

**City of Olivet
Regular Council Minutes
June 12, 2023 – 7:00 p.m.**

Council Call to Order

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

Absent: Steve Penny

Visitors' Section:

Dan LaPoint asked the Council's permission to park his ice cream trailer in the City Hall parking lot and use the City's electricity during the Firefighters Festival. He voiced his concerns regarding the possibility of the walking bridge being removed due to the recent vandalism. LaPoint informed the Council that he does not want the walking bridge to be removed. He stated that he will raise the funds to repair the bridge and install security cameras if necessary. Mayor Barlund-Maas stated the decision to remove the bridge has not been discussed, but the Council will have to decide on how to move forward due to the vandalism.

A resident addressed the Council regarding the legality of driving his Utility Terrain Vehicle (UTV) within the City limits. He stated that he uses his UTV in place of a tractor to haul wood, level driveways, and haul items to the dump. Mayor Barlund-Maas stated that the City Attorney is working on writing a draft of the UTV ordinance for the Council to approve. After the Council's approval, a public hearing will be held before the ordinance would be legal. Peterson asked about neighboring UTV ordinances and which roads and areas specifically the UTVs will be allowed to travel. Discussion took place regarding the UTV ordinance.

Olivet Chamber of Commerce Treasurer Tammy Wine informed the Council that the first Farmer's Market took place on Saturday, June 3 with four vendors and was successful. She stated the Olivet Chamber of Commerce looks forward to partnering with the Firefighters Association again this year for the Firefighters Festival. The Olivet Chamber will sell a picnic lunch and provide entertainment under the Olivet Community Chamber Tent between the Coachlight and the Humane Society.

Approval of Agenda

MOTION by Frohm, supported by Hoffdahl, to approve the agenda with the addition of the 23-08 Year End Budget Resolution to replace Item C Olivet College Carnival Road Closures.
Motion carried 6-0.

Approval of Previous Minutes

Mayor Barlund-Maas stated that the approval of the previous minutes will be reviewed separately as there were two sets of minutes in May. The first set is the original May 8 Public Hearing & Regular Council Minutes, and the second set is the Special Council Minutes regarding the School Resource Officer (SRO) on May 24.

MOTION by Walker, supported by Frohm, to approve the May 8, 2023, Public Hearing & Regular Council Minutes as written. Motion carried 6-0.

MOTION by Marsh, supported by Hoffdahl, to approve the May 24, 2023, Special SRO Minutes as written. Motion carried 4-0. Hoffdahl and Walker abstained.

Walker asked why the City of Olivet is liable to cover worker's comp for the School Resource Officer (SRO) as this position will be housed on the property of the Olivet Community Schools. Clerk/Treasurer Huepenbecker stated she spoke with the City's insurance agent Jason Orton and he said the City of Olivet covers worker's comp as it would any City employee.

OLD BUSINESS: None.

NEW BUSINESS:

A. Teal Ovarian Cancer Awareness Ribbons Downtown – Action Item

Retired Olivet Community School teacher Ann Mattea informed the Council she had been diagnosed with ovarian cancer and has celebrated being cancer free for the past eight years. Mattea stated she is passionate about making women aware of ovarian cancer and would like to participate in "Tie Michigan Teal". She would like Olivet to be involved and is asking the Council's permission to put up posters downtown and tie teal ribbons around trees and posts in September. Mayor Barlund-Maas asked Mattea to get permission from the businesses to put up posters. Mattea stated that she will get permission from the businesses and will remove all the ribbons by the end of September.

MOTION by Walker, supported by Hoffdahl, to "Tie Olivet Michigan Teal" for the month of September. Motion carried 6-0.

B. Olivet College Football Team Walk 2023 Season – Action Item

Mayor Barlund-Maas stated that the council packets contain the requested road closure listing for the Olivet College football team walk. Hunter Perry, a representative for the Olivet College football program asked the Council to approve the road closure listing for the five football home games in 2023. He expressed his appreciation as this means a great deal to the football team, coaches, band members, and cheerleaders who look forward to this traditional team walk. Mayor Barlund-Maas stated a reminder 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. Perry agreed.

MOTION by Walker, supported by Marsh, to approve the road closure listing for the football team and other participants to walk to Cutler Field with the assistance of the Fire Department and Police. Motion carried 6-0.

C. Year-End Budget Amendment 23-08 – Action Item

Mayor Barlund-Maas recommended certain amendments to the City's funds based on actual and anticipated year-end expenditures. Peterson stated this increase is upward of \$35,000.00 and is concerned about how this will affect the City. Mayor Barlund-Maas stated that a listing of the budget lines prepared by City Accountant Kelly Hanna has been provided in the council packet and there is money in the general fund to cover the increase and continue to stay in balance.

MOTION by Walker, supported by Frohm, to approve the line-item transfers as listed and adopt the Year-End Budget Resolution 23-08. Motion carried 6-0.

D. Employee Hourly Raises FY 23/24 - Action Item

Mayor Barlund-Maas stated the fiscal budget has already been voted on and hourly wages were completed in the fiscal budget. She said there is a 5% raise for all hourly employees. The 5% raise did not include the Fire Department Officer salaries. The officer salaries will be evaluated every five years. Commissioner Walker stated that he would like to raise the officer's pay every year. Mayor Barlund-Maas said she is not comfortable with yearly raises for officers.

MOTION by Walker, supported by Peterson, to approve the hourly employee raises by 5%.
Motion carried 6-0.

E. Millage Resolution 23-03 – Action Item

Mayor Barlund-Maas stated that the Millage Resolution 23-03 establishing the levy and authorizing the collection of taxes and fees for fiscal year 23/24 is included in the council packet. The operating tax rate for 23/24 is levied at 14.2955 mills, the 2023 Summer tax late penalty charge of 2% after September 30 is established, and the 2023 Summer/Winter tax administration fee of 1% is established.

MOTION by Marsh, supported by Peterson, to adopt the Millage Resolution 23-03 as presented.
Motion carried 6-0.

F. Category B Road Grant Application Resolution 23-04 – Action Item

MOTION by Hoffdahl, supported by Frohm, to adopt the Category B Road Grant Funding Resolution 23-04 as presented. Motion carried 6-0.

G. Water/Sewer Rate Change Resolution 23-05 – Action Item

Mayor Barlund-Maas stated that the 23-05 Resolution to establish water and sewer rates is included in the council packet. The structure of the water/sewer rates has been updated to include an increase of 1% for any water and sewer usage to be added to the current rate. This rate increase will be reflected in the utility bills due October 20, 2023.

MOTION by Frohm, supported by Peterson, to adopt Resolution 23-05 to establish water/sewer rates as presented. Motion carried 6-0.

H. Special Assessment for Delinquent Utility Bills Resolution 23-06 – Action Item

Mayor Barlund-Maas stated that Special Assessment Resolution 23-06 is included in the council packet. Delinquent utility bills from previous years that have not been paid by this fiscal year can be added to summer taxes.

MOTION by Marsh, supported by Hoffdahl, to adopt Resolution 23-06 to add delinquent utility bills to summer taxes. Motion carried 6-0.

I. Special Assessment for Delinquent Sidewalk Bills Resolution 23-07 – Action Item

Mayor Barlund-Maas stated that Special Assessment Resolution 23-07 is included in the council packet. Delinquent sidewalk repair/replacement bills from 2018 that have not been paid by this fiscal year can be added to summer taxes. Mayor Barlund-Maas made clear that residents are allowed three years to pay for the sidewalk repairs/replacement and an extension was given due to COVID.

MOTION by Hoffdahl, supported by Frohm, to adopt Resolution 23-07 to add delinquent sidewalk repair/replacement bills to summer taxes. Motion carried 6-0.

J. Well #6 Meter Purchase – Action Item

DPW Director Staggs provided the Council with three quotes for the replacement of a 6” water meter on well #6. He discussed the pros and cons of each of the three quotes. Staggs stated that Northern Pump & Well has always worked on the City wells and recommends having them replace the water meter on well #6. Commissioner Peterson stated that Peerless Inc. is not local to the area, and he also recommends Northern Pump & Well as the company keeps good records and does a good job for the City.

MOTION by Peterson, supported by Hoffdahl, to hire Northern Pump & Well to replace the meter on well #6 at a cost not to exceed \$8,043.00. Motion carried 6-0.

K. Unsold Auction Items – Action Item

DPW Director Staggs stated that a line spray painter that has little value and a Kubota ZD326 zero-turn mower worth approximately \$4,500.00 to \$5,000.00 was placed on the Surplus Auction site and did not sell. He recommends selling these items outright by placing them on Market Place or advertising them in the local paper. Peterson stated that he put in an offer for the Kubota zero-turn mower, but he does not have a problem with putting the items out for bid.

MOTION by Walker, supported by Hoffdahl, to approve selling outright the Kubota mower and line painter separately with advertising as determined. Motion carried 5-0. Peterson abstained.

L. DPW Annual Service/Purchase Approval – Action Item

Mayor Barlund-Maas stated a list of professional services is included in the council packet. She said the Department of Public Works (DPW) is requesting permission to use the fiscal year 23/24 budgeted amount for professional service expenditures in the water, sewer, and road departments as needed to maintain department equipment and efficient operations within the City.

MOTION by Hoffdahl, supported by Peterson, to approve the list of public services for the DPW for the fiscal year 23/24. Motion carried 6-0.

M. Fire Department Annual Service/Purchase Approval – Action Item

Mayor Barlund-Maas stated a list of fire contracts is included in the council packet. She said the Fire Department is requesting permission to use the fiscal year 23/24 budgeted amount for fire contract expenditures as needed to maintain department equipment and efficient operations within the City.

MOTION by Walker, supported by Marsh, to approve the list of fire contracts for the Fire Department for the fiscal year 23/24. Motion carried 6-0.

N. Fire Department Feasibility Planning Service – Action Item

Commissioner Walker reminded the Council that they were provided a proposal from Fleis & Vandenbrink regarding planning services/feasibility study for a new fire station at the May 8, 2023, council meeting. Walker stated he would like the Council to give permission to approve the proposed planning service/feasibility study. Fire Chief Collins reminded the Council that the feasibility study needs to be conducted and the project shovel ready to be considered for any federal grants as they become available.

MOTION by Walker, supported by Frohm, to hire Fleis & Vandenbrink for planning services/feasibility study at a cost not to exceed \$11,900.00 plus reimbursable expenses.

Peterson asked where the funds are coming from to proceed with the feasibility study and purchase new fire trucks and a fire station. Mayor Barlund-Maas stated that she understands the need for these items to be purchased but obviously can't be purchased all at once. She suggested a feasible plan be in place to schedule purchasing these items over multiple years. Peterson stated that the proposal from Fleis & Vandenbrink offers an evaluation, bid plan development, and full architectural design services and asked how far the City is willing to go with the process. Commissioner Walker stated that an evaluation of the current structure and facilities along with a feasibility study that outlines the needs of the fire department be done now for any grants that become available. Mayor Barlund-Maas stated that the evaluation, study, and rough sketch will prepare the City to justify the amount needed to the grant committee when the time comes. Clerk/Treasurer Huepenbecker recommended a budget amendment be done as the feasibility study expenditure was not budgeted this year. Mayor Barlund-Maas said at this time we have a motion and support on the floor for \$11,900.00 plus reimbursable expenses. She recommends increasing the amount to include reimbursable expenses to \$15,000.00 and amending the previous motion.

AMENDED MOTION by Walker, supported by Marsh, to amend the previous motion to increase the 23/24 budget for Fire Department Professional Services to include and hire Fleis & Vandenbrink for planning services/feasibility study including proposed fees and reimbursable expenses at a cost not to exceed \$15,000.00. Motion carried 6-0.

O. Firefighters Festival Approval – Action Item

Fire Chief Collins stated that a discussion took place at the May 8 council meeting regarding the parade route and the complete shutdown of Main Street from 6:00 am to 2:00 pm using "no parking" signs. He said in the past, the City supplies three port-a-potties: one handicapped accessible and two regular ones for the Firefighters Festival. Collins is asking if the City can supply an additional port-a-potty to be placed by Dole Hall for the tractor/UTV show. Mayor Barlund-Maas reminded Collins that permission is needed to use the City parking lot and electricity for the vendors along with the road closures needed on Saturday, July 29, for the Firefighters Festival. Discussion took place regarding vendors in the City parking lot using electricity and closing East Street from Main Street to Court Street from 6:00 am to after the fireworks. Collins agreed and asked permission from the Council.

MOTION by Walker, supported by Hoffdahl, to approve the following for the Firefighters Festival: road closures of East Street from Main Street to Court Street from 6:00 am to after the fireworks, the City renting four port-a-potties to be placed in various areas for the festival, the use of the City parking lot and electricity for vendors, and Dan LaPoint to use the City electricity for his ice cream truck. Motion carried 6-0.

Approval of the Bills

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

Mayor Barlund-Maas called on Eaton County Commissioner Jim Mott for an update on Eaton County happenings. Mott stated that the Eaton County Community Parks Grant applications have been completed and will be sent out to municipalities next week. He said the deadline to apply for the grants is July 28 and grants will be awarded in September.

Department Head Reports

DPW Director Jerry Staggs – Staggs thanked the Council for the hourly raise. He informed Council that he is working on replacing the fence on the walking bridge, and Krohn passed his 2nd water test. He stated the DPW employees have been busy cleaning the streets in preparation for the lines to be painted before the Firefighters Festival and the new vac truck has been used multiple times to find curb stops. Staggs informed the Council that Xact Excavating will be starting sidewalks tomorrow.

Fire Chief John Collins – Collins stated the fire department had a slow month with 21 calls. He informed the Council that Justin Southern has been busy working on multiple grants regarding air packs, equipment, and a fire truck.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that June is proving to be a busy month with wrapping up needed permits for the Family Dollar/Dollar Tree and preparing for summer tax and utility bills. Walker asked about new information regarding elections. Huepenbecker stated she had no new information at this time, but another meeting is scheduled in July.

Police Chief Shawn Garcia – Garcia was absent.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all City employees for their hard work.

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 stated he appreciates the support of visitors.

Steve Penny – Penny was absent.

Laura Barlund-Maas – Barlund-Maas thanked everyone for their support during this lengthy meeting and looks forward to preparing for next month's meeting.

Council meeting adjourned at 8:21 p.m.