

**City of Olivet
Regular Council Minutes
June 10, 2024 – 6:45 p.m.**

Council Call to Order

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

Visitors' Section:

Mitchell Nelson Mid-Michigan Regional Director for Senator Gary Peters addressed the Council stating that an appropriations request was submitted for \$5M for a new Olivet Fire Station. Nelson said that Senator Peters is on the appropriations committee and will advocate for that funding. He stated that the funding would likely be approved for the fire station. Mayor Laura Barlund-Maas asked how long would it be before the City would know when it would receive the funds. Nelson said that funding would be secured around February or March next year and funds would be released shortly after that.

Anne Goeman, Charlotte Community Library Assistant Director, introduced the new Director of the Charlotte Community Library Kristy Reynolds. Reynolds stated that she had been the Director of the Bath Library for eight years and had recently moved to Charlotte. She is excited to work with the City of Olivet as she has many ideas including pop-up and mobile libraries and to create story programs.

Approval of Agenda

Mayor Barlund-Maas stated that Agenda Item A. School Resource Officer Update will be removed and added to the August Agenda and Agenda Item L. ORV Ordinance will be removed as it's going back to the City Attorney for corrections.

MOTION by Peterson, supported by Hoffdahl, to approve the agenda with the above stated amendments. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Walker, supported by Hoffdahl, to approve the May 13, 2024, minutes with an amendment under Item B. The University of Olivet Football Team Walks. Commissioner Joseph Davis had asked questions regarding the cost to the City for the home game walks. Motion carried 7-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. Arts & Crafts Show – Action Item

Seasonal Inspirations Owner Jamie Kita asked the Council for approval to have an arts & crafts show during the Firefighters Festival on July 27 from 9:00 am – 5:00 pm. Kita provided the Council with a

map detailing the various locations where the 10 x 10 booths could be located on the sidewalks along Main Street businesses. Kita stated that she had spoken with Police Chief Shawn Garcia regarding any safety issues he could foresee and Garcia had none. She read aloud the City Ordinance regarding the use of the sidewalks and asked if the craft show would fit into the scope of the ordinance or would a variance be needed as some sidewalks are more narrow. Mayor Barlund-Maas asked about the sidewalk measurements in keeping with the ordinance. Kita stated that the crafter's booths would be set up only on the wider sidewalks keeping within what is ADA compliant. Kita said that this event would enhance local commerce, and bring and retain people in town during the festival, and a portion of the booth rental would go to the Olivet Firefighters Association. Commissioner Gary Peterson asked if the business owners and private property owners had consented to this event. Kita said that she had contacted the businesses and private property owners for consent. Property owner Peterson offered the grassy area/parking lot at Mary's Hair Care to be used for the craft show. Mayor Barlund-Maas questioned if Sheri Piepkow of the Firefighters Association had approved this event. Kita stated that Piepkow had given her approval. Commissioner Joe Hoffdahl questioned if there would also be a beer tent. Kita said the beer tent is a Chamber event and she is hopeful that the Chamber can continue with the beer tent during the festival.

MOTION by Walker, supported by Frohm, to grant permission to Seasonal Inspirations owner, Jamie Kita to hold an arts & crafts show on the sidewalks along Main Street during the Firefighters Festival from 9:00 am to 5:00 pm. Motion carried 7-0.

B. Olivet Chamber of Commerce Farmers' Market – Action Item

Olivet Chamber of Commerce President Jamie Kita stated that the Council gave permission last year to the Chamber to host a Farmers' Market on the 2nd and 4th Saturday of each month. Kita is asking the Council's permission this year to host the Farmers' Market every Saturday from June 1 to September 28 at Memorial Park from 10:00 am to 1:00 pm. She asked permission to place signage for the market that will stay in the ground from June til September. Kita said the Chamber will be responsible for cleaning the area after each market.

MOTION by Hoffdahl, supported by Frohm, to approve the Olivet Chamber of Commerce to host the Farmers' Market every Saturday from June 1 to September 28 at Memorial Park from 10:00 am to 1:00 pm and approve the signage for the duration of the market. Motion carried 7-0.

C. Employee Hourly Raises FY 24/25 – Effective Date – Action Item

Mayor Barlund-Maas stated the fiscal budget has already been approved and hourly raises were included in the budget. She said the pay raise needs to be formally approved to provide a record for future reference.

MOTION by Walker, supported by Marsh, to approve a 3% raise for hourly employees including Fire Department personnel's first hour for the City of Olivet runs. Wages for second-hour fire runs in the City coincide with the State of Michigan Minimum Wage. Fire Department Officer salaries were not budgeted to increase this year. Township fire department runs are unchanged per the fire contracts with Lee and Walton Townships. Motion carried 7-0.

D. July 5th Office Status – Action Item

Mayor Barlund-Maas stated that July 4 is a paid Federal holiday that falls on Thursday this year. She is asking the Council to decide if City employees should work on Friday, July 5, or should City

offices be closed. If the offices are closed, Clerk /Treasurer Amy Huepenbecker stated City employees could then work on July 5, or take the day off unpaid, or use a vacation day to be paid.

MOTION by Marsh, supported by Hoffdahl, to approve City offices to be closed on Friday, July 5, due to July 4 being on a Thursday this year. Employees can work, take an unpaid day off, or use a vacation day. Motion carried 7-0.

E. Dental and Vision Insurance – Action Item

Mayor Barlund-Maas stated the fiscal budget has already been approved and dental and vision insurance were included in the budget. She said the dental and vision insurance needs to be formally approved to provide a record for future reference. Commissioner Don Walker asked if the employee picks the plan they want. Clerk/Treasurer Huepenbecker stated that the City chose dental plan #2 and vision plan #1.

MOTION by Walker, supported by Marsh, to approve dental plan #2 and vision plan #1 from Ameritas for full-time City employees beginning fiscal year July 2024. Motion carried 7-0.

F. East Street Approval to Obtain Bids – Action Item

DPW Director Jerry Staggs stated that the City has applied several times for a Category B Road Grant, without success, to repave East Street from the Fire Department to Main Street. Staggs stated that East Street is one of his biggest concerns. Staggs is asking permission for Don Heck, an engineer with Wolverine Engineering to obtain bids to repave that section of East Street.

MOTION by Hoffdahl, supported by Marsh, to seek bids to replace East Street from the Fire Department to Main Street. Motion carried 7-0.

G. Category B Road Grant Application Resolution 24-07 – Action Item

DPW Director Staggs stated that he would like the City to apply for the Category B Road Grant to repave Spruce Street from Cottage Street to Butterfield Hwy. and Yale Street from Main Street to Spruce Street.

MOTION by Hoffdahl, supported by Davis, to adopt the Category B Road Grant Funding Resolution 24-07 as presented for Spruce and Yale Streets. Motion carried 7-0.

H. FY 23/24 Budget Amendments – Action Item

Clerk/Treasurer Huepenbecker stated that an amendment needs to be made to the approved resolution due to miscommunication with the City Accountant regarding the grant for the air packs.

MOTION by Walker, supported by Hoffdahl, to approve the change in the budget amendment to increase the federal grant revenue for air packs by \$135,000.00 with the addition of \$15,000.00 for the City's cost for the air packs for a total of \$150,000.00. Motion carried 7-0.

I. DPW Annual Service/Purchase Approval – Action Item

Clerk/Treasurer Huepenbecker stated that the DPW requested permission to use the fiscal year 24/25 budgeted amount for annual services to maintain department equipment and efficient operations within the city. Staggs would consult the appropriate commissioner on these expenditures and would stay within the budgeted amount for the fiscal year.

MOTION by Marsh, supported by Davis, to approve the DPW's request for annual service expenditures as budgeted for fiscal year 24/25. Motion carried 7-0.

J. Fire Department Annual Service/Purchase Approval – Action Item

Clerk/Treasurer Huepenbecker stated the Fire Department is requesting permission to use the fiscal year 24/25 budgeted amount for annual fire expenditures as needed to maintain department equipment and efficient operations within the City.

MOTION by Walker, supported by Hoffdahl, to approve the Fire Department's request to complete the annual service expenditures as budgeted for fiscal year 24/25. Motion carried 7-0.

Approval of the Bills

MOTION by Peterson, supported by Frohm, to pay the bills with the addition of one late bill from T.H. Eifert for \$5,960.00 for the Spring Street lift station transducer that was approved at the April 8, 2024, council meeting. Motion carried 7-0.

Department Head Reports

Police Chief Shawn Garcia – Garcia stated that School Resource Officer (SRO) Marco Hernandez has done a great job and the school year went well. Garcia said that he continues to work with Lexipol on the policies and procedures for the department.

DPW Director Jerry Staggs – Staggs thanked the Council for their support. He stated that the department is again digging up curb stops to identify any lead pipes. Staggs said the DPW crew is working hard to free up his time so that he can work on required projects for EGLE. He asked the Council how they would like to proceed regarding the leaking roofs on the DPW building and the Fire Department.

Fire Chief John Collins – Collins provided the Council with a monthly fire report. He thanked the Council members who attended the Special Meeting regarding the proposed new fire station and said that Matt Biolette with Fleis & Vandenbrink did a great job organizing the Special Meeting. Collins said the Olivet Fire Department hosted the self-contained breathing apparatus (SCBA) training for Vermontville and Nashville with approximately forty firefighters in attendance. He stated that Captain Tom Parker has been coordinating truck repairs. Collins thanked his firefighters for their teamwork regarding a head-on collision on Butterfield Hwy. Collins said the Fire Association is ramping up for the Firefighters Festival next month and appreciates the City's support.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that June is a busy month. Deputy Clerk Drema Emerson has resumed code enforcement duties regarding lawns. She said Emerson is also composing the summer newsletter and preparing for the June utility billing. Huepenbecker stated that as the election processes are ramping up she will attend training sessions in Delta and Carmel Townships. She said she will attend the clerk's conference on June 20 and is preparing summer tax bills.

Mayor Barlund-Maas called on Eaton County Commissioner Jim Mott to give an update on Eaton County happenings. Mott stated that Eaton County formed an Advisory Tax Limitation Committee that approved increasing the current tax limitation that the County can levy by 3.0 mills. The State approved the Eaton County millage that will be on the November ballot. Mott said that the Eaton County website created a link on the GIS parcel viewer so taxpayers can locate their parcel to see how much taxes would increase if the millage passes. Mott explained that in 1963 the State mandated that the counties could limit the amount of mills they could tax the public with 18 mills being the limit. Mott stated that the budget issues are not the fault of the County as the County has not asked for a millage increase since 1978. If the voters pass the 3 mill increase, Eaton County will be at the 18 mill limit and the 3 mills would go to the county's general fund. Peterson asked about cities and charters receiving any of the funds. Mott stated that cities and charters have their own millages. Mayor Barlund-Maas asked if the ballot language would explain to the voters what the millage is for. Mott said the language set by the State will not be explained on the ballot. Police Chief Garcia asked how much is determined to go to the Eaton County Sheriff's Department. Mott explained that the full 3 mills go to the Eaton County general fund and will then be decided what each department would receive. Mott said that Olivet was not awarded the Parks Grant due to no matching funds from the City which is a big factor in receiving the grants. Mott informed everyone that the Parks Director has resigned and the County is hiring for that position and an application can be found on the website.

Commissioner Comments

Joe Hoffdahl – Hoffdahl stated it's that time of year to crack seal and stripe the roads.

Joseph Davis – Davis stated he appreciated the feedback regarding the Parks Grant. He said that he and Garcia have met with the school regarding the School Resource Officer (SRO) and the school is very happy with Officer Marco Hernandez and how the program is working. Davis said that he and Garcia are also working with the school to make any changes to the agreement regarding Hernandez's duties so expectations are kept accurate yearly between the City and the school. Walker asked how many more years are left on the grant for the SRO position. Garcia stated two years.

Don Walker – Walker stated he had nothing to add.

Larry Marsh – Marsh stated he had nothing to add.

Gary Peterson – Peterson stated that the Eaton County Transportation Authority (EATRAN) is halfway through the Regional Transportation contract. He said the number of riders is up and everything is going well. He stated that EATRAN will probably ask for a .4 or .5 county-wide millage next year to continue with the regional transportation plan that is currently in place.

James Frohm – Frohm stated that cleaning out the gutters on the DPW and Fire Station buildings has temporarily helped the leaking roof issues. He said that a permanent solution needs to be found. Staggs stated that he has three bids for patching and replacing the roof.

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

Joe Hoffdahl – Hoffdahl added that volunteers are needed for Special Olympics. He said being a volunteer is very rewarding and if you would like to volunteer contact Area 8 in Lansing.

Council meeting adjourned at 8:12 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer