

**City of Olivet
Regular Council Minutes
December 12, 2022 – 7:00 p.m.**

Council Call to Order

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

Visitors' Section:

Olivet Chamber of Commerce Executive Director Courtney Mead stated the Oli-Day Cheer tree lighting on Saturday, December 3 was a success. She thanked the DPW department for their help in setting up the tree and thanked the Olivet Firefighters Association for partnering with the Olivet Chamber for this event.

Dan LaPoint of D & J Excavating informed Council that the construction of the additional parking lot at Fern Persons Elementary School is on hold. He stated Walton Township Supervisor Bob Starkweather contacted Eaton County regarding the additional parking lot. Eaton County advised Starkweather to contact Eaton County Road Commission. LaPoint said construction will resume if the Eaton County Road Commission grants permission for this project. He also stated that D & J Excavating will return the grounds and area to their original condition if the project is denied.

Eaton County Commissioner Jim Mott stated Eaton County Controller, John Fuentes, has accepted a job with Clinton County and is leaving. Mott states that at the first of the year, the County will hire Connie Silvey as the Deputy Controller as Silvey has over seventeen years of experience. He also states that a new chairperson for the County will be hired on the first of the year as well. Mott confirmed that Eaton County has received their solar panels and the panels will be put on the roofs of the recently built carports and will also be installed on the new roof of the County building.

Approval of Agenda

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

Approval of Previous Minutes

MOTION by Walker, supported by Penny, to approve the November 2022 minutes as written. Motion carried 7-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. Olivet College Road Closures – Action Item

Olivet College Associate Dean of Student Engagement Jason Meadows informed Council that students return to campus on January 8. He stated the Greek Life community has its pledging period during Running Night. Running Night kicks off the pledging period with a relay race event on January 13, 2023. Meadows is asking Council's permission to close Cottage, College, and East Streets from 9:00 to 10:30 pm for this event. Meadows asked if the Department of Public Works could set out the barricades and assured Council that campus safety will be responsible to take down the barricades after the event.

MOTION by Walker, supported by Hoffdahl, to allow the road closures for the above-mentioned streets on January 13, 2023, from 9:00 to 10:30 pm for the Running Night event. Motion carried 7-0.

Olivet College Associate Dean of Student Engagement Jason Meadows informed Council that Greek Life would also like to have a short parade on January 16, 2023, from 4:00 to 5:30 pm called "March for Justice" in honor of Martin Luther King Day. Meadows is asking Council's permission for the closure of Cottage, College, and East Streets for this event.

MOTION by Walker, supported by Hoffdahl, to allow the road closures for the above-mentioned streets on January 16, 2023, from 4:00 to 5:30 pm for the "March for Justice" parade. Motion carried 7-0.

B. 2023 Proposed City Council Dates – Action Item

Mayor Laura Barlund-Maas stated that the proposed City Council meeting dates are the second Monday of the month.

MOTION by Penny, supported by Frohm, to approve the regular second Monday of each month council dates for 2023. Motion carried 7-0.

C. Employee Holiday Bonuses – Action Item

Police Commissioner Steve Penny stated that holiday bonuses in prior years consisted of full-time employees receiving an extra paid full day off, part-time employees receiving an extra paid half day off, and fire department employees receiving a \$35.00 White Tail gift card.

MOTION by Penny, supported by Walker, to approve the holiday bonuses as stated above. Motion carried 7-0.

D. FY 22/23 Budget Amendments - Action Item

Mayor Laura Barlund-Maas stated that a listing of various budget amendments is in your Council packet. Clerk/Treasurer Amy Huepenbecker stated that most of the expenses are from items ordered last fiscal year that was received or waiting to receive this fiscal year due to shipping and shortages.

MOTION by Penny, supported by Hoffdahl, to approve the 22/23 budget amendments as outlined. Motion carried 7-0.

E. Conflict of Interest Policy – Action Item

Mayor Laura Barlund-Maas stated that the USDA grant has awarded the City of Olivet the funding for the tractor. The USDA grant is requiring a Conflict-of-Interest policy as part of the grant. The City does not have a Conflict-of-Interest policy in place. Rural Development and Plante Moran have supplied the City of Olivet with a copy of their Conflict-of-Interest policy. Barlund-Maas stated that the Rural Development Conflict-of-Interest policy is more comprehensive and clearer. She asks that Council read over it and improve upon it as we go further or approve the policy as written. Water/Sewer Commissioner Gary Peterson asked about “substantial gifts” mentioned in the policy. Barlund-Maas explained and gave examples of “substantial gifts” and conflict of interest procedures. She stated the Council will make the final decision as to a conflict of interest.

MOTION by Marsh, supported by Frohm, to adopt the Rural Development Conflict-of-Interest policy as written. Motion carried 7-0.

F. Fire Hydrant Disposal – Informational Item

Mayor Laura Barlund-Maas stated the Department of Public Works (DPW) currently has six old fire hydrants on hand taking up room with more to come. Ideas were shared such as gifting them to the Firefighters Association, auctioning them off, or putting them up for sale. Discussion took place regarding where the hydrants can be placed. Barlund-Maas asked Fire Chief John Collins to speak with the Firefighters Association and find out who would like to have a hydrant and report findings at January’s council meeting. She also asked for volunteers to cut off pipes on the hydrants and for someone to write a contract regarding the placement of the hydrants. DPW Director Jerry Staggs volunteered to cut the bottom off the hydrants for scrap and Police Commissioner Steve Penny volunteered to write a contract concerning where the perspective hydrant can be placed once gifted.

G. Lift Station Transducer Replacement – Action Item

DPW Director Jerry Staggs provided Council with a quote from T.H. Eifert to replace the transducer at the Spring Street lift station. He stated that the transducer is responsible for reading the sewage in the lift station. When the transducer does not read correctly, it runs the pumps hot or does not run the pumps at all. T.H. Eifert has done a thorough inspection and is confident that the transducer is bad and should be replaced, but they can’t guarantee that the transducer is the only problem.

MOTION by Peterson, supported by Hoffdahl to approve hiring T.H. Eifert to replace the transducer on the Spring Street lift station at a cost not to exceed \$3,120.00. Should other parts need replacing and the cost increase, Staggs is to get permission from the Mayor and Water/Sewer Commissioner Gary Peterson. Motion carried 7-0.

H. Tractor Purchase – Action Item

DPW Director Jerry Staggs stated the USDA grant has awarded the City of Olivet \$23,800.00 towards the tractor purchase. Since the grant has taken so long to be awarded, the chosen John Deere tractor is no longer in stock and will not be available until November 2023. However, they have a tractor in stock that is approximately \$2,500.00 more than the original tractor chosen. Staggs asked Council’s permission to purchase the in-stock John Deere tractor. He said the DPW has budgeted \$85,000.00 in the equipment replacement fund. He also stated additional costs could be offset by

selling the Kubota tractor on the auction site or offering Williams Farm Machinery the opportunity to purchase it.

MOTION by Frohm, supported by Peterson, to approve the purchase of the John Deere tractor that is available at a cost not to exceed \$67,000.00 with the understanding that the USDA grant will cover \$23,800.00. Motion carried 7-0.

I. Fire Department Turn-Out Gear Purchase – Action Item

Fire Chief John Collins provided Council with a quote from Conway Shield for turn-out gear. He stated that the department needs to purchase new turn-out gear as the current gear is nearing its ten-year lifespan. Collins stated that he is lacking the budget to make the purchase and needs advice. Clerk/Treasurer Amy Huepenbecker reiterated the 22/23 budget amendments from agenda item D. of tonight's meeting. She told Collins an increased budget amendment of \$12,000.00 will be made to the Fire Department budget. Collins then asked for the Council's approval to purchase three new sets of turn-out gear.

MOTION by Walker, supported by Frohm, to purchase three sets of turn-out gear from Conway Shield at a cost not to exceed \$8,000.00. Motion carried 7-0.

Approval of the Bills

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

Department Head Reports

Police Chief Shawn Garcia – Garcia stated he had nothing to add.

DPW Director Jerry Staggs – Staggs stated the DPW is caught up on their work allowing time to replace hydrants as the weather permits.

Fire Chief John Collins – Collins stated that a new person has been hired with medical experience. Water/Sewer Commissioner Gary Peterson asked Collins if he had information regarding the University of Michigan (U of M) buying Sparrow. Eaton County Commissioner Jim Mott stated U of M did purchase Sparrow. The purchase is viewed as a benefit for the resources that U of M can provide. There are no changes in using the current Eaton Area Medical ambulance service for the foreseeable future.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that she is busy furnishing information for the Workman's Comp annual audit this week. She said utility billing is this week and she will also be starting budget work. Huepenbecker wished everyone happy holidays.

Commissioner Comments

Joe Hoffdahl – Hoffdahl wished everyone Happy Holidays. He also thanked DPW Director Jerry Staggs for keeping the roads cleared and thanked D & J Excavating for leaf pick-up.

Steve Penny – Penny stated it's been a great year. He urged the community to continue to spread the word regarding locking their homes and cars as larcenies are still happening.

Don Walker – Walker stated he had nothing to add.

Larry Marsh –Marsh stated he had nothing to add.

Gary Peterson – Peterson stated he had nothing to add.

James Frohm – Frohm wished everyone Happy Holidays.

Laura Barlund-Maas – Barlund-Maas stated she had nothing to add.

Council meeting adjourned at 7:45 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer