session on Meth Awareness on June 22. That training went very well. OPD will be training in interviewing children. Peterson mentioned he would like to work with the college on parking issues down by Cutler.

Fire Chief Collins –

Collins stated they have had 12 calls the month of July already. Renew mileage for 911 on August 7. Active shooter training coming up which can be stressful is being held at Olivet Community schools. NFPA 3,000 guidelines for fire departments. Not members of this because the cost is too expensive. Speaker held September 8-9 at college. Hoping to get vendors for the event.

Commissioner Comments

Frohm – Frohm reminded everybody that Fireman's Festival was coming up. He also reminded the Fire Department to water down the grass before shooting off the fireworks.

Peterson- Peterson brought up the college parking.

Steward-Bess- Steward-Bess thanked everyone for their community support. Thanked all employees along with Danny LaPoint for their hard work.

Marsh- Marsh stated the City looks good. Water test came out well. He is concerned about speeders on Kalamo St.

Penny- Penny thanked the visitors and employees. He is looking forward to Fireman's Festival and thanked the community for their support.

Hoffdahl- Hoffdahl commented all of the work being done around the City such as seal cracks, painting the roads, sidewalks and tree removal. Thanked the visitors for coming out and voicing their opinions.

Mayor Barlund-Maas- No comment.

Meeting Adjourned at 8:35pm

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Laura A. Barlund-Maas, Mayor

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Amy Huepenbecker, Interim