

**City of Olivet
Regular Council Minutes
November 13, 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:

Resident Dan LaPoint thanked the Council for approving Joe Davis of Frankenbuilders to repair the fencing on the walking bridge.

Resident Jennifer Miller suggested the City consider changing its election year to coincide with the state and federal election cycles due to the expense and the decline of in-person voting.

Olivet Chamber of Commerce Executive Director Courtney Mead invited everyone to attend the OI-Day Cheer event on Friday, December 1 at 6:00 p.m. for the annual tree lighting ceremony downtown Olivet. She stated Santa and Mrs. Claus will be in attendance at 5:00 p.m. Mead hopes to see everyone there and encourages the Mayor and Council to light the tree and say a few words.

The University of Olivet Vice President and Chief of Staff Ryan Shockey informed the Council that as part of The University of Olivet's ongoing commitment to the local community, online proposals are being accepted for The University of Olivet Community Initiative Grant program. The University will consider and fund proposals from non-profit and civic organizations with the primary purpose of supporting and enriching the Olivet community and its citizens. Shockey stated the deadline for grant submissions is January 30, 2024.

Approval of Agenda

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

Approval of Previous Minutes

MOTION by Walker, supported by Penny, to approve the October 09, 2023, minutes with the following item to be corrected: Mayor Laura Barlund-Maas noted that the minutes for the October 09 meeting did not state Steve Penny was awarded the Oaks of Olivet award for his community service in the proclamation. The name "Oaks of Olivet" award will be added to the October 09, 2023, minutes. Motion carried 7-0.

Oath of Office

Clerk/Treasurer Amy Huepenbecker administered the Oath of Office to Mayor Barlund-Maas and Commissioners Walker, Hoffdahl, and newly elected Joseph Davis.

OLD BUSINESS: None.

NEW BUSINESS:

A. Holiday Light Parade – Action Item

Visitor Kari Wavered addressed the Council regarding starting a new tradition of a “Holiday Light Parade” during the Oli-Day Cheer festivities. She stated that she has received plenty of interest and support from the community for this event. She provided the Council with the parade route and reiterated that the parade would follow the same approved route as the Olivet High School “Homecoming Parade.” Walker asked, “What is a light parade?” Wavered stated that participants decorate their floats, tractors/trailers, buses, and cars with lights. She would like to start the parade at 5:50 p.m. and be downtown after the tree lighting around 6:05 p.m. Marsh asked about traffic control and discussions took place regarding length of time, road closures, and barricades. Police Chief Shawn Garcia stated that if the Fire Department is willing to assist the Police Department with the road closures and the DPW is willing to set out the barricades, he did not see an issue. Fire Chief John Collins said the department was willing to help, and DPW Director Jerry Staggs volunteered to set out the barricades and remove the barricades when the parade ended.

MOTION by Walker, supported by Marsh, to approve a “Holiday Light Parade” in conjunction with the Olivet Chamber of Commerce Oli-Day Cheer tree lighting event on December 1, 2023. The Police and Fire Department are to assist with the road closures for the parade. The DPW will place and remove the barricades. Motion carried 7-0.

B. Downtown Banner Purchase – Action Item

DPW Director Staggs provided the Council with two quotes to replace the spring, summer, and fall banners for downtown Main Street. He stated the current banners are fabric and are tattered and falling apart. He suggested replacing them with vinyl banners that will last longer. Davis asked how long the current fabric banners have lasted. Staggs stated the fabric banners were purchased in 2013. Discussion took place regarding the price, quality, and grommet types of the proposed banners.

MOTION by Hoffdahl, supported by Walker, to purchase three seasons of banners from Display Sales at a cost not to exceed \$2,500.00. The banner design is to be chosen by two people on the Council along with Staggs and Huepenbecker. Motion carried 7-0.

C. DPW F-250 Tires – Action Item

DPW Director Staggs provided the Council with two quotes for replacing the tires on the DPW F-250 truck. Staggs stated that Indian Creek Acres provided the lower quote as they can get government pricing. Staggs recommends staying local with Indian Creek Acres as they have done right by the City in the past.

MOTION by Frohm, supported by Hoffdahl, to purchase four new tires for the F-250 truck from Indian Creek Acres at a cost not to exceed \$800.00. Motion carried 7-0.

D. FY 23/24 1st Quarter Budget Amendment – Action Item

Mayor Barlund-Maas stated that a listing of various budget amendments is included in the Council packet. Clerk/Treasurer Huepenbecker said that some of the expenses were previously approved, but no motion was made at that time for the budget to be amended.

MOTION by Walker, supported by Frohm, to approve the budget amendments as presented.
Motion carried 7-0.

E. Fire Department Personal Protection Equipment Purchase – Action Item

Fire Chief Collins stated that Captain Tom Owen has put together a list of personal protection equipment (PPE) and other firefighting equipment including brand, age, and guidelines regarding replacement date. Collins informed the Council that the state has set another level of compliance on PPE and other firefighting equipment at ten years. To stay in compliance, the Fire Department will need to purchase new approved gear totaling \$7,600.00 for the candidates completing fire school.

MOTION by Walker, supported by Frohm, to approve the request to purchase the necessary personal protection equipment (PPE) needed as presented. Motion carried 7-0.

Clerk/Treasurer Huepenbecker stated that a budget amendment would need to be made. Fire Commissioner Walker informed the Council that the Michigan Fire Equipment Grant was awarded to the Olivet Fire Department. The department had to pay the \$10,000.00 expense of turn-out gear upfront, but the grant will reimburse 100% of the expense. He stated a budget amendment would need to be approved.

MOTION by Walker, supported by Marsh, to amend the budget for the turn-out gear to increase the grant revenue by \$10,000.00 and increase the fire personal equipment by \$10,000.00.
Motion carried 7-0.

F. Fire Department Fire Hose Purchase – Action Item

Fire Chief Collins stated that the Fire Department purchased six lengths of fire hose last year for approximately \$2,400.00. He said fire hoses need to be purchased yearly as they too have replacement guidelines that need to be followed. Collins is asking the Council's approval to make the annual purchase of six lengths of fire hose for a total not to exceed \$3,000.00.

MOTION by Walker, supported by Frohm, to make the annual purchase of six lengths of fire hose at a cost not to exceed \$3,000.00. Motion carried 7-0.

G. Budget Amendment for Walking Bridge Repair – Action Item

Clerk/Treasurer Huepenbecker said the invoice from Frankenbuilders to repair the fence on the walking bridge totaled \$4,750.00 which will be reimbursed by the Eaton County Community Parks Grant. She stated an amendment is needed to increase the grant revenue by \$4,750.00 and increase the parks professional services by \$4,750.00.

MOTION by Frohm, supported by Hoffdahl, to amend the budget for the walking bridge repair to increase the grant revenue by \$4,750.00 and increase the parks professional services by \$4,750.00. Motion carried 6-0 with the following roll call vote:

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

Davis - abstain

H. Security at City Hall – Informational

Mayor Barlund-Maas stated that there have been some incidents at City Hall in the past and again recently where she feels security measures need to be discussed. Discussion took place regarding ways in which to secure City Hall. Mayor Barlund-Maas asked Chief Garcia, DPW Director Staggs, and Clerk/Treasurer Huepenbecker to look at security options and present them to the Council for final approval. Frohm suggested a dusk-to-dawn sensor outside light. Davis suggested procedures be put in place for different scenarios.

Approval of the Bills

MOTION by Hoffdahl, supported by Marsh, to pay the bills including the two late bills. Motion carried 6-0 with the following roll call vote:

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

Davis - abstain

Department Head Reports

Police Chief Shawn Garcia – Garcia stated he had nothing to add.

DPW Director Jerry Staggs – Staggs stated that D & J Excavating is doing a great job picking up leaves. He said the DPW has been busy cleaning, mowing, and getting the trucks ready for the winter season.

Fire Chief John Collins – Collins stated that the department had 20 calls last month. He said everything at the Fire Department is going well and the personnel is positive and motivated. The Halloween Open House went very well and those who attended had a good time. He informed the Council that for the firefighters' drill this month they completed a walk-through of the new student center at The University of Olivet under the Firefighters Right-to-Know Act. Collins stated this gives the department the layout and knowledge they need should the student center need fire service. He also said they ended their drill at the Olivet Congregational Church and again suggested to its Council that they install an early warning alarm system for fires. Collins stated all the pumps were serviced and tested. He had the opportunity to do Public Education in the Olivet Community Schools, for the first time since COVID restrictions. Mayor Barlund-Maas inquired about how things went with WOOR-FM radio station at the Halloween Open House. Collins stated that the interviews went well, and he liked having them there. Mayor Barlund-Maas stated the students were happy too.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker informed the Council that the election was extremely slow with only 43 people voting in person in the precinct. She stated that when she called the results into the County, the County again suggested moving our election to coincide with the state

and federal election cycles. Huepenbecker said she has placed an ad for the full-time police officer position and hopes this will help attract people to apply. She stated that winter tax bills would be going out at the end of the month.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked employees for their hard work. He thanked D & J Excavating for doing a good job of picking up leaves. He said he would miss Penny but welcomed Davis.

Joe Davis – Davis stated he had nothing to add.

Don Walker – Walker welcomed Davis to the Council.

Larry Marsh – Marsh welcomed Davis to the Council.

Gary Peterson – Peterson welcomed Davis to the Council. He stated that Eaton County Transportation Authority (EATRAN) will bring back its route from Charlotte to the Lansing Mall starting January 15, 2024. He said the pick-up for this service will be at either courthouse in Charlotte and he noted that the times for this service have not yet been finalized. Peterson also noted that on January 20, 2024, EATRAN will resume its Saturday services. Mayor Barlund-Maas asked if EATRAN has increased its personnel to bring about the resumed services. Peterson stated that EATRAN has been able to hire new employees by offering more training classes, an increase in pay, and better benefits.

James Frohm – Frohm appreciates that security is being addressed at City Hall.

Laura Barlund-Maas – Barlund-Maas stated times are getting busy. She thanked Penny and all Council.

Council meeting adjourned at 8:02 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer