

City of Olivet
Regular Session Minutes
May 14, 2018 - 7:00p.m.

Council Call to Order

Present: Mayor Barlund-Maas, Marsh, Peterson, Hoffdahl, Steward-Bess, Frohm
Absent: Penny

Mayor Barlund-Maas recognized visitors

Danny LaPoint- Fireman’s Festival: LaPoint reviewed some events related to Fireman’s Festival and asked for permission to close East St. north of Court St. and the City parking lot, beginning that Thursday evening. LaPoint and Scott P... will be managing Fireman’s Festival.

LaPoint is holding an auction on June 9 on his property on the corner of Kalamo and Main Streets. LaPoint asked to cover no parking signs to allow people to park on Kalamo and First St. The signs closest to the corners would not be covered.

Approval of the agenda

MOTION by Marsh, supported by Steward-Bess, to approve the agenda with the addition of closing East St. and covering parking signs for June 9th. Motion carried.

Approval of Previous Minutes

MOTION by Peterson, supported by Hoffdahl, to approve the Previous Minutes. Motion carried.

OLD BUSINESS:

Request approval of Planning Commission Recommendations - Action item

TRAVIS GESSNER - Placement of Pole Barn at 219 Engle

There were no concerns from neighbors. Special use permit is recommended.

MOTION by Frohm, supported by Steward-Bess, to approve the Special Use Permit allowing Gessner to build the pole barn. Motion carried.

EATON COUNTY HUMANE SOCIETY - Amend Current Special Use Permit

Amendment to current special use permit for Humane Society to allow low cost spay/neuter services for cats only. Animals will not be there for a lengthy stay. Dogs would get vaccinated and microchipped off site. The ECHS would need to request further amendments to start surgeries on dogs. No visitor comments. Amendment to Special Use Permit recommended.

MOTION by Steward-Bess, supported by Marsh to accept special use permit to ECHS as amended. Motion carried.

NEW BUSINESS:

A. Introduce Courtney Neering and Officer Sean Bailey - No Action

Mayor Barlund-Maas introduced Neering as Interim Deputy Clerk. Chief Garcia introduced Officer Bailey who came with a year experience from New Buffalo P.D. Both are learning quickly and gaining new knowledge.

B. Request approval for Plante-Moran services for one year- Action item

Plante-Moran is the accounting firm that did work with the city to help prepare the Audit last year as well as help prepare the budget. Kelly Hanna is the accountant assigned to us and has already offered advice and direction. The contract is for 24 hours of service a month. After first year, we could reduce the number of contracted hours. All departments (i.e. police, fire, water, roads) will share the costs for this agreement.

MOTION by Steward-Bess, supported by Peterson to accept Plante Moran contract and the annual fee of \$2500 a month for 24 hours per month as stated in the contract. Motion carried.

C. First reading of 2018-2019 budget - No Action

Mayor Barlund-Maas asked department heads and commissioners to review the proposed budget to attempt to reduce spending. In addition, she directed them to look at final expenses in the 2017-2018 budget for possible reductions. A special meeting will be scheduled for next week to examine possible budget amendments. Barlund-Maas reminded city personal and Council that any expenses over \$100 must be approved by the Commissioner and the Mayor. The second reading of the budget will be held 15 minutes before the June 11th meeting.

D. Request approval for Cottage St. closure between Main and Shipherd on 9-29-18 from 3pm-10pm - Action item

The City received a written request from Samantha Pearl, Alumni Engagement Director Olivet College, to close down Cottage St. between Main and Shipherd. Chief Garcia did not see any issues with the closure. The college would need to contact Smith for road blocks. The City asked that no stakes be used in the roads. It was also suggested to put up signs on Cottage St. that morning stating there would be no parking after 2pm.

MOTION by Steward-Bess, supported by Hoffdahl, to allow Olivet College to close Cottage St. between Main and Shipherd from 3pm-10pm on September 29, 2018. Motion carried.

E. Request approval for \$3,400 for Fire Department radios - Action item

Commissioner Steward-Bess asked for approval to purchase four radios and four chargers with a three-year extended warranty not to exceed \$3500. She stated there is money in the radio budget to cover the cost of this new equipment.

MOTION by Steward-Bess, supported by Peterson, to purchase four radios and four chargers with additional three-year warranty for each and a shipping charge of \$45 not to exceed \$3,500, funds taken from radio repair and maintenance. Motion Carried.

F. Requests for Fireman's Festival.

MOTION by Peterson, supported by Steward-Bess, to allow the Fire Department to close East St. from Court to north entrance of Olivet Hardware parking Thursday morning through Sunday morning. The City will pay for the rental of three portable toilets for Firemen's Festival. Motion carried.

G. Request to cover up two no parking signs on Kalamo and First St. on June 9th.

LaPoint auction to be held the morning of June 9th. LaPoint asked the City for permission to have the no parking signs covered for additional parking on Kalamo and First St. during the auction. The signs closest to the corners are not to be covered.

MOTION by Marsh, supported by Steward-Bess to cover no parking signs. Motion carried.

Approval of the Bills

MOTION by Steward-Bess, supported by Marsh, to approve the monthly bills in the amount of \$15,175.71. Motion carried.

Employee Reports**Huepenbecker**

Interim Clerk/Treasurer stated it has been an interesting month and has been learning a lot. Huepenbecker is appreciative of all the help she is receiving.

DPW Director Smith

The May 19 mud bog event has been postponed, perhaps to August. A GIS system for DPW would help with sewer and water needs. Use the GIS system for the cemetery plots as well to clean up the map and have better information. 100% of the information belongs to the City from this system. Smith has only received one current bid but is working on getting more and will bring numbers back next month. Street sweeping will take place on May 23rd and once a month during the summer. Doug Wells is requesting information if he can hook water and sewer that he has in place to his pole barn. Will get further information on the matter.

Police Chief Garcia

Officer Bailey is a welcome addition. Garcia wants to remind everyone that calls for emergency or non-emergency dispatch should go to Eaton County phone number. Phone at office is for reports and non-service related issues.

Fire Chief Collins

Lt. Michael McCleieer was present. Council recognized him for his recent award for the 100 Club. Olivet Fire is hosting classes Olivet College on September 8 and 9 for outside departments to attend. Two new members at the Fire Department: Melissa Summers and Hailey Cooper.

Commissioner Kent Austin of Eaton County

Austin had arrived late from another meeting; Mayor Barlund-Maas asked him to address the council. Austin discussed a new pilot program for bi-fuel systems for gas and propane, which would be less expensive and environmentally cleaner. The county is moving the Emergency Response Planner out of the Sheriff's office to the Command Center.

Commissioner Comments

Frohm stated that he appreciates the strong public input and involvement from the community.

Peterson welcomed new employees Neering and Bailey.

Steward-Bess congratulated McCleieer, Neering, Officer Bailey, & Huepenbecker. She thanked department heads for all their hard work. Thanked the audience.

Marsh congratulated Huepenbecker, Neering, and Officer Bailey.

Penny Absent

Hoffdahl thanked everyone for being present. He also thanked Danny LaPoint for his contributions and congratulated the new staff members.

Mayor Barlund-Maas discussed possible dates for the special meeting in regarding the budget. Wednesday May 23 at 7pm was selected. Ideas for expense reduction should be submitted to Huepenbecker by Monday May 21.

Meeting Adjourned at 8:28pm

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Laura A. Barlund-Maas, Mayor

Amy Huepenbecker, Interim Clerk/Treasure