

City of Olivet  
Public Hearing & Regular Council Minutes  
August 11, 2025 – 6:45 p.m.

**Council Call to Order**

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

Absent: Don Walker and James Frohm

**Public Hearing – Fowl Ordinance Amendment**

Mayor Laura Barlund-Maas stated that the public hearing pertained to the Fowl Ordinance Amendment, and she asked if there were any public comments regarding this ordinance. Commissioner Joe Davis suggested adding a couple of sentences before item (c) that would define Legacy Chicken Owners and establish a timeframe for acquiring permits. He recommends the following language:

1. Legacy chicken owning properties are defined as properties housing chickens and maintaining good standing under the current ordinance at the time of adoption of this ordinance.
2. Legacy chicken owners have 90 days from the date of adoption of this ordinance to acquire a permit.

Davis also suggested adding a one-year time frame to item (c) to adjust property lot lines and property setbacks before being reissued a permit after the original expires. Davis said another concern is current legacy chicken owners who have chicken pens that are cemented into the ground. He suggests giving those individuals an exception if the adjoining property owner who is impacted by that violation gives yearly written permission upon permit renewal. If the adjoining property owner disapproves, the legacy chicken owner would have 90 days to meet the requirements and would no longer be eligible for exceptions. Commissioner Gary Peterson stated that it is his opinion that anyone who has a chicken pen cemented in the ground should be grandfathered in. A discussion took place regarding having an attorney review the ordinance before making a final decision, and to preliminarily grant a legacy chicken owner who has a cemented chicken pen an exception from the adjoining property owner's written permission for the yearly permit.

A legacy chicken owner asked if the brooding of baby chicks could take place in the home, garage, or barns. He also asked for clarification regarding #8 and #9 of the chicken ordinances that reference the pen size per chicken, as he has already purchased and set up a commercial pen. Mayor Barlund-Maas said that brooding could take place in the home or other structures on the property, and the pen purchased would have to meet the requirements of #8 and #9 of the ordinance.

Mayor Barlund-Maas stated that the ordinance will be postponed until the City attorney can review the Fowl Ordinance Amendments, along with the additional changes suggested by Davis.

**Visitors' Section:** None.

## **Approval of Agenda**

**MOTION** by Peterson, supported by Marsh, to approve the agenda. Motion carried 5-0.

## **Approval of Previous Minutes**

**MOTION** by Peterson, supported by Davis, to approve the July 14, 2025, minutes with the following corrections:

Noting that Committee/Board needs to be added to the Eaton County Zoning Ordinance under the Visitors' Section. Also noting that the motion under item A. was moved by Peterson and supported by Hoffdahl, not Marsh. Motion carried 5-0.

**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 3. She said that she has spoken with Police Chief Shawn Garcia regarding the same road closures as requested in previous years. The parade lineup will start at 5:20 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 travel from College Street to Main Street, then to First Street, and return to the school.

**MOTION** by Marsh, supported by Hoffdahl, to approve the road closures of College Street, Main Street, and First Street on Friday, October 3, from 5:20 p.m. until the end of the parade for the Olivet High School homecoming parade. Motion carried 5-0.

### **B. WOCR – Jack Webb – Informational Item**

Jack Webb introduced himself as the Station Manager of The University of Olivet's student-run radio station, WOCR. Webb explained that WOCR is a student-run local platform station that serves not only The University of Olivet, but the City of Olivet. Webb asked how WOCR can serve the City and the community, and if anyone has any suggestions for broadcasting, to contact him. Mayor Barlund-Maas asked Fire Chief John Collins about WOCR broadcasting on Halloween night at the Fire Station. Collins thought that would be a good idea. Webb stated that people can tune into 89.1 FM in the Olivet area to listen, or go to the website at WOCR891FM.com that has a 24/7 live stream that you can listen to anytime. DPW Director Jerry Staggs asked about broadcasting public information for the City of Olivet regarding main breaks, boil water notices, power outages, etc. Webb said he would like WOCR to be active in the community and hear from community members and the City regarding public information.

### **C. Request for Qualifications (RFQ) Approval– Action Item**

Clerk/Treasurer Amy Huepenbecker stated that the City had to issue a notice of Request for Qualifications (RFQ) for an engineer to support the Michigan Economic Development Corporation

(MEDC) grant. The City received one Statement of Qualifications from Wightman & Associates, Engineer Mickey Bittner.

Bittner explained that the MEDC did not approve the design from Wightman because of federal law requiring qualification-based selection. Because the first proposal from Wightman was contingent upon MEDC approval, it is now void. Bittner stated that Wightman will provide an updated proposal for design and construction engineering to the Council for approval, which will again be contingent upon MEDC approval. The Council will also have to select an engineer based on qualifications.

Discussion took place regarding the service lines within the project area. Bittner said the grant covers 100% of construction within the public right-of-way (ROW). He said the federal funds will not fund work outside of the ROW, so if the City encounters lead or galvanized water services, the City is responsible for paying from the ROW to inside the home.

Peterson asked Bittner when the City would know if it would receive the grant. Bittner said the City will need to send out three requests for proposals (RFP), one for a Certified Grant Administrator, one for an Environmental Review Consultant, and one for a State Historical Preservation Office (SHPO) Consultant. Bittner explained the timelines and the functions of the three entities and stated that the MEDC will not issue a grant agreement until the Environmental review is complete and satisfied. Bittner is hoping to receive the grant agreement in December.

**MOTION** by Peterson, supported by Davis, to accept the Statement of Qualifications from Wightman & Associates for engineering services. Motion carried 5-0.

#### **D. Wightman Proposal - Action Item**

Huepenbecker stated that this is the proposal for engineering services.

**MOTION** by Peterson, supported by Davis, to accept the Proposal from Wightman & Associates for engineering services for the Spring, Summer, and Winter Street project, contingent upon the approval of the MEDC. Motion carried 5-0.

#### **E. Fowl Ordinance Amendment – Action Item**

Mayor Barlund-Maas asked the Council how they would like to proceed with the amendment to the Fowl Ordinance. Peterson stated that the ordinance amendment should be postponed until an attorney can review it.

#### **F. Adna Technologies IT Support Contract – Action Item**

Commissioner Davis provided a copy of the contract that Adna Technologies has put forth to the City. He discussed the possible changes that may need to be made to the City's current set-up if we choose to accept Adna Technologies' proposal. He discussed the approximate \$12,000.00 cost to the City for its current IT support company, VC3, and he detailed what that cost entails. Davis stated that Adna will provide all IT support for the City at a cost that he thinks is very reasonable, and he highlighted the benefits of switching to Adna.

Mayor Barlund-Maas asked if a representative from Adna had met with him. Davis said that he, Chief Garcia, and Huepenbecker had a meeting/presentation regarding who Adna is and what they offer.

Davis stated that he has also been in communication with the owner of Adna and is familiar with Adna's team and how they work.

Peterson asked if Adna is replacing VC3, and if the contract with VC3 has finished. Davis said he still needs to follow up with VC3 regarding the contract. He explained that Adna would take the City on as a client when scheduling works best for Adna, depending on their onboarding efforts. He said that there could be a month during which the City may have to pay Adna and still pay VC3 to ensure that VC3 is contractually obligated to help us exit their services. As far as he knows, there is no specified date range for when the contract is finished. Mayor Barlund-Maas asked for confirmation that Adna is not charging an onboarding fee. Davis said that Adna will waive the \$3,500.00 onboarding fee. Davis stated that Adna has made concessions for the City, and he is happy with them and the work they put forward. Huepenbecker said that it sounds like the City does not have a contract with VC3, and we could end our services with them at any time. Davis said that this is his understanding, but again, he wants to talk to VC3. Davis said the Adna contract is a three-year term, pricing is reasonable for what they're providing, and he discussed the benefits of partnering with Adna. Mayor Barlund-Maas asked how switching to Adna would affect the budget. Davis said he had spoken with City Accountant Kelly Hanna. Hanna said the cost will continue to be split out as it is currently, and it would not be problematic. Davis discussed the possibility that the DPW building may need its own secure network, and that would be an additional charge from Adna.

**MOTION** by Davis, supported by Peterson, to approve the Adna Technologies contract provided. Adna Services and VC3 will run concurrently for about a month until it is responsible for discontinuing service with VC3. Motion carried 5-0.

#### **G. School Resource Officer (SRO) Amended Contract – Action Item**

Mayor Barlund-Maas stated that the Memorandum of Agreement (MOA) between the Olivet Community Schools and the City of Olivet regarding the SRO is included in the Council packet with the discussed changes highlighted. Peterson asked if the SRO position is still being paid using grant funds. Chief Garcia stated that the initial three-year grant contract pays the annual salary for the SRO position ending in June of 2026. Garcia stated that Olivet Community School Superintendent John Mertz said at the meeting that the Olivet Community School would find a way to continue to fund the SRO position after the grant ends. Mayor Barlund-Maas asked if the current SRO had reviewed the MOA. Garcia said he does not believe the SRO has had the opportunity to review it, but he will review the agreement with the SRO.

**MOTION** by Davis, supported by Hoffdahl, to approve the Memorandum of Agreement as amended. Motion carried 5-0.

#### **H. Budget Amendment – Parks – Action Item**

Huepenbecker stated that when the budget was finalized this year, the City was not aware that it had been awarded the Eaton County Parks Grant, so park benches were not included in the budget. Park benches have since been ordered, and a budget amendment is needed. The amendment is necessary to increase the Parks Capital Outlay budget to \$3,016.00 and to increase the Grant Revenue expenditure to \$3,016.00. She stated that a discount was given on the benches, but concrete needs to be purchased for the foundations.

**MOTION** by Marsh, supported by Davis, to approve the budget amendment for Parks as presented. Motion carried 5-0.

## **I. Raise Correction – Action Item**

Mayor Barlund-Maas stated that in the Council packet is a handout regarding the raises given to two of our employees. She said when the raises were voted on in June, she made a rough statement of the amount that the two employees would receive due to the State's minimum wage increases. Taking into consideration the State's minimum wage increase, she and Accountant Hanna discussed raising the wages of the two employees by more than 5%. Hanna figured the budget for an additional raise of \$.62 for the one employee and \$1.85 for the second employee. Using the approximate numbers she gave at the June Council meeting, it would have increased the City's expenses this year by \$1,970.00. She apologized for the error and recommended the City pay the two employees the budgeted amount, which included a 5% increase for all employees, with an additional \$.62 and \$1.85 for the two employees.

**MOTION** by Hoffdahl, supported by Peterson, to approve the budgeted amount of the raise that includes the 5% increase with an additional \$.62 for one employee and \$1.85 for the second employee. Motion carried 5-0.

## **J. Parks Master Plan – Action Item**

Commissioner Davis provided the Parks Master Plan that was approved by the Parks Board to present to the Council. Davis said the plan will remain in effect as it is written unless changes are requested. The only change currently is to vote on the implementation date of the Parks Master Plan. Mayor Barlund-Maas stated that having a Parks Master Plan is key to applying for and receiving grants.

**MOTION** by Davis, supported by Marsh, to accept the Parks Master Plan as of today's date. Motion carried 5-0.

## **PROJECT UPDATES:**

### **1. Ordinance Book Amendments**

Mayor Barlund-Maas stated that there were no changes to report.

### **2. City Policies (Handbook) – Lexipol**

Huepenbecker stated that there were no changes to report.

### **3. Police Department Policies – Lexipol**

Chief Garcia stated that there were no changes to report.

### **4. Compensation Committee**

Mayor Barlund-Maas stated that there were no changes to report.

### **5. Fire Station Committee**

Fire Chief John Collins stated that Fire Station Committee Chairman Mike Judd has reached out to Kyle O'Brien regarding the purchase of property. Collins said that the O'Brien property would be a good location for the proposed Fire Station. Collins hopes to have a proposal to bring to the Council next month.

### **6. Event Form**

Davis stated that he, Chief Garcia, and Huepenbecker will meet to assemble the Event form using their content ideas.

## **7. City Pavement Marking Updates**

DPW Director Staggs stated that there were no changes to report.

### **Approval of the Bills**

**MOTION** by Peterson, supported by Hoffdahl, to pay the bills as presented. Motion carried 5-0.

### **Department Head Reports**

**Police Chief Shawn Garcia** – Garcia stated that the Firefighters Festival went well for the Police Department, with only a couple of small issues. He said he's grateful for how smooth the parade went. Garcia stated that he continues with the background check on the applicant for the Chief position.

**DPW Director Jerry Staggs** – Staggs stated that the DPW received its new John Deere tractor. He said the weight restriction signs are up on the bridge, and he recommends getting smaller signs to provide notice earlier regarding the weight restriction. Staggs informed the Council that the DPW replaced another hydrant and valve on Main Street and will need to order more to continue.

**Fire Chief John Collins** – Collins stated that he received a phone call from Fox 47 News, which asked to do a story on the new pumper truck. Both he and the Mayor had been interviewed. He went over the breakdown of the monthly fire reports. Collins again stated that there has been an increase in the number of calls, and more personnel are needed. He said the Risk Management meeting went well last month. The new truck will be finished in December. The Firefighters Festival had a smaller turnout due to predicted weather conditions. He said the numbers for the festival are not in yet, but he will give an update as soon as he has the information.

**Clerk/Treasurer Amy Huepenbecker** – Huepenbecker said that the park benches for the Parks Grant are ready for pickup this week. She said she is still waiting to hear from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regarding permits for the cement foundations for the benches. The office is steadily taking the last few water bill payments and tax payments. Huepenbecker said she continues to work on the grant paperwork for the Spring, Summer, and Winter Street project. Huepenbecker made the Council aware that a representative from Colonial Life had contacted the City regarding insurance for life. They offer disability, accident, life, cancer, critical illness, and hospital confinement insurance. This would be employee-paid.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl thanked the employees for their hard work.

**Joseph Davis** – Davis thanked the Fire Department and the Fire Association for letting him and his family ride in the truck for the parade. Davis said he had the opportunity to talk with the members of the Fire Department at the festival about how to elevate the festival, and he believes communication is key. Davis asked how to go about consulting with the attorney. Mayor Barlund-Maas said to speak to the attorney, start by talking to her, and she will evaluate if it's necessary to contact the attorney.

**Don Walker** – Walker was absent.

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

**Gary Peterson** – Peterson stated he had nothing to add.

**James Frohm** – Frohm was absent.

**Laura Barlund-Maas** – Barlund-Maas thanked the Firefighters and all who helped them with the festival. She also thanked the visitors who attended the meeting.

Council meeting adjourned at 8:40 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer