

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

Council Call to Order

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

Visitors' Section:

Jenny Heisler and Leslie Murphy addressed the Council asking for an update regarding the Utility Terrain Vehicle (UTV) ordinance. Mayor Laura Barlund-Maas stated that the City Attorney is continuing to work on correcting the issue regarding the definition in the ordinance that does not match the definition from the State of Michigan regarding the vehicle. She said the goal is to have the ordinance properly written and completed by Spring.

Resident Pam Bess addressed the Council regarding the fencing in front of the new Cutler Student Center construction project. She expressed her concern that the fencing was encroaching into the road. She stated that students are now walking in front of the fence making it unsafe for drivers and pedestrians, particularly in the evening. DPW Director Jerry Staggs offered to contact the appropriate people to discuss these concerns and have the fencing moved back. Mayor Barlund-Maas stated that the students are on holiday break, so the construction personnel might assume that there is not a problem with the placement of the fence but there are still people here walking. Fire Chief John Collins expressed concern about the lack of lighting on Cottage Street in general. Staggs stated that other streets need more lighting as well. He offered to make a list to discuss at the next Council meeting.

Eaton County Commissioner Jim Mott stated that Eaton County will again offer a Community Parks Grant. The County is considering moving the application date to April so applicants can submit their projects and have them completed during the summer months. He said that the application date had not been finalized and he would keep the City updated. Mott also stated that Eaton County will receive \$7.1 million from the opioid settlement. He said the money will be distributed over eighteen years totaling \$400,000 annually. Per the settlement requirements, the County will have to do a year-long assessment of where to move these funds once received. Mott encouraged individuals, organizations, and agencies to get involved at the "Town Hall Meetings" to voice their ideas regarding the settlement funds. He stated the Eaton County Health Department will take the lead in directing these meetings.

Approval of Agenda

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

Approval of Previous Minutes

MOTION by Walker, supported by Frohm, to approve the November 13, 2023, minutes with the following item to be corrected: change the wording on page four in the November 13 meeting minutes to reflect that 43 people voted in person in the precinct. Motion carried 7-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. Charlotte Library District Agreement – Action Item

Charlotte Library Director David Votta explained that in 2016 the Charlotte Library passed a 1.4 millage from the city of Charlotte and the townships of Carmel and Eaton to fund the library. He stated a couple of years later the library engaged in contracts with the city of Olivet and with five other areas. The contracts allowed the Charlotte Library to collect state penal fines from the contracted cities to fund the library. Due to drastically decreased state penal fines, the Charlotte Library Board decided to end the contracts. The Charlotte Library Board feels every city and township should pay the same amount by millage. The Board is asking the City of Olivet to join the district and ask for a millage on the August 2024 ballot. Peterson asked, “What is the annual budget for the library?” Votta stated this year's budget is \$849,000.00 and it increases every year. He said the library is fiscally sound, making it possible to set up facility and technology funds with the help of auditors. Currently, the City of Olivet residents have 160 library cards and of the 160 cards, 34 of them have opted to pay for the full service. Full-service cards offer more materials that can be checked out, extra streaming services, the ability to get materials on loan from other libraries, and numerous other benefits. Mayor Barlund-Maas asked, “If the millage is approved would this allow the City of Olivet all the full-service benefits rather than to pay for a library card?” Votta confirmed residents would get full-service benefits if the millage passed. Olivet would have two seats on the Charlotte Library Board. Walker asked, “If this millage is voted down by the Olivet residents, would the state penal fines terminate in December?” Votta stated the penal fines would terminate at the end of the year and Olivet residents would have no services. Residents could pay for a card at \$80.00 per year per household. Discussions took place regarding the library services offered currently and what services will be added in the future, the length of the millage, and the pros of using the Charlotte Library.

MOTION by Walker, supported by Frohm, to approve the resolution to add the Charlotte Library millage language to the August 2024 ballot for our voters to decide. Motion carried 7-0.

B. The University of Olivet – The Intersociety Council January 12 Road Closure for Running Night – Action Item

The University of Olivet Intersociety Council Vice President Anthony Brown informed the Council that the Greek Life Community kicks off its pledging period during Running Night with a relay race event on January 12, 2024. Brown is asking the Council’s permission to close Cottage, College, and East Streets around the University Square from 8:00 p.m. to 9:00 p.m. for this event. Brown asked if the Department of Public Works would provide the barricades for the event. He stated the University of Olivet would be responsible for placing and taking down the barricades after the event.

MOTION by Marsh, supported by Frohm, to allow The Intersociety Council the road closures for the above-mentioned streets on January 12, 2024, from 7:30 p.m. to 9:00 p.m. for the Running Night event. Motion carried 7-0.

C. The University of Olivet – The Student Government Association January 15 Road Closure for MLK recognition – Action Item

The University of Olivet Intersociety Council Vice President Anthony Brown asked the Council's permission to close Cottage, College, and East Streets around the University Square on January 15, 2024, from 4:00 p.m. to 6:00 p.m. in recognition of Martin Luther King (MLK) Day. The Department of Public Works would provide the barricades for the event. The University of Olivet would be responsible for placing and taking down the barricades after the event.

MOTION by Marsh, supported by Hoffdahl, to allow the Student Government Association the above-mentioned road closures on January 15, 2024, from 3:30 p.m. to 6:00 p.m. for recognition of Martin Luther King (MLK) Day. Motion carried 7-0.

D. City Hall Security Recommendations – Informational Item

Mayor Barlund-Maas stated that the Council packet contains two drawings showing ideas for the City Hall Security recommendations. Discussion took place regarding the drawings and ways to address the most issues with the least changes, tempered glass versus laminated safety glass, door types, and keeping the lobby welcoming. A suggestion was made to get two more bids for drawing #5 and bring it to the January 2024 council meeting.

E. 2024 Proposed City Council Dates – Action Item

A list of proposed City Council Meeting dates was in the packet. Mayor Barlund-Maas stated that the proposed City Council meeting dates are the second Monday of each month.

MOTION by Frohm, supported by Peterson, to approve the City Council meeting dates on the second Monday of each month as presented. Motion carried 7-0.

F. Employee Holiday Bonuses – Action Item

Mayor Barlund-Maas stated that the Council packet contains a green slip of paper that shows the employee holiday bonuses that were approved last year.

MOTION by Walker, supported by Marsh, to approve the same bonuses as last year. Full-time employees receive an extra paid full day off, part-time employees receive an extra paid half day off, and fire department employees receive a \$35.00 Whitetail Farms Market gift card. Motion carried 7-0.

G. Police Department Security/Firewall Appliance Purchase – Action Item

Police Chief Shawn Garcia stated that the current internet firewall does not allow the School Resource Officer (SRO) to access the Police Department's computers so an updated firewall for the City's network is needed. Garcia said the firewall appliance is a one-time payment of \$1,463.00 for the purchase and installation and that the updated firewall would benefit all computers within the City network. Discussion took place regarding the age of the current firewall, who pays for the purchase of the firewall appliance, how this appliance will benefit the (SRO) and the City, and why there is a need for this particular appliance.

MOTION by Davis, supported by Marsh, to approve the firewall appliance purchase at a cost not to exceed \$1,500.00 with a budget amendment to increase the DPW capital outlay expense by \$1,500.00. Motion carried 7-0.

H. Police Department Vehicle Repair – Action Item

Police Chief Garcia provided the Council with a quote from Eagle Automotive to replace the suspension control arms and ball joints on the Dodge Charger. Peterson stated an alignment would also need to be done and because Eagle Automotive does not perform alignments, he suggested that Garcia get a quote from Kings Automotive where all the work could be done at one time.

MOTION by Davis, supported by Hoffdahl, to allow Chief Garcia and Commissioner Davis to decide whether Eagle Automotive or Kings Automotive will replace the suspension control arms and ball joints along with an alignment on the Dodge Charger for an amount not to exceed \$700.00. Motion carried 7-0.

I. Eaton Area Emergency Medical Services Agreement for Ambulance Services for Municipality Residents – Action Item

Mayor Barlund-Maas stated that the entire Eaton Area Emergency Medical Services Agreement is in the Council packet. She informed the Council that she contacted Eaton Area EMS and was able to lower the cost to the City of Olivet by \$10,000.00 due to a misunderstanding regarding the population of the City. Mayor Barlund-Maas stated that the contract needs to be signed by the end of the month to continue to receive ambulance service.

MOTION by Walker, supported by Marsh, to accept the Eaton Area Emergency Medical Services Agreement for ambulance services for the City of Olivet residents as written with the understanding that a budget amendment will have to be made at the January Council meeting. Motion carried 7-0.

Approval of the Bills

MOTION by Hoffdahl, supported by Walker, to pay the bills including one late bill. Motion carried 7-0.

Department Head Reports

DPW Director Jerry Staggs – Staggs thanked the Council for the holiday bonus. He stated that Clerk/Treasurer Amy Huepenbecker has been helping with the sanitary survey that is due by December 29. Staggs informed the Council that he is aware of the lack of lighting on the streets and is making a list of where lights are needed. He said the DPW employees are busy getting the City ready for the winter and are doing a great job. Staggs informed the Council that the plow truck needs brakes and hubs. He said the truck would need to be taken out of service in the Spring to get the repairs completed. Walker asked, “Does The University of Olivet get permission to hang their banner across the street and what length of time can it be there?” Mayor Barlund-Maas stated The University of Olivet has not recently asked for permission.

Police Chief Shawn Garcia – Garcia stated School Resource Officer (SRO) Marco Hernandez is doing a great job. He said that a few changes will need to be made when the SRO contract is renewed. Garcia informed the Council that Hernandez will be receiving training on threat

assessments. He stated that he has spoken with the Mayor and the Olivet Community Schools regarding purchasing a rifle for SRO Hernandez and a safe in which to keep the rifle at the school. Walker asked, "Is the SRO involved with Fern Persons Elementary School?" Garcia stated that the agreement is that security-type checks are done by SRO Hernandez. All other incidents would be directed to the Eaton County Sheriff's Department as the school is out of the City's jurisdiction. Garcia said that Hernandez would offer his services in a crisis.

Fire Chief John Collins – Collins stated that the department had 23 calls last month and everything is going well. He informed the Council that having personnel for calls during the day has been a struggle. Collins stated he received a call from West Shore, the company that services the warning sirens. West Shore stated that the batteries in the sirens need to be replaced. Collins does not have a cost yet for the battery replacement. He gave an update on the State of Michigan Grant for the fire truck and said everything is looking good. He said the air packs have been ordered through the Regional Grant and the City will pay 10%.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker thanked the Council for the holiday bonus. She informed the Council that work has already begun on the February election. She stated that she and accountant Kelly Hanna have started working on the budget. Meetings will be set up for the department heads and Commissioners in January. She also stated that the audit draft has been received and some small changes will have to be made. Huepenbecker said to expect the auditors from Gabridge to present the audit findings and financial summary to the Council in January as well. She wished everyone happy holidays.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked employees for their hard work. He wished everyone happy holidays.

Joe Davis – Davis stated he had nothing to add.

Don Walker – Walker stated he had nothing to add.

Larry Marsh – Marsh stated he had nothing to add.

Gary Peterson – Peterson thanked Hoffdahl for the holiday greeting card. He stated Eaton Area Transportation Authority (EATRAN) has its meeting on Wednesday and he will give an update at the January meeting.

James Frohm – Frohm stated he had nothing to add.

Laura Barlund-Maas – Barlund-Maas reminded the Council that she gave them a note regarding council meeting preparation procedures last month in their packet. She stated that if anyone had questions regarding the note or needed another copy to please contact her.

Council meeting adjourned at 8:33 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer