

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

Council Call to Order

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

Absent: Joe Hoffdahl

Visitors' Section:

Ann Goeman, Assistant Director of the Charlotte Community Library, introduced the Library Board President, Eunice Borrelli. Goeman stated they were excited to see that the library millage had passed and she was here to answer any questions from the city. Borrelli explained that the library board is comprised of seven members who are all appointed from the participating municipalities in the district with Olivet having one member. Borrelli said that each appointee will be a voting member of the Library Board, which meets on the third Thursday of the month and is responsible for setting policies, overseeing actions, and the budget. She said the appointee from Olivet is effective immediately and will fulfill the vacancy left by Charlotte through the remainder of the 2026 term, but a normal term is three years. Goeman said she would email a template/form showing how to swear in the library members. Borrelli explained that the board has three committees; personnel, finance, and building/grounds. The Olivet appointee will be on the building/grounds committee. She announced that the Charlotte Community Library will celebrate its 130th year in November and she thanked Olivet for being part of the Charlotte Community Library District. Commissioner Don Walker asked when the residents of Olivet would receive full library services and he was told immediately. Goeman announced the library would like to have story time and crafts in the park in September and October weather permitting. She indicated that the library discussed the possibility of having a book drop in Olivet for the return of books, and an exchange hour where a librarian could be in Olivet to bring residents books they have on hold. She acknowledged that the library is working on a five-year strategic plan and would like to hear the opinion of the Olivet residents regarding the library. Borrelli stated that the library will provide training for the appointed board members. She said current board members range in longevity from two to thirty years with varying degrees of experience, backgrounds, and careers. Commissioner Joe Davis asked what the process would be if Olivet residents wanted to withdraw from the Charlotte Community Library District. Goeman said that the City of Olivet would have to place a proposal on an election ballot to vote to leave the library district. Borrelli explained that this can be done by resident initiative with a signed petition passed to the County for approval and put onto a ballot.

Approval of Agenda

MOTION by Marsh, supported by Peterson, to approve the agenda. Motion carried 6-0.

Approval of Previous Minutes

Special Council Meeting June 3, 2024

MOTION by Walker, supported by Marsh, to approve the Special Council June 3, 2024, minutes. Motion carried 4-0 with the following roll call vote:

Walker-yes Hoffdahl-absent Davis-abstain Frohm-abstain Peterson-yes Marsh-yes
Barlund-Maas-yes

Regular Council Meeting July 8, 2024

MOTION by Walker, supported by Davis, to approve the amended July 8, 2024, minutes. The following amendments were made: Change the support from Frohm to Hoffdahl on the Approval of Previous Minutes under Motion A. and change the last sentence under Item H. ORV Ordinance to reflect Davis's actual statement. Motion carried 5-0 with the following roll call vote:

Walker-yes Hoffdahl-absent Davis-yes Frohm-yes Peterson-abstain Marsh-yes
Barlund-Maas-yes

OLD BUSINESS: None.

NEW BUSINESS:

A. Olivet Community Schools Homecoming Parade Road Closures – Action Item

Olivet High School teacher/advisor Brityn Rabakon stated that the Olivet High School homecoming is Friday, October 18. The parade lineup will start at 5:15 p.m. at the old football field and the parade will begin at 5:30 p.m. She requests road closures on First Street, College Street, and Main Street. The parade will go up College Street to Main Street to First Street and back to the school. DPW Director Jerry Staggs and Olivet Police Chief Shawn Garcia will coordinate with road closures and barricades.

MOTION by Frohm, supported by Peterson, to approve the road closures of First Street, College Street, and Main Street on Friday, October 18 from 5:15 p.m. until the end of the parade for the Community High School homecoming parade. Motion carried 6-0.

B. Tie Michigan Teal Approval – Action Item

Mayor Laura Barlund-Maas stated that the Council packet includes a "Tie Michigan Teal" statement regarding this statewide campaign to promote awareness of ovarian cancer and its symptoms. She said the City of Olivet participated in this campaign last year. Commissioner Gary Peterson stated that he did not see an issue with participating again this year. Davis said the campaign went well last year and the ribbons were removed when the campaign was over as promised.

MOTION by Davis, supported by Frohm, to "Tie Michigan Teal" for September. Motion carried 6-0.

C. East Street Repaving Project – Action Item

DPW Director Staggs provided the Council with a copy of the East Street repaving bid proposals. Don Heck, engineer with Wolverine Engineers, recommends that the City of Olivet award the contract to C&D Hughes, Inc. who is known to have ample experience in this type of work. Discussion occurred regarding the bid amount and the experience of the other companies that bid on the project. Peterson asked if Heck wrote the grant for this project. Staggs stated that this is not a grant project and that the City would fund the repaving of East Street from the Fire Department to Main Street. Staggs explained that the City has applied for a Category B Road Grant without success and waiting for a grant is not feasible as multiple streets need repaving. Peterson asked if C&D Huges would be pulverizing/milling the existing pavement or applying an overlay. Staggs said they would pulverize the pavement, and the DPW would keep the millings and use them for multiple projects within the City.

MOTION by Peterson, supported by Marsh, to approve hiring C&D Huges, Inc. to repave East Street from the Fire Department to Main Street at a cost not to exceed \$99,900.00. Motion carried 6-0.

D. Fire Department Computer/Reporting Software Purchase – Action Item

Fire Commissioner Walker stated that the Fire Department would like to purchase a computer and fire reporting software to expedite reporting. The Council packet contains a quote from ESO for its integrated fire software that delivers a complete fire records management system. Walker said that Bellevue uses this software and is very satisfied and he believes this same system would work best for the Olivet Fire Department. He said the combined cost for the software and computer is \$4,731.00 with an annual recurring fee of \$2,996.00. Fire Chief John Collins stated that the Fire Department currently uses the Eaton Area EMS reporting system. It is antiquated and he recommends the new ESO fire software. Davis asked if the Fire Department would own the computer and how the annual cost compares to what Bellevue is paying. Collins stated that the Fire Department would own the computer and the cost to Bellevue would be less expensive as they have had the system for over two years. Davis asked if the computer would be used for other things or strictly an ESO computer for the software. Collins said the computer would be used for other things as well.

MOTION by Walker, supported by Frohm, to approve the purchase of fire reporting software from ESO for an initial cost not to exceed \$3,731.00 with annual contract fees and a computer at a cost not to exceed \$1,000.00. Motion carried 6-0.

E. Walton Township Additional Fire Coverage – Informational Item

Fire Commissioner Walker stated that Walton Township's contract with the Rural Fire Association ends in March 2025 and it has chosen not to renew the contract. Walton Township has approached the Olivet Fire Department regarding coverage for the remainder of the township currently covered by Rural Fire. He said providing the coverage would not strain our Fire Department, no extra resources would be required to provide this service, and the Olivet Fire Department would gain extra income by covering more territory. Peterson stated that a formal letter or contract should be given to the City for their consideration to add the additional territory in Walton Township. He also asked if the City should consider hiring someone who could determine what the City should be charging for its Fire Department services. Collins reiterated that Walton Township requested the Olivet Fire Department's service due to the excessive cost the Rural Fire Association charges. He suggested looking at the budget and breaking down the hourly cost associated with truck and equipment use to determine what to charge Walton Township while recouping our cost. Collins stated that there is a national standard for rental prices, but it's very high. He confirmed that in researching associated costs, he has spoken with other townships who subsidize other fire departments and asked if they charge by the run or use

the national standard amount. Collins stated that Merengo Township Fire Department charges by the run. Mayor Barlund-Maas asked what the response time would be to the new area. Collins stated that it is 6.5 miles from the fire station to Five Point Hwy. so the response time would vary depending on the direction of the call from Five Point. He said the hardest area with the longest response time would be Matthews Road on the North side. Mayor Barlund-Maas asked if the response time for medical would be the same. Collins said he was unsure about medical calls, but he would ask EMS for that information. Clerk/Treasurer Amy Huepenbecker disagreed with Collins's statement made on the Walton Township request stating a Council Member told him to "find his own funding" for Fire Department expenses. She asked which Council member told him to do that. Collins responded, "The entire Council". She clarified that Collins was told that "we", meaning the City of Olivet, need to secure funding for the expenses. Walton Township Supervisor Bob Starkweather stated that Walton Township has sent a letter of intent to withdraw from the Rural Fire Association due to cost. He said the cost for Rural Fire was once figured on a run basis and they have since changed the cost to a percentage based on population. Peterson asked Starkweather if Walton Township received any of their money back from Rural Fire since the cost is based on size and population. Starkweather disclosed that Walton Township pays twenty percent of the fire trucks for Rural Fire and forty percent of the Rural Fire Association's budget. He stated that he contacts Rural Fire at year-end regarding leftover monies from the budget and Walton Township's inquiry goes unanswered. Starkweather declared that Walton Township would have mutual aid with Charlotte but would like to invest in the Olivet Fire Department as they should have years ago.

F. VC3 Email Migration – Action Item

Davis stated that VC3 currently provides an on-premise mail solution for city emails. VC3 will not support on-premise mail solutions and is migrating emails to cloud-based Microsoft 365 Exchange online. A quote from VC3 for migrating all city emails from on-premise to Microsoft 365 was provided. Davis also stated there would be a monthly fee of approximately \$200.00 for the 365 Exchange licenses, including six Microsoft Office suites for city employees. Walker asked if a less expensive company could provide the same services VC3 is proposing. Davis stated he has looked for other solutions to the city's technology needs but has not yet found a suitable replacement. He recommended keeping our email provider the same as our technology provider as combining the two vendors could cause a problem. Davis assured Council he has had multiple conversations with VC3 regarding the cost and is confident this is the lowest price available at this time. Davis also assured the Council that this migration effort would take place eventually with this vendor or any other vendor and the cost would be similar.

MOTION by Davis, supported by Walker, to approve VC3 to migrate the City from an on-premise mail solution system to a cloud-based system using Microsoft 365 Exchange online at a cost not to exceed \$2,013.00 with the addition of a \$200.00 monthly fee. Motion 6-0.

G. Amendment to the Resolution 24-01 Property Tax Poverty Exemption – Action Item

Mayor Barlund-Maas stated that poverty guidelines for the property tax poverty exemption are included in the packet. Clerk/Treasurer Huepenbecker stated that the Assessor had an audit this year and supplied the resolution to the City. She read a statement to the Council that was included in the resolution. She said this statement could not be in the resolution, therefore an amendment to remove this statement was made. Huepenbecker assured the Council that in this amended resolution only the statement read was removed everything else remains the same.

MOTION by Walker, supported by Davis, to accept the amendment to the 24-01 Property Tax Poverty Exemption as Clerk/Treasurer Huepenbecker explained. Motion carried 6-0.

H. Budget Amendment for the DPW Roof – Action Item

Clerk/Treasurer Huepenbecker stated that a budget amendment to increase the Department of Public Works (DPW) Capital Outlay by \$24,200.00 is needed for the DPW building roof repair previously approved in July. The money will come from Fund Balance.

MOTION by Frohm, supported by Peterson, to approve the budget amendment to increase the DPW Capital Outlay \$24,200.00 from Fund Balance for the DPW building roof repair. Motion carried 6-0.

I. Change City Election to Even Year to Coincide with State & Federal Elections – Action Item

Mayor Barlund-Maas stated that the County suggested that the City change its elections to the even years to coincide with State and Federal elections. She said the change would save the City time and money. Peterson agreed that making the change is a good idea, but he is concerned with the 2025 proposals that are coming. Clerk/Treasurer Huepenbecker stated that there is a process to make this change and suggested a public hearing to receive input from the residents. Mayor Barlund-Maas reminded the Council that this change would increase the Council's term by one year and she is concerned about how the residents would feel about the lengthened term. Huepenbecker stated that there will be a public hearing regarding the Off-Road Vehicle (ORV) Ordinance in September and suggested the City include the public hearing for the election change on the same evening. Mayor Barlund-Maas said both public hearings could be done in September at the Council meeting. She said this would give the City time to place an ad in the paper to inform the residents to attend and voice any concerns and a vote will be done at that time.

J. Amendment to Sign Ordinance

Mayor Barlund-Maas stated that an amendment is needed for the City Sign Ordinance and she read the proposed amendment included in the Council packet. Clerk/Treasurer Huepenbecker explained why a sign ordinance is needed and gave an example. Discussion took place regarding types of signs, sign placement, and length of time the sign may be displayed. It was determined that more research regarding signs in the right-of-way (ROW) needs to be done and made clear before the language of the proposed sign ordinance is changed.

K. Olivet Community Schools School Resource Officer (SRO) Update

Police Chief Garcia stated that School Resource Officer (SRO) Marco Hernandez is doing a fantastic job and has been instrumental in getting the contract for the SRO up and running. Garcia said he has met with Olivet Community School Director of Operations Terry Sedlar and Olivet Community School Director of Finances & Administrative Services Amy McMann to fine-tune the SRO contract. Sedlar stated that he has had the opportunity to be a part of the education system for a long time and it has been a pleasure partnering with the City and helping each other out. He said Garcia and Hernandez are hard-working individuals who care about this community, the school system, and your children. Sedlar declared that working with Chief Garcia and Officer Hernandez is "Top Notch" and thanked the City for its support in the partnership. Eaton County Commissioner Jim Mott asked Sedlar to explain how the new Olivet Community Schools software works. Sedlar explained that Zeroeyes software

detects any brandished weapons that come onto the property and is immediately reported to a law enforcement monitoring center. The monitoring center reaches out to a call center and notifies 911, Officer Hernandez, the school superintendent, and himself. Sedlar informed Mott that the school recently upgraded its security cameras and coupled them with an access control system. The access control system controls the doors to the school entrances and shows who has entered. The cameras and access system work together with the Zeroeyes software tightening up security and preventing gun-related violence. Sedlar confirmed that the software for the school is fully integrated, and they are just waiting to be trained. Davis stated that he has recently talked with Eaton County IT staff who respond to this system, and they feel the software is some of the best to aid in response times.

Approval of the Bills

MOTION by Peterson, supported by Marsh, to pay the bills with the two additional late bills.
Motion carried 6-0.

Mayor Barlund-Maas called on Eaton County Commissioner Jim Mott for an update on Eaton County happenings. Mott stated that Eaton County received a grant from The Michigan Department of Environment, Great Lakes, and Energy (EGLE) to purchase a recycling trailer. He said Eaton County would like to take over the recycling program by streamlining its operations. The County proposes using a hub and spoke model concept where there is one location that is the hub and different locations around the County where the material would be picked up (spokes) and taken to that central location (hub). The County would like to set this up in areas where there is no recycling on certain days of the week. Peterson asked if the recycling would remain the same. Mott said it should unless the County wants to change it and the change is agreed upon. Walker asked if the recycling location in Walton Township would continue. Mott said that it should as it is working well and the location is good. Clerk/Treasurer Huepenbecker asked if the recycling trailer would come to Olivet if the recycling center was operating. Mott said he was unsure, and that the decision would be up to the Resource Recovery Unit. Huepenbecker asked how long the trailer would stay at each location. Mott said possibly two to three days. Peterson asked if Mott had information regarding the (Eaton County Transportation Authority (EATRAN) coordination plan. Mott stated he had heard the plan but did not have any details. Walker asked if the railroad or the County was responsible for fixing railroad crossings. Mott said that is up to the railroad. Walker asked if the County could make the railroad fix the crossings. Mott stated that Walker could call and make a request, but Mott said he would speak to the Eaton County Road Commission Director. Mott shared that Eaton County now has the Eaton County tax mill rate calculator available online. He encourages people to go online and click on their property to see what the additional three mills will cost them if the proposal is passed.

Department Head Reports

Police Chief Shawn Garcia – Garcia said he is still working with the same candidate regarding the officer position. There is still the opportunity for the candidate to take the physical agility test at the end of the month. If the candidate passes, there will be time to get him into the academy. Garcia informed the Council that he would keep them updated and should the candidate not work out he would aggressively advertise for the job. He explained that all police departments are hurting for people, but he feels confident that this candidate wants to stay in Olivet and become an officer so he is willing to keep working with him. Garcia identified concerns regarding the multiple crosswalks on Cottage Street between Church and East Streets by the student center. He said the crosswalks are a hazard due to the parking. He stated that the state law says “You cannot park within 20’ of a crosswalk” and believes the City should address this issue. Garcia suggested bringing in a traffic control engineer to provide the City with ideas on what changes could be made to make the

crosswalks safe for pedestrians and drivers. Mayor Barlund-Maas asked if the City could put up temporary signs that read "No parking by temporary order of police". Garcia said he understands that it would be hard to lose parking spaces but said parking spaces should be removed due to the fire hydrants and crosswalks on Cottage Street from Main Street down to the student center and other areas within the City. Mayor Barlund-Maas said it's a common law that parking is not allowed in front of fire hydrants and crosswalks. DPW Director Staggs stated approximately eighteen parking spaces would have to be removed in that area. Walker said if the City removes the parking spaces it may motivate The University of Olivet to put in a parking lot east of Shiphred Hall as they planned many years ago. Davis agreed that it's a safety issue.

DPW Director Jerry Staggs – Staggs stated that he believes the roof repair on the DPW building has been completed and will confirm this with Harton's Roofing. He said the DPW is back working on water lines and curb stops. Staggs informed the Council that he met with the County regarding chip sealing Main Street and received a bid for \$53,000.00. Staggs stated that the DPW would apply the Durapatch before the chip seal to fill in any holes or cracks which is approximately \$3,000.00. He said the Durapatch comes from Alma and the DPW would rent the equipment from the County which would be an additional cost to apply the Durapatch. This process would add five years to the roads. He said the City would hire the County to paint the road lines on Main Street and the DPW would paint the parking spaces. Staggs stated this is informational only for the Council to consider. Walker asked about the time frame and if this would be the same process that was done south end of town on Marshall Road. Staggs said the process is the same and it should take two days and he explained the process. Peterson asked who trims the trees in the right-of-way. Staggs said that he would do the trimming, but it was his understanding that the trees were the property owner's responsibility. Peterson believes that if the City plants the trees it should be the City's responsibility to trim the trees. Davis asked what the City has in writing regarding this issue. Mayor Barlund-Maas and Peterson agree that the City needs to contact other communities and ask who trims their trees.

Fire Chief John Collins – Collins thanked the City for their support and involvement with the Firefighters Festival. He said it was a good festival and they only had to hand out band-aids twice. Collins stated that this week is the Calhoun County Fair and the Olivet Fire Department will have some firefighters and a truck there on Friday to help. Eaton Rapids is celebrating 150 years on September 28 and the Olivet Fire Department will attend. Collins said he is preparing for Public Education in the schools.

Treasurer Amy Huepenbecker – Huepenbecker stated that last week was the primary election with 134 ballots tabulated. She said 73 voted in the precinct and 61 were absentee votes. Overall the election went well but was slow. Huepenbecker informed the Council that the next election cycle will start in a month. She explained that she and Staggs are trying to get funding to help repave Main Street due to the extra traffic during the I-69 construction. She would like to try to get funding to repave before considering the Durapatch and chipseal. Huepenbecker stated that the latest proposed copy of the ORV ordinance is included in the packet. Mayor Barlund-Maas stated that the only change is related to the lights on the ORVs and the second reading will take place at the September meeting. Peterson asked if the ORV ordinance would require people under a certain age to be in a booster seat. Police Chief Garcia said he would check on that, but he did not believe that to be the case. Huepenbecker stated that Chief Garcia, Chief Collins, Staggs, Davis, Krohn, and herself met with Eaton County Emergency Management regarding an emergency response plan. She said she received lots of information and forwarded this to everyone attending the meeting. Emergency management does not tell us how to set up the plan but they would give us ideas/suggestions/advice on a plan that we want to implement. Huepenbecker asked if anyone would like to be involved with setting up an emergency plan in the areas of IT, cyber threats, natural disasters, and man-made disasters.

Commissioner Comments

Joe Hoffdahl – Hoffdahl was absent.

Joseph Davis – Davis stated that he and his family enjoyed the Firefighters Festival. He said that he and the Police Department and Fire Department attended a school safety training at the Charlotte High School. Davis said he watched the Police and Fire Departments participate in the training and said the training was great.

Don Walker – Walker stated he had nothing to add.

Larry Marsh – Marsh stated he had nothing to add.

Gary Peterson – Peterson stated that he will have information regarding EATRAN at a later date.

James Frohm – Frohm stated that Olivet has an amazing SRO officer who cares about our people and that sets Olivet apart from other schools.

Laura Barlund-Maas – Barlund-Maas asked when school starts. Sedlar stated that staff starts Monday, August 19 and students start with half a day on Tuesday, August 20. She stated that The University of Olivet's fall athletes move in on Tuesday, August 13 and the first-year students move in on Wednesday, August 14.

Council meeting adjourned at 9:00 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer