

**City of Olivet
Regular Council Minutes
June 13, 2022 – 7:00 p.m.**

Council Call to Order

Present: Mayor Laura Barlund-Maas, Gary Peterson, Joe Hoffdahl, Larry Marsh, Don Walker, and Steve Penny.

Absent: James Frohm.

Visitors' Section:

Dan LaPoint thanked City Council for allowing him to host the celebration of the Veterans Memorial. He also thanked those who attended and helped make the celebration a success.

Approval of Agenda

MOTION by Penny, supported by Hoffdahl, to approve the agenda. Motion carried 6-0.

Approval of Previous Minutes

MOTION by Walker, supported by Penny, to approve the May 2022 minutes as written. Motion carried 6-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. Olivet College Football Team Walk 2022 Season – Action Item.

Olivet College Assistant Football Coach Tom Wyman asked for the Council's approval for the football team, coaches, band members, and cheerleaders to walk from the Mott Building and down Main Street to the Cutler Event Center for their five football home games in 2022. Wyman expressed his appreciation as this means a great deal to the parents who are out supporting their children and it boosts school spirit, creating a great game-day atmosphere. Mayor Barlund-Maas stated that the dates will be in the upcoming summer newsletter and again in the fall newsletter to make sure everyone on the route is aware of the road closures for the five dates. She also stated that the fire department will be staging fire trucks to block the roadways, but if the fire trucks are not on-site, it is understood that the football team and other participants will have to walk on the sidewalk. Wyman agreed. The five dates and times for the walks are September 3 at 10:15, September 10 at 10:15, October 8 homecoming at 11:15, October 15 at 10:15, and October 29 at 10:15.

MOTION by Walker, supported by Penny, to approve the above dates for the students to walk to Cutler Field as presented. Motion carried 6-0.

B. Year-End Budget Resolution 22-04 – Action Item.

MOTION by Walker, supported by Penny, to adopt the Year-End Budget Resolution 22-04 with changes listed. Motion carried 6-0.

C. Millage Resolution 22-03 – Action Item

MOTION by Penny, supported by Hoffdahl, to adopt the Millage Resolution 22-03 as presented. Motion carried 6-0.

D. Employee Raises FY 22/23 (including Fire Department Officer raises) - Action Item

Mayor Laura Barlund-Maas informed Council that the 22/23 fiscal budget included a 5% pay raise for employees who are past their probationary period. She stated that the pay raise needs to be formally approved. The proposed annual salaries for the Fire Department Officers would be as follows: Chief \$6,000.00, Assistant Chief \$3,500.00, Captain \$2,500.00, and Lieutenant \$2,000.00

MOTION by Walker, supported by Penny, to approve the 5% pay raise for all employees as budgeted and the new annual salaries for the Fire Department Officer raises. Motion carried 5-0. Peterson abstained.

Public Works employee John Krohn’s six-month probationary raise.

MOTION by Penny, supported by Hoffdahl, to approve John Krohn’s six-month probationary raise. Motion carried 6-0.

E. MERS Addendum - Action Item

Mayor Laura Barlund-Maas stated that in the packet is a MERS handout showing the contribution addendum for MERS defined contribution. Employees are required to contribute 4% per payroll period and the City will match the employees’ contribution of 4% per payroll period.

MOTION by Walker, supported by Peterson, to accept the MERS addendum to require employees to contribute 4% with a 4% match by the City per payroll period. Motion carried 6-0.

F. Resolution 22-05 Category B Road Grant Application – Action Item

MOTION by Penny, supported by Hoffdahl, to adopt the 22-05 category B road grant funding. Motion carried 6-0.

G. Valve Replacement Main Lift Station – T.H. Eifert - Action Item

DPW Director Jerry Staggs provided Council with a quote from T.H. Eifert to replace a valve on the main lift station. Staggs stated that the valve is getting worn and no longer provides a tight seal. He recommends that T.H. Eifert replace the valve that goes from the main lift to the lagoon.

MOTION by Peterson, supported by Hoffdahl, to approve hiring T.H. Eifert to replace a valve on the main lift station at a cost not to exceed \$4,780.00. Motion carried 6-0.

H. Lift Station Cleaning – T.H. Eifert – Action Item

DPW Director Jerry Staggs provided Council with a quote from T.H. Eifert to clean the wet wells at all lift stations. Staggs stated that cleaning the wet wells is an annual maintenance item and all waste collected will be trucked to the lagoons.

MOTION by Peterson, supported by Hoffdahl, to approve hiring T.H. Eifert to clean the wet wells at all lift stations at a cost not to exceed \$3,460.00. Motion carried 6-0.

I. Tree Removal – Action Item

DPW Director Jerry Staggs provided Council with a quote from Top to Bottom Tree Service to remove dead trees and limbs. He stated the need to get ahead of tree removals before the storm season arrives, potentially causing issues. Staggs informed Council that the DPW has money left in the 21/22 budget that can be used.

MOTION by Hoffdahl, supported by Marsh, to hire Top to Bottom Tree Service to remove trees listed on the quote at a cost not to exceed \$2,400.00. Motion carried 6-0.

J. DPW Annual Service/Purchase Approval – Action Item

Mayor Laura Barlund-Maas stated that the DPW is requesting permission to use the FY 22/23 budgeted amount for annual services to maintain the safety of equipment, protect personnel, and maintain efficient operation within the city. Staggs would consult the appropriate commissioner on these expenditures and would stay within the budgeted amount for the fiscal year.

MOTION by Hoffdahl, supported by Penny, to approve the DPW's request for annual service expenditures as planned, after consulting with the commissioner. Motion carried 6-0.

K. Fire Department Annual Service Approval – Action Item

Mayor Laura Barlund-Maas stated that the Fire Department is requesting permission to use the FY 22/23 budgeted amount of \$7,500.00 for annual services to maintain the safety of equipment, protect personnel, and maintain efficient operation within the city. Collins would consult with the Fire Commissioner and stay within the budgeted amount for the fiscal year.

MOTION by Walker, supported by Penny, to approve the Fire Department's request for annual service expenditures as planned after consulting with the commissioner. Motion carried 6-0.

L. Fire Department Helmet Purchase – Action Item

Fire Chief John Collins stated that fire helmets with integrated lights have been ordered as previously approved in March. He informed Council that a portion of the integrated lights on the helmets will be paid for by a previous donation from the Olivet Congregational Church to the Fire Fighters Association.

MOTION by Walker, supported by Hoffdahl, to purchase the fire helmets with integrated lights at a cost not to exceed \$4,634.10 with the understanding that a portion of the lights will be paid for by the Olivet Congregational Church donation. Motion carried 6-0.

M. Firefighters Festival Update - Informational

Fire Chief John Collins informed Council that fundraising has been going well and the Fire Department has received lots of support from past vendors and new vendors. The festival will include a carnival, car show, tractor show, activities for children, and fireworks. Collins stated that he has all the recommended permits for the festival. Mayor Laura Barlund-Maas suggested the City supply three port-a-potties; one handicapped accessible and two regular ones for the Firefighters Festival. Dan LaPoint asked if he could put his ice cream trailer in the back of City Hall during the festival. Collins told LaPoint that he would have to ask Shari Piepkow for approval.

MOTION by Walker, supported by Penny, to approve the City renting three port-a-potties for the Firefighters Festival. Motion carried 6-0.

N. Assessor Contract – Action Item

Mayor Laura Barlund-Maas stated that the City was accepting bids for property assessment services. The current assessor Randy Jewell was the only bid that the City received. Jewell provided a bid for a period of three years beginning April 1, 2022, through March 31, 2025, for a cost per year of \$6,474.00

MOTION by Penny, supported by Hoffdahl, to approve Randy Jewell as the assessor through March 2025 at a cost not to exceed \$6,474.00 per year. Motion carried 6-0.

Approval of the Bills

MOTION by Hoffdahl, supported by Peterson, to pay the bills as presented. Motion carried 6-0.

Department Head Reports

Police Chief Shawn Garcia – Garcia recommended that Main Street to College Street be closed for the Firefighters Parade route instead of Main Street to Yale Street as in the past. He stated this would be the best situation as the parade walkers would end up back at the school safely. Discussion took place regarding this change. Mayor Laura Barlund-Maas and Council members thought that changing the route would be difficult as the Lions Club has their car show on College Street. Jennifer Miller suggested keeping the route as is and having a parade pick-up area on the corner of Church and Yale Street. Mayor Barlund-Maas stated that she liked the pick-up area idea and will have the Fire Fighters Association post this information.

DPW Director Jerry Staggs – Staggs reported that the 1994 F-800 plow/salt truck was driven to Lindco Equipment in Indiana today for the approved refurbish work. He stated an employee of Lindco gave him a tour of the facility and it's impressive. Staggs explained the work that the DPW would like to have done on the F-800 truck and the Lindco employee provided suggestions as well. Staggs is confident the F-800 truck should be back by the snow/winter season. He informed Council that Scodeller Construction will begin to crack seal the roads by Thursday or Friday this week. Once the crack sealing is complete, Staggs can have the County come in to mark its share of the pavement and the DPW can mark the pavement in the downtown area. Staggs' goal is to have all the work done before the Fire Fighters Festival.

Fire Chief John Collins – Collins stated the fire department had 27 runs last month which is lower than usual. He has invited to the Firefighters Festival Parade other Fire Departments that have trucks equipped

with features the Olivet Fire Department has an interest in. This would allow Council to see an actual truck that the Fire Department would like to purchase. Collins stated that the I-69 construction is still ongoing. The Fire Department took their trucks and extrication equipment to the I-69 construction areas to make sure they could maneuver through the area to be prepared for any emergencies. Olivet Fire Department is also working with Bellevue and Marshall Fire Departments should the need arise due to the construction. Collins stated the grass fire season went well with only one call.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated June is a busy month. Property taxes, utility bills, CCR Reports, and newsletters will go out at the end of the month. She said that she will be attending clerk classes on the 23rd of this month and Code Enforcement is going well.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all employees individually for their hard work and congratulated Dan LaPoint on being chosen as the Grand Marshall for the 2022 Fire Fighters Parade.

Steve Penny – Penny stated the Veterans Memorial was awesome and thanked Dan LaPoint for hosting the celebration. He said the ball field has had a lot of use and the fence is working out well. He thanked Olivet Junior Eagles (OJE) for the clean-up on the ball fields and the banners on the fencing. Penny also mentioned that the field could use some more ball mix dirt for the few water pockets that still exist. Penny closed by asking Council to review the three-page proposal from the Police Department regarding the new position and wages.

Don Walker – Walker had nothing to add.

Larry Marsh – Marsh stated that it was nice to be back. He appreciated the card, flowers, and gifts from the City Council and employees.

Gary Peterson – Peterson stated Clinton County was not at the executive committee meeting regarding Capital Area Transportation Authority (CATA). An ad has been placed for an executive director for EATRAN. If a suitable candidate is not found, Brad Funkhouser from CATA will run EATRAN in the interim. Peterson stated he will have more information next month.

James Frohm – Frohm was absent.

Laura Barlund-Maas – Barlund-Maas informed Council that Olivet College had its groundbreaking ceremony for the Collegiate/Student Center project. She stated that she had the opportunity to speak at the groundbreaking ceremony on behalf of the City.

Council meeting adjourned at 8:03 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer

*** Roll call vote was taken.