

**City of Olivet  
Regular Council Minutes  
September 11, 2023 – 7:00 p.m.**

**Council Call to Order**

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

Absent: James Frohm

**Visitors' Section:**

Jenny Heisler and Leslie Murphy addressed the Council asking for an update regarding the Utility Terrain Vehicle (UTV) ordinance. Mayor Barlund-Maas said the City Attorney has been working on the UTV ordinance for the past month. She stated she has another meeting scheduled with the City Attorney tomorrow and will have information on the UTV ordinance at the next meeting. Heisler and Murphy asked how long it would take after the meeting with the attorney for the ordinance to be in place. Mayor Barlund-Maas stated the ordinance would go in front of the Council to be voted on before passing.

Resident Jennifer Miller addressed the Council asking for an update regarding the changes to the City Code of Ordinance. Mayor Barlund-Maas stated that progress is being made in this endeavor.

The University of Olivet Vice President and Chief of Staff Ryan Shockey informed the Council that students moved back on campus in August. He stated that "Comet Fest" had a great turnout and thanked everyone who participated. Shockey said Block House will open in November this year and the Student Center will open to the public in January 2024. He asked how to prohibit parking in three or four spaces in front of the new Student Center where there is a pedestrian right of way. Shockey stated that he spoke with Chief Garcia regarding the pedestrian safety issues and will be working on a parking study to identify issues and come up with a parking plan. Walker suggested parking in the empty lot by Shipherd Hall. Mayor Barlund-Maas suggested completing the parking study and parking plan and presenting the findings to the Council for discussion and solutions.

**Approval of Agenda**

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

**Approval of Previous Minutes**

**MOTION** by Walker, supported by Penny, to approve the August 14, 2023, minutes as written. Motion carried 6-0.

**OLD BUSINESS:** None.

## **NEW BUSINESS:**

### **A. Fire Department Station Survey- Fleis & Vanderbrink Update – Informational**

Fire Chief Collins provided the Council with a conceptual site and floor plan from the survey performed by Fleis & Vanderbrink. Collins stated that this plan was compiled from survey questions answered by fire officers and complies with the new standards. He identified key elements of the proposed new fire station. Collins stated that the station will be a fully furnished and equipped 15,000 square foot station that is expected to last fifty to seventy years. He adds that the station will be storm-rated, safe and efficient, and low maintenance. Penny stated that the key to getting a grant for a new station requires the project to be “shovel-ready.” He asked where the Fire Department stands at this time regarding being shovel-ready and what steps need to be taken next. Collins stated that the footprint of the station would require two to three acres of property which is not available within the City limits. He said there is property north of town between Bellevue Hwy. and Marshall Road that is of interest, and he has been in contact with the property owner. Penny asked for a ballpark figure to build the station according to the provided conceptual site plans. Collins stated the station would cost \$5.5 million and he is looking to state and federal grants and other financing options. Clerk/Treasurer Huepenbecker asked if more than one grant can be used on this project. Collins stated that he believed that multiple grants could be used on a project of this scale.

### **B. Fire Department Engine State of Michigan Grant Update – Informational**

Fire Chief Collins informed the Council that he had spoken with a state representative aide regarding ordering the engine now due to the time it takes to build one. The aide said ordering the engine will have to wait for the new State budget. Collins stated that with technology changing he will have to add certain features to the current engine specification, and he plans on obtaining a second bid for an engine to compare with the bid from Spencer Manufacturing.

### **C. Fire Department Air Pack Regional Grant Update – Informational**

Fire Chief Collins stated that the Olivet Fire Department received the regional grant for air packs. Collins said the regional grant has a 10% match and he has inquired as to what that dollar amount is. He believes the match would be approximately \$13,000.00 to \$15,000.00. Collins stated that when he knows the amount of the match, there will have to be an amendment to the Capital Outlay line item of the budget.

### **D. Walking Bridge Fencing Proposals – Action Item**

DPW Director Staggs provided the Council with a bid from Frankenbuilders and one bid from Justice Fence to repair the fence on the walking bridge. Staggs stated that he liked the design plan from Frankenbuilders and feels this is the best choice. Discussion took place regarding the fence proposal from Frankenbuilders. Peterson stated that he would like to send the proposal to the County for approval. Staggs said that he had spoken with Brandy Miller from Eaton County Building Codes, and Miller said that as long as the structure is not changing and we are only repairing what is currently there, no approval would be needed.

**MOTION** by Penny, supported by Hoffdahl, to approve hiring Frankenbuilders to repair the fencing on the walking bridge at a cost not to exceed \$4,750.00, pending the final award of the Eaton County Parks Community Grant. Motion carried 6-0.

Dan LaPoint, owner of D & J Excavating, asked if the City plans on installing cameras on the bridge for security. He offered to dig any trenches at no cost to the City if the City chose to install security cameras.

#### **E. Leaf Pick-up Bids – Action Item**

DPW Director Staggs stated that two sealed bids were received for leaf pick-up services and both bids were close in price. He said the bid from D & J Excavating was the least expensive and that D & J Excavating has consistently done the leaf pick-up for the City.

**MOTION** by Walker, supported by Hoffdahl, to hire D & J Excavating to provide leaf pick-up services at a cost not to exceed \$15,750.00 with the understanding that there will be additional fees for any out-of-the-ordinary pick-ups. Motion carried 6-0.

Peterson asked if D & J Excavating would also pick up leaves for The University of Olivet. Mayor Barlund-Maas stated that D & J Excavating will pick up leaves for The University of Olivet, but they will have their own contract and the leaves will be taken to a different compost site. Clerk/Treasurer Huepenbecker had concerns regarding the timing of leaf pick-up for the City residents as compared to The University of Olivet. Mayor Barlund-Maas reiterated there would be no conflict as The University of Olivet has its own contract for leaf pick-up and will pay for its own service.

#### **F. Election Year Change – Informational**

Clerk/Treasurer Huepenbecker stated that there is an election every year with City elections on the odd years. She said many municipalities are choosing to have their elections with the state and federal election cycles. As we are so small, the City of Olivet will not have nine days of early voting for City elections. She stated if the City wants to change its election year to coincide with the state and federal election cycles, the City election would remain this year as is, but the election in 2025 would get pushed back to 2026. This pushback would extend each elected official's term in office for an extra year. Huepenbecker stated there are pros and cons to the decision. If the Council wants to make the change, then a resolution would have to be adopted with a public hearing. Discussion took place regarding these changes and what the cost would be to the City if the change is made.

#### **G. Halloween Trick or Treating Hours – Action Item**

Mayor Barlund-Maas stated that Trick or Treating hours are normally from 6:00 p.m. to 8:00 p.m. on Halloween night. Discussion took place regarding changing the time to 5:00 p.m. as it is still daylight out. Mayor Barlund-Maas asked Fire Chief Collins if the Fire Association would have its regular open house on Halloween as well. Chief Collins stated yes.

**MOTION** by Penny, supported by Hoffdahl, to keep Halloween hours the same from 6:00 p.m. to 8:00 p.m. on October 31. Motion carried 6-0.

#### **H. Police Department Request – Records Management System – Action Item**

Police Chief Garcia informed the Council that the current Records Management System (RMS) is from 2002 and is so outdated that it can't be installed on today's current computers. He is concerned that when the old computer gives out, the RMS information will be lost. Garcia stated that now would

be the time to update the RMS system, especially with the addition of a School Resource Officer (SRO) being hired. He suggested using the State RMS system that goes through the records division of the Michigan State Police. Garcia provided the Council with a packet that provides information, benefits, and the Statewide Records Management System (SRMS) history for consideration. He gave examples of how SRMS works and how it would benefit the Olivet Police Department. He discussed key points of the system such as state requirements being monitored, full use of available modules, comprehensive user and administrative training, application use, and technical support. Garcia also noted that there is no set-up fee and includes ongoing training. Discussion took place regarding other departments in Michigan that use SRMS, the yearly cost per officer, and the contract term for SRMS.

**MOTION** by Penny, supported by Walker, to allow the Olivet Police Department to obtain the services of the Statewide Records Management System (SRMS) at a yearly cost of \$200.00 per officer for the Chief and SRO position. Motion 6-0.

### **I. The University of Olivet Homecoming Road Closure Request – Action Item**

Director of Alumni Engagement Lori Otto furnished packets to the Council for possible road closures for The University of Olivet 2023 Homecoming activities. Otto is requesting the following:

Wednesday, October 18 from 6:00 p.m. – 7:00 p.m., Banner Parade around the Square. Close East, College, and Cottage Streets around the Square. Main Street will remain open and walking will move to the sidewalk there. Closures would take place at 5:00 p.m. – 7:30 p.m.

Saturday, October 21 from 11:30 a.m. – 12:00 p.m. the Football Team, Marching Band, Cheer Team, and Alumni walk from the Mott Building to Cutler Field. Close Main Street from Cottage Street to Butterfield Hwy. Closures would take place at 11:25 a.m. – when the last walker arrives. Mayor Barlund-Maas reminded Otto that 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. This closure had been approved previously for the regular football team walk to the field, so Otto is requesting a longer closure.

Saturday, October 21 from 9:00 a.m. – 4:00 p.m., Homecoming Tailgating Activities across US27 from the entrance to Cutler Field. No road closures.

Saturday, October 21 from 5:00 p.m. – 9:00 p.m., Alumni/Campus Gathering on Blair Lawn and The Square. Close Cottage Street between Main and East Streets for food trucks. Closures would take place at 4:00 p.m. – 9:30 p.m.

If approved, the Department of Public Works (DPW) will furnish barricades for The University of Olivet to put in place for road closures and Campus Safety must remove barricades immediately when each activity is finished.

**MOTION** by Penny, supported by Hoffdahl, to approve The University of Olivet road closure requests as listed above. Motion carried 6-0.

### **Approval of the Bills**

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

## Department Head Reports

**Police Chief Shawn Garcia–Garcia** stated that Officer Marco Hernandez has started his School Resource Officer (SRO) position at the Olivet Community Schools. Hernandez is a retired Michigan State Police Lieutenant who brings 23 years of experience. Garcia said that he is still looking for a qualified applicant to fill the full-time evening officer position at the City. He informed the Council that he has an ordinance recommendation and suggested a “Permit Application” for parades and other events. He stated the application should outline the responsibilities of the City of Olivet and the responsibilities of the party holding the event along with any rules, regulations, and waivers of liability. Garcia also would like to have a golf cart ordinance in place.

**DPW Director Jerry Staggs** – Staggs stated the end of summer is nearing and the DPW is busy doing curb stops, valve turning, and replacing hydrants. He said he has completed the sanitary survey and is working on getting paperwork caught up and taking care of the town.

**Fire Chief John Collins** – Collins stated the department was busy with 28 calls. He said truck maintenance is underway and Fire School starts in October.

**Clerk/Treasurer Amy Huepenbecker** – Huepenbecker stated that the City offices have been busy taking tax payments, finishing audit requirements, getting ready for elections, and preparing to do utility billing again. She suggested putting in place an election sign ordinance before the presidential primary regulating sign size, the location where signs can be placed, and the time frame the sign may remain. Huepenbecker also suggested using the American Rescue Plan Act (ARPA) funds to purchase three Automated External Defibrillators (AED) to be placed in each of the City's public buildings.

## Commissioner Comments

**Joe Hoffdahl** – Hoffdahl asked everyone to be aware of the increased traffic now that school is back in session. He thanked the DPW employees for their hard work in the town.

**Steve Penny** – Penny thanked Huepenbecker for getting the new Council Chamber chairs. He said they look great. Penny thanked the visitors for staying for the whole meeting. He appreciated their time.

**Don Walker** – Walker thanked Staggs and D & J Excavating for the work on the fire hydrant located on Washington Street.

**Larry Marsh** – Marsh stated that he loved the new chairs.

**Gary Peterson** – Peterson stated that he had nothing to add.

**James Frohm** – Frohm was absent.

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

Council meeting adjourned at 8:20 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer