

**City of Olivet
Regular Council Minutes
October 09, 2023 – 7:00 p.m.**

Council Call to Order

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

Visitors' Section:

Jenny Heisler addressed the Council asking for an update regarding the Utility Terrain Vehicle (UTV) ordinance. Mayor Barlund-Maas said she had spoken with the City Attorney who stated there is an issue with the definition in the ordinance that does not match the definition from the State of Michigan regarding the vehicle. The City Attorney will confer with other municipal attorneys to make sure the City of Olivet ordinance does not violate the State ordinance. Mayor Barlund-Maas will meet with the City Attorney again regarding these issues.

Approval of Agenda

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

Approval of Previous Minutes

MOTION by Walker, supported by Penny, to approve the September 11, 2023, minutes with the following items to be corrected: the spelling of the words "aide" under Item B. and change the support of the motion under Item H. from Frohm to Walker as Frohm was absent. Motion carried 6-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. Insurance Renewal – David Chapman Agent Jason Orton – Action Item

Jason Orton, an insurance agent with the David Chapman Agency, presented the Council with a packet regarding the Municipal Insurance Renewal Proposal. Orton stated that the overall insurance market is currently in chaos with all the storms in the southern United States that have caused insurance costs to rise along with a rise in the cost to process, adjust, and litigate claims. Orton stated that the City of Olivet is currently with the Michigan Township Participating Plan (MTPP). He stated that 87% of smaller municipalities use this plan as it is governed by other public officials who understand the needs of a municipality. Orton gave an overview of the coverage of the current MTPP policies and benefits. He also explained the differences between the three other companies listed in the comparison outline within the packet. Discussion took place regarding the MTPP policy, grants, and group dividends.

MOTION by Penny, supported by Frohm, to approve the MTPP insurance renewal as proposed by Orton at a cost not to exceed \$40,254.00. Motion carried 7-0.

B. Countywide Early Voting Plan – Action Item

Clerk/Treasurer Amy Huepenbecker provided the Council with the Eaton County Early Voting Agreement and asked if there were any questions. Walker asked if this agreement was with the County or if it was statewide. Huepenbecker stated that the agreement is with Eaton County. Walker also asked if voting could continue past the nine days as it reads on page 4 under section 7.3.2. Huepenbecker stated that if a City or Township wishes, they could have early voting for more than nine days.

MOTION by Marsh, supported by Penny, to adopt the Eaton County Early Voting Agreement as written. Motion carried 7-0.

C. Participating Municipality – Charlotte Community Library – Informational

Mayor Barlund-Maas stated the Council packet contains a memo from Charlotte Community Library Director David Votta, along with a resolution of intent to become a participating municipality in the Charlotte Community Library District. She said the Charlotte Library is having financial difficulty due to the revenue from penal fines and state aid declining by 55%. The Charlotte Library Board is looking at a county-wide millage to sustain the library and its services. Mayor Barlund-Maas noted that there are currently 135 active library cards from Olivet residents who have checked out over 693 books so far this year. She feels it is important to know that Olivet residents are using the Charlotte Community Library. She stated that Votta would be sending additional information and asked the Council and residents to be aware of the situation. Peterson asked if The University of Olivet lets the residents use its library. Mayor Barlund-Maas stated that Olivet residents can use The University of Olivet library, but it is geared more toward academics and is not set up for the casual or young reader. Peterson stated that the Charlotte Library raised the millage by 50% in 2016 and again is in the same situation. Peterson feels that more questions need to be answered by Votta before any decision is made. Mayor Barlund-Maas said that the Charlotte Library would like to get a committee together and would like a few representatives from Olivet to participate.

D. Fire Department PPE Purchase – Action Item

Fire Chief John Collins informed the Council that the Fire Department was awarded a grant from the Michigan Fire Equipment Grant to purchase personal protection equipment (PPE). He is asking for the Council's approval to purchase three sets of turn-out gear within the grant allowance of \$10,000.00. Collins stated the State will reimburse 100% of the expense with proof of payment using a bank statement and a copy of the invoice. Collins thanked Captain Tom Owen for making a list of all the firefighting equipment including brand, age, and guidelines regarding replacement date.

MOTION by Walker, supported by Penny, to approve purchasing three sets of turn-out gear at a cost not to exceed \$10,000.00. The funds will be reimbursed 100% from the Michigan Fire Equipment Grant. Motion carried 7-0.

Approval of the Bills

Fire Commissioner Walker presented five late bills for the Fire Department and asked that these late bills be added to the list of bills to be approved. Clerk/Treasurer Huepenbecker stated that invoices are coming in for the School Resource Officer (SRO) position and she would like to have these expenses in a separate line item within the Police Department to make tracking and reimbursements easier. Huepenbecker is asking the Council's permission to add these bills to the list of bills to be approved. She reminded the Council that the Olivet Community Schools would reimburse the SRO bills.

MOTION by Penny, supported by Hoffdahl, to pay the bills including the late bills from the Fire Department, and to pay the SRO bills that will be placed in a separate line item.
Motion carried 7-0.

Department Head Reports

DPW Director Jerry Staggs – Staggs stated that he has tried on numerous occasions to contact Olivet Chamber of Commerce Executive Director Courtney Mead regarding sharing the expense of new downtown Main Street banners for the City. He said he will be collaborating with Don Heck from Wolverine Engineering to assist with the asset management plan and reliability study that is required by the State and must be completed by the end of November. Staggs stated how satisfied he has been with the new vac trailer. The DPW has been able to use the vac trailer to put in curb stops without outside help which saves the City money. Hydrant flushing will start next week and Joe Davis with Frankenbuilders has started the fence repair on the walking bridge and Staggs noted that it looks good so far. Staggs thanked the DPW employees for the great work they do.

Police Chief Shawn Garcia – Garcia stated he had spoken with VC3, an Information Technology (IT) and cybersecurity service provider, regarding the new Records Management System (RMS). He informed the Council that VC3 is discussing options with the Michigan State Police Records Division on how to move forward regarding connection with the City server. VC3 recommends the City upgrade the firewall and they provided a quote for \$1,000.00. Garcia does not believe that the firewall needs to be upgraded if we use the same process as Eaton County. He will keep the Council informed as he moves forward. Garcia stated he has not received resumes for the full-time officer position. Police Commissioner Penny stated that the City should consider a sign-on bonus to entice people to apply. Ideas and thoughts were discussed by the Council regarding law enforcement today.

Fire Chief John Collins – Collins informed the Council the department had 21 calls for the month of September. Four potential firefighters will be attending fire school and two will attend medical training school. He commended Captain Tom Parker, DPW Director Staggs, and DPW employee John Krohn on how they oversaw and worked together on the accident that occurred on Main Street involving a fuel leak. Collins stated the demolished car in the Fire Department parking lot will be used to demonstrate the use of extrication tools. Collins said Parker is taking trucks in for annual maintenance. There has been a discussion with other area Chiefs regarding hose testing and the liability of the companies doing the testing. Collins said the department is also researching software for fire reporting systems. He informed the Council that he received a letter from Spartan Motors stating the cost of a chassis will increase by 4% by November 1, 2023. He and Fire Commissioner Walker need to discuss truck values and insurance.

Collins also informed the Council that Eaton Area EMS township costs are up. Mayor Barlund-Maas stated that Eaton Area EMS sent contracts out to all municipalities that included the cost in a four-tier format based on population. She said Olivet was in the fourth tier due to the number of students who resided on campus and equated Olivet to a population of 10,000 people. Mayor Barlund-Maas had

contacted Eaton Area EMS regarding Olivet being placed in the fourth tier and was told it was based on the 2020 census and County administration recommendations. Mayor Barlund-Maas explained that the college students are included in the census because these students live in Olivet for six months of the year. She stated that she made inquiries to The University of Olivet to learn that there are 983 students enrolled and 853 students live on campus and asked to have Olivet moved down on the tier list based on the correct population.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker thanked Penny for his sixteen years of service on the Council. She stated the office has been busy taking water payments and preparing for the audit as auditors will be on site this Thursday. Absentee voting applications were mailed out and ballots will be mailed out this week also.

Mayor Barlund-Maas stated that the newsletter had the date of the election incorrect and reiterated that elections are Tuesday, November 7. She then read a proclamation recognizing the retirement of Council Member Steve Penny for his service to the City of Olivet for sixteen years with the last twelve years as Police Commissioner. The proclamation recognizes Penny with the Oaks of Olivet award for his outstanding community service.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked Penny for his sixteen years of service. He thanked the DPW for all their hard work and reminded everyone that leaf pick-up starts next week.

Don Walker – Walker thanked Penny for his many years on the Council and acknowledged the expertise and guidance that Penny brought to the City.

Larry Marsh – Marsh told Penny to enjoy his retirement.

Gary Peterson – Peterson wished Penny well in his future endeavors and said he enjoyed working with him.

James Frohm – Frohm congratulated Penny.

Mayor Barlund-Maas called on Eaton County Commissioner Jim Mott. Mott informed the Council that Eaton County received an opioid settlement from the pharmaceuticals for \$1.6 million that will be dispersed over a thirteen to fourteen-year period for a total of \$120,000.00 per year. This settlement comes with stipulations and procedures that must be followed. Mott stated that the County would like to create a focus group of people who have lost loved ones to opioids and agencies that have involvement with opioids to join the focus group. He informed the Council that the Eaton County Sheriff has been awarded a grant for an emergency communications vehicle to be used as a command center. This command center is basically a fire truck chassis that will be equipped with communication technology inside. Peterson asked for an update on the recycling program. Mott said the County has received some information, but it is still very vague. The County is still looking at a hub and spoke model where there is one central location (hub) and distinct locations around the County that collect the material (spokes). The material would be picked up and taken to that hub. Huepenbecker asked if there was a timeline on when this recycling hub and spoke model would be running. Mott stated the County is hoping for next year, probably after the current Solid Waste Alternatives Grant (SWAG) expires.

Steve Penny – Penny thanked the Mayor and the Council for the recognition. He stated it was a pleasure to work with everyone over the past sixteen years. He guaranteed the Council that he was not going to the school board and that he loved the Olivet community and would continue to be a part of it.

Laura Barlund-Maas – Barlund-Maas invited everyone to stay and have cake with Penny.

Council meeting adjourned at 8:18 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer