

City of Olivet
Regular Session Minutes
November 12, 2018 – 7:00p.m.

Council Call to Order

Present: Mayor Barlund-Maas, Marsh, Peterson, Hoffdahl, Steward-Bess, Penny, Frohm
Absent: None

Mayor Barlund-Maas recognized visitors

Shannon Graves-

Graves spoke to Council about holding a Senior Send Off Fun Run/ Ugly Sweater 5k through town on Saturday, December 1. Registration would begin at 7:00 am and the event would last from 8:00 am until 9:30 am. Chief Garcia suggested cones instead of road closures. Graves only concern is crossing Main St.

Approval of the Agenda

MOTION by Marsh, supported by Penny, to approve the agenda with the addition of the 5K Fun Run. Motion carried.

Approval of Previous Minutes

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

OLD BUSINESS:

A. Fire Department Raises for FY 18-19 -Action Item

Council discussion took place. It was noted that these raises are not retroactive to the beginning of the fiscal year.

MOTION by Steward-Bess, supported by Marsh, to give the Fire Department a 3% raise for the first hour effective second quarter. Motion carried.

NEW BUSINESS:

A. Ugly Sweater Fun Run -Action item

MOTION by Penny, supported by Hoffdahl, to approve the Senior Send Off Fun Run/Ugly Sweater 5K on December 1 to begin at 8:00 am and end at 9:30 am with Chief Garcia assisting with safety. Motion carried.

B. NIMS Training- Informational

Officer Parker spoke to Council about National Incident Management System training. The Fire Department would like to apply for a Federal Emergency Management Agency grant in the Spring and in order to do so they must have all firefighters, council members, policemen, and city employees trained. Parker stated that 2/3 of the Fire Department already having the training done and it is a low cost to have the training. Parker would like to have the two 4-hour classes held on a Saturday or Sunday morning after the holidays.

Mayor Barlund-Maas reiterated that all Council members will be required to participate in the NIMS training along with all city employees.

C. Update scales for Well #4 with Elhorn Engineering- Action Item

DPW Director Smith informed the Council that the scales in Well #6 have been updated from dial readings to digital to help with accuracy of the chemicals they put in the water. Smith would also like to update the two scales in Well #4.

MOTION by Peterson, supported by Steward-Bess, to update the two scales in Well #4, not to exceed \$1,800.

D. Debt Reduction- Municipal Building- Action Item

Mayor Barlund-Maas spoke to Council about paying off the remainder of the Municipal Building. The City has the money to pay off the Municipal Building and it would save \$53,100 in interest.

MOTION by Penny, supported by Marsh, to pay off the Municipal Building as outlined on the form for an estimated cost of \$136,895. Motion carried.

E. Investment Policy Resolution – Action item

Council discussion took place. This would update any previous policy that may exist.

MOTION by Marsh, supported by Penny to update the Investment Policy as written. Motion carried 7-0.

F. Letter Appeals to Board of Review Resolution- Action item

Mayor Barlund-Maas read the resolution to the Council.

MOTION by Marsh, supported by Penny, to adopt this resolution to allow written appeals to the Board of Review as stated in the resolution. Motion carried 7-0.

G. Waive Fee for Property Transfer Affidavit Resolution- Action item

Mayor Barlund-Maas read the resolution to the Council. Council discussion took place regarding who gets the interest/penalty fee.

MOTION by Marsh, supported by Peterson, to adopt the resolution as written. Motion carried 7-0.

H. DPW Personnel Issue

Mayor Barlund-Maas suggested The Council go into executive session to discuss this personnel issue and delay this item until after employee reports.

Approval of the Bills

MOTION by Penny, supported by Hoffdahl, to approve the monthly bills with the addition of two late bills. Motion carried.

Employee Reports

Clerk/Treasurer Huepenbecker- Huepenbecker stated she and the election workers were busy on Election Day with a 46% turn out. She thanked Jennifer Miller and the other workers for their help. She stated that the City of Olivet was randomly selected for an election audit by the County, and she is working on a grant for the mulch for the playground that needs to be done by the end of November. Huepenbecker heard back from the City Auditors and they will be in touch. Kelly Hanna from Plante-Moran will be here Tuesday, November 13, to go over some things with Huepenbecker. She is sad to see Smith leave but wishes him the best of luck in Marshall.

DPW Director Smith- Smith talked to Council about upgrading the streetlights on Cottage and N. Main from MV to LED and additional light to the crosswalk on College Street, at a cost not to exceed \$1,000. The Roads budget has the money for this project.

MOTION by Hoffdahl, supported by Penny, to upgrade and add the LED streetlights not to exceed \$1,000. Motion carried.

Crack/seal went well, but the cost was over by a couple hundred dollars. Sidewalks are done with the exception of some toe trips that need to be ground. Water tower cleaning went well in October. There is a steel plate on the inside by the mud valve that needs to be cut off the next time the tower is out of service. Dixon gave an estimate to have the tower recoated with spot sanding from the base up and sand blasting from the base down. The estimate is around \$100,000. This type of project would take 20 days, making the tower out of service for three weeks. Holiday lights are also going up. The water main break on First Street last week was resolved well. Leaf pick up going well, especially with the speed at which the leaves are falling.

Smith confirmed to The Council that he is resigning and going to the City of Marshall. Jerry Staggs will be stepping up and helping with the transition. Smith believes Staggs is 100% qualified to take on this new role. Smith is also willing to help if the City needs anything.

Police Chief Garcia- Chief Garcia thanked everyone for their condolences.

Fire Chief Collins – Officer Parker spoke in place of Chief Collins, saying everything is rolling smoothly and that the number of runs is high this year.

**MOTION by Marsh, supported by Steward-Bess, to go into Executive Session at 7:47 pm.
Motion carried 7-0.**

**MOTION by Marsh, supported by Steward-Bess, to return to regular session at 8:22 pm.
Motion carried 7-0.**

H. DPW Personnel Issue (continued)

The Council would like to offer Jerry Staggs the position of DPW Director with a raise of \$1.50 an hour with the opportunity to earn another .50 cents an hour after six months. Mayor Barlund-Maas understands he will want to think about it and asked him to get with her later this week to discuss it further. Staggs appreciates the offer.

Commissioner Comments

Frohm- Frohm asked Smith how he received his knowledge about the job, and Smith responded “on the job”.

Peterson- Peterson stated it was a pleasure working with Smith and wished him good luck at his new job. Earlier, Peterson stated that he would like Kelly Hanna to come to Council and explain some things to him regarding roads and water.

Steward-Bess- Steward-Bess stated that Chief Collins is taking a step back from the fire department for family matters and that Officers Parker and Maas are stepping in. Halloween went great at the Fire Department. On Saturday, Peterson and she are going to go around the Fire Department building and see what needs to be updated/upgraded.

Marsh- Marsh stated he hopes Staggs takes the DPW Director job and wished Smith good luck at his new job.

Penny- Penny stated that Halloween safety went well as did the Olivet Fire Department Veterans Day Ceremony at the high school. He announced that the annual holiday dinner will be after the next meeting and to bring a dish to pass. Penny also invited Smith to come back for the dinner.

Hoffdahl- Hoffdahl stated that they are working on the sidewalks. He hopes Staggs takes the DPW Director job and stated he is going to miss Smith.

Mayor Barlund-Maas- Mayor Barlund-Maas had nothing to add.

Meeting Adjourned at 8:36pm

Laura A. Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer