

**City of Olivet  
Regular Council Minutes  
December 13, 2021 – 7:00p.m.**

**Council Call to Order**

Present: Mayor Laura Barlund-Maas, Gary Peterson, Joe Hoffdahl, Steve Penny, James Frohm, Don Walker, and Larry Marsh.

**Visitors' Section**

Resident Jane Kilbourn wished the Council a Merry Christmas and a Happy New Year.

**Approval of Agenda**

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

**Approval of Previous Minutes**

**MOTION** by Walker, supported by Penny, to approve the November 2021 minutes. Motion carried 7-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**A. Proposed Dates for 2022 Council Meeting – Action Item**

Proposed 2022 City Council meeting dates were provided in Council packets. The meetings will remain on the second Monday of each month.

**MOTION** by Walker, supported by Penny, to approve the proposed dates for the 2022 City Council meetings as presented. Motion carried 7-0.

**B. Collection Agency – Parking Tickets - Action Item.**

Clerk /Treasurer Amy Huepenbecker informed Council that Deputy Clerk Drema Emerson researched collection agencies in hopes to collect on unpaid parking tickets. Midwest Receivable Solutions (MRS) proposed collections on past-due parking tickets with an 18% contingency fee. MRS is willing to attempt collections on previous parking tickets for up to two years. Discussion took place regarding timelines for the collection process.

**MOTION** by Penny, supported by Hoffdahl, to hire Midwest Receivable Solutions to collect the unpaid debt owed to the City with a contingency fee of 18%. The Clerk's office will work with the Police Department, Police Commissioner, and the City attorney regarding deadlines and dates. Motion carried 7-0.

### **C. Employee Holiday Bonuses – Action Item**

Mayor Laura Barlund-Maas discussed holiday bonuses for all employees. In the past, full-time employees received one paid full-day floating holiday and part-time employees received a paid half-day floating holiday. Fire Department personnel received a \$35.00 gift card for Whitetail Farms.

**MOTION** by Penny, supported by Frohm, to approve the employee holiday bonuses and firefighter gift cards as presented. Motion carried 7-0.

### **D. City Hall Copier - Action Item**

Clerk/Treasurer Huepenbecker provided quotes comparing three brands of copiers. She explained that City Hall currently has a Kyocera copier through HC Berger. Huepenbecker is pleased with the Kyocera copier and HC Berger's exceptional service. She stated she would like to continue doing business with HC Berger.

**MOTION** by Marsh, supported by Frohm, to purchase the Kyocera copier from HC Berger at a cost not to exceed \$1,750.19 with additional monthly/annual fees. Motion carried 7-0.

### **E. Budget Amendments – Action Item**

Mayor Barlund-Maas stated that there are needed budget amendments. The bid for the DPW furnace did not include the electrical work, so an additional \$900.00 would need to be added to the amended amount presented for DPW Capital Outlay, increasing the total for that line item to \$33,900.00.

**MOTION** by Walker, supported by Penny, to make the budget amendments as presented. Motion 7-0.

### **F. Code of Ordinance Book Adoption – Action Item**

Mayor Barlund-Maas affirmed the first reading for the Code of Ordinance book and issues regarding discrepancies that were presented at the November 11<sup>th</sup> Council Meeting. Tonight is the second reading of the Code of Ordinances. She stated after the Council adopts Ordinance 21-06, necessary changes can be made. An electronic copy will be available on the City website for the community to reference.

**MOTION** by Penny, supported by Hoffdahl, to adopt Ordinance 21-06 as written. Motion 7-0.

### **Approval of the Bills**

**MOTION** by Marsh, supported by Penny, to pay the bills with the late addition as presented.  
Motion carried 7-0.

### **Department Head Reports**

**Clerk/Treasurer Amy Huepenbecker** – Huepenbecker stated that winter property tax bills were mailed on December 1. Utility bills will go out at the end of December. She wished Happy Holidays to everyone.

**Police Chief Shawn Garcia** – Garcia stated that the new Police recruit, Justin Southern, will have to be hired through M-Coles before starting the Police academy that runs from January 6 – May 6. Garcia explained that the City could not pay Southern a salary while attending the academy due to labor laws. Southern will have to be paid an hourly wage including overtime as necessary. Garcia reported the Crown Vic police cruiser sold for \$4,550.00 on the Public Surplus Auction Site.

**DPW Director Jerry Staggs** – Staggs introduced John Krohn, who has been hired for the DPW. He informed Council that Krohn had done well during his first week. He stated that Krohn will attend classes to obtain water certifications and his CDL. The DPW has been busy with snow removal and cleaning leaves from the streets. The new furnace has been installed at the DPW building and is working great. He wished everyone Happy Holidays.

**Fire Chief John Collins** – Collins reported it was a quiet month for the fire department. He informed Council that the department is finalizing the FEMA grant to submit by Friday, December 17.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl thanked all departments for their hard work and welcomed John Krohn. Hoffdahl wished everyone Merry Christmas and Happy New Year.

**Larry Marsh** – Marsh wished everyone Happy Holidays and stated he had nothing else to add.

**Gary Peterson** – Peterson gave an update on EATRAN and CATA. Peterson confirmed his term with EATRAN expires on December 31 and he would be happy to do another three-year term if appointed.

**Steve Penny** – Penny acknowledged that Chief Garcia has been working hard to send the new recruit to the Police academy. He stated that Garcia provided him with updated wages and projected wages for both recruit Justin Southern and part-time officer Sean Bailey who was brought back to the department to work fifteen hours per week until the recruit graduates. Penny stated that the projected wages will be approximately \$14,000.00 under budget for the fiscal year. Penny thanked all employees for their hard work and wished Happy Holidays to all.

**James Frohm** – Frohm stated he had nothing to add.

**Don Walker** – Walker thanked Clerk/Treasurer Huepenbecker for attending the fire meeting to help the firefighters fill out required forms. He also wished everyone Happy Holidays.

**Eaton County Commissioner Jim Mott** – Mott stated that he is on the County zoning and planning committee. He reported that a hemp processing plant in Eaton Rapids has been authorized. This plant will be processing hemp into textiles. The Recreational Vehicle (RV) ordinance has been

revamped. Prior to the ordinance, there was a thirty-day limit allowing people to live in their RV. This ordinance has been extended with variances due to special circumstances. Mott stated the zoning & planning committee is continuing to work on windmill language in case a windmill company inquires about the area. He expressed concern that over the next couple of years, seventeen people will be retiring from the Sheriff's department. This will be an issue since Eaton County does not attract law enforcement due to pay scale. Mott confirmed that there is a lot of construction happening on the new Delta Crossings in Delta Township.

**Laura Barlund-Maas** – Barlund-Maas informed Council that former council member, Dr. John Homer, passed away suddenly this weekend. She stated there is only one change to the commissioners, that being Larry Marsh is the commissioner for Parks, Cemetery, and City Hall.

Council meeting adjourned at 7:43 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer