

City of Olivet
Regular Council Minutes
September 8, 2025 – 7:00 p.m.

Council Call to Order

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

Absent: None.

Visitors' Section:

Resident Jennifer Miller voiced her concerns regarding residents in the City parking vehicles and accumulating junk in their yards. She asked when the ordinances addressing these issues would be enforceable so that Drema Emerson could perform her code enforcement duties. Mayor Laura Barlund-Maas stated that she and Emerson discussed the ordinance book, and they will be meeting again.

Eaton County Commissioner Jim Mott informed the Council that the Eaton County Budget Hearings will be held on September 9 at 6:00 p.m. for the public to voice their concerns regarding the budget. Mott stated that many cuts were made to outside agencies, including Community Mental Health (CMH), United Way, and the Michigan State University (MSU) Extension. He said that although Eaton County has cut 100% of the budget for the MSU Extension, no cuts will be made to the 4-H organization because most of that funding is through families and the sale of animals. Mott explained that enough cuts were made so that Eaton County can keep its current staff, but any vacancies would not be filled. Commissioner Gary Peterson asked if cuts were made to veterans. Mott confirmed there would not be cuts to veterans. Commissioner Joe Davis asked what the MSU Extension provides. Mott explained that it provides a full range of hands-on education for youth.

Mott stated that Eaton County continues to negotiate zoning contracts for the eleven townships. He said that Eaton Township has decided to handle zoning on its own. Mott said he was unsure if the other townships would buy into the contract with Eaton County for zoning services, but the deadline for signing the contract is September 30, 2025. He said the current buy-in per township is \$15,000.00, but with Eaton Township opting out, that cost would probably change.

Mott reiterated that Eaton County has a contract in place with Delta Township for police services. He said Eaton County is also looking at contracts with Windsor and Onieda Townships. He said it seems hopeful that Eaton County would also provide Windsor and Onieda townships with police services, but more recruits would be needed.

Approval of Agenda

MOTION by Peterson, supported by Marsh, to approve the agenda as is. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Peterson, supported by Hoffdahl, to approve the August 11, 2025, minutes as written. Walker and Frohm abstained. Motion carried 5-0 with the following roll call vote:

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

OLD BUSINESS: None.

NEW BUSINESS:

A. University of Olivet Homecoming Road Closures – Action Item

The University of Olivet Assistant Vice President for Advancement Robin Hinman furnished a packet to the Council for possible road closures for The University of Olivet's 2025 Homecoming activities. Hinman is requesting the following:

Banner Parade 1 on Thursday, September 25, from 6:20 p.m. to 6:40 p.m. All participating athletic teams and student organizations will walk from the Mott Building to Cutler Field. Close Main Street from Cottage Street to Butterfield Highway. Closures would take place from 6:15 p.m. to 6:45 p.m.

Block Party & Concert on Saturday, September 27, from 8:00 p.m. to 11:00 p.m., at the Cutler Student Center. Close Cottage Street between East Street and Church Street. Closures would take place from 7:30 p.m. to 11:30 p.m.

Mayor Barlund-Maas noted that Banner Parade 2 had previously been approved in June. Still, she has concerns regarding the added road closure for Parade 1 on Thursday, September 25, as residents are not aware of this added parade and road closure. She suggested that the City could inform residents of the added event on its website and Facebook. Chief Garcia and Mayor Barlund-Maas requested that Hinman have The University of Olivet Student Government Association (SGA) staff wear identifiable clothing and be available on Thursday, September 25, to hand out and post flyers to doors regarding the road closure for Banner Parade 1.

Mayor Barlund-Maas noted that DPW Director Jerry Staggs will provide the barricades for SGA staff to place at each event and to remove the barricades from the road immediately after each event. Mayor Barlund-Maas reminded Hinman that participants will have to walk on the sidewalk if emergency vehicles are not present.

Davis asked for more information regarding the Block Party & Concert. Specifically, who is hosting this event, who will oversee the event, and the timeframe of the concert. Hinman stated that Dean of Student Life Joshua Gillespie is responsible for the Block Party & Concert. Discussion took place regarding what time the music should be shut down. Police Chief Shawn Garcia stated that the ordinance has a suggested quiet time of 11:00 p.m., and he and Mayor Barlund-Maas agreed that the music will end by 11:00 p.m.

MOTION by Marsh, supported by Davis, to approve The University of Olivet's road closure request for Banner Parade 1 on Thursday, September 25, contingent upon Fire Department personnel being present, and The University of Olivet personnel notifying the residents of this road closure from 6:15 p.m. to 6:45 p.m. via delivering flyers to residents on the route. Also, approving the Block Party & Concert's corrected road closure on Saturday, September 27, from 7:30 p.m. to 11:30 p.m., with the closure of Cottage Street between East Street and Church Street only, and the music is to end by 11:00 p.m. Motion carried 7-0.

B. Procurement Policy – Action Item

Walker asked who provided this procurement policy and whether it needed to be approved to proceed. Clerk/Treasurer Amy Huepenbecker stated that the procurement policy was furnished by Wightman & Associates, and it needs approval.

MOTION by Walker, supported by Marsh, to accept the procurement policy supplied by Wightman & Associates. Motion carried 7-0.

C. Certified Grant Administrator Proposals – Action Item

Huepenbecker said that the Certified Grant Administrator (CGA) proposals were sent out for bid, and the City received two bids. Wightman & Associates Engineer Mickey Bittner furnished the bid tab scoring and recommended Carter Consulting, LLC for the CGA. Mayor Barlund-Maas stated that the motion for this item must specify that approval is contingent upon approval from the Michigan Economic Development Corporation (MEDC).

MOTION by Walker, supported by Davis, to approve Carter Consulting, LLC, as the CGA contingent upon the approval from the MEDC. Motion carried 7-0.

D. Environmental Consultants Proposals - Action Item

Huepenbecker said that the Environmental Review Consultant proposals were sent out for bid, and the City received four bids. Wightman & Associates Engineer Mickey Bittner furnished the bid tab scoring and recommended Environmental Consulting Solutions. Mayor Barlund-Maas stated that the motion for this item must specify that approval is contingent upon approval from the Michigan Economic Development Corporation (MEDC).

MOTION by Walker, supported by Davis, to approve Environmental Consulting Solutions for the Environmental Review contingent upon the approval from the MEDC. Motion carried 7-0.

E. SHPO Proposals – Action Item

Huepenbecker said that the State Historical Preservation Office (SHPO) proposals were sent out for bid, and the City received five bids. Wightman & Associates Engineer Mickey Bittner furnished the bid tab scoring and recommended Terracon. Mayor Barlund-Maas stated that the motion for this item must specify that approval is contingent upon approval from the Michigan Economic Development Corporation (MEDC).

MOTION by Walker, supported by Davis, to approve Terracon for SHPO services contingent upon the approval from the MEDC. Motion carried 7-0.

F. Leaf Pick-up – Action Item

Mayor Barlund-Maas stated that in the Council packet is a handout regarding leaf pick-up services. She said every three years, the City accepts bids for leaf pick-up. D & J Excavating was awarded the leaf pick-up contract in September 2023 with a bid of \$15,750.00. She stated that D & J Excavating has requested an increase in their rate to \$16,250.00 for an increase of \$500.00 for the 2025 season. Peterson stated that D & J Excavating's bid was for three years, and the rate should not increase, as this is unfair to those who previously placed a bid. Davis agreed. The Council asked D & J

Excavating owner Dan LaPoint to explain the increase. LaPoint stated that the cost of fuel and wages had increased. Peterson said that LaPoint does a great job, but he feels the City would set a precedent if the cost were increased. Mayor Barlund-Maas stated that bids for leaf pick-up services are placed every three years. The City will again take bids for leaf pick-up services in 2026, and LaPoint can place another bid.

MOTION by Hoffdahl, supported by Peterson, to approve D & J Excavating for the leaf pick-up service contract at the bid price of \$15,750.00 for 2025. Motion carried 7-0.

G. F550 Tire Purchase – Action Item

Staggs informed the Council that the F550 will need tires before winter. He said that he asked Indian Creek Acres to provide a quote for six tires for the F550. Staggs stated that, unknown to him, Indian Creek Acres made an error and ordered the tires and invoiced the City for an amount of \$1,735.80. Peterson asked if Indian Creek Acres participates in the MiDeals extended purchasing program that provides discounted state pricing. Staggs confirmed that Indian Creek Acres participates, and the price is good.

MOTION by Peterson, supported by Frohm, to approve the purchase of tires for the F550 from Indian Creek Acres at a cost not to exceed \$1,735.80. Motion carried 7-0.

H. Sidewalk on Court Street – Informational Item

Staggs stated that he and Commissioner Joe Hoffdahl have been evaluating sidewalks for replacement. He said that a section of sidewalk on Court Street is either completely covered or in bad repair. Staggs is asking the Council to decide whether to remove the sidewalk completely or replace it. Peterson said that the sidewalk in question is very narrow and does not get used, and he suggests removing it completely. Mayor Barlund-Maas asked if the City plans on removing the damaged sidewalk, and if so, should the City have a conversation with the property owner? Discussion took place regarding when the work on the sidewalks should be done, having a conversation with the property owner regarding the removal of the sidewalk, would the property owner be responsible for half the cost if the sidewalk is removed rather than replaced, and the interpretation of the sidewalk ordinance regarding the property owner paying half for replacement and not removal.

PROJECT UPDATES:

1. Ordinance Book Amendments

Mayor Barlund-Maas stated that work on the ordinance book continues, as it's a big book.

2. City Policies (Handbook) – Lexipol

Huepenbecker stated that she has not had the opportunity to work on the policies due to grant and election commitments.

3. Police Department Policies – Lexipol

Chief Garcia stated that there were no changes to report. Davis stated that he had spoken with Lexipol, and they are working on a big update for their new system. He said the City will be enacting the move to the new system.

4. Compensation Committee

Mayor Barlund-Maas stated that she obtained a fifth person for the committee; however, a

person who agreed to be on the committee has moved, and now one more person is still needed. Resident Brett Ortiz volunteered to be on the committee for one year.

5. Fire Station Committee

Fire Chief John Collins was absent.

6. Event Form

Davis stated that progress has been made, and he has a direction and a solid plan for what the form will look like.

7. City of Olivet Signs

Staggs stated that in 2023, The University of Olivet's Vice President and Chief of Staff, Ryan Shockey, said that the University had agreed to pay for the new "welcome" to Olivet signs. Staggs informed the Council that he had recently spoken with The University of Olivet's Director of the Physical Plant, Chad Green, regarding the "welcome" to Olivet signs. Green said the University could only pay for half of the signs. Staggs said the 2023 quote for the signs and materials is outdated, and he received a new quote for \$1,290.65 plus the cost of wood. He said the sign size will remain the same. Walker asked if the new signs would still be designed to allow the Lions Club or other organizations to add their names to the new signs. Mayor Barlund-Maas stated that if the Lions Club or other organizations would like to be recognized on the signs, they should contribute to the support of the signs. Staggs stated that the Olivet Lions Club Treasurer Gale Knoll would like to place a secondary sign for the Lions Club on the side of the welcome sign. Peterson suggested contacting the Olivet Community Schools (OCS) to see if they would have an interest in contributing to the cost of the signs. Staggs said that he would contact OCS. Walker asked why the signs would be made of wood instead of vinyl. Staggs said the cost difference is a major factor. Mayor Barlund-Maas asked for clarification on the material used for the signs. Staggs said the signs themselves are made of metal, and wood posts will be used to anchor the signs.

Approval of the Bills

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

Department Head Reports

Police Chief Shawn Garcia – Garcia stated that he is wrapping up the background check on the applicant for the Chief position, and everything looks good. He said after discussions with the Mayor, he hopes to swear in the new Chief by the October meeting. Garcia stated that complaints have been coming into the office regarding speeding. He said he has been addressing the issue with the offenders. He informed the Council that he is patrolling more. Mayor Barlund-Maas voiced her concerns regarding the increased use of hoverboards and scooters as a means of transportation. Garcia said that could be addressed through an ordinance.

DPW Director Jerry Staggs – Staggs stated that the City lagoons have been sprayed for duckweed using drones, which was very cost-effective. He said the DPW has been installing the new "no parking" signs on Church Street by The University of Olivet's president's home. He said that Campus Safety has been helping to enforce the parking issues. Staggs said the Spring Street lift station generator is in need of repair. Cummings Sales and Services is trying to get the part needed to make the repair.

Staggs informed the Council that there is a huge dead tree located on Summer Street. He said the property owner of the tree stated that he may need assistance to have it removed, and asked Staggs if the City could have the tree removed and the cost added to his property taxes. Staggs said the tree is not in the right-of-way (ROW); it is on the resident's property. He said the problem is that if the tree falls, there will be major damage, and the City would be the one to deal with the damage and clean it up. Staggs reached out to Consumers Energy Forestry Division to see if they could evaluate the situation and provide help. Peterson said it would be nice to be able to add the cost to the tax bill and suggested maybe a tree contract. Discussion took place regarding the damage the tree would cause if it were to fall, the possibility of adding an ordinance that would allow for a special assessment for this situation, the responsibility that would fall on the tree owner, and legal issues. Mayor Barlund-Maas said she would speak to the attorney.

Fire Chief John Collins – Collins was absent.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker said that the office has been busy with tax payments and preparing for another utility billing cycle in a couple of weeks. She informed the Council that she continues to work on multiple grants, and she attended a Board of Elections conference last Tuesday regarding election changes.

Commissioner Comments

Joe Hoffdahl – Hoffdahl said that he and Staggs have been evaluating sidewalks and discussed leaf pick-up from October 20 to November 30. Hoffdahl thanked the employees for their hard work.

Joseph Davis – Davis said that the City received the contract from Adna Technologies to provide all IT support for the City. He said the onboarding date with Adna will be early October. Davis informed the Council that the plan discussed last month to bridge the DPW to City Hall for internet services is not an option. Unfortunately, the DPW will continue to have its own internet, and due to this, the contract amount with Adna will increase, but should not be significant.

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 Area Transportation Authority (EATRAN) has voted to extend its CEO's contract to December 30.

James Frohm – Frohm said that the City of Marshall contacted the Arbor Day Foundation to complete a tree survey throughout the entire city, but the expense was steep.

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

Council meeting adjourned at 8:24 p.m.

Donald Walker, Mayor Pro-tem

Amy Huepenbecker, Clerk/Treasurer