

**City of Olivet
Public Hearing & Regular Council Minutes
November 8, 2021 – 6:45 p.m.**

Council Call to Order

Present: Mayor Laura Barlund-Maas, Gary Peterson, Joe Hoffdahl, James Frohm, Don Walker, Pam Steward-Bess, and Steve Penny.

Public Hearing – Code of Ordinances:

Commissioner Gary Peterson brought up discrepancies in the updated Code of Ordinance book. Discussion took place.

Visitors' Section: No visitor comments.

Approval of Agenda

MOTION by Steward-Bess, supported by Penny to approve the agenda. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Walker, supported by Peterson to approve the October 2021 minutes. Motion carried 7-0.

Oath of Office

Clerk/Treasurer Huepenbecker administered the Oath of Office to Mayor Barlund-Maas and Commissioners Walker, Peterson, Frohm, and Larry Marsh.

A certificate of appreciation was given to Steward-Bess as her term of service ended.

OLD BUSINESS: None.

NEW BUSINESS:

A. Kyle Shumaker – Shumaker Technology Group (STG) – Website – Action Item

Kyle Shumaker, owner of STG, informed Council IT Right, our former website designer, has turned the website portion of their business over to STG, a municipal website development company. Shumaker has assessed the City of Olivet's website and recommends securing the site with encryption, maintaining American Disabilities Act (ADA) compliance, and being mobile-friendly.

MOTION by Walker, supported by Peterson, to accept the STG proposal for a new website design at a cost not to exceed \$1,995.00 with a \$500.00 annual maintenance fee. Motion carried 7-0.

B. DPW Building Furnace - Action Item.

DPW Director Jerry Staggs stated Eric Dale Heating & Air performed maintenance on all City furnaces. The furnace at the DPW building needs to be replaced. Staggs obtained four quotes for the replacement of the furnace. Discussion took place on the type of furnace needed to heat the office space and the garage and concerns over carbon monoxide (CO²) levels. Mayor Barlund-Maas asked Clerk/Treasurer Huepenbecker and DPW Director Staggs to contact the Eaton County inspector to find out how much CO² is acceptable for one furnace for the DPW building and to get advice on the proper furnace at that site. The DPW furnace approval will be brought back to the Council at the December meeting.

C. Code of Ordinance Book Adoption – Action Item

Mayor Barlund-Maas stated that discussions were held during the public hearing regarding the discrepancies that Commissioner Peterson had brought forward. The Code of Ordinance book will be amended as ordinances are passed or removed and the updates will be made to the electronic copy. Tonight will be considered the first reading of the Code of Ordinance Book adoption. The second reading and adoption will take place at the December Council meeting. No public hearing will be held in December.

Approval of the Bills

MOTION by Peterson, supported by Hoffdahl, to pay the bills as presented. Motion carried 7-0.

Department Head Reports

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that the election went well. Winter property tax bills will be sent to the property owners at the end of the month. She thanked Steward-Bess for her service on the Council.

Police Chief Shawn Garcia – Garcia stated that Justin Southern passed his written and physical agility test for the Lansing Community College Police Academy that starts in January. Garcia informed Council the old police car has been placed on the Public Surplus Auction website.

DPW Director Jerry Staggs – Staggs informed Council that he is looking to fill a vacancy in the DPW, so an ad will be placed in the local paper. Employee Dave King is doing a great job and he has offered to work more hours in the interim. D & J Excavating has been working hard getting leaves picked up. Staggs stated that the retaining wall around the main lift station is close to completion. Consumers Energy needs to move the meter at the lift station. Staggs also stated the plow trucks are ready and prepared for the upcoming winter season and the sewer discharge is finished.

Fire Chief John Collins – Collins stated that service and testing on the pumps have been performed. Service on the chassis will be done soon. October had 22 runs with the majority being medical. The Fire Department has hired five new personnel, who are attending fire school. The Fire Fighters' Association Halloween open house went well with over three hundred in attendance. Collins informed the council that he and two other personnel attended a grant writing class. A FEMA grant opened at the federal level and the department has five weeks to gather information and write the grant. The Fire Department's priority for this grant is for the self-contained breathing apparatus (SCBA). Collins also stated that the Fire Department is facing challenges in getting the equipment they need due to staff and material shortages caused by COVID-19. The Fire Department is looking into other

suppliers to see if they can get equipment faster. The Fire Fighters' Association would like to purchase helmets with lights with the recent donation received from the Olivet Congregational Church.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all employees for their work and D & J Excavating for the leaf pick up.

Larry Marsh – Marsh stated it was good to be back on Council.

Gary Peterson – Peterson thanked Steward-Bess for her time and service on Council.

Steve Penny – Penny welcomed Justin Southern and looks forward to him starting the Police Academy.

James Frohm – Frohm stated he had nothing to add.

Don Walker – Walker stated he had nothing to add.

Laura Barlund-Maas – Barlund-Maas thanked Steward-Bess for her service. Barlund-Maas also stated that she will update commissioner appointments next month. The brick fundraiser went well with 25 bricks ordered for a total of \$1,140.00. Commissioner Peterson stated he would like to donate to the fundraiser as well.

Council meeting adjourned at 7:59 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer