

**City of Olivet  
Regular Council Minutes  
July 8, 2024 – 7:00 p.m.**

**Council Call to Order**

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

Absent: Gary Peterson

**Visitors' Section:**

Area resident Dan LaPoint asked the Council's permission to park his ice cream trailer in the City Hall parking lot and use the City's electricity during the Firefighters Festival.

**Approval of Agenda**

Mayor Laura Barlund-Maas stated that LaPoint's request needs to be added to the agenda along with The University of Olivet's Move-In Day road closures.

**MOTION** by Hoffdahl, supported by Frohm, to approve the agenda, changing Item C. DPW Building Roof to The University of Olivet Move-In Day Road Closures with the remaining agenda items moving down alphabetically. The addition of Item I. will be LaPoint's ice cream trailer.  
Motion carried 6-0.

**Approval of Previous Minutes**

- A. **MOTION** by Walker, supported by Hoffdahl, to approve the amended May 13, 2024, minutes.  
Motion carried 6-0.
- B. Approval of the Proposed Fire Station Special Meeting minutes was postponed until August 12, 2024, due to not having a quorum of eligible council members.
- C. **MOTION** by Walker, supported by Marsh, to approve the June 10, 2024, minutes as written. Motion carried 6-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**A. University of Olivet "Welcome to Olivet" Sign Approval – Action Item**

The University of Olivet Vice President and Chief of Staff Ryan Shockey provided the Council with a proof of the proposed "welcome" sign. Shockey stated that The University of Olivet has offered to pay for the new four-foot-high by eight-foot-wide vinyl sign and installation. Fire Commissioner Don Walker asked Shockey if he has spoken with the Lions Club as they too would like to be included on

the new “welcome” sign. Shockey said the sign would be designed to allow other organizations to add their name. DPW Director Jerry Staggs stated that the Lions Club has a new sign they would like added. Shockey stated that he would contact the Lions Club. Clerk/Treasurer Amy Huepenbecker asked if the quote from Dornbos Sign was for the sign, sign installation, or both. Staggs stated the quote was for the sign only. He will talk to Dornbos to make sure the quote is still current. Shockey said that he would also get some quotes. Shockey asked who owns the green Olivet College sign on the corner of Main Street and Kalamo Street. Mayor Barlund-Maas stated that the sign has been there since at least 1985. She stated if The University wanted to remove that sign she would like to have it. Police Chief Shawn Garcia stated that someone paid to have that green sign placed there is it right to remove or replace it? Mayor Barlund-Maas said that it is her understanding that it is illegal to attach signs on road signs. She said she would have to check the legality of attaching a sign on road signs. Walker asked how many signs The University of Olivet is making and if Staggs agreed with the signs' placement. Shockey stated they are having four signs made and Staggs said he agreed with the placement of the signs.

**MOTION** by Walker, supported by Marsh, to grant permission to The University of Olivet to purchase and install the four “welcome” signs as presented. Motion carried 6-0.

### **B. University of Olivet Comet Fest Road Closure Approval – Action Item**

The University of Olivet Associate Dean of Student Life Joshua Gillespie provided the Council with a “Comet Fest” welcome event flyer, scheduled for August 22, 2024, located at the Square from 5:00 p.m. to 8:00 p.m. Gillespie is requesting road closures around the Square on College, East, and Cottage Streets from 3:45 p.m. to 8:30 p.m. Gillespie will contact the bus garage regarding the road closures and the buses returning to the bus garage. Chief Garcia asked Gillespie about parking for the event. Gillespie said that he would work with Campus Safety on parking issues. DPW Director Staggs stated that barricades would be available, but it would be the responsibility of the “Comet Fest” coordinators to place and remove them for the event.

**MOTION** by Marsh, supported by Hoffdahl, to approve the road closures of College, East, and Cottage Streets around the Square on August 22 from 3:45 p.m. to 8:30 p.m. for the “Comet Fest” event. Motion carried 6-0.

### **C. University of Olivet Move-In Day Road Closures – Action Item**

The University of Olivet Associate Dean of Student Life Joshua Gillespie provided a map to the Council and asked permission to close Cottage Street from Main Street to Church Street and East Street from College Street to Cottage Street on Tuesday, August 13, and Wednesday, August 14 at 7:00 a.m. for student move-in days. Chief Garcia asked Gillespie to avoid using the new drive behind Blair Hall on the student move-in days due to the curve in the road. Gillespie agreed to work with Campus Safety to avoid using the drive.

**MOTION** by Marsh, supported by Hoffdahl, to approve the road closures of Cottage Street from Main Street to Church Street and East Street from College Street to Cottage Street on Tuesday, August 13 and Wednesday, August 14 at 7:00 a.m. for student move-in days. Motion carried 6-0.

#### **D. DPW Building Roof – Action Item**

DPW Director Staggs stated that he had spoken with Plant & Property Commissioner James Frohm and they agreed that the DPW building roof needs to be repaired. Staggs provided multiple quotes and said Harton's Roofing replaced the roof in 2001. Jeremy Harton, owner of Harton's Roofing, addressed the Council to describe the work that needs to be completed on the DPW building roof. Harton recommends repair over replacement. He stated the roof would have to be brought up to the new energy codes if they replaced the entire roof and that would raise the bid approximately \$30,000.00. Frohm asked if the DPW had funds to repair the roof. Clerk/Treasurer Huepenbecker stated an amendment would need to be made. Frohm recommended hiring Harton's Roofing to make the necessary repairs and amend the budget at next month's Council meeting. Police Commissioner Joseph Davis thanked Harton's Roofing for coming to the meeting. Davis expressed concern about the pricing difference between Harton's Roofing and NCJ Builders. Staggs said the Council packet contains multiple quotes for the roof. He reminded Council that Harton's put the roof on in 2001, and Staggs is familiar with Harton's and their quality of work. Staggs recommended Harton's for the roof repair as they are a local company, the quote was fair, and Harton's work lasted over 23 years on the previous roof.

**MOTION** by Frohm, supported by Davis, to hire Harton's Roofing to repair the DPW building roof at a cost not to exceed \$24,200.00 with a budget amendment at next month's Council meeting.

Motion carried 6-0.

Harton addressed the Council further by stating that the roof of the fire station has open holes and would likely not make it through the winter. Harton said he would also repair the Fire Station roof at no extra cost.

#### **E. Fire Station Roof – Action Item**

Mayor Barlund-Maas stated that Item E. Fire Station Roof can be skipped from the agenda as Harton's Roofing has generously agreed to repair the roof as discussed in Item D. DPW Building Roof.

#### **F. Approval to Discuss Proposed Fire Station Land/Purchase Agreement – Mayor, Fire Chief, Clerk, City Attorney, Property Owner – Action Item**

Mayor Barlund-Maas stated that at the last Council meeting Matt Biolette, of Fleis & Vandenbrink Community Development, requested a meeting with her and Clerk/Treasurer Huepenbecker regarding funding. Biolette discussed his ideas for moving forward on the land purchase agreement at the funding meeting. He suggested that Huepenbecker, Fire Chief John Collins, and the Mayor meet with the property owner to discuss a land purchase agreement with the option to opt out if the City's funding does not come through. Mayor Barlund-Maas said she had spoken with the City Attorney about drawing up the purchase agreement. Biolette suggested the citizens in the City and the townships who would be impacted by the new fire station complete a survey. The survey will be made available during the Firefighters Festival and citizens are encouraged to tour the current fire station and participate in the survey. Resident Jennifer Miller asked how the residents would have access to the survey. Huepenbecker stated there will be QR Codes around the festival that citizens can scan to fill out the survey on their phones. Miller also asked about citizens from other cities taking the survey and how this would affect the results. Mayor Barlund-Maas agreed with Miller and said she would discuss this with Biolette. Chief Collins asked if it would be possible to include Fire Commissioner Walker in the land purchase discussion. Mayor Barlund-Maas agreed.

**MOTION** by Walker, supported by Hoffdahl, to approve the Mayor, Clerk/Treasurer Huepenbecker, Fire Commissioner Walker, Fire Chief Collins, the City Attorney, and the property owner to discuss a land purchase agreement for the proposed fire station. Motion 6-0.

### **G. Firefighters Festival Road Closures and Update – Action Item**

Olivet Firefighters Association President Justin Southern stated that he has spoken to Chief Garcia regarding ideas to improve the flow of the festival. He said that one of the big issues they are having is the staging area at the school for the parade. Southern is asking for the Council’s approval on the following:

- ☆ Permission to close First Street at 12:30 p.m. for the parade line-up by placing a barricade at First and Main Streets. Parade and residential traffic would come in from the south off College Street onto First Street creating one-way traffic for safety.
- ☆ Permission to place “no parking” signs on Main Street from 6:00 a.m. to 2:00 p.m. for the parade route.
- ☆ Permission to move the Utility Terrain Vehicle (UTV) show to East Street from the Fire Station to Green Street. East Street to remain closed from 6:00 a.m. until after the fireworks.
- ☆ Permission to hold the car show in the Square.
- ☆ Permission to hold the tractor show in the parking lot of Dole Hall.
- ☆ Permission to have the pick-up staging area by the ice rink/soccer field on the corner of Church and Yale Streets.
- ☆ Southern asked if the City would be willing to supply two handicapped port-a-potties and two regular port-a-potties to be placed in various areas for the festival.

Mayor Barlund-Maas clarified the parade route. The staging area is on First Street in front of the school. The parade would proceed down First Street to Main Street to Yale Street and end at the pick-up staging area on the corner of Church and Yale Streets by the ice rink/soccer field. Southern confirmed this is correct. Chief Garcia expressed his concern that there will not be enough space on East Street for the UTV show. He suggested having a plan for an overflow area. Chief Collins suggests the overflow onto Court Street.

**MOTION** by Walker, supported by Davis, to approve the Firefighters Festival parade route and road closures as presented above. Motion carried 6-0.

**MOTION** by Walker, supported by Frohm, to approve the City to rent two handicapped port-a-potties and two regular port-a-potties for the Firefighters Festival. Motion carried 6-0.

### **H. ORV Ordinance – First Reading**

Mayor Barlund-Maas provided the Council with a copy of the Off-Road Recreational Vehicle (ORV) Ordinance. She stated that a considerable amount of time and care has gone into creating an ORV ordinance that matches what the State allows, making sure the definitions are clear and that Section 6 – Penalties has been clearly written to include the civil fines for any violation of this ordinance to prevent court proceedings. She informed the Council that the City Attorney will have another

conversation with Eaton County Prosecutor Doug Lloyd regarding the payment of the fines going to the County and the County then paying the City. Resident Jennifer Miller asked who writes the tickets for ORV violations. Mayor Barlund-Maas stated that the City would write the tickets. Chief Garcia questioned why the County would receive the fines. She said the County would receive the fines as it is written in Section 7 – ORV Fund. Chief Garcia said it seemed to make more sense to pay the City as it is our ordinance. Walker stated that the County would handle the details and the City would receive the funds. Davis asked if the DPW could use the funds to make repairs caused only by ORVs. Mayor Barlund-Maas confirmed the funds could only be used on repairs caused by ORVs. Staggs asked for clarity on how the funding works for the DPW to make repairs and Mayor Barlund-Maas gave an example. Davis asked if the Police Department is allocated 50% of the funds for enforcement and training, shouldn't the department have costs associated with enforcement and training? Mayor Barlund-Maas stated yes, that is a conversation the City will have with the City Attorney. She also said that this is the first reading of the ordinance, but if later the City finds that changes need to be made, the ordinance can be changed with the necessary amendments. Chief Garcia asked for the Mayor's approval to contact the City Attorney regarding the fines. Mayor Barlund-Maas gave permission. Frohm stated that he is in favor of the City collecting the fines. Huepenbecker said she would call the County Treasurer's Office to inquire if the payments were made to the Court or the Treasurer's Office. Davis expressed concern that the Police Department would be accumulating funds faster than the department would use it as there is only so much enforcement and training that can be done. Mayor Barlund-Maas stated that the State law states that fines can't exceed \$500.00 and she explained how the fines in our ordinance came about. She asked the Council to read over the ordinance and should anyone have any questions that need to be addressed they would be discussed before the second reading of the ordinance at the August meeting. Davis clarified that the Fire Department had expressed an interest in an UTV for department use not an ORV, because according to the proposed ordinance, an ORV cannot be for Fire Department use.

