

# City of Olivet

## Regular Session Minutes

December 11, 2017 – 7:00 p.m.

---

### Council Call to Order

Present: Mayor Barlund-Maas, Marsh, Steward-Bess, Hoffdahl, Peterson, and Penny  
Absent: Commissioner Frohm

### Visitor Section Welcome

#### Visitors Present:

Joe Barkley	Ray Kilbourn	Ramona LaPoint
Jeff Bierly	Kathy Penny	Joyce Hoffdahl
Jennifer Miller	Jennaleigh Penny	Rene Steward-Bess
Jane Kilbourn	Danny LaPoint	Samantha Steward

Jennifer Miller voiced concerns with the leaf pick-up process since the City was still picking up the leaves of residents who placed their leaves at the curb after the deadline. She also stated Danny LaPoint's crew did a great job with leaf pick-up. Discussion followed. Mayor Barlund-Maas and DPW Director Smith will be meeting to discuss the matter further.

### Approval of Agenda

MOTION by Marsh, supported by Steward-Bess, to approve the Agenda with additions and deletions. Motion carried.

### Approval of Previous Minutes

MOTION by Marsh, supported by Steward-Bess, to approve the Previous Minutes. Motion carried.

### **OLD BUSINESS:**

None.

**NEW BUSINESS:**

**A. 2016-2017 Audit Results and Financial Statements - Informational**

Clerk Bierly informed the Council the Audited Financial Statements and corresponding CPA Letter were in their packets for review. Auditor Karl Drake will be presenting his findings at the January 8, 2018 Council meeting.

No motion.

**B. Poverty Exemption Guidelines for 2018**

MOTION by Marsh, supported by Penny, to adopt the poverty exemptions for 2018.

Roll call vote: Hoffdahl-yes; Penny-yes; Marsh-yes; Steward-Bess; yes; Peterson-yes; Mayor Barlund-Maas-yes. Absent-Frohm.

Motion passed.

**C. Wage Increase of \$1.00/Hour for Sewer Certification: Smith & Staggs**

MOTION by Penny, supported by Hoffdahl, to approve the \$1.00/hour wage increase upon receiving notification that Phil Smith and Jerry Staggs passed their Sewer Licensing Certification.

Motion passed.

**D. 2016 FEMA Grant - Intent to Participate**

MOTION by Steward-Bess, supported by Penny, to accept the Grant Proposal Extension of the 2016 FEMA Grant.

Motion passed.

**E. New Fire Truck Lights - Informational**

Commissioner Steward-Bess shared with Council that she works for Tecniq, Inc., an LED lighting company, and the owner of the company would like to talk with Fire Chief Collins to assist in providing new LED lighting for the fire trucks.

No motion.

## **F. Employee Holiday Bonuses**

MOTION by Steward-Bess, 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 \$35.00 gift cards to Whitetail Farms for the firefighters.

Motion passed.

## **G. MERS Employee Retirement Plan–Motion correction from November 2017 meeting**

Mayor Barlund-Maas discussed with Council the option of updating the previous motion passed at the November 2017 Council meeting. The option would include allowing new employees to receive the three percent matching funds by the City. However, the vesting funds deposited by the City would be retracted if the employee did not make their one-year vesting period. Discussion followed. Council requested Clerk Bierly to add a line item to the annual budget to hold the City's three percent contribution until after a new employee's vesting period, and to include a vesting form to be signed by all new hires.

Council decided to retain the original motion from the November 2017 meeting.

No Action taken.

## **Approval of the Bills**

MOTION by Marsh, supported by Penny, to approve the monthly bills.

Motion passed.

## **Employee Reports**

**Clerk Bierly** provided a written report. She shared highlights from the recent OCEC meeting with Olivet College regarding Oak Hill Apartments, Gruen House, Hosford House, and a lack of lighting at the Kirk Center crosswalk. Bierly indicated that Matt Lumbert at Rural Water is assisting with the Rate Study that is due to the State of Michigan by January 1, 2018. She also stated the County held a recent Election Audit which the City passed easily thanks to the knowledge and expertise of Jennifer Miller who runs the City Elections.

**DPW Director Smith** provided a written report. He stated almost all of the 53 streetlights have been changed to LED as part of our contract with Consumers. The project should be completed in 1-2 weeks. The next phase will be updating the low-pressure sodium streetlights which are more expensive to replace. DPW finished putting up the holiday lights and decorations downtown. Smith informed Council the main lift station project would take place on December 19<sup>th</sup> during the overnight hours.

**Police Chief Garcia** provided a written report. He reported that Officer Thompson gave his notice in November, and his department is down to one officer again. Garcia stated he recently went through a Law Enforcement Information Network (LEIN) Audit with the State with no major infractions to report.

**Fire Chief Collins** provided a written report. He said it was a below-average month for calls and the department is on track for an average year. Collins reported the Fire department received an additional training grant, the first of ten recipients in the nation to receive it, thanks to Mike McLeieer. The Fire department received a Life Safety Achievement Award for the fifth year in a row. Collins added he is sending one firefighter to Fire School, and hired a new Paramedic/Instructor who is already well trained. He thanked DPW Director Smith for the new lights outside the Fire department.

### **Commissioner Comments**

**Peterson** – Gary said Happy Holidays to everyone.

**Steward-Bess** – Pam said Happy Holidays and added it was quite an experience to meet with the Fire department and learn about the department as the new Fire Commissioner.

**Marsh** – Larry confirmed all that Peterson and Steward-Bess had said.

**Penny** – Steve said it has been a fast year. He thanked everyone and asked for a moment of silence to honor those we have lost in the last year including past Council members, friends and family.

**Hoffdahl** – Joe said thanks to the visitors, Phil, Danny and his crew for leaf pickup, the Police department and the Fire department. He also wished everyone Happy Holidays.

**Mayor Barlund-Maas** – Laura thanked all employees for getting her up to speed. She was happy to hear about the Election Audit approval. Laura also gave thanks to all the family members for their contribution and sacrifice for the betterment of the City.

**Meeting Adjourned at 7:50 p.m.**

  
\_\_\_\_\_  
**Laura Barlund-Maas, Mayor**

  
\_\_\_\_\_  
**Erin Bierly, Clerk/Treasurer**