

City of Olivet
Regular Session Minutes
June 11, 2018 - 7:00p.m.

Council Call to Order

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

Public Hearing: 2018-2019 Proposed Budget

Peterson questioned the new truck being purchased by Water & Sewer for \$50,000 and suggested Roads should help pay for it. Mayor Barlund-Maas responded that Roads will rent the new truck through Water & Sewer. The City will sell or trade in the current truck. Barlund-Maas added that she'd like the City to create a chart for when we purchase larger items, so we can project more accurately when they will need to be replaced.

Mayor Barlund-Maas recognized visitors

Peter Marcus- Olivet Hardware

He would like to become an authorized U-HAUL truck dealer with five or six trailers but Olivet Hardware would not be a main station. Only two or three trucks would be in the larger, 15-30', range and they would be used mainly for transfer. Marcus is looking for places throughout the city to store these vehicles. Peterson voiced concerns about Sunday mornings and church parking. Marcus was directed to get with DPW Director Smith to map out possible locations and then go through the Planning Commission to request for a Special Use Permit.

Andrew Castaneda- Resident, Shipherd Street

Castaneda questioned what is being done about the 404 Shipherd St. house, being housed by members of Mu Omega Pi. Mayor Barlund-Maas stated that the college had a change in personnel in April. Larry Colvin has come out of retirement to serve as interim Vice President of Administration. He has been out with knee surgery; however, Colvin has asked for two more weeks until meeting with the Mayor about three properties. He hopes to have a meeting between the June meeting and the July meeting. Barlund-Maas will email Castaneda when she gets results from the meeting with Colvin.

Kent Austin- County Commissioner

Austin updated the council on matters, stating that interviews for the Emergency Management position will start in two weeks.

Approval of the agenda

MOTION by Peterson, supported by Steward-Bess, to approve the agenda with the addition of item E, bids for tree trimming and removal. Motion carried.

Approval of Previous Minutes

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

OLD BUSINESS: None

NEW BUSINESS:

A. 2018-2019 Proposed Budget (2nd Reading) -Action item

Kelly Hanna from Plante Moran will have quarterly reports for the City as well as monthly reports for the departments budgets. Mayor Barlund-Maas presented the resolution to adopt the budget by fund.

MOTION by Penny, supported by Steward-Bess, to adopt the budget as read. Motion carried.

Resolution to levy millage to 14.7326 mills. Summer tax late penalty charges for taxes paid after September 30 will be 2% and an Administration fee of 1% is included on the Summer and Winter tax bills for fiscal year 2018-2019.

MOTION by Peterson, supported by Marsh, to adopt the resolution to levy millage as read by Mayor Barlund-Maas. Motion carried.

B. 2018-2019 Proposed Wages

By earlier council and finance committee consensus, Mayor Barlund-Maas did not ask the accountant to project new wages for personnel who just received recent raises or new starting wages. The adopted budget includes a 3% wage increase for the DPW employees with Ron Smith receiving a \$.50 raise for completing his six-month probationary period.

MOTION by Marsh, supported by Steward-Bess to increase the wages as stated. Motion carried.

C. Roads Crack Seal Project – Action item

DPW Director Phil Smith stated that the cost would be \$1.39 per pound, and we have to purchase a minimum amount. Smith and Hoffdahl mapped out what has already been done and what they would like to have done this year.

MOTION by Hoffdahl, supported by Marsh, to apply the crack/seal with Scodeller Construction for no more than \$20,000. Motion carried.

D. Metro Act Right of Way Permit Extension - Action item

MOTION by Peterson, supported by Steward-Bess, to extend the Metro Act Right of Way Permit with ATT for five years ending 12/31/2023. Motion carried.

E. Bids for Tree Trimming and Removal

Ayles Tree Service and M&M Outdoor Services have placed bids to remove seven trees and seven stumps with no clean up. The City will do the clean-up work including top soil and grass seed. Total bid for Ayles Tree Service was \$5,120 and total bid for M&M Outdoor Services is \$5,330. P. Smith chose which trees needed attention. He suggested having Ayles Tree Service to do this work.

MOTION by Hoffdahl, supported by Penny to accept bid from Ayles for \$5,120 out of 2018-19 budget. Motion carried.

Approval of the Bills

MOTION by Peterson, supported by Penny, to approve the monthly bills in the amount of \$27,581.41. Motion carried.

Mayor Barlund-Maas stated she would like the commissioners to sign off on a copy of the bills for the Clerk to verify they have approved these expenses from the budget

Employee Reports

Interim Clerk Huepenbecker-

This month is going to be busy with property taxes, utility billing and year end finance work. Newsletters and water reports are also this month. Huepenbecker appreciates everybody helping out while she has been working in this role.

DPW Director Smith-

Omni Site end of life – alarm systems need to be replaced before December 2019, so he will put numbers together, regarding cost. He will also get numbers for GIS for July. The JDRF Mud Bog is being rescheduled for some time in July.

Police Chief Garcia-

Officer Bailey is doing an outstanding job and will move to work Tuesday-Saturday 7:00pm-3:00am. Busy month so far. Garcia added that County Commissioner Austin was instrumental in getting Narcan, an overdose antidote, in all emergency response vehicles.

Fire Chief Collins –

Brock Pringle passed his fire classes and is an asset to the department. Collins and McCleeier are state instructors Scott Lokker is working on becoming one as well. OFD is working on the Active Shooter Training with Chief Garcia and the Bellevue departments. Next month Collins will ask for approval for new tires. May was an average month for calls. June has started out busy.

Commissioner Comments

Frohm – Thanked everybody at the meeting especially Chief Garcia, Smith, and the Council.

Peterson- Stated he can see the light at the end of the tunnel, meaning that with the new budget approval and other processes in the works, he feels like the City is improving its position.

Steward-Bess- Thanked everyone on the council for their hard work. Good job to Huepenbecker. Thanked all employees.

Marsh- Looking forward to participating in this year's water quality test. City looks good.

Penny- Thankful to have the budget finally done. Watch for parking issues down at the ballfield. Asphalt zones are off limits for public parking at the Fire Department. He thanked the visitors for attending.

Hoffdahl- Thanked visitors. Have a safe summer everybody.

Mayor Barlund-Maas- Stated that she has learned a lot during recent personnel changes. Not all employees have been given the current employee handbook because someone had declared it outdated. It is not outdated and things just need to be revised. All employees should receive a copy.

Meeting Adjourned at 8:10pm

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Laura A. Barlund-Maas, Mayor

Amy Huepenbecker, Interim Clerk/Treasurer