

**City of Olivet  
Regular Council Minutes  
January 9, 2023 – 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 informed the Council that the Olivet Chamber along with other local community members will be hosting a Cabin Fever Festival on Saturday, February 18, 2023, from 10:00 am – 2:00 pm. Meet at the sledding hill to join in on the festival fun.

Charlotte Library Director David Votta informed the Council that the Charlotte Community Library Board has expanded its services. He explained that residents of Olivet can double the number of written and digital media items, including laptops, that can be checked out. Votta stated the expansion includes "Libby", a free reading application for library members to download eBooks and magazines. Walker asked what financial contribution Olivet would have to make to be considered a full member of the Charlotte Library. Votta stated that would require a millage rate of 1.4.

Eaton County Commissioner Jim Mott stated that Eaton County passed a resolution to use its 2.2-million-dollar balance of the American Rescue Plan Act (ARPA) funds towards retention bonuses to keep employees. He said \$2,500.00 would be given to county staff at six months and another \$2,500.00 would be given to county staff at one year. This would continue for two years or until the 2.2 million-dollar ARPA funds are depleted. Mott stated that he was elected Chairperson for the Eaton County Board of Commissioners at the organizational meeting on Tuesday, January 3, 2023. Peterson asked when the court system will resume court proceedings in person. Mott said some court proceedings are in person, but it's up to the discretion of the court as to whether the proceedings will be held in person or via Zoom due to staffing issues.

**Approval of Agenda**

**MOTION** by Penny, supported by Hoffdahl, to approve the agenda with the addition of Agenda Item F. Police Vehicle Repair for the 2013 Dodge Charger. Motion carried 7-0.

**Approval of Previous Minutes**

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

**OLD BUSINESS:** None.

## **NEW BUSINESS:**

### **A. Audit Presentation-Gabridge – Informational**

Auditor Kevyn Kozynumplik from Gabridge & Company presented the audit findings and financial summary to the Council. Kozynumplik discussed key points within the report and stated that Clerk/Treasurer Huepenbecker and Plante Moran did a great job providing all the information for the audit. Per Kozynumplik, the result of the audit shows that the City is in a healthy financial position due to sound fiscal accounting practices.

### **B. Insurance Renewal-Jason Orton-David Chapman Agency – Informational**

Jason Orton, an insurance agent with the David Chapman Agency, said the municipal insurance policy was renewed and the rate will be locked in for three years. He discussed key areas such as property schedule adjustments and fire apparatus replacements. Orton stated that he will schedule a meeting with the City regarding risk control policies and procedures. Walker asked about the difference between contents coverage and fire equipment coverage. Penny asked Orton to review the contents coverage for the Olivet Fire Department building as Penny believes the coverage may need adjusting. Orton answered questions and gave examples of how the coverage works.

### **C. 2023 Property Tax Poverty Exemption Resolution – Action Item**

Mayor Barlund-Maas presented poverty guidelines and asset levels for the 2023 Property Tax Poverty Exemption.

**MOTION** by Penny, supported by Hoffdahl, to approve the 2023 Property Tax Poverty Exemption Resolution as presented. Motion carried 7-0.

### **D. Police Officer Stacy DuBois 6 Month Probationary Raise - Action Item**

Police Commissioner Penny informed the Council that Officer Stacy DuBois has been with the department for six months and is doing an excellent job. Penny stated the department normally offers a six-month probationary raise; however, Officer DuBois was hired at the maximum rate. No raise will be given. No motion was made.

### **E. Fire Truck Purchase – Informational**

Fire Chief John Collins furnished to Council a proposal letter and drawing from Spencer Manufacturing. He stated the Olivet Fire Department truck committee along with Spencer Manufacturing and Spartan Chassis, were a great help in the design and specifications for this truck. He said the proposed truck will be replacing the 1997 truck the Fire Department currently has. Collins highlighted the beneficial features of the new truck. Fire Commissioner Walker stated this truck will take approximately 18-24 months to receive and prices continue to increase so we need to order soon. Walker informed the Council that he and Collins will meet with accountant Kelly Hanna from Plante Moran to discuss the Fire Department budget and financing ideas. Peterson asked if the Fire Department will be getting other bids and suggested looking into grants to help finance the truck. Collins said he is working on getting another bid from a company in Grayling, Michigan. Penny asked

what the current truck is worth. Collins stated approximately \$20,000.00. Clerk/Treasurer Heupenbecker asked if the Fire Department has hired a grant writer as she believes a FEMA grant may be an option. Collins voiced his concerns about using FEMA grants as they have a time limit. Mayor Barlund-Maas stated that she knows a person who writes grants for municipalities and will ask him if he is aware of any grants available. Penny suggested checking with Farm Bureau and FireKeepers Casino as he believes they have made donations to fire departments in the past.

#### **F. Police Vehicle Repair – Action Item**

Police Commissioner Penny informed the Council that the 2013 Dodge Charger police cruiser needs a new electric power steering pump. Penny stated this repair and other tests to confirm the diagnosis cost \$2,000.00.

**MOTION** by Penny, supported by Walker, to approve the replacement of the electric power steering pump on the 2013 Dodge Charger at a cost not to exceed \$2,000.00. Motion carried 7-0.

#### **Approval of the Bills**

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

#### **Department Head Reports**

**Police Chief Shawn Garcia** – Garcia stated that citizens are not sure what number to call with their situations or concerns. He said to spread the word that if you have an emergency call 911; if you have a non-emergency concern and believe it needs police assistance, call the non-emergency number at 517-543-3512.

**DPW Director Jerry Staggs** – Staggs stated the DPW is caught up on their work, allowing time for cleaning and maintenance. He said employee Dave King is an asset as King has the knowledge and experience to perform maintenance and repairs on the equipment. Staggs stated both employees, Dave King, and John Krohn, do an excellent job. Walker asked Staggs about the Distribution System Material Inventory (DSMI) regarding evaluating the number of lead pipes in the City water system. Staggs stated that preliminary tests regarding lead pipes have been done. So far, just one property has been found to have lead pipes. The City is responsible for the replacement of the lead pipe from the curb stop and eighteen inches into a business or resident's home, which was done at the one property identified.

**Fire Chief John Collins** – Collins stated the fire department went on 311 runs in 2022. He said dispatch will provide information regarding types of runs, the day of the week the runs occurred, and the time of day. Officers will be analyzing this information to see if and how these incidents could be prevented. Collins informed the Council that the Olivet Fire Department is training with the Bellevue Fire Department in cold water rescue. He also stated that he will be attending the Fire Department Instructor Conference (FDIC) show in Indianapolis, Indiana, April 24 – 29 to gather information and look at new items and equipment featured. Collins discussed the need for a blocker truck while on highway calls to block oncoming traffic and protect firefighters. Penny asked how the used air packs worked out for the department and how long they would last. Collins said some need servicing, but the used air packs are serviceable.

**Clerk/Treasurer Amy Huepenbecker** – Huepenbecker stated that the office has been busy with utility bills and winter tax payments. She said she has started budget work and is looking forward to budgeting meetings with accountant Kelly Hanna from Plante Moran and the department heads. She said the grant paperwork for the tractor has been submitted. Walker asked about the interest rate the City is earning on its CDs and asked Huepenbecker if she could talk with Kelly Hanna from Plante Moran about financing options for the fire truck. Huepenbecker stated the CDs were renewed in October. Penny stated the CDs are earning .4%.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl hoped everyone had a great holiday. He also thanked the City workers.

**Steve Penny** – Penny wished everyone a Happy New Year. He stated there are still ARPA funds to use and would like to discuss ideas regarding these funds at next month's Council meeting.

**Don Walker** – Walker stated he had nothing to add.

**Larry Marsh** – Marsh stated he had nothing to add.

**Gary Peterson** – Peterson stated that Eaton County Transportation Authority (EATRAN) and Capital Area Transportation Authority (CATA) are hiring and will be hosting a job fair on Thursday, January 19, 2023. He also suggested auctioning off the old hydrants at the Firefighters Festival.

**James Frohm** – Frohm stated he had nothing to add.

**Laura Barlund-Maas** – Barlund-Maas welcomed everyone into the New Year. She stated that schools and the college are back in session.

Council meeting adjourned at 8:04 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer