

City of Olivet
Regular Session Minutes
December 10, 2018 – 7:00p.m.

Council Call to Order

Present: Mayor Laura Barlund-Maas, Larry Marsh, Gary Peterson, Joe Hoffdahl, Pam Steward-Bess, Steve Penny, James Frohm

Absent: None

Mayor Barlund-Maas recognized visitors

Jennifer Miller-

Miller spoke to Council about the flag at City Hall not being at half-mast in respect to the recent death of Pres. George H.W. Bush. It is not possible with the current pole to lower the flag to half-mast position. Miller said that it was important for the City to set a good example and suggested that the flag pole be retrofitted to make repositioning possible.

Dalton McCuiston-

Dalton spoke on behalf of the Alpha Xi Omega (Elite) Fraternity. They have been in their current location for three years and the members have performed over 500 hours of community service over the last two years. McCuiston asked the Council to support the Planning Commission's recommendation for the Special Use Permit for the Elite house, and in return the organization will respect the City and give back as much as possible.

Approval of the Agenda

MOTION by Marsh, supported by Penny, to approve the agenda. Motion carried.

Approval of Previous Minutes

MOTION by Penny, supported by Steward-Bess, to approve the previous minutes as presented. Motion carried.

Oath of Office was taken by new Deputy Clerk/Treasurer Rebecca Tanner.

OLD BUSINESS:

A. NIMS training dates – Action Item

Council discussion took place. Training was tentatively scheduled for January 27 and February 2 from 9 am -1 pm both days. Anyone connected with the City needs to attend. Mike McLeieer will contact Olivet College about room availability for these dates.

B. Butterfield Hwy. sidewalk project – Action Item

Council discussed the completed project. The previously approved not-to-exceed costs did not take into account all the materials which resulted in a shortage of approximately \$6,000. Additional costs will be split with Olivet College. Peterson expressed his concern about a guidewire that crosses the sidewalk at the bend. Peterson feels that the guidewire is a safety hazard and a barrier needs to be placed around the guidewire and the area lit. Larry Colvin, Olivet College Facilities Director, agreed that the guidewire is a safety concern and stated that the college would split the cost of the barrier with the City. Jerry Staggs will contact Consumers Energy about the issue and report back to Mayor Barlund-Maas and Colvin about the cost.

MOTION by Penny, supported by Hoffdahl, to increase the cost of the project due to additional materials at a total cost not to exceed \$20,000. Motion carried.

A roll call vote was taken, passing 6-0.

Penny – Yes	Hoffdahl – Yes
Marsh – Yes	Frohm – Yes
Peterson – Yes	Barlund-Maas – Abstained due to conflict of interest
Steward-Bess - Yes	

NEW BUSINESS:

A. Planning Commission Recommendation – Olivet College Alpha Xi Omega (Elite) House SUP-Action Item

Council discussion took place. Penny asked if there were any resident comments from the Planning Commission meeting. Mayor Barlund-Maas stated that one homeowner expressed his concern that the houses would have a negative effect on the value of his property which is located between the houses. A second resident spoke of their concern about excessive noise from the houses. The Planning Commission had recommended that 911 be called if there are problems so the problems can be addressed and then there would be a record of any issues. Colvin stated that Olivet College will place signage on the property that parking is not to exceed the number of students living in the houses and will communicate the rules regarding parking with the organizations. Chief Garcia stated the police department has not noted many problems with either property. Both Special Use Permits will be reviewed yearly or sooner if issues arise and could be revoked if deemed necessary.

MOTION by Penny, supported by Steward-Bess, to approve the Special Use Permit as recommended by the Planning Commission for Olivet College’s Elite House. Motion carried.

A roll call vote was taken, passing 6-0.

Penny – Yes	Hoffdahl - Yes
Marsh – Yes	Frohm - Yes
Peterson – Yes	Barlund-Maas – Abstained due to conflict of interest
Steward-Bess - Yes	

B. Planning Commission Recommendation – Olivet College’s MU House – Action Item

MOTION by Penny, supported by Frohm, to approve the Special Use Permit as recommended by the Planning Commission for Olivet College’s MU Omega Pi House. Motion carried.

A roll call vote was taken, passing 6-0.

Penny – Yes	Hoffdahl - Yes
Marsh – Yes	Frohm - Yes
Peterson – Yes	Barlund-Maas – Abstained due to conflict of interest
Steward-Bess - Yes	

C. Proposed dates for 2019 Council Meetings – Action Item

Clerk Huepenbecker brought the list of dates for the 2019 meetings before the Council. Frohm put forth the idea of changing the meeting start time from 7:00 pm to 6:00 pm. Barlund-Maas said the Council could consider the idea but this vote would continue with the 7:00 pm meeting start time.

MOTION by Steward-Bess, supported by Penny, to accept dates for next year’s City Council meetings. Motion carried.

D. Fire Department request to transfer money within the department – Informational

Department would like to transfer funds from Vehicle Repair account to Personal Equipment account to cover the cost of purchasing two sets of turnout gear to replace old gear.

MOTION by Steward-Bess, supported by Penny, to allow the Fire Department to transfer funds not to exceed \$4500 from account 101-336-932.000 to account 101-336-743.000 for the purchase of two sets turnout gear. Motion carried.

E. Police Department requests approval for purchase – Action Item

Funds are needed to purchase two stands for use inside the cruisers to hold new computers. The City will purchase the stands, the County will pay for the computers.

MOTION by Penny, supported by Marsh, to approve the purchase of two computer stands from Chrouch Communications (CCI) for a cost not to exceed \$1000. Motion carried.

F. 2019 Property Tax Poverty Exemption Resolution – Action Item

MOTION by Marsh, supported by Penny, to adopt the Property Tax Poverty Exemption Resolution. Motion carried.

Approval of the Bills

MOTION by Marsh, supported by Frohm, to pay the bills with the addition of the late bill from Terry Vogel for the Fire Department for truck repair. Motion carried.

Employee Reports

Clerk/Treasurer Huepenbecker – Huepenbecker stated that new Deputy Clerk/Treasurer Rebecca Tanner is doing a great job, and she is catching on quickly. The election audit was completed successfully. Accident Fund will be at City Hall next week to complete an audit. Department heads have been given Equipment Replacement forms to complete so a schedule of purchases can be created. Tax bills have been sent out and utility bills will be going out next week.

DPW Staggs- Staggs thanked Council for the opportunity to become DPW Director. Lights at the Fire Department have been fixed; a new tree has been planted in front of the Willow Tree Café; two new Omni Source units have been installed; the furnaces at City buildings have been inspected. Barlund-Maas asked about placing fencing around the new tree but Staggs feels that it would not be beneficial at this time. DPW is looking to hire a new employee and hopes to have one in place soon.

Police Chief Garcia-Had nothing to add at this time.

Fire Chief Collins- Officer Parker spoke in place of Chief Collins, saying that things are running smoothly. He explained that the late bill was for the replacement of the generator on the rescue unit with a gas-powered hydraulic unit.

Commissioner Comments

Steward-Bess- Steward-Bess showed Council the free emergency lights that were received from TecNiq, Inc. for the Fire Department. A thank you letter will be written to the company. She wished everyone Happy Holidays.

Frohm- Frohm recognized the community involvement, especially the Olivet College students attending the meeting.

Hoffdahl- Hoffdahl welcomed Rebecca Tanner to the family. He thanked Chief Garcia for keeping everyone safe and thanked the Fire Department for putting on the upcoming training. He appreciates the hard work of Jerry Staggs in keeping the roads clear of snow and ice and wishes everyone a good holiday.

Marsh- Marsh stated that he and Steward-Bess were working with the Fire Department on a list of repairs to the building and thanked Gary Peterson for his help with this project.

Penny- Penny thanked everyone for the great turn-out for the night's meeting. He wishes everyone Happy Holidays and Happy New Year.

Peterson- Peterson welcomed Rebecca Tanner to the team. Thanks to the Pennys for furnishing the meat for the dinner. He wishes everyone Happy Holidays.

Barlond-Maas- Barlond-Maas wishes to thank Jennifer Miller and Clerk/Treasurer Huepenbecker for their work with passing the election audit. She is very appreciative of the donated emergency lights. She also wishes everyone a nice holiday.

Meeting Adjourned at 7:47 pm.

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Laura A. Barlond-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer