

**City of Olivet
Regular Session Minutes
March 8, 2021 – 7:00 p.m.**

This meeting was held virtually due to the COVID-19 pandemic.

Council Call to Order

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

Visitor's Section Welcome:

Eaton County Commissioner Jim Mott stated that Barry-Eaton District Health Department (BEDHD) is distributing COVID-19 vaccines slowly. They are looking for registered nurses to help administer the shots.

Approval of Agenda

MOTION by Joe Hoffdahl, supported by Steve Penny, to approve the agenda. Motion carried 7-0.

Approval of Previous Minutes

MOTION by Don Walker, supported by Steve Penny, to approve the February 2021 minutes as written. Motion carried 6-0. Commissioner Pam Steward-Bess abstained due to being absent from the February meeting.

Mayor Laura Barlund-Maas stated that the remainder of the votes would be taken by roll call.

OLD BUSINESS: None

NEW BUSINESS:

A. Michigan's New Redistricting Process – Michigan Independent Citizens Redistricting Commission (MICRC) – Informational only.

Erin Wagner, representative of MICRC presented an informational power point regarding redistricting processing. In 2018, Proposal 2 was passed allowing redistricting of the U.S. Congressional, Michigan House and Michigan Senate. MICRC is informing the public about the redistricting process, sharing the purpose and responsibilities of the commission, and soliciting information from the public about potential redistricting plans. Before MICRC commissioners can draft a redistricting plan, the commission must hold at least ten public hearings throughout the state of Michigan. Questions and ideas to increase awareness and engagement and/or provide public comments about Michigan's redistricting process can be sent to Redistricting@michigan.gov

B. 911 Fee Diversion / Resolution 21-01: 911 Fee Diversion-Action Item.

Eaton County Central Dispatch Director Mike Armitage is asking local municipalities to provide a resolution to the Federal Communications Commission (FCC) as to how 911 fees are spent. He informed Council that the State of Michigan has a strict policy for 911 fees that only allows these funds to be spent on 911 related costs. Eaton County uses the monies received from 911 surcharges for radio systems, towers, and First Responder radios. According to FCC, this would be a diversion.

MOTION by Commissioner Don Walker, supported by Steve Penny, to adopt the foregoing resolution. Motion carried 7-0.***

C. Assessor Contract – Action Item

Clerk/Treasurer Amy Huepenbecker informed the Council that the City of Olivet will be taking bids this year for assessing services and fees. Due to the timing to get bids from other assessors, current City Assessor Randy Jewell has agreed to a one-year contract for assessing services for the City of Olivet beginning 03/31/2021 and ending 04/01/2022. The contract will secure assessing services for the City of Olivet, provide the annual maintenance of the assessing records for a one-year period, and cover the annual inspection of approximately 20% of the properties at a rate of \$12.50 per parcel. The assessing rate will also be \$12.50 per parcel. Payment shall be in one annual installment in March not to exceed \$6,412.50.

MOTION by Pam Steward-Bess, supported by Steve Penny, to approve a one-year assessor contract with Assessor Randy Jewell, payment not to exceed \$6,412.50. Motion carried 7-0.***

D. MERS Vesting – Action Item

Clerk/Treasurer Amy Huepenbecker requested an amendment to the current agreement with Municipal Employee Retirement System (MERS). MERS was set up with a 12-month probationary period and immediate vesting. She is asking to amend the agreement to use “cliff vesting” with full vesting after one-year: the monies are deposited into a new employee’s account and the employ may invest it as desired. If the employee leaves employment with the City before the one-year vesting occurs, the employee would only receive the share of the money he or she contributes; the City’s contribution would be forfeited and put into a forfeiture account. The money would be held in this account for 12 months in case the person is re-employed by the City. After 12 months of the employee’s separation from the City, MERS will utilize any available forfeiture balance as an automatic funding source towards the next reported employer contribution.

MOTION by Pam Steward-Bess, supported by Steve Penny, to approve amending the MERS Adoption Agreement to include cliff vesting after one-year and remove the probationary period. Motion carried 7-0.***

E. Revised County Designated Assessor Agreement – Action Item

Clerk/Treasurer Amy Huepenbecker stated that Eaton County was notified that the inter-local agreement submitted to the State Tax Commission (STC) did not contain certain required elements to be approved. The agreement did not include all assessing jurisdictions within the County, adequately identify and specify the employment status of proposed Designated Assessor, Mr. Vandermark, as an employee and did not contain specific provisions for compensation related to Designated Assessor services.

MOTION by Don Walker, supported by Pam Steward-Bess, to approve the revision of the original County Designated Assessor Agreement as presented. Motion carried 7-0.***

F. Police Department Purchase-Vests – Action Item

Police Commissioner Steve Penny is requesting the purchase of two police vests from this year’s budget.

MOTION by Steve Penny, supported by Joe Hoffdahl, to approve the purchase of two police vests at a cost not to exceed \$1,625.00 including shipping. Motion carried 7-0.***

G. Fire Department Purchase-Turn Out Gear – Action Item

Fire Commissioner Don Walker is requesting the purchase of four sets of turn out gear plus gloves and boots for \$11,000.00.

MOTION by Don Walker, supported by James Frohm, to approve the purchase of four sets of turn out gear including gloves and boots at a cost not to exceed \$11,000.00. Motion carried 7-0.***

Approval of the Bills – Addition of one late bill – Frame Oiling \$650.00 by Pro Fleet Care for DPW Trucks.

MOTION by Pam Steward-Bess, supported by Steve Penny, to pay the bills with the addition as stated. Motion carried 7-0. ***

Department Head Reports

Clerk/Treasurer Amy Huepenbecker – Huepenbecker stated that new Deputy Clerk/Treasurer will start next Monday. IT Right installed the new computer in the Deputy Clerk/Treasurer office. The utility billing cycle starts again next week. Utility bills will be mailed at the end of the month. Huepenbecker reminded the Department Heads their newsletter items are due next Monday. This allows time for editing before going to print. She told anyone wishing to run for re-election in November would need to get their nominating petition, available in her office or by email.

Police Chief Shawn Garcia – Garcia thanked Council for the approval of the police vest purchase. He reported that Officer DuBois is doing great. Garcia will shadow her this week. DuBois will be on her own next Monday. Crouch did a great job on upfitting the new vehicle and Garcia will install the radar in the new vehicle. Next week the Charger is getting the updated graphics to match the new vehicle.

DPW Director Jerry Staggs – Staggs stated the generator at the Public Works building was set last Friday and installation will be completed this week. Staggs also stated that they are getting ready to look at sidewalks that need replacement. They are doing maintenance and getting ready for grass season and mowing.

Fire Chief John Collins – Collins said that they were busier than usual last month. The department is getting ready for the Spring season. The old DPW truck is now equipped as the Fire Department grass truck (818), so they are ready for the I-69 construction hazards.

Commissioner Comments

Joe Hoffdahl – Hoffdahl thanked DPW for good job maintaining the roads.

Pam Steward-Bess – Steward-Bess stated that it was nice seeing all the people on the meeting.

Gary Peterson – Peterson had nothing to add.

Steve Penny – Penny stated that the new Police vehicle looks awesome. The City will be taking bids for old police vehicle soon.

James Frohm – Frohm had nothing to add.

Don Walker – Walker had nothing to add.

Mayor Laura Barlund-Maas – Barlund-Maas stated the Finance Committee had met to review the budget. Department heads met with Clerk/Treasurer Huepenbecker and Kelly Hanna, Accountant from Plante Moran, while preparing the budget. Council will have the first review of the budget at the April Council meeting.

Motion by Don Walker, supported by Steve Penny to move into Executive Session. Council entered executive session at 7:41 pm. Motion carried 7-0.***

Council resumed public meeting and adjourned at 7:57 p.m.

Laura Barlund-Maas, Mayor

Amy Huepenbecker, Clerk/Treasurer

*** Roll call vote was taken.