#### **I. LaPoint's Ice Cream Trailer – Action Item**

Mayor Barlund-Maas stated that retired firefighter Dan LaPoint had addressed the Council earlier regarding parking his ice cream trailer in the City Hall parking lot and using the City's electricity during the Firefighters Festival.

**MOTION** by Hoffdahl, supported by Frohm, to approve LaPoint parking his ice cream trailer in the City Hall parking lot and using the City electricity. Motion carried 6-0.

Walker asked Southern if the Firefighters Association has a problem with LaPoint parking his ice cream trailer behind City Hall for the festival. Southern stated that he does not have an issue with it.

#### **Approval of the Bills**

**MOTION** by Marsh, supported by Hoffdahl, to pay the bills as presented. Motion carried 6-0.

#### **Department Head Reports**

**Police Chief Shawn Garcia** – Garcia stated that things are going well in the Police Department. He said he would notify the Michigan State Police (MSP) and the Eaton County Sheriff's Department to let them know about the Firefighters Festival and that we would appreciate their presence. He said the Bellevue Police Department would not be on duty to help with the festival. Olivet Police Officer Marco Hernandez offered to help.

**DPW Director Jerry Staggs** – Staggs stated that the crack seal on the City streets has been completed. He said the DPW will stripe the crosswalks next week and sweep the streets in preparation for the festival.

**Fire Chief John Collins** – Collins provided the Council with a monthly fire report with the breakdown of the calls. He said there have been multiple personal injury calls that have been stressful and tragic. Collins thanked the Council for their support of the self-contained breathing apparatus (SCBA) that were put into service last month. Training will continue on the new air packs as part of monthly drills. Collins stated that firefighters go to fire school where they are taught emergency vehicle driving in a classroom, and is up to the department to give hands-on training. The new firefighter gains experience by allowing them to drive back from a scene. Collins informed the Council that because fire departments no longer do live burns on houses due to State and Federal standards, Eaton County is looking to the Fire Chiefs to support a grant for a new training facility. He stated the grant would be used to purchase shipping containers that would be modified for a controlled burn in a controlled area. Collins said he would keep the Council updated as he received more information.

**Treasurer Amy Huepenbecker** – Huepenbecker stated that the office has been busy mailing out water bills, tax bills, and absentee ballots and she had started audit preparations. Huepenbecker had hoped Eaton County Commissioner Jim Mott would be in attendance to give an update regarding recycling. She stated a lot of material is going into the recycling center and the cost is escalating. Bellevue can't support the recycling center on its own. Currently, Olivet and Bellevue Township are the only ones supporting the recycling center as Walton Township has opted out, but continues to use it. Huepenbecker offered to attend a meeting with Bellevue to encourage Walton Township to join again to help defray the cost to all who participate. Huepenbecker informed the Council that she attended a class on emergency preparedness at the clerk's conference. She said she has contacted the Eaton County Emergency Manager Ryan Wilkinson to set up a meeting with the department heads in August to get an emergency plan in place.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl thanked the DPW for its hard work getting the City looking nice for the Firefighters Festival. He thanked Harton's Roofing for their commitment to fixing the roofs on both the DPW and Fire station buildings.

**Joseph Davis** – Davis thanked the Fire Department for the quick response time on the Butterfield accident and stated this shows how useful the training is and how thorough the Fire Department standards are. He also thanked Harton's Roofing for their service. Davis stated that the Parks Board met for the second time this year and the meeting went well. He said they are moving forward on the Parks Master Plan, hoping to have a draft copy done in January. Davis stated the event request process is moving forward and progress is being made.

**Don Walker** – Walker thanked Harton's Roofing for their offer to fix the roof on the Fire Station at no charge.

**Larry Marsh** – Marsh stated he had nothing to add.

**Gary Peterson** – Peterson was absent.

**James Frohm** – Frohm stated that he had nothing to add.

**Laura Barlund-Maas** – Barlund-Maas asked Gillespie if "Comet Fest" will have meals for the public. Gillespie stated that discussions are being held regarding reasonable meal tickets for the public who

come to "Comet Fest". Mayor Barlund-Maas asked Gillespie to update the Council at the August meeting. She thanked Harton's for being present at the meeting and for offering to fix the Fire Station roof at no charge.

Council meeting adjourned at 8:27 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer