

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

Council Call to Order

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

Absent: None.

Visitors' Section:

Eaton County Commissioner Jim Mott informed the Council that Eaton County will discontinue Planning & Zoning at the county level. He stated that three townships have decided to start their own Planning & Zoning. Seven townships will form a Joint Planning Commission. He said the County will help the seven townships to transition into the Joint Planning Commission until May 31, 2026, when the County will be completely done with Planning & Zoning. Mott said the cities and villages may join the Joint Planning Commission in the future if the Commission agrees. He said the Joint Planning Commission will operate very similarly to the way it always has at the county. Each township, city, and village has one representative on the Commission. He said the Joint Planning Commission will start by using the County Master Plan and can adjust the plan as they see fit.

Mott said that the Eaton County Transportation Authority (EATRAN) will be making significant cuts in service. Mott and Olivet's EATRAN Representative Commissioner, Gary Peterson, discussed changes and discontinuation of services to surrounding municipalities. Mott stated that in January, there will be a discussion at the County regarding placing a millage on the ballot next November for EATRAN.

Approval of Agenda

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

Approval of Previous Minutes

MOTION by Walker, supported by Marsh, to approve the November 10, 2025, minutes as written. Motion carried 7-0.

OLD BUSINESS: None.

NEW BUSINESS:

A. 2026 Proposed Council Dates – Action Item

MOTION by Davis, supported by Hoffdahl, to approve the 2026 Proposed Council Dates as listed in the packet. Motion carried 7-0.

B. Employee Holiday Bonuses – Action Item

Mayor Laura Barlund-Maas stated that in the past, full-time employees received an extra paid full day off, part-time employees received an extra paid half day off, and fire department employees received a \$35.00 Milligan's Whitetail Farms gift card.

MOTION by Marsh, supported by Peterson, to approve the same bonuses as last year as presented above. Motion carried 7-0.

C. Police Department Purchase – Explorer Tires – Action Item

Police Chief Johnny Lopez stated that the Ford Explorer tires are worn and need to be replaced. He provided a quote from Indian Creek Acres for \$638.32. Police Commissioner Joe Davis stated that Indian Creek Acres offers the MiDeal discount prices, providing the City with the lowest pricing around.

MOTION by Davis, supported by Frohm, to approve the purchase of four new tires for the Ford Explorer from Indian Creek Acres at a cost not to exceed \$660. Motion carried 7-0.

D. Category B Contract Resolution 25-12 – Action Item

Mayor Barlund-Maas clarified that the Category B Grant is one of two grants the City has been working on. This grant is for the Yale and Spruce Street roadwork project. The purpose of the resolution is to accept the Category B Road Grant contract between the Michigan Department of Transportation (MDOT) and the City of Olivet for the road reconstruction project.

MOTION by Hoffdahl, supported by Frohm, to approve Resolution 25-12 to adopt the Category B Road Grant contract. Motion carried 7-0.

E. Fire Association Update – Informational Item

Fire Commissioner Don Walker stated that the Fire Association will meet this month to divide up the Firefighters Festival workload into categories, such as fireworks, vendors, and fundraising. This will allow the Association to see the areas in which they will need assistance from the City. Walker stated he will bring this information back to the Council in January.

F. Fire Department Medical Training Continuing Education Credit Class – Informational Item

Commissioner Walker stated that most Fire Department runs are medical-related; therefore, continuing medical education is needed. Fire Chief John Collins said the ambulance service is offering its members to take an instructor's class to get their continuing education. Mayor Barlund-Maas asked who would teach the class. Collins stated that this continuing education class is intended to teach members how to become instructors. He said Assistant Fire Chief Bill Maas and firefighter Mike Flood, who are also employed by the ambulance service, will be attending the class.

G. Fire Department 817 Work – Action Item

Commissioner Walker asked Council's permission to purchase a backup camera system, door switch, and relay for rescue truck #817. He provided a quote from Spencer Manufacturing for \$4,500.00.

MOTION by Walker, supported by Davis, to purchase a backup camera system, door switch, and a relay for rescue truck #817 from Spencer Manufacturing at a cost not to exceed \$4,500.00.
Motion carried 7-0.

Approval of the Bills

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

Department Head Reports

Police Chief Johnny Lopez – Lopez stated that the department had 36 calls, which included traffic stops. He explained that while looking at the November statistics, there was a violent sexual assault that happened in August on the walking trail along Indian Creek. He said the Michigan State Police (MSP) responded to that incident, but he and Garcia did not have knowledge of it. Lopez stated that this situation has prompted him to gather statistics for calls when the Police Department does not have an officer on duty. He said this will keep our department better informed as to all the calls coming from the City at night. Peterson asked who owns that land where the sexual assault took place. Davis said the City and the Olivet Community Schools own most of the land along the walkway except for the lengths and widths of two parcels, which are approximately 60 to 70 feet total. Mayor Barlund-Maas appreciates that Lopez is getting the statistics on the incidents in our City that MSP is responding to when our officers are not on duty.

Lopez stated that he has been looking at some safety assessments around the City. He said there are three or four crosswalks that are not well-lit. He said he is looking at grants to install well-lit flashing crosswalks, especially by the Kirk Center and the Olivet High School/Middle School. He said he has been spending time doing traffic control.

Commissioner Walker asked for an update regarding the School Resource Officer (SRO) position. Lopez stated that the SRO position was posted on the Michigan Commission on Law Enforcement Standards (MCOLES) last week. He said the Olivet Community School wants to have an SRO as soon as possible. In the interim, he offered to do what he could for the school, such as morning traffic, making an appearance at the school, and being present at basketball games. Lopez informed the Council that Olivet Community Schools has agreed to reimburse the City for any overtime incurred for his presence at the basketball games.

DPW Director Jerry Staggs – Staggs stated that the DPW has been busy with two water main breaks, one on Washington Street and one on First Street. He said there were some issues getting a response from Miss Dig on the First Street break, but it was an easy fix without having to shut the water down, and a boil notice was not needed. Staggs thanked D&J Excavating for all their help with the main breaks.

Staggs informed the Council that Water Operator John Krohn has taken a position as a full-time firefighter with the City of East Lansing, effective January 5, 2026. He said Krohn has done a great job and will be missed. Staggs will post the ad for a Water Operator on the Michigan Rural Water Association (MRWA) website, and Clerk/Treasurer Amy Huepenbecker will place an ad in the County Journal.

Commissioner Walker asked for an update on the Main Street road grant. Huepenbecker stated that a discussion has taken place, but the City has not filled out any paperwork at this point.

Fire Chief John Collins – Collins discussed the breakdown of the monthly fire report and stated it was a busy month with 34 calls. He said he wants to implement the Knoxbox program now that the new fire truck can securely hold the master key to the Knoxboxes within the City. Collins thanked the DPW for keeping the fire station cleared of snow around the overhead doors to access the fire trucks, as it's a very tight fit. He also thanked Police Chief Lopez for his assistance with several accident calls. Mayor Barlund-Maas said that she was informed that the alarm that went off at Blair Hall on a couple of occasions was due to equipment failure, and the alarm will be repaired or replaced.

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that tax bills went out on December 1, and the office is busy accepting tax payments. She said the office will be starting the new utility billing cycle next week. Huepenbecker said she has been busy continuing to work on grants and starting on budget work. She said in speaking with the City Assessor, Jason Kohagen, there will not be a December Board of Review as there is nothing to discuss. Kohagen will be reviewing building permits and reassessing those properties in December. Huepenbecker said the Recycling Center has changed its hours of operation on Wednesday to 2:00 pm to 6:00 pm. She thanked the Council for the holiday bonus and wished everyone happy holidays.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked the employees for their hard work and wished everyone happy holidays.

Joseph Davis – Davis said the new Charlotte Community Library Director has been in place since last month, and things are going well. He said the library currently has an active posting for an Assistant Director that will be hired not by the board, but by the staff.

Commissioner Peterson asked for an update regarding the new IT company, Adna Technologies. Davis said Adna started on October 6 with the onboarding. So far, all is going well except for small issues related to the Virtual Private Network (VPN) in our system. The VPN has caused minor problems to the City Hall printer, computer access for City Accountant Kelly Hanna, and the new police reporting system, State Records Management System (SRMS). Davis stated that Adna Technologies was here addressing the reconfiguration of the VPN issues, and all systems are back up and working, except for Accountant Hanna, which is being addressed. Most issues stemmed from documentation from the old IT company, VC3. Davis stated that the Fire Department is using an old Windows 7 computer that will need to be budgeted for replacement. Davis said the City is leasing Adna's networking equipment, providing the City with a surplus of equipment, and that surplus will be going to the DPW until the licensing expires. The DPW will eventually need to decide how to handle its network and security in a year. Davis said the Fire Department and City Hall will be connected using one network and migrating from local storage to cloud storage.

Don Walker – Walker stated he had nothing to add.

Larry Marsh – Marsh stated he had nothing to add.

Gary Peterson – Peterson stated that EATRAN has discontinued its Saturday on-demand runs as it costs them \$50.00 per person one way, not \$100.00 as stated during the visitors section. He said EATRAN's Financial Director will be taking over the Executive Director's position until a new Executive Director is hired. Peterson warned everyone about a huge hole at the edge of the road to

the entrance of the Recycling Center. Eaton County Commissioner Mott said to contact the road commissioner, and he will also speak to Matt Hannah at the Eaton County Road Commission.


James Frohm – Frohm stated he had nothing to add.

Laura Barlund-Maas – Barlund-Maas thanked people for joining them this evening. She said there will be a holiday dinner this evening sponsored by Danny LaPoint. She stated that meetings with the Personnel and Ordinance committees need to be scheduled tonight.

Council meeting adjourned at 7:56 p.m.



Laura Barlund-Maas, Mayor



Amy Huepenbecker, Clerk/Treasurer