

**City of Olivet
Regular Council Minutes
February 12, 2024 – 7:00 p.m.**

Council Call to Order

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

Visitors' Section:

Jared Ingram, President of Alpha Phi Kappa Fraternity at The University of Olivet stated the fraternity is hosting a "Block Party" on Saturday, April 13, 2024, from 1:00 p.m. to 5:00 p.m. Ingram is asking the Council's permission to close College Street between Church and East Streets for the "Block Party" activities. DPW Director Jerry Staggs stated that he would supply the barricades for the event, but it's the fraternity's responsibility to place and remove the barricades at the appropriate times. Mayor Laura Barlund-Maas asked if the street should be closed before 1:00 p.m. to allow for set-up. Olivet Police Chief Shawn Garcia asked if there was a plan in place to keep people safe from traffic on the Church Street side of the fraternity. Garcia suggested placing signs and ropes across the right of way of the fraternity's side yard on Church Street. He also stated that alcohol is not allowed on the streets. Ingram stated he appreciated the safety tips and that he would be responsible for carrying out a safety plan. Don Walker stated that the "Block Party" request needs to be added to tonight's agenda.

University of Olivet student Stewart Donlan is currently part of a Community Media and Journalism class that is actively working on improving media communication skills within the community. Donlan is assembling a full online events calendar for the schools and the community. He stated that if anyone had events that they would like to have added to the calendar to reach out to him. He also said that the community can listen each week to a podcast that gives an overview of upcoming weekly events. You can listen to the podcast by going to ocecho.com and clicking "podcast." Mayor Barlund-Maas informed the Council that she had approved Donlan's request to record this evening's Council meeting.

Dan LaPoint of D & J Excavating stated that The University of Olivet approached D & J Excavating to create a berm around a section of the university maintenance building located on the corner of College and Church Streets. LaPoint provided the Council with a site plan and said the berm would be placed thirty-three feet in from the center line of the road and would be four feet wide by two feet tall. He said the berm would have bushes on the top and mulch around the base. Gary Peterson stated that he did not believe the berm and bushes could be put in this location due to the property being located on a corner lot. Mayor Barlund-Maas stated that she would have to look into the City ordinances to see if the berm would be possible for that location.

Approval of Agenda

Police Commissioner Joseph Davis stated that Agenda Item D. Police Department School Resource Officer (SRO) Rifle Safe Purchase can be removed from the agenda.

MOTION by Walker, supported by Frohm, to approve the agenda with the addition of The University of Olivet Alpha Phi Kappa Fraternity "Block Party" Road Closures request to replace Agenda Item D. Police Department SRO Rifle Safe Purchase. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Walker, supported by Peterson, to approve the Regular Meeting January 08, 2024, minutes as written. Motion carried 6-0. Hoffdahl abstained.

MOTION by Walker, supported by Peterson, to approve the Special Meeting January 22, 2024, minutes as written. Motion carried 6-0. Marsh abstained.

OLD BUSINESS: None.

NEW BUSINESS:

A. Consumers Energy Light – Cottage Street – Action Item

DPW Director Staggs provided the Council with a resolution and an estimate from Consumers Energy to install a streetlight in the 400 block of Cottage Street. He said the streetlight will be installed by the crosswalk between the Conservatory and the Kirk Center. Staggs stated that Consumers Energy is requiring a resolution to change the standard lighting contract before the new light can be installed.

MOTION by Hoffdahl, supported by Marsh, to adopt the resolution from Consumers Energy to allow the change in the standard lighting contract to install a new light at a cost not to exceed \$100.00. Motion carried 7-0.

B. City Hall Security Improvement – Action Item

DPW Director Staggs provided the Council with two quotes for the City Hall security improvements. Staggs stated that Kingdom Builders does great work, they have the time available, and their quote is reasonable. Staggs informed the Council that the quotes do not include a second tempered glass window for the Police Department, so an additional \$700.00 to \$800.00 would have to be added to the quotes. Walker asked for clarification regarding the number of walls to be built. Staggs stated that both quotes are for the same security improvements to be done but each quote describes the project differently. Peterson stated the door that he wanted to donate for the project was the wrong width. Clerk/Treasurer Amy Huepenbecker stated that a budget amendment would have to be made to increase the DPW Capital Outlay budget line by \$6,000.00 for any additional expense.

MOTION by Peterson, supported by Frohm, to approve hiring Kingdom Builders to complete the City Hall security improvements along with the tempered glass window for the Police Department at a cost not to exceed \$6,000.00 and to approve a budget amendment to increase the Capital Outlay budget \$6,000.00. Motion carried 7-0.

C. Police Department (SRO) Rifle Purchase – Action Item

Police Commissioner Joseph Davis asked the Council's permission to purchase a rifle for the (SRO). He stated that a budget amendment would be needed to move funds from wages to the Capital Outlay budget for the purchase. Police Chief Garcia described the difference between an AR-15 rifle and the foldable Carbine 9MM rifle. He recommends the Carbine rifle for stopping power within fifty yards and stated that the Carbine uses the same ammunition and magazines as the pistols currently used. Questions were asked about a gun safe for the rifle, whether the rifle would remain at the

school, and if the school will reimburse the City for purchasing the rifle. Davis stated that the gun safe was under \$500.00 so he had approved the purchase as the commissioner. Garcia stated that the rifle would not be reimbursed by the school and the style and size of the rifle would dictate whether it would stay at the school in the safe or be portable to take home.

MOTION by Davis, supported by Walker, to allow the purchase of a rifle at Chief Garcia's discretion at a cost not to exceed \$1,200.00 with a budget amendment to move \$1,200.00 from wages to the Police Department Capital Outlay budget line. Motion carried 7-0.

D. The University of Olivet Alpha Phi Kappa Fraternity "Block Party" Road Closure – Action Item

Mayor Barlund-Maas stated that the Council has already heard the presentation from Alpha Phi Kappa President Ingram regarding the "Block Party" road closure request and asked if anyone has further questions. Ingram asked for advice on how to regulate underage drinking at this event. Mayor Barlund-Maas recommended that Ingram contact Campus Safety to discuss this issue.

MOTION by Walker, supported by Frohm, to allow Alpha Phi Kappa Fraternity to close College Street between Church and East Streets for the "Block Party" on Saturday, April 13, 2024, from 12:30 p.m. to 5:00 p.m. with the understanding that the barricades are to be placed and removed by the fraternity at the stated times.

E. Police Department Taser Purchase – Action Item

Police Chief Garcia asked the Council's permission to purchase two tasers and two cartridges for each taser. He stated that MiDEAL has a contract for Tasers with Taser International or Vance Outdoors. Michigan MiDEAL is an extended purchasing program that allows Michigan cities to use state contracts to buy goods and services. Garcia informed the Council that both Taser International and Vance Outdoors tasers are priced at \$1,396.00 each and two cartridges are \$100.00. Discussion took place regarding what are the cartridges, how the cartridges work, and the longevity of a cartridge. Mayor Barlund-Maas stated that a budget amendment would have to be made.

MOTION by Davis, supported by Frohm, to allow the Police Department to purchase two tasers and two cartridges per taser at a cost not to exceed \$3,000.00 with a budget amendment to move \$3,000.00 from wages to the Police Department Capital Outlay budget line. Motion carried 7-0.

F. Police Department Body Camera – Action Item

Police Chief Garcia asked the Council's permission to purchase one body camera for the not-yet-hired new officer. He stated the body camera is \$600.00 and the money is available in the Police Department's miscellaneous expense line item.

MOTION by Davis, supported by Hoffdahl, to allow the Police Department to purchase a body camera for the new officer at a cost not to exceed \$600.00. Motion carried 7-0.

G. Police Department Lexipol Annual Services – Update Police Policies/Procedures – Action Item

Commissioner Davis stated that he and Garcia have been in contact with Lexipol regarding updating the Police Department policies and procedures. Lexipol provides state-specific law enforcement policies that are updated in response to new state and federal laws and court decisions. Davis explained that Lexipol is well-known and respected and offers policies covering all operational areas, updates delivered electronically, training bulletins, document storage, and policy implementation and management services. Mayor Barlund-Maas asked if the Police Department would be making the decisions regarding the policies and training. Garcia stated that it is up to the Police Department whether to recommend approval of any individual policy changes that they want to adopt from those suggested by Lexipol. He also stated that the Police Department can choose monthly training sessions based on Olivet Police Department policies. Davis said that Lexipol's comprehensive platform allows three users to access this system and the cost is \$2,159.00 per year. Questions were asked regarding pricing, length of contract with Lexipol, and what other Police Departments use this platform in Michigan. Garcia suggested tabling the motion at this time and he will find the answers to the questions asked.

Garcia stated that Lexipol Services is an annual subscription at the current cost of \$2,159.00 for three Police Department users.

MOTION by Davis, supported by Walker, to sign the contract with Lexipol Services to provide policies and procedures services for three Police Department users at a cost not to exceed \$2,300.00 per year. Motion carried 7-0.

H. EMS Contract Budget Amendment – Action Item

Fire Commissioner Don Walker stated that the Eaton Area EMS has doubled its rates, but is the only ambulance service available. He said this is Olivet's only choice unless Olivet chooses not to have ambulance services.

MOTION by Walker, supported by Marsh, to amend the budget to cover the \$8,719.00 EMS subsidy from January 2024 to June 2024. Motion carried 7-0.

I. Fire Department Laptop Purchase – Action Item

Fire Chief John Collins asked the Council's permission to purchase a new laptop for \$700.00.

MOTION by Walker, supported by Hoffdahl, to purchase a new laptop from Best Buy for a cost not to exceed \$700.00. Motion carried 7-0.

Clerk/Treasurer Huepenbecker stated that new laptops were given to the Commissioners and Department Heads during the COVID pandemic to use for Zoom meetings. She asked if that laptop would work instead of purchasing a new one. Collins stated his laptop did not have the capabilities he needed. Davis said he could update, clean up files, add memory, and install Microsoft Office so the laptop would meet the Fire Department's needs. Mayor Barlund-Maas stated the Fire Department has the approval to purchase a new laptop if the updated laptop does not meet their needs.

J. Fire Department Ice Rescue Suit Purchase – Action Item

Commissioner Walker stated that the Fire Department held an ice rescue training last month at Pine Lake with three other departments in attendance. Walker stated that the ice rescue suit used in this exercise leaks, so they are asking permission to purchase a new ice rescue suit and awl. Walker provided a quote from Michigan Rescue Concepts for a total of \$904.95 for one ice rescue suit and one awl.

MOTION by Walker, supported by Hoffdahl, to approve the purchase of an ice rescue suit and an awl at a total not to exceed \$950.00. Motion carried 7-0.

K. Fire Department – Fire Station Property – Informational Item

Fire Chief Collins stated that he and Walker have met with property owner Denise Murphy and her attorney regarding a possible property for a proposed fire station. Collins said the property is located just outside of the City limits with water and sewer across the road and he believes this will be the perfect location for a proposed fire station. He stated that a site plan for the County is the next step that needs to be completed so property surveys can be done. Peterson asked if a pump station would be needed and asked Staggs to check the depth of the sewer line. Mayor Barlund-Maas stated that it does not make sense to complete the site plan until the City has discussed and approved the plan being proposed. Questions were asked regarding the proposed property, zoning, and PA116 or other farm programs that may be attached to that property. Mayor Barlund-Maas suggested speaking with representatives of the taxpayers of the City to discuss the location and other issues. She stated that discussions need to be held with the architect present and asked if a special meeting, regular council meeting, or a work session would work best.

Approval of the Bills

MOTION by Hoffdahl, supported by Frohm, to pay the bills with the addition of the two late bills. Motion carried 7-0.

Department Head Reports

Police Chief Shawn Garcia – Garcia stated that the new civilian Police Department employee will be hired at the end of February. Mayor Barlund-Maas stated that the employee hired will start employment at \$23.00 per hour. Once the employee graduates from the Police Training Academy, their pay will increase to \$24.00 per hour and their six-month probationary period will start. At the end of the probationary period, the employee's pay will increase to \$25.00.

MOTION by Davis, supported by Frohm, to approve the new civilian to start employment at \$23.00 per hour, with an increase to \$24.00 after the civilian graduates the Police Academy, and after the six-month probationary period ends, the new officer's pay will be at \$25.00. Motion carried 7-0.

DPW Director Jerry Staggs – Staggs reported that the DPW workers have been busy with maintenance and working on curb stops.

Fire Chief John Collins – Collins stated that January was a slow month for calls. He said the four firefighters who are attending school are doing well. Collins informed the Council that there is the possibility of another county-wide 10% matching grant for full turn-out gear for the whole department along with a large washer and dryer. He said the Fire Department also has policies and procedures that need updating and is interested in the services Lexipol has to offer. He reiterated that with the

EMS contract cost rising, he did contact the Marshall Area Firefighters Ambulance Authority to see if they would service the Olivet area and he was told they would not. Collins invited everyone to the retirement party for David Moody on February 24 at the Olivet High School cafeteria from 12:00 p.m. to 3:00 p.m.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated the Presidential Primary Elections are in two weeks. She informed the Council that taxes are due Wednesday, February 14, without penalty and the last day for tax payments is February 29.

Commissioner Comments

Joe Hoffdahl – Hoffdahl stated that the DPW had done a great job plowing the roads.

Joseph 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 stated that the Capital Area Transportation Authority (CATA) just received a \$1.6M Regional Transportation Grant. He said this money would be used to launch “Micro Transit” which is similar to an Uber. Peterson stated that he will have more information at the next meeting.

James Frohm – Frohm stated he appreciates having visitors at the meeting.

Laura Barlund-Maas – Barlund-Maas stated that she attended the Eaton County Board of Commissioners meeting to get updates on how the County is doing in a variety of areas. The County is having to make budgetary decisions and is having difficulty getting staffing. The County is looking for funding ideas.

Council meeting adjourned at 8:57 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer