

**City of Olivet  
Regular Council Minutes  
February 14, 2022 – 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:** No visitor comments.

**Approval of Agenda**

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

**Approval of Previous Minutes**

**MOTION** by Walker, supported by Penny, to approve the January 2022 minutes as written. Motion carried 7-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**A. American Rescue Plan Act (ARPA) Funding Ideas – Informational**

Commissioner Gary Peterson suggested using ARPA funds to give employees a bonus for working during the COVID-19 pandemic. Commissioner Steve Penny agreed with Peterson that giving a bonus to employees is a good idea. Mayor Laura Barlund-Maas recommended every employee receive a bonus with amounts figured by the finance committee. Penny suggested purchasing COVID-19 tests to be given to residents as needed and as well as personal protection equipment (PPE) for all departments. DPW Director Jerry Staggs suggested purchasing a vac tank and trailer using the ARPA funds. He stated that this equipment would be beneficial in assisting with the lead/copper reporting due in 2025 as well as having other uses in the Water/Sewer Department. Barlund-Maas reminded everyone to continue thinking about ideas for the ARPA funds and bring them to Council.

**B. Past Due Parking Violation Notice Timeline – Action Item**

Mayor Barlund-Maas discussed the timeline of the new Past Due Parking Violation Notice with Council. Commissioner Penny stated that he is in favor of the letter presented, as it sends a strong message to pay for past-due parking violations. Discussion took place regarding collections on past-due parking violations from 2019 and 2020. Clerk/Treasurer Amy Huepenbecker stated that the collection agency will only go back as far as 2019 to attempt collection on the past-due parking tickets. Council recommended sending the new collection letter to all the 2019 and 2020 past-due parking tickets giving an additional thirty days to comply before being turned over to collections.

**MOTION** by Penny, supported by Hoffdahl, to approve the Past Due Parking Violation timeline as outlined. Motion carried 7-0.

### **Approval of the Bills**

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

**Eaton County Commissioner Jim Mott** – Mott informed Council how the County will be using some of their ARPA funds. Some of the funds will be used for hiring new employees including giving new hires a sign-on bonus the first year. Current employees will receive a pay increase. The sign-on bonus and pay increase will help Eaton County compete with other counties for new employees. He stated ARPA funds will also be used for broadband internet in the County. Mott added that Capital Area Transportation Authority (CATA) will be hiring a new director and Eaton County Transportation Authority (EATRAN) is using vans instead of buses to save money.

### **Department Head Reports**

**Clerk/Treasurer Amy Huepenbecker** – Huepenbecker stated the office has been busy taking payments as today was the last day to pay property taxes without penalty. She asked Council if they had the opportunity to look at the new website home page and if anyone had ideas or suggestions. Commissioner Penny asked if there is going to be an opportunity for residents to pay their utility bills via the website in the future. Huepenbecker stated that she would have to contact the software company, BS&A to get more information.

**Police Chief Shawn Garcia** – Garcia was absent.

**DPW Director Jerry Staggs** – Staggs stated that DPW worker John Krohn has passed his written CDL test and will be getting some practice time driving. Krohn will be attending water classes in March and April. Staggs said they are preparing for the possible snowstorm predicted for Thursday.

**Fire Chief John Collins** – Collins was absent.

### **Commissioner Comments**

**Joe Hoffdahl** – Hoffdahl stated the DPW is doing a great job on the roads. He also thanked all employees for their hard work.

**Larry Marsh** – Marsh stated he had nothing to add.

**Gary Peterson** – Peterson informed Council that EATRAN is making changes to management, not EATRAN services. He will keep us updated on any changes.

**Steve Penny** – Penny stated the Police Department is still looking for an officer. He stated that he liked Eaton County's use of ARPA funds for sign-on bonuses. Penny thinks this might spike interest in hiring and we should consider this option.

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

**Don Walker** – Walker stated the Fire Department is looking into new fire trucks. He stated the Fire Department would like to attend the FDIC International conference and exhibit in Indianapolis, Indiana.

**Laura Barlund-Maas** – Barlund-Maas stated that Olivet College was able to secure N95 masks. She asked Clerk/Treasurer Huepenbecker to put this information on the website, so residents know they are available to them. Barlund-Maas informed Council that accountant Kelly Hanna from Plante Moran was at City Hall for budget meetings with department heads. Hanna will be providing an updated draft budget for the Mayor’s review in a couple of weeks before going to the finance committee. Barlund-Maas stated that Hanna is developing a plan for a Capital Fund line item. The Capital Fund will be transparent to show funds set aside towards the purchase of larger items and repairs versus surplus monies.

Council meeting adjourned at 7:38 p.m.

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Laura Barlund-Maas, Mayor

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Amy Huepenbecker, Clerk/Treasurer