

**City of Olivet
Public Hearing & Regular Council Minutes
May 08, 2023 – 6:30 p.m.**

Council Call to Order

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

Public Hearing – 2023 Proposed Sidewalk Repair/Replacement:

Clerk/Treasurer Huepenbecker stated that resident Christy Thayer located at 314 Cottage Street requested the sidewalk in front of her house be removed due to lack of use as there is a sidewalk across the road. Mayor Barlund-Maas stated the section of sidewalk at 314 Cottage Street does not get used as it ends in the middle of the block. Penny stated that there was a similar instance on Winter Street where the resident asked for the removal of the sidewalk due to the same type of circumstance. Discussion took place regarding the small number of sidewalks that need replacing.

Public Hearing – 2022/23 Proposed Budget:

Mayor Barlund-Maas gave an update regarding the analysis of the FY23/24 proposed budget. She stated the Major Road Fund is planning to transfer \$50,000.00 to the Local Road Fund as allowed by the Michigan Department of Transportation. DPW Director Staggs stated that the DPW will be applying again for the Category B Road Grant so that needed road work can be done during FY23/24. Resident Jennifer Miller asked about the effect of inflation on the budget. Huepenbecker stated that all the departments stay within their budgets and inflation has caused some projects to be placed on hold until the next fiscal year. Fire Chief Collins voiced concerns over some of the Fire Department line-item budgets due to inflation. Mayor Barlund-Maas said that accountant Kelly Hanna from Plante Moran can address these issues.

Visitors' Section:

Jenny Heisler and Leslie Murphy addressed the Council asking for an update regarding the Utility Terrain Vehicle (UTV) ordinance. Mayor Barlund-Maas stated that the Planning Commission will be meeting again to continue working on the ordinance. Murphy furnished a copy of the ordinance that Lake Odessa just passed regarding a UTV ordinance.

Approval of Agenda

Mayor Barlund-Maas stated that as noted in the April 10 minutes, the vote on the Chamber of Commerce Farmer's Market is invalid, so it should be voted on again.

MOTION by Penny, supported by Hoffdahl, to approve the agenda with the addition of Item B. Farmer's Market Vote under Old Business. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Walker, supported by Marsh, to approve the April 2023 minutes. Motion carried 7-0.

OLD BUSINESS:

A. School Resource Officer Update

Mayor Barlund-Maas informed the Council that it was decided that more time is needed to review the language of the Memorandum of Understanding (MOU) for the School Resource Officer (SRO) position. She said that Police Chief Garcia and Superintendent for Olivet Community Schools John Mertz obtained a thirty-day extension from the State of Michigan. She confirmed that she will be meeting with the City Attorney on Thursday, May 11, regarding the MOU. The Council will hold a special meeting to vote on the SRO position. The school board will not be voting but is allowing Mertz permission to approve the Council's vote.

B. Farmer's Market Vote

Penny reminded the Council that the Olivet Chamber of Commerce would like to hold a Farmer's Market on the 2nd and 4th Saturday of each month from June through September. The market will operate from 10:00 am to 1:00 pm and be located at Memorial Park in the grassy area between the road and the park.

MOTION by Penny, supported by Frohm, to allow the Olivet Chamber of Commerce to host a Farmer's Market on the 2nd and 4th Saturday of each month from June through September from 10:00 am to 1:00 pm at Memorial Park in the grassy area between the road and park. Motion carried 7-0.

NEW BUSINESS:

A. Zoning Variance – Family Dollar/Dollar Tree – Action Item

Mayor Barlund-Maas reported that the Planning Commission and the Zoning Board of Appeals held a meeting on April 25 regarding the number of off-street parking spaces proposed for the Family Dollar/Dollar Tree.

MOTION by Walker, supported by Penny, to approve the Zoning Board of Appeals recommendation to allow the zoning variance for off-street parking to reduce the number of spaces from 60 to 37 for the Family Dollar/Dollar Tree store. Motion carried 5-0 with the following roll call vote:

Barlund-Maas – yes Peterson – yes Hoffdahl – yes Walker – yes Penny – yes

Marsh – abstain Frohm - abstain

B. Zoning Variance – Olivet College Block House – Action Item

Mayor Barlund-Maas reported that the Planning Commission and the Zoning Board of Appeals held a meeting on April 25 regarding the number of off-street parking spaces proposed for the Olivet College Block House.

MOTION by Penny, supported by Frohm, to approve the Zoning Board of Appeals recommendation to allow the zoning variance for off-street parking to reduce the number of spaces to 38 for the Olivet College Block House. Motion carried 6-0 with the following roll call vote:

Peterson – yes Hoffdahl – yes Walker – yes Penny – yes Marsh – yes Frohm – yes

Barlund-Maas - abstain

C. Library Service Contract – Action Item

Walker provided the Council with a copy of the library service contract between the Charlotte Community Library and the City of Olivet. He stated the contract supports the Charlotte Community Library and there is no cost to the City of Olivet. Walker said the contract has expired and recommended the Council renews the contract for the year.

MOTION by Walker, supported by Hoffdahl, to approve the extension of the contract as written between the Charlotte Community Library and the City of Olivet. Motion carried 7-0.

D. 2023-2024 Proposed Budget Resolution 23-02 – Action Item

Mayor Barlund-Maas stated that the recommended budget for the City of Olivet was provided by accountant Kelly Hanna from Plante Moran. The budget includes estimated revenues and fund balances that are sufficient to provide for proposed expenditures. This budget also authorizes the Mayor to transfer funds within a department from one line item to another in the same department provided the amount does not exceed \$5,000.00. Peterson stated that giving the Mayor authorization to transfer funds goes against the City Charter and asked if the charter can be changed without public voting. Peterson recommended getting the City Attorney's opinion.

MOTION by Walker, supported by Penny, to approve the resolution to adopt the 2023/24 fiscal year budget pending the attorney's suggestion regarding the language about transfers and the charter. Any changes will be made at the next Council meeting. Motion carried 6-0 with the following roll call vote:

Barlund-Maas – yes Hoffdahl – yes Walker – yes Penny – yes Marsh – yes Frohm – yes

Peterson - abstain

E. Sidewalk Replacement FY23 – Action Item

Road Commissioner Hoffdahl stated that an estimate from Xact Excavating was provided for the sidewalk repairs.

MOTION by Hoffdahl, supported by Peterson, to hire Xact Excavating for the sidewalk repairs at a cost not to exceed \$8,305.00. Motion carried 7-0.

F. Items for Auction Site – Action Item

Mayor Barlund-Maas stated that the list of items the City would like to place on the Public Surplus Action site are:

Kubota tractor w/loader, Sure Stripe 6000 airless sprayer, and a Kubota ZD 326 zero-turn mower.

MOTION by Penny, supported by Hoffdahl to approve listing the above-mentioned items on the Public Surplus Auction Site. Motion carried 7-0.

G. Fire Department Storage Shed Location Approval – Action Item

President of the Olivet Firefighters Association Justin Southern stated that in October the Council gave the Firefighters Association approval to pour a cement pad on city property near the Olivet Fire Department on which to place a storage shed. He said the association would like to place the storage shed in the back SE corner of the fire department with a minimum 8 ft. setback from the building and 10 ft. setback from the property line.

MOTION by Walker, supported by Frohm, to approve the location of the Olivet Firefighters Association storage shed as proposed. Motion carried 7-0.

H. No Parking Firefighters Festival Parade Route Plan – Action Item

President of the Olivet Firefighters Association Justin Southern stated that he spoke with Police Chief Garcia regarding the safety of parking alongside the parade route. Discussion took place regarding the complete shutdown of Main Street or using “no parking” signs. Further discussion took place regarding the sign length, height, and shape, the hours of 6:00 am to 2:00 pm for no parking, and other possible ideas for parking. Southern confirmed that the Firefighters Association will pay for all signs.

MOTION by Walker, supported by Hoffdahl, to place “no parking” signs on Main Street from 6:00 am to 2:00 pm for the Fire Fighters Festival Parade. Motion carried 7-0.

I. Fire Station Proposal Feasibility Planning Service – Informational

Fire Chief Collins provided the Council with a proposal from Fleis & Vandenbrink regarding planning services for a new fire station. He stated that changing requirements for a station has caused the current station to no longer be able to meet the department’s current and future needs. The proposal includes Fleis & Vandenbrink’s preparation of an evaluation of the current structure and facilities along with a summary feasibility report that outlines the growth and needs of the users. Collins reiterated that a plan must be in place to apply for federal grants as they become available. He will be asking the Council’s permission to hire Fleis & Vandenbrink for \$11,900 plus reimbursable expenses to develop an actionable plan.

Mayor Barlund-Maas called on Eaton County Commissioner Jim Mott for an update on Eaton County happenings. Mott confirmed the parks millage passed in November. He said Eaton County has a plan to use \$400,000.00 to start a grant program for Eaton County Municipalities. Mott stated grants under \$5,000.00 are non-matching and grants over \$5,000.00 will be matching grants. The grants will use a point system similar to the one the Department of Natural Resources (DNR) uses. He anticipates the grant applications will be available by June or July as they are working on the language. Peterson asked if Eaton County will consider another millage in the future. Mott indicated the possibility of a future general millage to help cover the cost of the Sheriff’s Department, nursing home facilities, and the nursing crisis.

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 informed the Council that Officer DuBois will become a part-time employee working Thursdays and Fridays until a full-time officer is hired.

DPW Director Jerry Staggs – Staggs informed the Council that Owen Knoll has again been hired for seasonal help with mowing at a budget-friendly rate. The DPW employees have been busy putting in cemetery foundations and preparing to use the new vac trailer to clear space to put in curb stops. He stated the fence on the walking bridge between Memorial Park and the ballfield has been badly broken. He is looking into options for repairs and has closed the bridge until further notice.

Fire Chief John Collins – Collins stated the fire department had a busy month with 30 calls most of which are mutual aid. He said the fire department relies on grants to buy equipment so having mutual aid agreements in place helps when applying for grants. Tanker truck #815 was down last month needing an alternator, which delayed getting the 1997 engine to Spencer for safety repairs on turn signals, safety lights, and red lights. Collins informed the Council that he attended the Fire Department Instructor Conference (FDIC) and used this time to look at fire trucks and gather information on fire stations. He identified electric vehicles as being a new concern regarding fires. He stated that the fire department will have to budget for purchasing a newly designed blanket that will smother fires involving electric vehicles. Collins said he will have to look into cost recovery for the blankets as they will be “one-time use” equipment.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that she is finalizing some Planning/Zoning issues and working on grant paperwork for the fire department. Utility payments have been coming in steadily and red tags will be issued on Friday. Walker asked about elections. Huepenbecker confirmed she attended another meeting regarding elections that morning, but it was not informative, and there are still many issues undecided.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked Staggs for the work he does on sidewalks.

Steve Penny – Penny stated that he was able to attend the well-organized Black Lives Matter March where he got the opportunity to interact with students out in the community. He identified the need for people to be aware of the extra traffic and kids while driving as ball games will be starting soon. Penny confirmed the ball field has some water issues and suggested a load of diamond dust is added to fill in the low spots.

Don Walker – Walker stated he had nothing to add.

Larry Marsh – Marsh stated he had nothing to add.

Gary Peterson – Peterson stated that today is the first day that the Capital Area Transportation Authority (CATA) set up one fixed route in Delta Township. Federal Law requires three busses to run this route costing \$340,000.00. Peterson confirmed there are 2000 fewer riders than last year and there is still a shortage of drivers.

James Frohm – Frohm stated that budgets, grants, and capital improvements are on everyone's mind.

Laura Barlund-Maas – Barlund-Maas stated that City offices will be closed Monday, July 3, and Tuesday, July 4 in observance of the holiday. She said employees can choose to work Monday at their regular hourly pay and if they choose not to work, it is unpaid. Barlund-Maas stated that the ordinance book has discrepancies and needs to be updated and amended. She will assign each Council member a section of the ordinance book to review and bring recommendations to Huepenbecker. She and Huepenbecker will review these recommendations. Barlund-Maas thanked Peterson and residents Joseph Davis and Joanne Williams for subbing on the Planning/Zoning committees on April 25.

Council meeting adjourned at 8:15 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer