

City of Olivet
Public Hearing & Regular Council Minutes
May 13, 2024 – 6:45 p.m.

Council Call to Order

Present: Mayor Laura Barlund-Maas, Commissioners: Don Walker, Joseph Davis, James Frohm, Larry Marsh, and Joe Hoffdahl. Gary Peterson arrived at 6:55 pm.

Public Hearing – 2024/25 Proposed Budget

Mayor Laura Barlund-Maas asked if there was any public comment regarding the FY24/25 proposed budget. No comments were made.

Visitors' Section:

Resident Jennifer Miller addressed the Council asking for an update regarding the City Ordinances. Mayor Barlund-Maas stated that the City Council members reviewed all the ordinances and she will be meeting with the City Attorney next Tuesday. Miller stated her concerns regarding the Coachlight building and the overall downtown appearance. She also inquired about the rumors circulating regarding selling the newly built Family Dollar/Dollar Tree store. Clerk/Treasurer Amy Huepenbecker stated that she had contacted John Hedstrom, Hedstrom & Associates Broker, regarding the rumors. Hedstrom said in an email to Huepenbecker that it is normal to list the building for sale once built and the Dollar Tree will begin outfitting the store on June 3, 2024.

Jenny Heisler and Leslie Murphy addressed the Council asking for an update regarding the Utility Terrain Vehicle (UTV) ordinance. Mayor Barlund-Maas stated she will meet with the City Attorney next Tuesday to finalize.

Olivet Youth Flag Football representative Jeremy Rueckert said he has reserved the ballfield for August and September. He asked the Council's permission to roll and paint lines on the field, hang banners on the fence, and place yard signs acknowledging the sponsors. Department of Public Works (DPW) Director Jerry Staggs asked if painting the lines for flag football would interfere with the baseball or softball games. Rueckert stated that baseball is normally over in July and does not feel there would be an issue. Staggs said that as long as there is no conflict, he approves rolling and painting lines on the field and hanging the banners and signs on the fence only, no yard signs. Commissioner Joseph Davis asked about sign placement on the fence. It was determined that if there were any issues with banner placement Staggs would contact Rueckert.

Approval of Agenda

MOTION by Walker, supported by Frohm, to approve the agenda with the following amendments: Move Item M. Fire Station Planning to Item C. on the agenda (moving each agenda item down) and add Item N. Fire Department Vehicle Information. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Marsh, supported by Peterson, to approve the April 08, 2024, minutes as written. Motion carried 6-0. Walker abstained.

OLD BUSINESS: None.

NEW BUSINESS:

A. Proclamation – Tyler Schoefield

Mayor Barlund-Maas read a proclamation honoring Olivet High School senior, Tyler Schoefield for winning the 2024 State of Michigan Wrestling Championship in his weight class. She presented the proclamation to Schoefield, who was in attendance.

B. University of Olivet Football Team Walk 2024 Season – Action Item

The University of Olivet Assistant Football Coach Hunter Perry asked the Council to approve the football team, coaches, band members, and cheerleaders to walk from the Mott Building down Main Street to the Cutler Event Center for their five football home games in 2024. Perry expressed his appreciation as this means a great deal to the football team, coaches, band members, and cheerleaders who look forward to this traditional team walk. Mayor Barlund-Maas stated that the dates and times will be in the upcoming summer newsletter and again in the fall newsletter making sure everyone on the route is aware of the road closures for the five dates. Mayor Barlund-Maas asked Perry to adhere to the times listed and reminded him that the fire department would be staging fire trucks to block the roadways, but if the fire trucks are not on-site, due to an emergency call, it is understood that the football team and other participants would have to walk on the sidewalk. Perry agreed. Davis asked the number of students that would be walking and the time frame. Perry said approximately 200 participants and approximately ten to fifteen minutes for the walk. Davis asked Perry if this was his third year doing all the home game walks. Perry replied that it is his third year representing the team but the home game walks have been happening for fifteen years. Davis asked about the number of firefighters, trucks, and the cost to the Fire Department to facilitate the walks. Captain Tom Parker stated that five firefighters and four trucks are used and approximately \$130.00 for the one hour depending on how many firefighters participate. Davis asked what role the Police Department plays in the walks. Police Chief Shawn Garcia stated he leads the walk in his patrol vehicle. The five dates and times for the walks are September 7 at 9:30 am, September 14 at 10:30 am, October 5 homecoming at 11:30 am, November 2 at 10:30 am, and November 16 at 10:30 am.

MOTION by Frohm, supported by Peterson, to approve The University of Olivet football team and participants to walk on the dates and times listed with the support of the Fire Department and the Police Chief. Motion carried 7-0.

C. Fire Station Planning – Informational

Matt Biolette, Fleis & Vandenbrink Community Development, provided a Space Needs Study and a conceptual plan for a new fire station in August. Biolette would like to schedule a Special Session with the Council and the public to facilitate a conversation about what the Council and public feel is adequate or excessive regarding the proposed new fire station. The concept plan could then be modified. The rough concept would go to the Council with a new cost estimate. Biolette stated Fleis & Vandenbrink would assist the City with a public funding plan that would go back to the Council for approval. Once the funding is in place, architectural drawings would then be done. The concept of the new Fire Department is to build a station that meets the City's needs from today through the next fifty years without having to change the building again while also meeting the standards required.

Commissioner Gary Peterson asked how the process works for grants and funding. Biolette said that in this process the City would look at the concept and cost estimate and then look at the land and funding. Davis and Mayor Barlund-Maas both remarked that their understanding of the meeting is to look at all the features and future needs of the building plan versus what is wanted. Fire Commissioner Don Walker asked if one hour is enough time for the Special Session. Biolette stated that one hour was sufficient and suggested a tour of the existing fire station before the meeting to facilitate discussions. A “Special Meeting” was scheduled for June 3, 2024, at 6:00 pm at City Hall.

D. Resolution 24-03 2024-2025 Proposed Budget – Action Item

MOTION by Walker, supported by Marsh, to approve resolution 24-03 to adopt the proposed FY 24/25 budget. Motion carried 7-0.

E. Resolution 24-04 Millage – Action Item

MOTION by Marsh, supported by Hoffdahl, to approve resolution 24-04 to adopt the FY 24/25 millage rate. Motion carried 7-0.

F. Resolution 24-05 Water/Sewer Rate Increase – Action Item

MOTION by Peterson, supported by Davis, to approve resolution 24-05 to adopt the 1% water rate increase and the 3% sewer rate increase. Motion carried 7-0.

G. Resolution 24-06 FY 23/24 Year-End Budget Amendments – Action Item

MOTION by Walker, supported by Frohm, to approve the resolution to adopt the FY 23/24 year-end budget amendments. Motion carried 7-0.

H. Hydrocorp Contract – Action Item

DPW Director Staggs provided the Council with a quote for a two-year contract with Hydrocorp for \$6,948.00. Water/Sewer Commissioner Peterson stated that the City of Olivet has been contracting with Hydrocorp for ongoing Cross-Connection services for 20+ years at a reasonable cost. Staggs stated that Hydrocorp records required data, submits comprehensive reports, and prepares the annual State of Michigan EGLE cross-connection reports.

MOTION by Peterson, supported by Frohm, to hire Hydrocorp for a two-year contract to continue cross-connection control/backflow prevention at a cost not to exceed \$6,948.00. Motion carried 7-0.

I. Replacement Parts Shrontz Park Playground included in Year-End Budget Amendment (F) – Action Item

DPW Director Staggs had spoken with Brad Shrontz regarding the repairs that need to be made at Shrontz playground. Shrontz permitted Staggs to use the \$2,100.00 that was earmarked for a concrete cornhole game to be used for the needed replacements of a slide and the net/mesh walking bridge. Staggs said that he and Shrontz are still looking for a place to purchase rubber mulch for the

playground area. The Budget amendment was already included in the 23/24 year-end budget amendment.

MOTION by Hoffdahl, supported by Davis, to approve the purchase of the replacement parts for Shrontz Park playground at a cost not to exceed \$2100.00. Motion carried 7-0.

J. Event Request Process – Informational Item

Police Commissioner Davis stated that he and Police Chief Garcia have discussed how events are put forth to the Council for approval. Davis would like to create a formalized event application with the Council's permission to streamline the event approval process. Discussion took place regarding developing the application process and suggested ideas for the application.

K. Fire Department Thermal Camera Kit Purchase – Action Item

Fire Chief John Collins provided a quote from Macqueen for a thermal camera kit. Collins shared the importance of a thermal camera and stated that the Olivet Fire Department's thermal camera has come up missing and needs to be replaced.

MOTION by Walker, supported by Frohm, to purchase the thermal camera kit from Macqueen for the Fire Department at a cost not to exceed \$1,785.00 and to approve a budget amendment to increase the Capital Outlay budget by \$1,785.00. Motion carried 7-0.

L. Fire Department Training Room – Action Item

Fire Chief Collins stated that Butler Heating & Cooling has generously donated a split unit heater and the labor to install it in the training room at the fire station. He said the only cost to the City would be for the permit and electrician, Greg O'Dell, to wire the unit.

MOTION by Walker, supported by Davis, to hire Greg O'Dell to obtain the proper permits and wire the split heater unit in the Training Room of the Fire Station. The Fire Chief and the Mayor will be allowed to approve if the cost is over \$500.00. Motion carried 7-0.

M. Fire Department Fan Purchase – Action Item

Fire Chief Collins provided a quote from Macqueen for a battery-operated fan. He stated that the Fire Department applied for The University of Olivet Community Investment Grant and was awarded \$3,000.00 that would be used on the battery-operated fan purchase.

MOTION by Walker, supported by Hoffdahl, to purchase the battery-operated fan from Macqueen at a cost not to exceed \$3,752.94. Motion carried 7-0.

N. Fire Department Vehicle – Informational Item

Fire Chief Collins stated that the brakes went out on medical truck #817 and tanker pumper #813 had an antifreeze leak. Captain Parker stated that he had spoken with certified mechanic Bruce Hamilton regarding making the repairs to trucks #813 and #817 and performing the annual maintenance on both trucks. He said the repair on medical truck #813 is approximately \$200.00 and tanker pumper

#817 is approximately \$1,000.00. Collins said that approval is only needed on the tanker pumper truck as the repairs are over \$1,000.00 and there is money in this year's budget to cover the cost.

MOTION by Walker, supported by Frohm, to approve Bruce Hamilton to make the radiator repairs on tanker pumper #813 and perform the annual maintenance at a cost not to exceed \$1,000.00. Motion carried 7-0.

Approval of the Bills

MOTION by Hoffdahl, supported by Peterson, to pay the bills. Motion carried 7-0.

Department Head Reports

Police Chief Shawn Garcia – Garcia stated that School Resource Officer (SRO) Marco Hernandez has been keeping busy at the schools and will attend active shooter training at the end of the month. Garcia said he should know this week if the proposed civilian Police Department candidate will be medically released for work. If released, the Police Department can enroll the candidate into the physical agility program. Garcia stated that in two weeks he and Davis have their last training in policies/procedures with Lexipol. He asked for the Council's guidance regarding whether each finished policies/procedure tier should go to the policies/procedure committee for review or directly to the City Attorney.

Fire Chief John Collins – Collins stated that Calhoun County is now dispatching the Olivet Fire Department to calls in their coverage area of Lee Township within Calhoun County making for faster response time. Collins congratulated all the new firefighters who passed their test. He stated that the Olivet Fire Department received the Regional Grant for air packs and the air packs had arrived at the fire station. He said he would turn in the invoice once the department has had its training on the new air packs.

DPW Director Jerry Staggs – Staggs reported that the DPW workers have been busy repairing the equipment at the park and painting over graffiti in the restrooms. He said the Spring Street lift station transducer approved at the April 8 meeting will be installed on Tuesday. On Friday the FFA students will be helping the DPW with projects at City Hall, the park, and the cemetery. Staggs stated that the Fire Station and the DPW building have leaks in the roofs. He received repair quotes of approximately \$4,000.00 to \$7,000.00 for each building roof and replacement quotes of \$14,000.00 plus for each building roof.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated the LEAP Grant to apply for parking lot lights in the City Hall parking lot and EV Charging stations in the adjacent City parking lot is due on Wednesday. She said Deputy Clerk Drema Emerson resumed Code Enforcement duties regarding mowing. Huepenbecker stated that storm season has begun and the City needs to have procedures in place.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked all employees and wished the moms a Happy Mother's Day.

Joseph Davis – Davis stated he had nothing to add.

Don Walker – Walker stated he had a good vacation, but was glad to be home.

Larry Marsh – Marsh stated he had nothing to add.

Gary Peterson – Peterson stated that the Eaton County Transportation Authority (EATRAN) has the connector route in Grand Ledge now. The hourly connector route will pick up at the Meijer in Grand Ledge, then on to Delta Township and Charlotte. He said no shelter will be allowed at the Walmart in Delta Township for the route.

James Frohm – Frohm stated he had nothing to add.

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

Council meeting adjourned at 8:46 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer