

**City of Olivet  
Regular Session Minutes  
December 9, 2019 – 7:00 p.m.**

**Council Call to Order**

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

Absent: None

**Mayor Barlund-Maas recognized visitors**

There were no visitors wishing to address the Council.

**Approval of the Agenda**

**MOTION** by Penny, supported by Steward-Bess, to approve the agenda moving Item J Council Appointment to the first item under New Business and removing Item G Fire Department Purchase – Cloud Software. Motion carried.

**Approval of Previous Minutes**

**MOTION** by Penny, supported by Hoffdahl, to approve the previous minutes as presented. Motion carried.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**A. Council Appointment – Action Item**

The Personnel Committee consisting of Mayor Barlund-Maas and Commissioner Hoffdahl, met and discussed possible candidates for the vacant Council seat. They decided that their top choice would be Don Walker, who previously served on the Council for 32 years. Commissioner Steward-Bess stated that she had nothing but high regard for Walker. Commissioner Penny stated that he had worked with Walker and felt that he would be a good addition to the Council. Mayor Barlund-Maas stated that Walker would hold the Council seat until the next City election in November 2021 when this seat would be placed on the ballot for a two-year term at which time, Walker could run for election.

**MOTION** by Peterson, supported by Steward-Bess, to approve the appointment of Don Walker to the vacant seat on the Olivet City Council. Motion carried.

**B. 2020 Council Dates – Action Item**

Mayor Barlund-Maas stated that according to the City Charter, a Council Member who misses a quarter of the meetings in a year can be removed from office, so it was important to get the meeting schedule set.

**MOTION** by Steward-Bess, supported by Frohm, to approve the 2020 City Council Meeting Dates as presented. Motion carried.

**C. Property Tax Poverty Exemption Resolution – Action Item**

**MOTION** by Penny, supported by Hoffdahl, to adopt the Property Tax Poverty Exemption Resolution as presented. Motion carried 6-0.

**D. Salt Spreader Purchase for F-550 – Action Item**

DPW Director Jerry Staggs stated that the department has the opportunity to purchase a secondhand salt spreader that can be used in the F-550 truck. Having this spreader will cut down on the use of the large plow truck and make with the salting of City parking lots easier.

**MOTION** by Hoffdahl, supported by Penny, to approve the purchase of a secondhand salt spreader for the F-550 for an amount not to exceed \$2,000. Motion carried.

**E. Michigan Mutual Aid Box Alarm System Agreement (MABAS) – Action Item**

Mayor Barlund-Maas stated that the MABAS Agreement is for resource sharing among Fire Departments. Fire Chief John Collins stated that there is a MABAS Executive Board for the State of Michigan, and Eaton County is in the process of creating its own MABAS Executive Board. The Agreement predetermines who will be called to assist in an emergency situation. MABAS allows for aid from departments specially trained in certain rescue techniques at no cost for a set amount of hours. Collins stated that there is no cost to the City to be part of the System, but the City would be responsible for paying the wages of any firefighter sent to aid another department. Only 20% of the department's resources can be requested at one time and the request for aid can be denied.

**MOTION** by Steward-Bess, supported by Frohm, to enter into the MABAS agreement as presented. Motion carried.

**F. Fire Department Purchase – Turn Out Gear – Action Item**

The Fire Department would like to purchase two sets of turn-out gear to replace worn-out equipment. This would include helmets, coats, pants, and boots.

**MOTION** by Steward-Bess, supported by Hoffdahl, to approve the purchase of two sets of turn-out gear from Phoenix Safety Outfitters for an amount not to exceed \$6,600. Motion carried.

**G. Fire Department Purchase – Truck Batteries – Action Item**

The Fire Department would like to purchase 15 new batteries for fire vehicles. Prices from three vendors were presented to Council. Commissioner Steward-Bess stated that she recommended using the lowest priced vendor, Interstate Battery.

**MOTION** by Steward-Bess, supported by Penny, to approve the purchase of 15 truck batteries from Interstate Battery for an amount to not exceed \$2,000. Motion carried.

**H. Fire Department Purchase – iPads and Service Fees – Action Item**

Commissioner Steward-Bess stated that Eaton County is providing the Fire Department one iPad with mapping software for use in its vehicles. The Department would like to purchase two additional iPads so there will be one in each truck. The two iPads will cost approximately \$600 to purchase, and there will be an additional \$70 per month charge for service from Verizon for the two devices.

**MOTION** by Steward-Bess, supported by Penny, to approve the purchase of two iPads for an amount not to exceed \$600 and agree to pay for cellular service for the two iPads from Verizon for an estimated \$70 per month. Motion carried.

**Oath of Office**

Clerk/Treasurer Huepenbecker administered the Oath of Office to Commissioner Don Walker.

**Mayor Pro-Tem**

Mayor Barlund-Maas welcomed Don Walker to Council and proposed making him Mayor Pro-Tem.

**MOTION** by Peterson, support Hoffdahl, to make Don Walker Mayor Pro-Tem. Motion carried.

**I. Holiday Bonuses for All Employees – Action Item**

**MOTION** by Hoffdahl, supported by Penny, to approve a full-day floating holiday with pay for full-time employees, a half-day floating holiday with pay for part-time employees, and \$25.00 gift cards to Whitetail Farms for the firefighters and mechanic Bruce Hamilton, the gentleman who repairs our fire trucks. Motion carried.

### **Approval of the Bills**

**MOTION** by Penny, supported by Hoffdahl, to pay the bills as presented. Motion carried.

### **Department Reports**

**Olivet Fire Department** – Chief John Collins stated that the Department has been training at the vacant homes purchased by Casey's General Store. The construction manager for Casey's contacted Chief Collins and stated that the homes will be demolished this month. In addition, Michael McLeieer assisted Chief Garcia with public relations during a recent incident at Olivet College. (See below)

**Olivet Police Department** – Chief Shawn Garcia apologized for not having an incident report for the month due to some computer issues. Garcia stated that there were 94 events in the month of November including 28 calls for service. Chief Garcia spoke about the recent incidents at Olivet College. He stated that he received a call on November 19 at approximately 1:30 AM for a large altercation at Dole Hall, but the subjects had left the scene prior to his arrival. On the same day at approximately 3:30 PM, he received another call for a large altercation at Blair Hall. Garcia requested assistance from the Eaton County Sheriff's Department, Michigan State Police, and the Calhoun County Sheriff's Department due to the large number of individuals involved at the scene. Olivet Police are still investigating certain aspects of the incident and will come back next month with further details for Council.

Chief Garcia stated that he was recently made aware of an article in the Olivet College newspaper, The Echo, where students expressed their concern about issues happening on and around campus. Garcia stated that people are safe in Olivet. Campus Safety is doing a great job and takes the security of the college community seriously.

**Department of Public Works** – Director Jerry Staggs stated that the holiday lights are up around town. The metal trees that are usually placed at the Nelson Building are at City Hall this year. The department is placing road millings around the sewer ponds to cut down on the mud. They are prepping for winter by getting the plow truck and salt spreaders ready to go. The plow truck needs to have a part fabricated for the exhaust system as, due to the age of the vehicle, parts are not available.

**City Hall** – Clerk/Treasurer Amy Huepenbecker stated that Rural Development will be at City Hall on Wednesday to do an ADA Compliance Review. Accident Fund will be in on December 18 to perform a Worker's Compensation Audit. Utility billing starts next week with meter readings and then bills can go out at the end of the month. Tax payments are also starting to come in. Huepenbecker stated that she has tried to contact Casey's General Store several times for an update on the project and to let them know that their Special Use Permit has expired but she has not heard back from them. She will get the contact name and number used by Chief Collins and try to reach them again. Deputy Clerk/Treasurer Tanner is busy keeping everything updated and assisting Chief Garcia with parking tickets. Huepenbecker welcomed Walker back to Council.

### **Commissioner Comments**

**James Frohm** – Frohm thanked Danny LaPoint for his work on the leaf pick-up and the employees for their hard work.

**Gary Peterson** – Peterson stated that he was glad to see Don Walker back.

**Pam Steward-Bess** – Steward-Bess welcomed Don Walker back to Council and thanked everyone for doing a great job.

**Don Walker** - Walker stated that he was glad to be back on Council. He is happy with the way the City is right now and agreed the leaf pick-up went well.

**Steve Penny** – Penny also welcomed back Don Walker and said that he looks forward to working with him again. He stated that the City has great people working for it and he appreciates everything they do. Penny wished everyone a Happy New Year.

**Joe Hoffdahl** – Hoffdahl congratulated Don Walker on his return to Council. He thanked the employees for doing great jobs.

**Laura Barlund-Maas** – Barlund-Maas stated that she participated in the Tree Lighting Ceremony put on by the Chamber of Commerce this past weekend. She will be speaking to the Olivet Middle School Civics classes on Tuesday about how to become involved in government. The Calhoun Area Career Center (CACCC) in Battle Creek invited all of the area mayors to come and take a tour on Friday and she will be attending.

Mayor Barlund-Maas thanked Commissioner Penny and his wife for organizing the evening's holiday potluck and furnishing the meat for the meal. She stated that she also is very glad to have Don Walker back on Council.

Meeting Adjourned at 7:46 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer