

Galesburg City Council  
Regular Council meeting  
April 3, 2023 | 6 pm

Watch Live at: <https://www.publicmedianet.org/pmn-community-live>

1. Call to order
2. Pledge of Allegiance
3. Attendance roll call, consideration of excused or unexcused absences
4. Agenda approval
5. Citizens' comments
6. Consent agenda:
  - a. Invoices needing approval for payment: \$66,586.99
  - b. Paid invoices: \$54,261.01
  - c. City Council meeting minutes: March 6 & March 10, 2023
  - d. Personnel Committee meeting minutes: March 1, 2023
  - e. Treasurer's report: March 2023
  - f. Sheriff's report: March 2023
  - g. Fire Board meeting minutes: February 15, 2023
    - Minutes, agenda, call report, memo
    - Income Statement March 2023
    - Balance Sheet March 2023
7. Staff reports:
  - a. Police report
  - b. Fire report
  - c. City Manager's report
  - d. DPW Supervisor's report
8. Guest Speaker: Traci Furman, Public Media Network
9. Consideration: DDA appointments
10. Discussion: Fire barn ventilation system
11. Consideration: Demolition at 89 E. Battle Creek Street
12. Consideration: Lift station upgrade
13. Consideration: Division Street water line redundancy
14. Discussion: Proposed Joint Fire Board budget
15. Consideration: DPW barn heater cost coverage
16. Consideration: Water system laptop and meter reader tablets quote
17. Consideration: Reception area security
18. Closed session 1
19. Discussion: Price Care facility usage
20. Resolution: Appoint election workers
21. Consideration: DPW summer hours
22. Closed session 2
23. Council comments, committee & board reports
24. Adjourn

**Public Comment Procedures**

Public Comment is a time for citizens to offer comments on agenda and non-agenda items. We welcome your comments which are very important to us. Please note that all comments are limited to three minutes. Those in attendance cannot "give" their three minutes to another person, thus allowing someone to speak longer than three minutes. Please go to the podium to comment. Please state your name and whether you live inside the City limits. Please address your comments to the City Council.

Note that we will not be entering into dialogue at this time. The purpose of this agenda item is for **YOU**, the public, to inform **US**, the Council, about your views. Please leave your contact information with the Clerk for any follow-up responses. Please address the Council in a respectful and courteous manner. If members of the public have factual questions, staff may be able to address them.

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/04/2023	AP	BAUCKHAM, THALL, SEEBER, KAUFMAN LEGAL FEES LEGAL FEES Vnd: BSTSK Invoice: 10150, 10151, 10152 Expected Check Run: 04/04/2023	10150, 10151, 10152 Ref#: 18074(ORDINANCE VIOLATIONS, LEGAL AD 101-272-801.010 3,925.06 101-327-801.010 1,442.00 101-000-202.000 5,367.06	5,367.06	5,367.06
04/04/2023	AP	COMCAST CABLE PHONE ALLOWANCE - DPW - 130 E DIVISION Vnd: COMCAST CA Invoice: 03172023 Expected Check Run: 04/04/2023	Invoice: 03172023 Ref#: 18078(INTERNET SERVICES) 101-441-850.000 219.73 101-000-202.000 219.73	219.73	219.73
04/04/2023	AP	GULL LAKE SEWER & WATER AUTHORITY PROFESSIONAL SERVICES Vnd: GLSWA Invoice: 899 Expected Check Run: 04/04/2023	Invoice: 899 Ref#: 18084(PROFESSIONAL SERVICES) 591-540-801.006 11,847.00 591-000-202.000 11,847.00	11,847.00	11,847.00
04/04/2023	AP	KALAMAZOO COUNTY SHERIFF'S DEPARTM SERVICE CONTRACTS Vnd: SHERIFF'S Invoice: 1185 Expected Check Run: 04/04/2023	Invoice: 1185 Ref#: 18081(POLICE CONTRACT) 101-301-826.000 10,499.00 101-000-202.000 10,499.00	11,847.00 10,499.00	11,847.00 10,499.00
04/04/2023	AP	LAKELAND ASPHALT CORP. MAJOR ROADS SUPPLIES Vnd: LAKAS Invoice: 42047 Expected Check Run: 04/04/2023	Invoice: 42047 Ref#: 18077(1.01 TONS COLD PATCH) 202-446-727.000 137.36 202-000-202.000 137.36	137.36	137.36
04/04/2023	AP	MANER COSTERISAN & ELLIS, PC PROFESSIONAL SERVICES Vnd: MANER Invoice: 35776 Expected Check Run: 04/04/2023	Invoice: 35776 Ref#: 18082(ASSISTANCE RELATED TO ODA, TAX DISBURSEM) 101-265-801.006 6,030.00 101-000-202.000 6,030.00	137.36	137.36
04/04/2023	AP	MICHIGAN ASSOCIATION OF PLANNING MEMBERSHIP AND DUES Vnd: MAPLANNING Invoice: 69328 Expected Check Run: 04/04/2023	Invoice: 69328 Ref#: 18076(DEEANN WHISLER - REGIONAL WORKSHOPS - PL) 101-701-962.000 140.00 101-000-202.000 140.00	6,030.00 140.00	6,030.00 140.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount	
04/04/2023	AP	NET EXPRESS TELEPHONE Vnd: NETEXPRESS Invoice: 3943230323	Invoice: 3943230323 Ref#: 18075 (VOIP SERVICES) 101-265-850.000 101-000-202.000	120.47	120.47	
		Expected Check Run: 04/04/2023				
04/04/2023	AP	PREIN & NEWHOF ENGINEERING FEES Vnd: P&N00 Invoice: 73215, 73217, 73218	Invoice: 73215, 73217, 73218 Ref#: 18079 (MS4 STORM EDITS, CITY ST. LIGH 591-540-801.000 591-000-202.000	120.47 1,018.50	120.47 1,018.50	
		Expected Check Run: 04/04/2023				
04/04/2023	AP	SBIS HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE MEMBERSHIP AND DUES LIFE/DISABILITY LIFE/DISABILITY LIFE/DISABILITY Vnd: SMBA0 Invoice: 03082023 Vnd: SMBA0 Invoice: 03082023 Vnd: SMBA0 Invoice: 03082023 Vnd: SMBA0 Invoice: 03082023	Invoice: 03082023 Ref#: 18086 (BC/BS, DEARBORN LIFE INSURANCE) 101-172-716.000 101-253-716.000 202-446-716.000 203-446-716.000 591-540-716.000 590-540-716.000 101-441-716.000 101-567-716.000 101-751-716.000 101-272-962.000 101-172-718.000 101-253-718.000 101-441-718.000 101-000-202.000 202-000-202.000 203-000-202.000 591-000-202.000 590-000-202.000	1,018.50 1,193.17 2,033.33 451.30 451.30 451.30 451.29 451.29 451.30 32.50 57.86 4.61 140.31	1,018.50	4,815.66 451.30 451.30 451.30 451.29
		Expected Check Run: 04/04/2023				
04/04/2023	AP	TAPLIN GROUP, LLC PROFESSIONAL SERVICES Vnd: TAPLIN Invoice: 15802	Invoice: 15802 Ref#: 18085 (URGENCY RESPONSE - BROKEN WATER MAIN) 591-540-801.006 591-000-202.000	6,620.85 1,962.53	6,620.85	
		Expected Check Run: 04/04/2023				
04/04/2023	AP	WCA ASSESSING SERVICE CONTRACTS Vnd: WCA Invoice: 03132023	Invoice: 03132023 Ref#: 18083 (APRIL 2023 SERVICES) 101-257-826.000 101-000-202.000	1,962.53 918.00	1,962.53 918.00	
		Expected Check Run: 04/04/2023				



Post Date	Journal	Description	GL Number	Invoice: 87760979 Ref#: 18080 (FUEL)	DR Amount	CR Amount
04/04/2023	AP	WEX BANK		101-271-861.000	213.44	
		GASOLINE AND OIL		101-000-202.000		213.44
		Vnd: WEXBANK Invoice: 87760979				

Expected Check Run: 04/04/2023

Cash/Payable Account Totals:		
ACCOUNTS PAYABLE	101-000-202.000	213.44
ACCOUNTS PAYABLE	202-000-202.000	45,093.94
ACCOUNTS PAYABLE	203-000-202.000	28,323.36
ACCOUNTS PAYABLE	590-000-202.000	588.66
ACCOUNTS PAYABLE	591-000-202.000	451.30
	TOTAL INCREASE IN PAYABLE:	451.29
		15,279.33
		45,093.94

**ADDITIONAL BILLS FOR COUNCIL MEETING  
APRIL 3, 2023**

D & D Printing	Letterhead, envelopes	779.93
ACE Excavating & Gravel, Inc.	Removal of balcony, etc.	2,800.00
BEST Labs	Water testing	46.00
Comcast Business	Sewer Lift Station	56.66
Abonmache	Planning work	6,000.00
Wolverine Power Systems	Generator repair	1,364.18
Plerus	Ballot Marking Instructions	21.64
City of Kalamazoo	February Sewer	10,200.00
US Bank	Copier	224.64
	TOTAL	21,493.05

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/21/2023	AP	ABONMARCHE CONSULTANTS, INCORPORATE	Invoice: 144962 Ref#: 18057 (MASTER PLAN COMPLETED THROUGH FEBRUARY 2)		
AP Trx #: 31801		MASTER PLAN	101-701-826.003	6,300.00	
		Vnd: ABONMARCHE Invoice: 144962	101-000-202.000		6,300.00
		Expected Check Run: 03/21/2023			
03/21/2023	AP	CITY OF GALESBURG	Invoice: 03072023 Ref#: 18052 (QUARTERLY SEWER/WATER BILL)		
AP Trx #: 31802		UTILITIES	101-265-920.000	109.07	
		Vnd: CIT00 Invoice: 03072023	101-000-202.000		109.07
		Expected Check Run: 03/21/2023			
03/21/2023	AP	CITY OF KALAMAZOO TREASURER	Invoice: 01312023 Ref#: 18054 (JANUARY 2023 SEWER/WATER BILL)		
AP Trx #: 31803		CITY OF KALAMAZOO CHARGES	590-540-802.000	17,015.70	
		Vnd: KZU00 Invoice: 01312023	590-000-202.000		17,015.70
		Expected Check Run: 03/21/2023			
03/21/2023	AP	COMCAST CABLE	Invoice: 03082023 Ref#: 18058 (MARCH 8, 2023 TO APRIL 7, 2023)		
AP Trx #: 31804		TELEPHONE - CITY HALL	101-265-850.000	17,015.70	
		Vnd: COMCAST CA Invoice: 03082023	101-000-202.000		17,015.70
		Expected Check Run: 03/21/2023			
03/21/2023	AP	CONSUMERS ENERGY	Invoice: 01312023 Ref#: 18059 (ELECTRIC/GAS BILLS)		
AP Trx #: 31805		CITY HALL	101-265-920.000	2,385.05	
		DPW BARN - 130 DIVISION	101-441-920.000	1,261.72	
		PARK LIGHTS - 160 E MICHIGAN	101-751-920.000	69.58	
		STREET LIGHTING - 21 PEARL STREET	101-441-921.000	55.58	
		STREET LIGHTING - 9 MILL STREET	101-441-921.000	37.71	
		STREET LIGHTING - 67 E MICHIGAN	101-441-921.000	39.02	
		STREET LIGHTING - 49053 LED LIGHTS	101-441-921.000	1,086.18	
		STREET LIGHTING - 45 BATTLE CREEK STREET	101-441-921.000	38.42	
		WATER WELL PUMPS - 210 DIVISION STREET	591-540-920.000	1,234.89	
		SEWER LIFT STATION - 128 WASHINGTON	590-540-920.000	39.26	
		STREET LIGHTING - 200 W MICHIGAN	101-441-921.000	2,614.11	
		WATER WELL PUMPS - 429 BURGESS STREET	591-540-920.000	108.16	
		Vnd: CON00 Invoice: 01312023	101-000-202.000		7,587.37
		Vnd: CON00 Invoice: 01312023	591-000-202.000		1,343.05
		Vnd: CON00 Invoice: 01312023	590-000-202.000		39.26
		Expected Check Run: 03/21/2023			
				8,969.68	8,969.68

Post Date	Journal	Description	GL Number	DR Amount	CR Amount.
3/21/2023	AP	D&D PRINTING	Invoice: 76855, 76998, 77023 Ref#: 18051 (LETTERHEAD #10 WINDOW ENVELOPE		
AP Trx #: 31806		SUPPLIES	101-265-727.000	779.93	
		Vnd: D&D00 Invoice: 76855, 76998, 77023	101-000-202.000		779.93
		Expected Check Run: 03/21/2023			
3/21/2023	AP	GALESBURG HARDWARE	Invoice: 2302-010938, MISC Ref#: 18061 (MISCELLANEOUS RECEIPTS)		
AP Trx #: 31807		SUPPLIES	101-441-727.000	43.47	
		SUPPLIES	591-540-727.000	245.25	
		SUPPLIES	101-271-727.000	117.16	
		SUPPLIES	101-327-727.000	163.16	
		SUPPLIES	202-523-727.000	21.49	
		Vnd: GAH00 Invoice: 2302-010938, MISC			323.79
		Vnd: GAH00 Invoice: 2302-010938, MISC			245.25
		Vnd: GAH00 Invoice: 2302-010938, MISC			21.49
		Expected Check Run: 03/21/2023			
3/21/2023	AP	HOLLAND LITHO PRINTING SERVICE	Invoice: 166810 Ref#: 18053 (Q1 NEWSLETTER 2023)	590.53	590.53
AP Trx #: 31808		COMMUNICATIONS	101-101-880.000	471.05	
		Vnd: HOLLAND Invoice: 166810	101-000-202.000		471.05
		Expected Check Run: 03/21/2023			
3/21/2023	AP	LISA MCNEES	Invoice: 03122023 Ref#: 18065 (MAMC CONFERENCE, MILEAGE, MEALS)	471.05	471.05
AP Trx #: 31809		MILEAGE	101-215-860.000	162.44	
		MEMBERSHIP AND DUES	101-215-962.000	35.93	
		Vnd: MCNEES Invoice: 03122023	101-000-202.000		198.37
		Expected Check Run: 03/21/2023			
3/21/2023	AP	MICHIGAN ASSOC OF MUN CEMETERIES	Invoice: 03172023 Ref#: 18067 (MEMBERSHIP DUES)	198.37	198.37
AP Trx #: 31810		MEMBERSHIP AND DUES	101-215-962.000		
		Vnd: MAMCEN Invoice: 03172023	101-000-202.000	45.00	45.00
		Expected Check Run: 03/21/2023			
				45.00	45.00



Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/21/2023 AP Trx #: 31811	AP	MLIVE MEDIA GROUP COMMUNICATIONS Vnd: MLIVE Invoice: 0010581348 Expected Check Run: 03/21/2023	Invoice: 0010581348 Ref#: 18056 (ANY LEGALS MI) 101-101-880.000 101-000-202.000	327.04	327.04
03/21/2023 AP Trx #: 31812	AP	QUADIENT FINANCE USA, INC. POSTAGE Vnd: QUADIENT Invoice: 02242023 Expected Check Run: 03/21/2023	Invoice: 02242023 Ref#: 18064 (POSTAGE) 101-265-728.000 101-000-202.000	327.04	327.04
03/21/2023 AP Trx #: 31813	AP	RATHCO SAFETY SUPPLY INC. SUPPLIES Vnd: RATHCO Invoice: 177143 Expected Check Run: 03/21/2023	Invoice: 177143 Ref#: 18060 (O6"XVAR FLAT DBL GOLD/MAROON) 203-446-727.000 203-000-202.000	34.00	34.00
03/21/2023 AP Trx #: 31814	AP	REPUBLIC WASTE WASTE HAULING EXPENSE Vnd: REPUB Invoice: 0249-007799588 Expected Check Run: 03/21/2023	Invoice: 0249-007799588 Ref#: 18055 (WASTE HAULING MARCH 2023) 101-441-954.000 101-000-202.000	329.25	329.25
03/21/2023 AP Trx #: 31815	AP	SAFEBUILT, LLC SERVICE CONTRACTS Vnd: SAFEBUILT Invoice: MISCELLANEOUS Expected Check Run: 03/21/2023	Invoice: MISCELLANEOUS Ref#: 18066 (ORDINANCE VIOLATIONS, REINSPECTION F 101-327-826.000 101-000-202.000	329.25	17,646.92
03/21/2023 AP Trx #: 31816	AP	VC3, INC. IT SUPPORT Vnd: ITR00 Invoice: 103108 Expected Check Run: 03/21/2023	Invoice: 103108 Ref#: 18063 (UBIQUITI PRO 24 PORT GIGABIT ETHERNET SW) 101-272-802.301 101-000-202.000	17,646.92	593.74
				593.74	593.74

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
3/21/2023	AP	ZEMLICK OFFICE PRODUCTS	Invoice: 131987-0 Ref#: 18062 (PAPER - HIGHLIGHTERE)		
P Trx #: 31817		SUPPLIES	101-265-727.000	117.46	
		Vnd: ZEMLICK Invoice: 131987-0	101-000-202.000		117.46
		Expected Check Run: 03/21/2023			
				117.46	117.46
				54,261.01	54,261.01
			101-000-202.000		35,562.26
			202-000-202.000		21.49
			203-000-202.000		34.00
			590-000-202.000		17,054.96
			591-000-202.000		1,588.30
			TOTAL INCREASE IN PAYABLE:		54,261.01

Cash/Payable Account Totals:

ACCOUNTS PAYABLE  
ACCOUNTS PAYABLE  
ACCOUNTS PAYABLE  
ACCOUNTS PAYABLE  
ACCOUNTS PAYABLE

**CITY OF GALESBURG  
CITY COUNCIL REGULAR MEETING  
MARCH 6, 2023  
6 PM**

Mayor Marble called the meeting to order at 6:00 pm.

The Pledge of Allegiance was recited.

Roll was taken, and the following members were present: Mayor Linda Marble, Vice Mayor Judy Lemon, Glen Hawes, Roger Frazee, Ryan Harnden and Carol Wortinger.

Absent: Stanley Chovanec

Also present: City Manager Sarah Joshi, DPW Supervisor Josh Ranes, and approximately 70 citizens.

**APPROVAL OF AGENDA**

Marble stated there was one addition to the agenda: Council had tabled the bulletproof glass last month and wished to discuss it this month, however, the needed information is not yet available, so it is added to the agenda, and can be tabled to the April meeting. Lemon moved to approve the agenda as amended adding GABCA's request to waive the fee for the use of Ike Payne Park for its Easter egg hunt, seconded by Frazee.

On a voice vote, motion passed unanimously.

**CITIZEN COMMENTS**

GABCA President Linda Carlton discussed the planned April 1 Easter Egg Hunt at Ike Payne Park and asked for donations of plastic eggs and candy. She also expressed her wish that agendas include citizen comment time at the end in case people arrive to meetings late.

Rob Wilson referenced a previous communication he had with the mayor and asked for an update.

Jeff McCubbin commented regarding missing agendas or minutes on the website.

The mayor asked for a motion to consider GABCA's request to waive the fee for the use of Ike Payne Park on April 1. Frazee moved, Lemon seconded such action.

**CONSENT AGENDA**

Wortinger stated the minutes need to be corrected to say four sig sauers. Marble thanked the fire chief for the wonderful annual report. Frazee moved to accept the consent agenda with Wortinger's correction, seconded by Lemon.

On a voice vote, motion passed unanimously.

## **SHERIFF'S REPORT**

Captain Jeff Christensen acknowledged Deputy Tim Randall's recent retirement and thanked him for his work. He then reviewed the monthly KCSO report, focusing on the unusual number of stolen vehicles.

## **FIRE BOARD REPORT**

Assistant Fire Chief Bruce Turner said that in February, there were 19 calls in Galesburg, 16 in Charleston and 12 mutual aid. There have been 105 calls for the year, up from 69 calls at this time last year.

Frazee said that Turner was named assistant chief at the last fire board meeting after having served for 35 years.

## **CITY MANAGER'S REPORT**

City Manager Joshi reviewed her report and responded to questions from Council.

## **DPW REPORT**

DPW Supervisor Raney reviewed his report and responded to questions from Council.

## **PRESENTATION: KEVIN TRAYER, NATIONAL ASSOCIATION OF POSTAL SUPERVISORS**

Kevin Trayer with the National Association of Postal Supervisors spoke to ask Council and residents to express opposition for a proposed USPS consolidation plan.

## **RESOLUTION: SUPPORTING SUSPENSION OF USPS CONSOLIDATION PLAN PENDING PUBLIC INPUT AND REVIEW**

Frazee moved to approve the resolution supporting the suspension of the USPS consolidation plan, seconded by Lemon.

On a roll call vote, the following voted "Aye": Frazee, Hawes, Harnden, Lemon, Wortinger, Marble.

The following voted "Nay": None

Motion carried unanimously.

## **RESOLUTION: CONFIRMING FEBRUARY 14 VOTE TO ESTABLISH A POLICE DEPARTMENT**

Frazee moved to approve a resolution to establish a police department, seconded by Hawes.

On a roll call vote, the following voted "Aye": Hawes, Harnden, Frazee and Marble.

The following voted "Nay": Lemon and Wortinger

Motion passed.



#### **CONSIDERATION: AMENDED ORGANIZATIONAL CHART**

The revision adds the police department to the staff side. Marble accepted the change on behalf of Council.

#### **CONSIDERATION: GABCA REQUEST FOR FEE WAIVER FOR GREATER GALESBURG DAY**

Marble stated that the Galesburg Area Business & Community Association asked Council to waive the Community Park rental fee and citywide garage sale permit fee the weekend of Greater Galesburg Day, June 16-18.

Frazee moved to waive the fee for GABCA, seconded by Lemon.

On a voice vote, motion passed unanimously.

#### **CONSIDERATION: KALAMAZOO COUNTY HOUSEHOLD HAZARDOUS WASTE**

Marble stated the fees have been raised. Marble asked Joshi to explain further.

Joshi said in 2022 the fee was \$503 and 24 residents used the service. This year, the fees are going up to over \$1200 and the usage trend is flat. Hawes said he supported renewing this program to give residents more time to know about it. Frazee agrees that we should keep it and advertise.

Frazee moved to approve the Kalamazoo County Household Hazardous Waste contract renewal, seconded by Lemon.

On a roll call vote, the following voted "Aye": Wortinger, Frazee, Hawes, Harnden, Lemon, Marble.

The following voted "Nay": None

Motion carried unanimously.

#### **CONSIDERATION: POLICE CHIEF CANDIDATE**

Marble stated the Personnel Committee interviewed police chief candidate Jeff Crouse on March 1. Captain Guilds from the City of Kalamazoo also participated in order to ask specific law enforcement questions and provide insight. After extensive consideration and background check, the Personnel Committee recommends to council to hire Jeff Crouse as police chief with a starting salary of \$75,000.

Crouse briefly introduced himself.

Following general discussion, Frazee moved to approve hiring Jeff Crouse as police chief, seconded by Hawes.

On a roll call vote, the following voted "Aye": Frazee, Hawes, Harnden, Lemon, Wortinger, Marble.  
The following voted "Nay": None

Motion carried unanimously.

#### **CONSIDERATION: BUDGET AMENDMENT RESOLUTION**

Marble presented the budget amendment resolution.

Lemon moved to approve the budget amendment resolution, seconded by Hawes.

On a roll call vote, the following voted "Aye": Hawes, Harnden, Lemon, Wortinger, Frazee, Marble

The following voted "Nay": None

Motion carried unanimously.

#### **CONSIDERATION: DPW BARN HEATER REPLACEMENT**

Marble presented the heater replacement quote and asked Supervisor Ranes for additional information. Supervisor Ranes said one of the heaters in their barn failed two weeks ago and repair cost exceeded replacement cost. The heaters were new in 2012, and he would like to replace both. The total would be around \$890.

Harnden moved to approve the replacement of barn heaters at DPW, seconded by Frazee.

On a roll call vote, the following voted "Aye": Harnden, Lemon, Wortinger, Frazee, Hawes, Marble.

The following voted "Nay":

Motion carried unanimously.

#### **CONSIDERATION: GENERATOR MAINTENANCE QUOTE**

Marble presented the generator maintenance quote and asked Supervisor Ranes for more information. Supervisor Ranes said at the annual maintenance inspection found corroded and broken battery cable, batteries and coolant that need to be replaced, leaks in the freeze plugs in the motor, and a broken door tab.

Harnden, moved to approve Wolverine Power Systems quote, seconded by Frazee.

On a roll call vote, the following voted "Aye": Harnden, Lemon, Wortinger, Frazee, Hawes, Marble.

The following voted "Nay": None

Motion carried unanimously.

#### **PUBLIC HEARING: FIRE SPECIAL ASSESSMENT DISTRICT**

Marble stated this public hearing is for the special assessment district for the provision of fire services and that it is the first of two that are required before the special assessment process is complete. Marble asked when the notice of public hearing was published and mailed to residents. City Manager Joshi stated the notice was published on February 24, 2023 in the *Climax Crescent* and sent to each property holder on the same date.

Frazee moved to enter into public hearing for fire special assessment, seconded by Lemon. On a voice vote, the motion passed.

Marble noted that the language in the notice was misleading. It stated that the city proposes to levy approximately 3.85 mils, but council had not yet discussed the actual levy.

Council heard comment from 17 residents.

Lemon moved to close public hearing, seconded by Harnden.

On a voice vote motion passed unanimously.

#### **CONSIDERATION: FIRE SPECIAL ASSESSMENT DISTRICT**

Hawes moved to not move forward with the fire special assessment, seconded by Harnden.

On a roll call vote, the following voted "Aye": Wortinger, Frazee, Hawes, Harnden, Lemon, Marble

The following voted "Nay": None

Motion carried unanimously.

#### **PUBLIC HEARING: POLICE SPECIAL ASSESSMENT DISTRICT**

Marble asked for a motion to enter public hearing for the police special assessment district.

Frazee moved to enter public hearing for a police special assessment district, seconded by Lemon.

On a voice vote carried unanimously.

Marble asked the public for comments or objections to the proposed establishment of the special assessment district. Council heard comment from nine residents and one business owner.

Lemon moved to close public hearing on police special assessment, seconded by Harnden.

On a voice vote carried unanimously.

Harnden moved to not move forward with police special assessment, seconded by Hawes.

On a roll call vote, the following voted "Aye": Frazee, Hawes, Harnden, Lemon, Wortinger, Marble

The following voted "Nay": None

Motion carried unanimously.

#### **CONSIDERATION: RECEPTION AREA SECURITY**

Marble stated we tabled this in the February meeting until the March meeting.

Lemon moved to table consideration of the expenditure until the April meeting, seconded by Harnden.

On a voice vote, motion passed unanimously.

#### **CONSIDERATION: IKE PAYNE PARK FOR EASTER EGG HUNT**

Marble asked for council consideration of GABCA's request that the city waive the fee for the use of Ike Payne Park on April 1 for an Easter egg hunt.

Harnden moved to waive the park rental fee for GABCA's Easter egg hunt, seconded by Lemon.

On a voice vote motion, passed unanimously.

#### **COUNCIL COMMENTS**

Frazee reported that the Fire Board is still working on its budget.

Lemon stated the Planning Commission is wrapping up its work on an accessory buildings ordinance and will move on to a fence ordinance.

Wortinger said negotiations on the Joint Fire Board agreement are going very well.

Frazee commented that the notices of public hearing indicating a maximum of 10 mills was misleading as it was not council's intent to levy that amount. He said that it was his intention was to have a good police department and that two mills should help fund it adequately. He also wants night patrols back again. With regard to the fire special assessment district, there is a 30-year fire engine that will need to be replaced. We are building the department, and we have to fund it.

Wortinger stated she would like a police department at night. There have been thefts and break-ins during the evening hours.

Marble thanked everyone for attending and commenting.

There being no further business, Mayor Marble adjourned the meeting at 9:36 p.m.

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Linda Marble, Mayor

---

Lisa McNees, City Clerk



**CITY OF GALESBURG  
CITY COUNCIL REGULAR MEETING  
MARCH 10, 2023  
9 AM**

Mayor Marble called the meeting to order at 9:00 am.

The Pledge of Allegiance was recited.

Roll was taken, and the following members were present: Mayor Linda Marble, Vice Mayor Judy Lemon, Glen Hawes, Stanley Chovanec and Carol Wortinger.

Absent: Ryan Harnden

Also present: City Manager Sarah Joshi and approximately 12 citizens.

**APPROVAL OF AGENDA**

Marble asked to add the issue of Kalamazoo County Sheriff's Office contract renewal to the agenda.

Frazee moved to approve the agenda as amended, seconded by Lemon.

On a voice vote motion passed unanimously.

**CITIZEN COMMENTS**

Tim Randall spoke in support of police chief candidate Jeff Crouse.

Galesburg resident Scott Cadwell stated he is against forming a police department, he has nothing against the present candidate as we all make mistakes.

Galesburg resident Scott Johnson said he doesn't appreciate taxes being raised by special assessment.

Galesburg resident Natalie Cadwell said the city dedicated a lot of time dissolving the previous police department. She further stated that the City needs to be fiscally responsible.

Police chief candidate Jeff Crouse thanked the City for their consideration and withdrew his candidacy.

Lemon asked Crouse to reconsider, saying that the city would be lucky to have him.

Frazee agreed with Lemon. He said he is about second chances and asked Crouse to reconsider the decision to withdraw.

Marble stated by not moving forward with Crouse's contract, the city is losing a great candidate.

Hawes also asked Crouse to reconsider his decision to withdraw his candidacy.

Wortinger stated we are losing a good candidate, and everyone makes mistakes.

Crouse stated he appreciates the support and had looked forward to building great things here.

Lemon moved to accept Crouse's withdrawal from the selection process, seconded by Wortinger.

On a roll call vote, the following voted "Aye": Chovanec, Lemon, Wortinger, Marble, Hawes, Frazee.

The following voted "Nay": none

Motion carried unanimously.

### **CONSIDERATION: DISSOLVE THE POLICE DEPARTMENT**

Marble said that without a chief, the police department would need to be dissolved in order to move forward with a Sheriff Department contract renewal. Kalamazoo County Sheriff's Department has not said whether they will increase rates.

Lemon moved to dissolve our police department, seconded by Wortinger.

On a roll call vote, the following voted "Aye": Lemon, Wortinger, Chovanec, Marble.

The following voted "Nay": Frazee, Hawes

Motion passed.

### **CONSIDERATION: EXTENSION OF KALAMAZOO COUNTY SHERIFF'S DEPARTMENT CONTRACT**

Marble asked for a motion to extend the Kalamazoo County's Sheriff Department contract for the coming year.

Lemon moved to extend the Kalamazoo County Sheriff's department contract for one more year, seconded by Wortinger.

On a roll call vote, the following voted "Aye": Chovanec, Wortinger, Lemon, Marble.

The following voted "Nay": Frazee, Hawes

### **COUNCIL COMMENTS**

Marble stated the city needs people to apply for boards and appealed for those present to consider helping with the work of the city by becoming involved. Openings are available on each board and commission, and applications are on the City website.

Frazee agreed with Marble: The city has sharp people who can help.

Lemon stated no experience is necessary to help on boards and commissions.

Wortinger said she voted no originally for the police department because she believes it moved to fast. She stated she is not opposed to having one, though.

There being no further business, Mayor Marble adjourned the meeting at 10:23 a.m.

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Linda Marble, Mayor

---

Lisa McNees, City Clerk

DRAFT

CITY OF GALESBURG  
PERSONNEL COMMITTEE MEETING MINUTES

March 1, 2023  
10:00 a.m.

PRESENT: Mayor Linda Marble, Glen Hawes, Stanley Chovanec, City Manager Sarah Joshi, Applicant Jeffery Crouse, Captain Guiles of City of Kalamazoo Public Safety

ABSENT: None

AGENDA: Interview of Applicant for City of Galesburg Police Chief

MINUTES:

Interviewed Applicant Jeffery Crouse for the position of the City of Galesburg Police Chief. Captain Guiles of City of Kalamazoo Public Safety was included in interview for the purpose of recommendations and asking questions relevant to Police duties.

A motion was made by Councilman Stanley Chovanec and supported by Councilman Glen Hawes to recommend Jeffery Crouse to Council as the City of Galesburg's Police Chief with a salary of \$75,000.00.

Meeting adjourned 12:01 p.m.

Mayor Linda Marble  
Secretary for the Personnel Committee



# APPROVED GALESBURG CHARLESTON JOINT FIRE BOARD MEETING MINUTES

FEBRUARY 15, 2023

1. Meeting called to order at 7:05 pm by Chairmen Chris Balkema.
2. Attendance: Chris Balkema, Ann Nieuwenhuis, Roger Frazee, Josh Balkema, Chief Kevin Roomsburg and Bruce Turner, fire fighter.
3. Public comment: no public in attendance
4. Run Report Stats: see Chief's report below
5. Approval of 01/18/2023 minutes with additions of the names of the newly appointed signatories as required— Josh Balkema, Roger Frazee and Ann Nieuwenhuis.

Chris Second Ann Ayes 3 Nyes 0 . Motion passes.

6. Treasurers Report: Submitted and accepted , motion to accept Chris and motion seconded by Ann. Please refer to Treasurers report.
7. Chief's Report: Charleston 21, Charleston, 27 Galesburg with 2 mutal aid for a final total of 50 runs for January, 2023. Chief created an amazing annual report for the past 12 months of activity. This report allowed for a great indepth conversation on the past years accomplishments and future goals.

Chief indicated he had selected a new assistant Fire Chief and asked for a nomination to appoint Bruce Turner for Assistant Fire Chief. Motion made by Chris Balkema and seconded by Ann Nieuwenhuis. Motion carried 4 ayes and no nyes! Congratulations were shared with the new Assistant Fire Chief Bruce Turner!

A new fire fighter has been hired. Welcome Seth Padgett! Seth is from a long line of family fire fighters. Chief indicated has another interview for an additional new fire fighter.

The Chief has enrolled the Fire Department with new Emergent Care for pre-employment physicals and work-related injury treatments. The Chief is very pleased with their response and the cost.

## 8.Old Business:

Grant update: submitted grant request for under \$50,000 for a gear dryer and equipment to fill air tanks. The gear dryer will be a great addition to keeping gear clean and ready for use. Currently we only have a gear washer. These new grant items will enhance our fire protection equipment program.

RECEIVED

MAR 27 2023

CITY OF GALESBURG

2023-2024 budget: Will be working on our new budget at our March meeting. Looking into new titles for several budget line items to better clarify expenditures. Will discuss with bookkeeper and auditor for suggestions.

Firefighter Attraction and Retention Update: Second breakfast went well. Looking forward to continuing this practice.

JFB update: Will bring information to next meeting Monday February 27<sup>th</sup> on how and when to bond check signatories after Fireboard Secretary speaks with our insurance company.

Question regarding bylaws has been answered by our auditing firm. Bylaws are in our current contract and can reviewed and inserted as needed by the JFB committee.

Request for Chief and Assistant Chief job descriptions will be available after Fire Chief or Fireboard Secretary contact area local governmental entities for their job descriptions.

Building Update: Appreciate the new lights and will continue to work on areas of need.

Galesburg City Counsel Briefing Update: Brief update by Roger.

Legal Update: no questions at this meeting will look into the ability to charge for nuisance calls.

Sub-committee Update:

We reviewed a request regarding possible annual City of Galesburg business fire inspections to be conducted by the Fire Department Staff.

Public Comment-( 3 minutes) No public in attendance

New Business:

JFB representatives will continue to attend and participate in these joint meetings. Progress is being made!!

Meeting adjourned at 9:30. Meeting minutes respectfully submitted by Ann Nieuwenhuis, Galesburg-Charleston Fire Board Secretary.

# Galesburg-Charleston Joint Fire Board

Proposed Agenda ~~03/15/2023-~~

03-22-23

- 1) Meeting called to order
- 2) Attendance:
- 3) Public Comment Time – 3 Minutes per person
- 4) Approval of 02/15/2023 draft minutes.
- 5) Run Report
- 6) Treasurer's Report and Pay Bills
- 7) Chief's Report
- 8) Old Business:
  - a) Grant Update
  - b) Website Update
  - c) Budget Update
    - Schedule time to meet at the bank in Climax to get check signers settled
    - Work on 23-24 Budget.
    - Rename "Unassigned" accounts to more suitable names
    - Add "Grant Matching Fund"
    - Maybe add an "Emergency Fund"
    - Where do excess funds go at fiscal year end
    - Balance Sheet doesn't balance
    - Audit in 2023
    - Bonding of Treasurer and check signers
  - d) Firefighter Attraction and Retention Update
  - e) Equipment Update
  - f) Building Update
    - Vehicle Exhaust System Intake Fan / Make Up Air
    - Damaged OHD
  - g) Galesburg City Counsel Briefing Update
  - h) Legal Update
    - Cost Recovery – Nuisance Calls
    - By Laws – In current contract
    - Job Description – Chief and Assistant Chief
    - Performance Review
    - Certification for Business Inspections
    - Separate Lease Agreement
  - i) Sub-Committee Update
    - Meeting to be 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 4:00 at Charleston Twp Hall

9) New Business:

a) FOIA Policy

b) Funding Monthly Breakfast

10 Public Comment Time – 3 Minutes per person

11) Members Time

Meeting adjournment

# Galesburg-Charleston FD

Galesburg, MI

This report was generated on 3/22/2023 4:57:56 PM

## Incidents per Zone for Date Range

Start Date: 02/01/2023 | End Date: 02/28/2023

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
<b>ZONE: Charleston Twp - Charleston Twp</b>				
2023-55	611 - Dispatched & cancelled en route	02/03/2023	89.5 mm I-94 Eastbound	1021
2023-62	611 - Dispatched & cancelled en route	02/07/2023	13615 E Augusta DR	1021
2023-63	321 - EMS call, excluding vehicle accident with injury	02/07/2023	11343 E MN AVE	1021
2023-66	611 - Dispatched & cancelled en route	02/09/2023	87mm I-94 Eastbound	1021
2023-67	151 - Outside rubbish, trash or waste fire	02/10/2023	12136 E L ave	1061,1071
2023-69	322 - Motor vehicle accident with injuries	02/11/2023	11740 Climax DR	1021
2023-75	321 - EMS call, excluding vehicle accident with injury	02/16/2023	4961 S 38th	1021
2023-76	322 - Motor vehicle accident with injuries	02/16/2023	91 I-94 Westbound	1021
2023-77	321 - EMS call, excluding vehicle accident with injury	02/17/2023	11218 Miller	1021
2023-78	443 - Breakdown of light ballast	02/18/2023	13100 E Michigan	1041,1061
2023-80	321 - EMS call, excluding vehicle accident with injury	02/20/2023	859 N 40th	1021
2023-83	324 - Motor vehicle accident with no injuries.	02/22/2023	E Augusta DR	1021
2023-84	800 - Severe weather or natural disaster, other	02/22/2023	200 E Michigan	1041,1071
2023-90	813 - Wind storm, tornado/hurricane assessment	02/23/2023	14344 E L AVE	1021
2023-92	311 - Medical assist, assist EMS crew	02/23/2023	11433 Miller	1021
2023-96	600 - Good intent call, other	02/24/2023	13219 E MN AVE	1061,1071

Total # Incidents for Charleston Twp:

16

<b>ZONE: Galesburg - Galesburg</b>				
2023-53	321 - EMS call, excluding vehicle accident with injury	02/01/2023	11302 Mill Creek	1021
2023-54	321 - EMS call, excluding vehicle accident with injury	02/02/2023	602 N 35th	1021
2023-57	321 - EMS call, excluding vehicle accident with injury	02/03/2023	454 Elmwood	1021
2023-58	611 - Dispatched & cancelled en route	02/03/2023	159 Fullerton	1021
2023-59	321 - EMS call, excluding vehicle accident with injury	02/03/2023	159 Fullerton	1021
2023-60	321 - EMS call, excluding vehicle accident with injury	02/04/2023	622 N 35th	1021
2023-61	321 - EMS call, excluding vehicle accident with injury	02/04/2023	602 N 35th	1021
2023-64	311 - Medical assist, assist EMS crew	02/09/2023	1080 N 35th	1021
2023-65	321 - EMS call, excluding vehicle accident with injury	02/09/2023	110 Burgess	1021

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



emergencyreporting.com  
Doc Id: 380  
Page # 1 of 2

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2023-68	321 - EMS call, excluding vehicle accident with injury	02/10/2023	1080 N 35th	1021
2023-71	321 - EMS call, excluding vehicle accident with injury	02/14/2023	1080 N 35th	1021
2023-72	321 - EMS call, excluding vehicle accident with injury	02/14/2023	83 Washington	1021
2023-73	321 - EMS call, excluding vehicle accident with injury	02/15/2023	602 N 35th	1021
2023-74	321 - EMS call, excluding vehicle accident with injury	02/15/2023	602 N 35th	1021
2023-79	321 - EMS call, excluding vehicle accident with injury	02/20/2023	111 Division	POV
2023-81	321 - EMS call, excluding vehicle accident with injury	02/20/2023	612 N 35th	1021
2023-91	321 - EMS call, excluding vehicle accident with injury	02/23/2023	624 N 35th	1021
2023-94	311 - Medical assist, assist EMS crew	02/24/2023	600 N 35th	1021
2023-97	900 - Special type of incident, other	02/25/2023	N 35th	1021

Total # Incidents for Galesburg:

19

**ZONE: Mutual Aid - Mutual Aid**

2023-52	611 - Dispatched & cancelled en route	02/01/2023	10218 E MN AVE	1061
2023-56	111 - Building fire	02/03/2023	6181 abby	1061
2023-70	571 - Cover assignment, standby, moveup	02/13/2023	8700 E Michigan	1061
2023-82	111 - Building fire	02/20/2023	200 E Maple	1041
2023-85	651 - Smoke scare, odor of smoke	02/22/2023	317 Lawndale	1041,1061
2023-86	445 - Arcing, shorted electrical equipment	02/22/2023	E Michigan	1041
2023-87	111 - Building fire	02/22/2023	2025 N 33rd	1041
2023-88	651 - Smoke scare, odor of smoke	02/22/2023	8417 E Main	1061
2023-89	111 - Building fire	02/23/2023	5658 S 36th	1061
2023-93	111 - Building fire	02/24/2023	16400 E R AVE	1041
2023-95	900 - Special type of incident, other	02/24/2023	Maple	1071
2023-98	651 - Smoke scare, odor of smoke	02/25/2023	7372 stoney creek	1061

Total # Incidents for Mutual Aid:

12

**TOTAL # INCIDENTS:**

**47**

Only REVIEWED incidents included. Archived Zones cannot be unarchived.





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**From:**

**Sent:** Monday, March 20, 2023 7:30 PM

**To:** Kevin Travis; Chris Balkema

**Subject:** questions for attorney to address in memo

Kevin, The JFB members will certainly understand that you are unable to attend due to your sons play Wednesday night, especially since we are not meeting on our usual Wednesday night.

We appreciate your responses to the following items on the agenda and I have added more information regarding each topic!!

Here are the topics and I added info to help you flush out your responses.

Cost recovery, We have many nuisance calls . Can we charge, if so how?

Calls on I-94 for vehicle accidents, can we build the insurance company? If so, how?

Bonding: who needs to bonded? Signatories on check book or all JFB board members, the chief ? and I for how much money? Our insurance company offers bonding.

Certification and fees for Business Fire Inspections. Galesburg wants to have this done on a regular basis. How often do we inspect a business? How is the cost calculated? Can we charge the Business. Charleston Twp has only a few businesses compared to the City of Galesburg. We would also need to create that position.

Mayor wants to create a separate lease agreement with the City. Currently we have never paid for repairs only rent.

There is a request in the new contract to do an annual performance review on the Fire Chief and the Assistant Fire Chief. This has never been done. Where would we get a performance review example for the Board to review?

We are also in the process of creating a job description for the Fire Chief and Assistant Fire Chief.

New contract request bylaws. The auditor indicated that we have bylaws in our current contract. Please review them and let us know if we need to amend them.

Your advice is greatly appreciated! Please call me if you need more clarification on these topics and questions..

Sent from Mail for Windows

As of 3/14/20

Page: 1

Galesburg-Charleston Joint Fire Board  
Income Statement  
Compared with Budget  
For the Nine Months Ending March 31, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Contributions-Charleston	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Contributions-Galesburg	7 - 3,450.00	104,625.00	0.00	104,625.00
Donations	0.00	200.00	0.00	200.00
Miscellaneous Income	0.00	4,343.40	0.00	4,343.40
Interest Received	0.00	350.96	0.00	350.96
Total Revenues	<u>3,450.00</u>	<u>109,519.36</u>	<u>0.00</u>	<u>109,519.36</u>
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>3,450.00</u>	<u>109,519.36</u>	<u>0.00</u>	<u>109,519.36</u>
Expenses				
Fire Assoc Dues W/H	30.00	0.00	0.00	0.00
Payroll Taxes	1,202.33	2,951.24	5,800.00	(2,848.76)
Fire Wages	14,913.16	37,774.41	75,600.00	(37,825.59)
Administrative Expenses	2,502.40	2,917.40	0.00	2,917.40
Insurance	0.00	7,416.00	11,000.00	(3,584.00)
Worker's Comp Insurance	0.00	200.00	5,000.00	(4,800.00)
Bank Charges	0.00	12.84	50.00	(37.16)
Fire & Operation Supplies	22.58	738.46	4,100.00	(3,361.54)
Office Supplies	0.00	757.83	0.00	757.83
Education & Training	0.00	1,960.00	6,000.00	(4,040.00)
Legal Fees	0.00	500.00	0.00	500.00
Accounting	645.00	1,935.00	2,500.00	(565.00)
Audit Expenses	0.00	0.00	0.00	0.00
Equipment Maintenance	75.15	589.52	6,000.00	(5,410.48)
Fuel and Oil	602.62	4,934.92	7,000.00	(2,065.08)
Vehicle Insurance	0.00	0.00	0.00	0.00
Utilities	300.00	2,700.00	3,600.00	(900.00)
Building Maintenance	0.00	0.00	0.00	0.00
Fire Truck Repairs	0.00	9,704.34	4,500.00	5,204.34
Fire Barn Rent	1,033.77	9,320.09	12,600.00	(3,279.91)
Miscellaneous Expenses	0.00	3,648.82	2,000.00	1,648.82
Equipment Capital Outlay	0.00	16,500.00	22,000.00	(5,500.00)
Total Expenses	<u>21,327.01</u>	<u>104,560.87</u>	<u>167,750.00</u>	<u>(63,189.13)</u>
Net Income	\$ <u>(17,877.01)</u>	\$ <u>4,958.49</u>	\$ <u>(167,750.00)</u>	<u>172,708.49</u>

AS OT 2/14/23

Galesburg-Charleston Joint Fire Board  
Balance Sheet  
March 31, 2023

ASSETS

Current Assets		
Cash/Checking	\$	130,255.66
FEMA Grant Monies		110.60
Fireman's Association - Eatons		2,195.00
Unassigned Equipment Fund		12,085.00
Accounts Receivable		(16.00)
		<hr/>
Total Current Assets		144,630.26
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>144,630.26</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Long-Term Liabilities		
Fed W/H Tax Payable	\$	741.97
MI W/H Tax Payable		692.92
Social Security Payable		2,021.68
Medicare Payable		534.28
		<hr/>
Total Long-Term Liabilities		3,990.85
Total Liabilities		3,990.85
Capital		
Beginning Balance Equity		(1,260.00)
Retained Earnings		136,310.92
Net Income		4,958.49
		<hr/>
Total Capital		140,009.41
		<hr/>
Total Liabilities & Capital	\$	<u>144,000.26</u>

As of 3/14/23

3/13/23 at 20:42:43.81

Page: 1

# Galesburg-Charleston Joint Fire Board General Ledger

For the Period From Mar 1, 2023 to Mar 31, 2023

Filter Criteria includes: 1) IDs: Multiple IDs. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Refer	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
000-001	3/1/23			Beginning Balance			144,413.66
Cash/Checking	3/14/23	6938	PRJ	Riley J. Barnum		24.66	
	3/14/23	6939	PRJ	John B. Bergeon		1,160.39	
	3/14/23	6940	PRJ	Aaron E. Blair		1,372.42	
	3/14/23	6941	PRJ	Kristi M. Blair		351.47	
	3/14/23	6942	PRJ	Daniel A. Ellis		919.71	
	3/14/23	6943	PRJ	Bryan M. Free		1,696.54	
	3/14/23	6944	PRJ	Joshua E. Ranes		974.48	
	3/14/23	6945	PRJ	Randall T. Rice		962.89	
	3/14/23	6946	PRJ	Kevin L. Roomsburg		1,567.84	
	3/14/23	6947	PRJ	Bruce A. Turner		2,027.40	
	3/14/23	6948	PRJ	Nick Turner		750.56	
	3/14/23	6949	PRJ	Scott Walters		382.12	
	3/14/23	6950	CDJ	Randy Rice		75.15	
	3/14/23	6951	CDJ	WEX Bank		602.62	
	3/14/23	6952	CDJ	Galesburg Hardware		22.58	
	3/14/23	6953	CDJ	City of Galesburg		1,333.77	
	3/14/23	6954	CDJ	ESO Solutions Inc.		2,502.40	
	3/14/23	6955	CDJ	Amanda Amster		645.00	
	3/14/23	6956	CDJ	Galesburg-Charleston Fire		330.00	
	3/14/23		GEN	Installment From 21-22 Bu	3,450.00		
				Current Period Change	3,450.00	17,608.00	-14,158.00
	3/31/23			Ending Balance			130,255.66
000-004	3/1/23			Beginning Balance			110.60
FEMA Grant Monies	3/31/23			Ending Balance			110.60
000-005	3/1/23			Beginning Balance			2,195.00
Fireman's Association	3/31/23			Ending Balance			2,195.00
000-006S	3/1/23			Beginning Balance			12,085.00
Unassigned Equipmen	3/31/23			Ending Balance			12,085.00

TAXPAYER NAME: GALESBURG-CHARLESTON JOINT FIRE

TIN: xxxxx2971

## Deposit Confirmation

Your payment has been accepted.

### Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

**REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!**

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270360494050523
------------------------------------	-----------------

### PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx2971
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q1/2023
Payment Amount	\$3,236.47
Settlement Date	04/14/2023
Subcategories:	
1 Social Security	\$2,021.70
2 Medicare	\$472.80
3 Tax Withholding	\$741.97
Account Number	xxxxxx1038
Account Type	CHECKING
Routing Number	272471632
Bank Name	STURGIS BANK AND TRUST CO

\* For Informational Purposes

**Payment Confirmation - Business Taxes**

Thank you for your payment. Please allow two business days for your payment to be credited to your Business Tax account.

*To return to MTO simply close this window.*

Please keep a record of your Confirmation Number, or print this page for your records.



**Confirmation Number: SMIBUSD009631413**

**Confirmation Date (ET): Mar-13-2023 07:55:11 PM**

---

**Your Payment Detail**

Payment Amount: \$692.92

Scheduled Payment Date: Apr-21-2023

Amount Due: \$692.92

---

**Your Account Detail**

Bank Account Nickname: GA-CN Payroll

Bank Routing Number: 271471632

Bank Account Number: XXXXXXXXXXXXX1038

Bank Account Type: Checking

Bank Account Category: Business

---

**E-mail Address\*: amster.finances@gmail.com**

Please keep a record of your Confirmation Number, or print this page for your records.



\* For Informational Purposes

**Galesburg-Charleston Joint Fire Board  
Check Register****For the Period From Mar 1, 2023 to Mar 31, 2023**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6938	3/14/23	Riley J. Barnum	000-001	24.66
6939	3/14/23	John B. Bergeon	000-001	1,166.39
6940	3/14/23	Aaron E. Blair	000-001	1,372.42
6941	3/14/23	Kristi M. Blair	000-001	351.47
6942	3/14/23	Daniel A. Ellis	000-001	919.71
6943	3/14/23	Bryan M. Free	000-001	1,596.54
6944	3/14/23	Joshua E. Ranes	000-001	974.48
6945	3/14/23	Randall T. Rice	000-001	962.89
6946	3/14/23	Kevin L. Roomsburg	000-001	1,567.84
6947	3/14/23	Bruce A. Turner	000-001	2,027.40
6948	3/14/23	Nick Turner	000-001	750.56
6949	3/14/23	Scott Walters	000-001	382.12
6950	3/14/23	Randy Rice	000-001	75.15
6951	3/14/23	WEX Bank	000-001	602.62
6952	3/14/23	Galesburg Hardware	000-001	22.58
6953	3/14/23	City of Galesburg	000-001	1,333.77
6954	3/14/23	ESO Solutions Inc.	000-001	2,502.40
6955	3/14/23	Amanda Amster	000-001	645.00
6956	3/14/23	Galesburg-Charleston	000-001	330.00
<b>Total</b>				<b><u>17,608.00</u></b>



City Manager's Report  
Sarah O. Joshi, MPA  
April 3, 2023

Goals: Economic development, ordinance enforcement, public safety

### **Administration**

- Staff is prepared for the May 2 election, at which KRESA will ask voters to renew a 1.5-mill regional education millage for the coming six years. 136 absent voter ballots have been sent as of packet deadline.
- 2022 tax settlement with the County treasurer is complete. Kudos to Treasurer Howard. It was her first time through the process, and everything went smoothly.
- Clerk McNees successfully completed her first year of institute. Treasurer was granted a scholarship to attend her second year next month. Both are working toward professional certification in their respective areas.
- Utility billing continues to go smoothly with all members of the team working together well. Request for water-related computer equipment is before Council tonight.
- After thorough review of billing anomalies last fall and further review in January, WoodHill Group still claims that a balance is owed. Mayor Marble and I spoke with the City attorney to gather information so that Council may consider next steps.
- City investments were not affected by last month's bank failures, and Michigan Class does not believe there is any risk to City funds, which are invested with a diverse group of national and regional financial institutions.
- Bulk trash drop-off day will be 5/13 at 9:00 am. That coincides with Kalamazoo County's Household Hazardous Waste drop-off day, the second Saturday of each month (except August and September) from 8:00 am – noon. Please encourage friends and neighbors to use this important service.
- At Mayor Marble's request, I investigated a new health plan option which may save the City as much as \$10,000 in premiums. Next step will be review by Personnel Committee.
- An insurance company review resulted in the recommendation that Council and staff be trained annually on sexual harassment and hostile work environment. I continue to work with the City attorney to get this scheduled.
- Worked with the Mayor to update and standardize Council binders.
- Assessor, attorney, SAFEbuilt, and I worked together to clarify and standardize enforcement and assessment related to real and personal property.
- Followed up on the concern that a property owner raised at last month's meeting regarding the mailing address of the public hearing notice. BS&A assured us that the list was for property owners as requested. I will work with staff and BS&A so that staff will be able to generate these labels in-house going forward.

### **Master Planning**

The Steering Committee met with the Abonmarche consultants to review survey responses, schedule another meeting on 4/11, and plan the 5/11 community open house. Highlights from the survey:

- 84% of respondents live in Galesburg, and the average length of residency was 26 years. 81% were ages 35-64.
- Of those who live here, 68% said it was because of the small town character, though only 17% thought that Galesburg had a distinctive community character.

- 65% expect to remain here for the next five years and 40% would recommend living here to someone else.
- There were positive comments about improvement related to blight cleanup and City staff. Some noted a need for increased police protection; others wanted fewer rental homes. 48% said they were likely to support a tax increase for new amenities and municipal services.

### **Infrastructure**

Washington/Division water main replacement has begun, and Council is asked to consider the water operator's recommendation for a redundant line. I facilitated Council communication with the water operator on this topic in preparation for tonight's discussion. I continue to try to find a source of donated mailboxes for these two streets in order to make the most of what will be beautiful new pavement and sidewalks.

### **Housing / Ordinance Enforcement**

- Between weatherization program and County grant, Washington Street home repairs are progressing well. The builder reports improvements in health and safety, energy conservation, windows and siding, structural repairs, root and gutters, and electrical systems. 2023 grant application has been submitted, so I'm hopeful that funding will be renewed and progress can continue.
- Court-ordered demolition of deck at 11 W. Battle Creek Street has been completed.

### **Facilities**

- Worked with SAFEbuilt and City attorney regarding Fire Department's ventilation system, which draws fumes into the office areas and which the State mechanical inspector indicated is out of compliance with statute. The City's mechanical inspector will present an overview of his findings:
  - FD needs to seal two openings in the storage/maintenance room and keep the door to that room closed.
  - A mechanical contractor should ensure positive pressure from the City Hall side so that fumes are blown toward the FD side of the building.
  - JFB should properly permit the ventilation system so as to ensure proper installation.
- Moved forward the lease standardization project. All five properties and tenants are different, so input has been sought from legal counsel, building official, assessor, tenants, and public works staff to develop leases that are clear and fair to all.
- Worked with Supervisor Ranes on a thorough proposal for DPW facility replacement. I anticipate being able to bring this forth for Council discussion next month.

### **Community Relations**

- Attended monthly GABCA meeting, Gale Valley Estates residents' coffee gathering, and Michigan Municipal League's Live with the League.
- Supported DDA by arranging for Council to consider two applications this evening.
- This month's Leadership Kalamazoo meeting included an economic development tour of the region. There is a lot of opportunity out there to help support the Galesburg economy.
- At the invitation of Southwest Michigan First, I addressed more than 40 of the region's top economic development leaders to share with them the City's progress and the ways that Galesburg is setting itself up for housing expansion: improving infrastructure, streamlining

ordinances and processes, and making this an appealing community to developers through blight removal.

- Several Portage leaders are in Washington, DC this week, and they had asked for our top concerns so that they can carry a regional message to our national leaders. I responded that our top concerns are housing, the USPS consolidation plan, and funds to address blighted buildings.
- Connected with the zoning administrator and attorney to help the owner of a 10-acre parcel to help identify options so that he can use his property in the way that he wishes. It was a challenge, but by working together, we have identified a plan that will likely meet the needs of the property owner, neighbors, and the City. Forwarded information to Planning Commission Acting Chari DeeAnn Whisler.
- Began work on second quarter newsletter.
- Facebook videos are scheduled through 4/21. I am nearly done with eight new scripts, so I'll send those out in the coming days, and we can coordinate a recording schedule.
- Had good conversations with two Fleetwood plat residents who had great comments about the plowing. The representative of a Fleetwood plat group of neighbors sent a very thorough list of questions about the possibility of annexation. I hope to complete my response to this initial inquiry in the coming days.
- Mayor Marble and I attended Southwest Michigan First's quarterly gathering for local officials last week, and I encourage other Council members to attend the following sessions from 8:30 – 10:00 am at their office, 180 E. Water Street, Kalamazoo on the following dates:
  - 6/23: Housing
  - 9/22: Economic development incentives
  - 12/8: Placemaking
- Spent quite a bit of time with a property owner who had questions surrounding easements, water, the housing repair grant, and the fence ordinance. Helped her reach out to the County to learn about her easement. Thank you to Councilwoman Lemon who supported this effort with additional documentation.

Lastly . . .

1. Several Council members are new, so I'll share an overview of the work that we have moved forward together since my arrival in late 2020. Please see the attached pages and celebrate our wins!

Nothing is perfect, but we're putting together important building blocks related to economic development, public safety, and ordinance enforcement that lay the foundation for long-term growth of the tax base that will ultimately lead to sustainability.

2. After having taken the Clifton Strengths test, I'd like to share insights in the spirit of improving communication with those of you with whom I work most closely. For example, my report indicates that my personality type:
  - *Takes psychological ownership of what they say they will do and are strongly committed to stable values such as honesty and loyalty.*
  - *Creates alternative ways to proceed; when faced with any given scenario, they can quickly spot the relevant patterns and issues.*
  - *Searches for reasons and causes, with the ability to think about all of the factors that might affect a situation.*

- *Is intrigued with the unique qualities of each person, with a gift for figuring out how different people can work together productively.*
- *Enjoys close relationships with others, finding deep satisfaction in working hard with friends to achieve a goal.*

If there is interest, providing the test for staff and Council may be useful as we strive to work together productively.

## **2021 Accomplishments**

### **A. Organizational Management**

- Systematized branding including updating all logo artwork and created brand usage guideline document.
- Implemented a system of accountability to partner agreements by:
  - Scanning and storing DDA historical documents.
  - Scanning and storing museum historical documents. Analyzed records and created a spreadsheet overview of museum and historical society activity patterns.
  - Worked extensively on a museum lease which will serve as the basis for updating Library and Little League leases and will help inform Joint Fire Board lease revision.
- Oversaw ordinance enforcement activities through communication with Associated Government Services, SafeBuilt, CD Lawn Care, and attorneys.

### **B. Fiscal Management**

- Oversaw Plante Moran cash pooling, budgeting, chart of accounts update assistance.
- Obtained a grant to support construction during a water main, paving, and sidewalk replacement project on Washington & Division.
- Submitted a \$2 million stormwater management grant for Beckwith Street. Though not awarded, I am working with the engineer to refine and resubmit it in the coming year.
- Effectively addressed decades' worth of deferred maintenance at City Hall.
- Began investigating needs and funding to replace DPW barn before new snow plow chassis is needed.
- Presented a budget praised by Vice Mayor Marble and Councilwoman Harmon as the first budget during their time that was prepared correctly.
- Working to sell Midway assets prior to demolition.
- Enforced maintenance requirement in the Joint Fire Board agreement.
- Furnished office inexpensively by working through WMU Surplus Sales.
- Supported audit by providing all requested information.
- Identified several issues with the Joint Fire Board agreement that negatively impact Galesburg taxpayers.
- Hosted Michigan Rural Water Association energy audit of City Hall to find areas for savings opportunities.

### **C. Intermediate & Long Range Planning**

Moved forward on

- Demolition of dangerous building at 23 E. Battle Creek Street.
- Addressing other potentially dangerous buildings, including those that have been a source of concern for many years.
- Addressing needs for updates and clarification within the Joint Fire Board agreement.
- Working with apartments, attorneys, engineer, assessor, Road Commission, and residents to address Morhouse flooding problem.

- Procuring easements that will support grant requests to close the water main loop to the water tower, another need that was identified years ago.
- Addition of a 20-hour/week law enforcement officer.
- Increasing City Hall security by designing and ordering RFID badges for staff.
- Connected with American Sign Museum's Co-Sign program with hopes of introducing DDA to this downtown beautification opportunity.

#### **D. Intergovernmental Relationships**

- Researched DDA member terms, created board application form, sent letters to 40 potential applicants and followed up with phone calls.
- Working with KMetro on pilot program to help residents obtain transportation to jobs.
- Responded when GCFD firefighters needed water and Gatorade at a grass fire.
- Presented available residential tracts and commercial properties at a Land Bank workshop for new developers, and worked with Land Bank to help them understand Galesburg's priorities for properties they hold.
- Worked with Road Commission to learn more about causes and potential solutions to the Morhouse flooding problem.
- Michigan Rural Water Association water rate study.
- Worked with EGLE on ordinance revision and online public educational requirements.
- Participated in the ongoing community education work with Kalamazoo Stormwater Work Group.
- Represent Galesburg at monthly Kalamazoo Area Transportation Study meetings.
- Regularly attend Kalamazoo Township Supervisors' meetings.
- Work with Bike Friendly Kalamazoo on bike safety signs, safety vests, mural contest in order to support knowledge and usage of bike trail.
- Maintain awareness of area happenings by watching Kalamazoo County Commission meetings, communicating with neighboring townships, and attending Michigan Municipal League Monday briefings.
- Attend meetings of Kalamazoo County leaders focused on providing quality high-speed broadband access to all within the County in order to support local students and remote workers.
- Working with MDoT on optional elimination of traffic light wires during upcoming light replacement.
- Set quarterly meeting dates with Kalamazoo County Sheriff's Office representatives.
- Working with HBA Executive Director Jeff Tafel and County Housing Director Mary Balkema to support local housing development.
- Created KCSO deputy expectations document and shared with Captain Christensen.

#### **E. Relationship with the Public**

- Implemented communication improvements to help the public stay informed during the pandemic state of emergency.
  - Increased intentional use of Facebook—including weekly video updates, ordinance reminders, weather alerts, and other local news.



- Implemented new, quarterly newsletter. Obtained headshots of Council and staff for newsletter, and worked with Gale Valley Estates to ensure that residents received the newsletter.
- Oversaw implementation of new, more professional website.
- Regularly attend meetings of the Galesburg Area Business & Community Association (GABCA) to provide connection with the City. Support their activities with dues, personal contributions, and volunteering personal time.
- Communicate with public through:
- Provided nametags for office staff as a means of helping members of the public become familiar with new staff.
- Supported 4-H planting project by coordinating needs with the leader.
- Provided ongoing support of Library and its programs.
- Connected KRESA Ready Fours program with Library staff for an event in the park.
- Connected with Comstock Community Center on housing issues.
- Planning an educational session for local leaders to learn about historic preservation opportunities from City of Kalamazoo's retired longtime historic preservation coordinator.
- Worked with Road Commission and Google maps to change truck route so that it avoids West Battle Creek Street.
- Provided focus and momentum for owner, attorney, building inspector, neighbors, and Council to bring down the dangerous building at 23 E. Battle Creek Street.
- Instituted a special water payment plan agreement to help customers catch up on overdue bills once the water shutoff moratorium was lifted.
- Designed, ordered, and regularly use handwritten notes to communicate with various partners and members of the public.
- Investigated text-on-demand options and presented to Council.
- Increased access to Council meetings and educational opportunities by facilitating an agreement with Public Media Network and representing Galesburg on its board of directors.
- Supported Mayor's ice cream socials by attending and compiling survey data.
- With the assistance of the Galesburg Historical Society, upgraded the meeting room "Gallery of Mayors," which provides greater accuracy, was accomplished at minimal cost, and provides a fitting tribute to past leaders.
- Moved forward to obtain Eaton cubicle donation. Sent thank you note.
- Drafted Guthrie Room usage policy.

#### **F. Management of Employees & Relationship**

- Instituted bi-monthly staff meetings and monthly one-on-one meetings with direct reports, which has strengthened relationships and been well received by staff.
- Support healthy two-way communication and professional, respectful treatment of all staff.
- Provide constructive conversations and discipline.
- Supported clerk by creating new, clean cemetery maps. Also created attractive and useful framed zoning and future land use maps.
- Provided an increased number of work shirts to DPW staff so that they can start each day looking sharp, feeling confident, and representing the City well.

- Created a standard employment application.
- Worked with Council and staff to add a fulltime DPW technician to the staff.
- Established and communicated procedure for drug testing at Bronson for new employees and those who have been involved in on-the-job accidents. Received positive feedback from staff when the procedure had to be used.
- Created treasurer posting. Posted at MML, MTA, MMTA, MAC, ONEplace, City website, and Handshake (16 colleges and universities).

#### **G. Relationship with City Council**

- Provide monthly written and verbal reports.
- Available to Council outside of business hours by phone and email.
- Created organizational charts of City Council/staff/boards/partners; Council/DDA/GABCA, and fire protection services structure.
- Responsive to Council member requests such as:
  - Rental housing ordinance information gathering
  - Master planner information gathering
  - Addressing excessive speeding by investigating MSP speed study and preparing a resolution to implement it.
- Proactively recommend books, charts, concepts to support Council/staff work.
- Provided City email addresses for each council member who wanted one.
- Worked with Joint Fire Board to obtain a capital improvement plan so that Council could ask voters for adequate funding.
- Monitored and advised Council on the frequently-conflicting information from MiOSHA, governor's office and CDC regarding COVID protocols that would inform changes to City's COVID policy.
- Designed and purchased Galesburg Cares shirts (at no expense to the City) for staff and Council support of nonprofit events.
- Researched code enforcement and building inspection services, presented to Council.
- Participated in Personnel Committee meetings to support policy and benefit updates.
- Work with Council members on 30-second Facebook video scripts and performance.
- Attend Kalamazoo Area Transportation Study monthly meetings with Councilwoman Lemon.
- Support Councilman Harmon's Joint Fire Board work.

# 2021 Resident & Council Communication

**GALESBURG**  
Michigan

City of Galesburg  
100 East Michigan Avenue | Galesburg, Michigan 49603

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Michigan

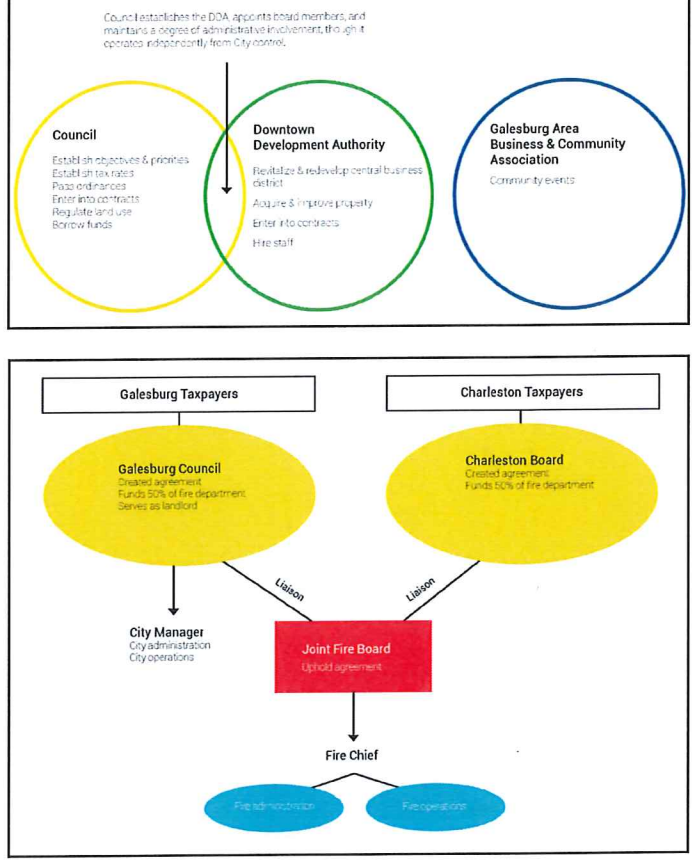
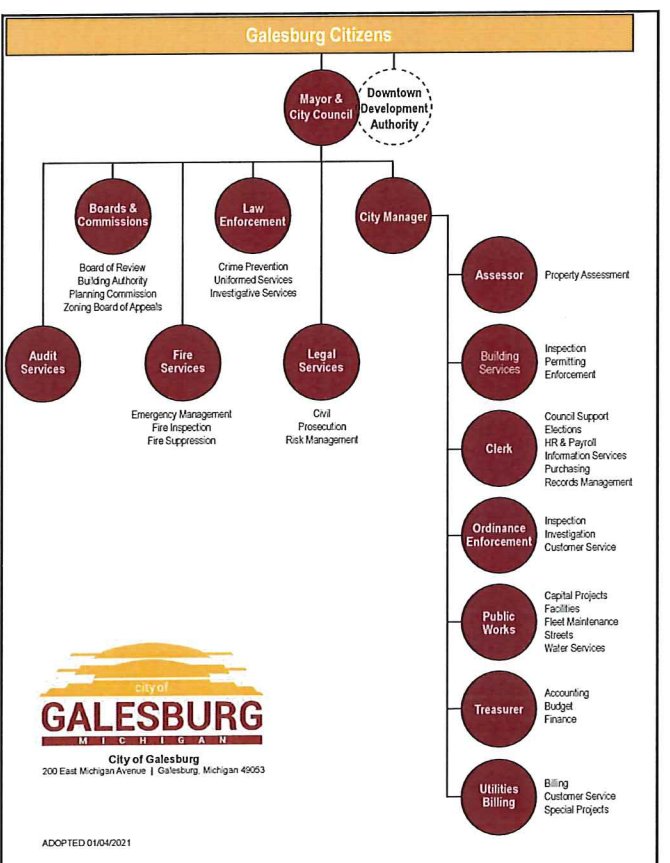
City of Galesburg  
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Michigan

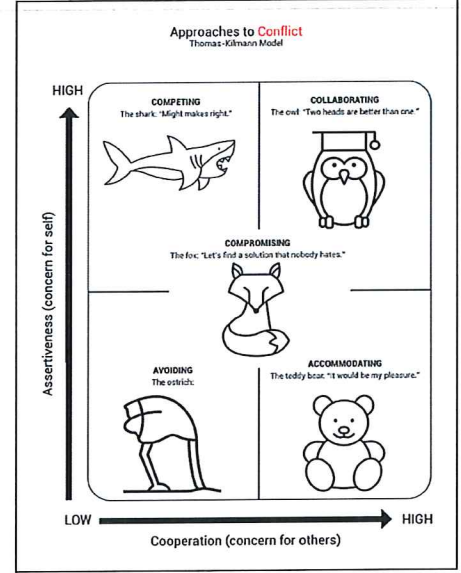
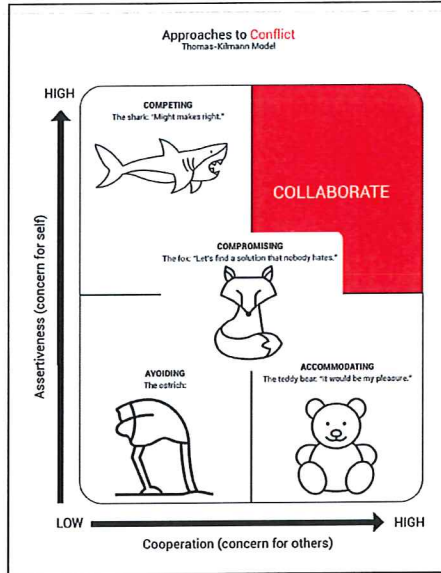
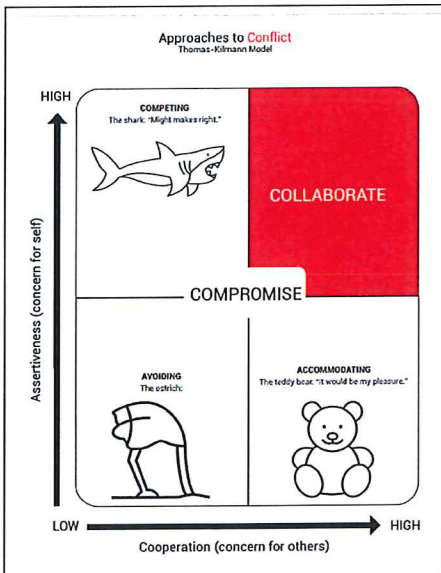
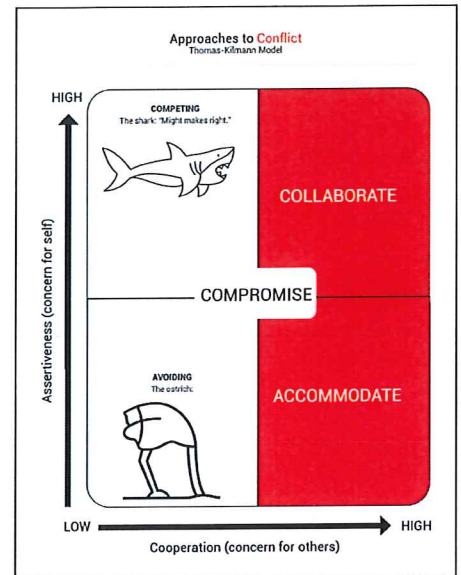
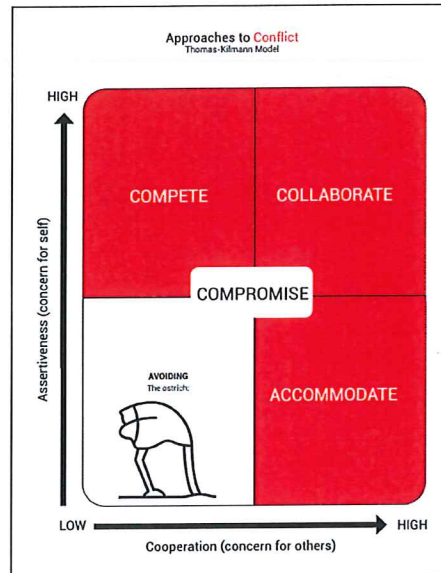
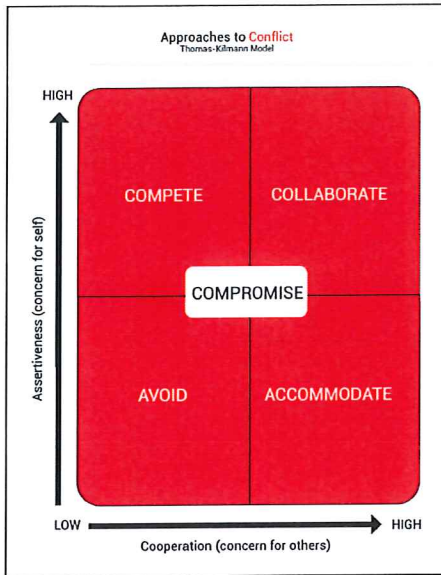
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Michigan

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100 East Michigan Avenue | Galesburg, Michigan 49603







city of

# GALESBURG

M I C H I G A N

**Galesburg Yellow**

C . . . . 1	R . . 249	#f9b633
M . . . 31	G . . 182	
Y . . . 91	B . . . 50	Pantone
K . . . . 0		131c

**Galesburg Red**

C . . . 28	R . . 130	#821517
M . . 100	G . . . 21	
Y . . 100	B . . . 23	Pantone
K . . . 36		484c

Roboto thin

Roboto regular

Roboto medium

Roboto bold

Roboto black

## Community Neuroses

by Doug Griffiths

### Addiction Disorder

Over-reliance on an industry or financial resource

### Depression Disorder

Feeling there is no hope or that the best days are behind you

### Anxiety Disorder

Fear of follow-through or making a decision

### Identity Disorder

Not knowing who are you really (changing from who you *were* to who you *can be*)

### Derealization Disorder

Denying—or lying about—new realities, change, and their impact or opportunities (the lies we tell ourselves)

### Ego-Centric Disorder (Anti-Social or Narcissistic Disorder)

Your community stands alone—and must in order to survive

### Dependent Disorder

The need to be cared for and managed by other groups

### Risk/Status Quo Disorder

Miscalculating risk to arrive at the decisions you want anyway

### Obsessive-Compulsive Disorder

Rigidly and unwaveringly believing things must conform or follow a certain pattern to succeed; Adherence to patterns over results.

### Immature Disorder

No tolerance for stress or acceptance of responsibility; Ignore and blame

### Fear/Paranoia Disorder

Others are always out to get you, and every challenge is proof of that

### Grief Paralysis Disorder

Held up or stuck in the 5-step process of grieving change

### Inadequacy/Undeserving Disorder

The self-fulfilling prophecy that your community is not meant to be successful

## Thoughts on Vision & Mission

### From Linda

**Vision:** To attract more businesses to our downtown district and adding more housing to our community.

**Mission:** Streetscaping including new lighting, attractive signs, artwork, renovation of buildings; add diverse housing such as combining retail and housing together, adding townhouses to our plan, all in an aesthetic way to attract not only our current residents to stay but to bring in new people to our city.

### From Sarah

**Vision:** To make Galesburg a uniquely enjoyable place to live and a prosperous place to do business.

**Mission:** To provide the opportunities (regulatory environment, infrastructure, and physical spaces) to support thriving lives and businesses.

### From Lori

**Vision:** To keep our small town feel well attracting and maintaining a strong and stable downtown District where people can live, grow, play and shop.

**Mission:** Participate in place making, streetscaping, attractive signage, walk ability and collaborative relationships with potential funders, business friendly zoning and opportunities for diverse housing.

## Kalamazoo County GIS



8/20/2021, 4:22:00 PM

**Parks** Government Units County Local Road Parcels  
**Cemetery** Street Centerlines City Major Street  
**Address Points** County Primary Road City Minor Street

1:9,028  
0 0.05 0.1 0.2 mi  
0 0.07 0.15 0.3 km  
Esri Community Maps Contributors, Esri Canada, Esri, HERE, Garmin,  
Kalamazoo County

This map is for reference purposes only, and does not represent a survey or legal document. Data layers on this map are generated from individual local sources. The County makes no representation regarding the accuracy or reliability of the data contained herein.

## **2022 Accomplishments**

### **A. Organizational Management**

- Regularly attend Michigan Municipal League Monday briefings to stay abreast of State requirements and opportunities.
- Supported Planning Commission through the planner selection process, strategically recruiting appropriate steering committee members, and coordinating planner work. Created and provided requested SWOT (strengths, weaknesses, opportunities, and threats) document, kickoff tour route with notes, steering committee roster. Also provided planner with 2017 CIP, 2012 master plan, DDA boundary map, copy of open spaces grant application, Kalamazoo County Housing Department contact info, annexation consultant contact info, and Mill and Morhouse easement documents. Discussed with planner some potential ordinance updates that Planning Commission may want to consider such as a) limiting areas available to marijuana businesses in case petition efforts are successful and b) establishing a maximum percentage of homes to be certified as rentals.
- Given the anticipated need to replace the 1990s-era snowplow chassis in the coming years, continued investigating building a new public works facility that will accommodate it in an economical and energy-efficient way.
- Worked to learn more about best practices in fire protection services.
- Proposed City Hall meeting room usage policy to support appropriate boundaries and expectation around taxpayer space and staff resources.
- Continued to provide Council with a monthly leadership concept for general consideration and/or discussion.
- Hired new clerk, treasurer, and DPW staff in cooperation with Personnel Committee. Together with Personnel Committee and City Council, worked to ensure a salary and benefits package—as well as an organizational culture—that will support recruitment and retention of excellent personnel.
- Joined International City Managers Association and engaged with that organization's materials.
- Renewed MS4 stormwater permit for the next five years.
- Maintained successful Board of Review work, ensuring that citizens were heard and that their questions were answered. One new veteran exemption, one personal property tax correction.
- Nearly all cemetery information has been entered into the new database.
- Oversaw completion of two successful elections this calendar year, with the third going smoothly so far.
- Ensured adherence to Freedom of Information Act and Open Meetings Act requirements.

### **B. Fiscal Management**

- Actively involved Council and department heads in creating a priorities-based budget.
- Facilitated first water rate study and proposed first water rate increase in five years in order to prepare financially for water system maintenance.
- Oversaw the move of investment funds to Michigan Class to earn a rate of return equal to the treasurer's annual salary.
- Instituted check fraud prevention system with our bank.



- Instituted system to streamline mortgage company tax payments and result in faster payment at no cost to the City.
- Submitted public spaces grant to MEDC. Though the proposal was not among the 20% to receive funding, the project is written and able to be submitted for future funding opportunities.
- Analyzed proposed JFB budget by comparing it with that department's budgets over each of the last five years and recommended returning it to them for review and revision, to account for cost increases particularly in the areas of insurance, fuel, personnel, supplies, and maintenance.
- In service to the taxpayers, proposed a policy requiring staff to clock out when responding to fire calls. Such policy would have saved the City \$10,000 over the previous two years.
- Arranged to lease a vacant property to the neighboring business, an arrangement that benefitted both parties.
- Initiated movement of the Fees Committee by helping to define the process and deliverables involved in establishing a single document that will contain all local fees as well as those of neighboring communities for comparison and analysis purposes.
- Cleared up historical question surrounding City's financial responsibility for right-of-way trees. Such clarity will save the City its past annual expenditure of \$10,000/year.
- Proposed updated water/sewer turn-on/shutoff fee schedule.
- Taking initial steps to research possibility of leasing space on the water tower for cell antennas as a means of generating passive income.
- Refreshed printing quotes so that we continue to get good pricing on newsletters, note cards, business cards, and letterhead/envelopes.
- Supported a successful 2020 audit. Hosted auditors earlier this month and provided all needed information for the 2021 audit. Initial reports are positive.

#### **C. Intermediate & Long-Range Planning**

- Strategically moving ordinance enforcement forward this year has been important with three demolitions, one condemnation, and consistent follow-up on court orders, particularly on properties at the main intersection and the lumberyard.
- Supported Council adoption of the International Property Maintenance Code to modernize the City's property maintenance standards in keeping with the vast majority of communities throughout the State.
- Worked with owners of 44 acres to support their vision of residential development.
- Actively supporting the master planning process and eagerly anticipating working with Council and the community to achieve its goals.

#### **D. Intergovernmental Relationships**

- Continued quarterly meetings with leadership of Kalamazoo County Sheriff's Office to maintain this important partnership.
- Obtained State authorization to administer and enforce electrical, mechanical, and plumbing ordinances—no easy feat, but we got it done.

- Worked through Kalamazoo County Housing Office to obtain a \$75,000 grant to improve Washington Street homes and support neighborhood stabilization.
- Coordinated a Galesburg-specific postcard mailing from Kalamazoo County Household Hazardous Waste office (at no cost to the City) to communicate HHW hours' connection to spring bulk trash drop-off day.
- Regularly attend meetings of Kalamazoo Area Transportation Study policy committee, Public Media Network board of directors, Charleston Township board, township supervisors, Kalamazoo County Sheriff's Office, Kalamazoo Citizens for Responsible Government, Bike Friendly Kalamazoo (particularly their bike mural committee), Downtown Development Authority, Kalamazoo Stormwater Working Group. Stay in touch with partners such as Gull Lake Sewer & Water, Sen. Sean McCann, County Commissioner Roger Tuinier, City of Kalamazoo historic preservation expert Sharon Ferraro, Ross Township Police Chief Mel Rugg, Southwest Michigan First, LISC, Upjohn Institute, local Boy Scouts, and sports boosters.
- When trespassers set up camp on the YMCA property, coordinated a team of KCSO, YMCA, SAFEbuilt, Kalamazoo County Parks Department, and DPW staff to work together to repair the damage and keep trespassers away.

#### **E. Relationships with the Public**

- Drafted mayor's state-of-the-City address and arranged for Public Media Network to tape and broadcast it.
- Wrote, scheduled, taped, edited, and uploaded 51 30-second videos on topics of City business to Facebook and website.
- Offered limited assistance to those who were unable to deliver their own trash to bulk trash drop-off site.
- Supported Pizza King as they have worked to navigate confusing State requirements. Connected owner with appropriate sources of information from university, community, and region.
- Produced four quarterly newsletters.
- Produced and printed two bulk trash drop-off day flyers for a volunteer to deliver to households.
- Regularly attended meetings of the Galesburg Area Business & Community Association. Hosted the organization's planning meetings for Greater Galesburg Day, and support events with personal donations.
- Consistently respond to citizen concerns regarding ordinance changes, particularly related to the rental ordinance and water rate increase resolutions.
- Regularly send handwritten notes to residents, business owners, and other community leaders to thank, support, or maintain connection.
- At the urging of a resident, arranged to write a monthly column in the Battle Creek Shopper, which helps tell Galesburg's story to 75,000 readers per issue.
- Arranged, publicized, and hosted public meetings for SAFEbuilt to meet with landlords and voters to meet candidates.
- Created, distributed, collected, and compiled results of a broad-based community survey to help determine general priorities. Reported results to Council.
- Stepped in to maintain website while new clerk is learning her duties. Uploaded all minutes 2007 to present and current-year agenda packets. Uploaded all videos.

- Created all materials to be included in landlord packet announcing new rental inspection program (letter, brochure, checklist, ordinance, registration form).
- Worked with management team of a federally-inspected rental property to craft an ordinance amendment to appropriately accommodate their circumstances.
- Arranged for professional headshots at a discounted rate for new Council and staff so that electronic and print communication are ready to be updated with the new administration in January.
- Created and distributed application materials to promote the \$75,000 Kalamazoo County Housing grant for Washington Street home improvement. Helped analyze them with County and builder.
- Wrote and sent news releases to local media regarding important news such as rental inspection program, an activist crawling through Galesburg to highlight the issue of gun violence, and The Wall That Heals event, taking the opportunity to highlight and quote relevant local sources such as Council members and local business owners.
- Represented Galesburg by providing pre-event marketing support and on-site assistant at the Proxmire memorial charitable gold outing (on my own time).
- Presented two career speeches to middle schoolers. Distributed complimentary copies of the US Constitution provided by Hillsdale College.
- Arranged for Adult Protective Services to be present to support the homeowner at the court-ordered demolition of her accessory building.

#### **F. Manage Employees & Relationships**

- Supported employee trust by proposing incentives for staff achieving professional certification in their specific fields.
- Helped move retirement plan to Michigan Employees Retirement System to best support employee satisfaction, plan portability, and return on investment.
- Held bi-monthly staff luncheons for staff development. Topics included:
  - Identifying team values. Together, staff created the values statement hung throughout City facilities.
  - Balance between relationships and productivity (mediocrity and toxicity)
  - Kangaroos as staff mascots (they can't back up!)
  - Preparation and response to workplace violence
  - Helping each staff member identify and clarify his/her five categories of responsibility
  - A discussion of the "impact" step of the input → process → output → impact model
- Strengthened team trust by working through our procedures to remove an employee whose underperformance negatively affected morale.
- Proposed hazard pay plan for staff who kept the City running during the pandemic shutdown.
- Instituted Monday 8:30 am check-in so that department heads (including sheriff's deputy) can communicate plans and coordinate as necessary for the week ahead.
- Experimented with several written preparation tools to shape conversations at monthly one-on-one meetings with department heads.
- Supported employees' personal interests as appropriate, including attending the car show with two employees and the fire academy graduation ceremony of another.

- Recognized one staff member's growing leadership role by arranging a more professional uniform.
- Began compiling an annual calendar to help the team better plan for projects and make the best use of slower times of year.
- Worked with Public Works supervisor and staff to create a work schedule that would allow for daily opening and closing of park bathrooms in such a way as to minimize overtime.

#### **G. Relationship with City Council**


- Coordinated Joint Fire Board agreement update discussions with legal counsel and City Council to support more stable, capable department that will provide best possible public safety and prepare the City for growth.
- Worked with Council to establish, communicate, and launch a rental property inspection program as a step toward the vision of attracting growth opportunities.
- Instituted weekly communication with mayor and vice mayor to ensure effective dialog on progress, plans, concerns.
- Included monthly food-for-thought item in my report to Council has included:
  - Approach to conflict resolution (Thomas-Killman model)
  - Organizational charts for the City, Joint Fire Board, and the relationship between DDA and GABCA
  - "The future isn't a place that we're going to go, it's a place that you get to create."  
~Nancy Durate
  - "All drama is caused by unaligned commitments and unclear and unkept agreements."  
~Gary Hendricks
  - Key dimensions of successful Councils: Mindset, mission, metrics, muscle, makeup.
  - Graphic detailing the important balance between results and relationships to avoid both toxicity and mediocrity at each end of the scale.
  - Special assessments and user charges chapter from Council handbook
  - General information on master planning process
- Assisted with onboarding three newly-appointed Council members this year, including email setup support, headshots, and providing employee handbook draft, meeting schedule, existing and proposed JFB agreements, organizational charts, values document, and an invitation to participate in the 30-second Facebook video update project.
- Support Council members' personal interests as appropriate, including attending one Council member's 50<sup>th</sup> wedding anniversary party.
- Working with Planning Commission and SAFEbuilt on ordinance updates related to fences accessory buildings, swimming pools, mobile homes, signs, and transient merchant ordinances.
- Supported work of Security Committee by coordinating presentations and preparing the proposal for Council consideration.

#### **H. Coordinated Michigan Municipal League session for newly-elected officials.**

## 2022 Resident & Council Communication

[illegible][illegible][illegible][illegible]

**Welcome to Galesburg, where we value**



**Growth & Learning**  
In a world that never stops changing, we strive to always be learning and growing in the service of the taxpayer, we value continuous improvement.

**Accountability & Teamwork**  
We take responsibility while others make excuses. We are responsible to current and future citizens. It is our responsibility to work together and achieve our common goals and maintain unity together.

**Leadership & Vision**  
We face the City's future prosperity with passion and drive. We overcome outdated attitudes with innovation, creativity, and a vision for a thriving Galesburg.

**Ethics & Transparency**  
Transparency breeds legitimacy and trust. We have high expectations of ourselves and conduct our work in good faith. We value the truth.

**Service & Sincerity**  
Hospitality is a byproduct of serving others. We find meaning in hard work and accomplishment that serves our residents and businesses.

**Behavior: Positive & Solution-Oriented**  
We exhibit behavior that encourages growth in ourselves and our teammates. We value positive attitudes, creativity, and sustainable solutions.

**Understanding & Compassion**  
Rather than putting others in their place, we will strive to put ourselves in their place. We seek to understand others and commit to practicing civility.

**Respect**  
We are not a team because we work together. We are a team because we respect, trust, and care for each other. We value cohesiveness.

**Gratitude & Humility**  
The humble leader makes credit for progress; the proud leader believes he is already there. We are coachable and value the roles we play in service of the community.

**Clerk's Meeting Preparation Checklist**

Meeting date \_\_\_\_\_


**Pre-meeting checklist**

- ☐ Set agenda \_\_\_\_\_
- ☐ Send notice of public hearing(s) \_\_\_\_\_
- ☐ Publish public hearing notice(s) \_\_\_\_\_
- ☐ Email and copy packets \_\_\_\_\_
- ☐ Post packet to website \_\_\_\_\_
- ☐ Post to bulletin board \_\_\_\_\_

**Post-meeting checklist**

- ☐ Send notice of ordinance adoption \_\_\_\_\_
- ☐ Remove meeting from online calendar \_\_\_\_\_
- ☐ Remove notices from bulletin board \_\_\_\_\_
- ☐ Post draft minutes \_\_\_\_\_


**Results Relationships**



**=**

**Toxicity**


**Results Relationships**



**=**


**Mediocrity**

**Results Relationships**



**=**

**Motivation + Productivity**



*Help plan Galesburg!*

## Small Town, Big Heart


Help plan Galesburg's future by participating in a community survey. Results will help planners identify residents' dreams for the city's direction.

Participate on one of three ways:

- ☐ Scan the code at left with your smart phone's camera
- ☐ Click on the Master Planning tab at [www.galesburgcity.org](http://www.galesburgcity.org)
- ☐ Pick up a paper copy at the library or City Hall

**Survey closes January 1**

so hurry—we want to hear fro you!



**GALESBURG**  
THE CITY OF THE FUTURE

The diagram consists of three horizontal panels, each representing a different state of balance between 'Results' and 'Relationships'.

- Top Panel (Dark Blue):** A tilted beam with a triangle fulcrum. The left end is higher and labeled 'Results Relationships'. The right end is lower and labeled 'Toxicity'.
- Middle Panel (Dark Blue):** A tilted beam with a triangle fulcrum. The left end is higher and labeled 'Results Relationships'. The right end is lower and labeled 'Mediocrity'.
- Bottom Panel (Dark Red):** A horizontal beam with a triangle fulcrum. Both ends are at the same level and labeled 'Results Relationships'. The right end is also labeled 'Motivation + Productivity'.





Employee\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_

Meeting objectives\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous meeting followup\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goal\_\_\_\_\_

Current projects\_\_\_\_\_

Progress\_\_\_\_\_

Challenges/changes\_\_\_\_\_

\_\_\_\_\_

Help needed\_\_\_\_\_

\_\_\_\_\_

Action items\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goal\_\_\_\_\_

Current projects\_\_\_\_\_

Progress\_\_\_\_\_

Challenges/changes\_\_\_\_\_

\_\_\_\_\_

Help needed\_\_\_\_\_

\_\_\_\_\_

Action items\_\_\_\_\_

\_\_\_\_\_

Goal\_\_\_\_\_

Current projects\_\_\_\_\_

Progress\_\_\_\_\_

Challenges/changes\_\_\_\_\_

\_\_\_\_\_

Help needed\_\_\_\_\_

\_\_\_\_\_

Action items\_\_\_\_\_

\_\_\_\_\_

Plan for next few weeks\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Info to share publicly or with Council\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

One recent win\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

One recent situation you wish you had handled differently\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Date: \_\_\_\_\_

## Goals

What goals can we agree on?  
How have things gone since we last spoke?  
What are our plans until next meeting?

[illegible]

## Obstacles

What is standing in your way?  
What have I noticed getting in your way?  
What can I do to help? What can you do?

[illegible]

## Opportunities

What are you proud of that most people don't know about?  
Do you feel you're growing toward where you want to be?  
What could we do to make this your dream job?

[illegible]

## Decisions

What actions will you take before next time?  
What actions will I take before next time?  
What other big decisions did we make?

[illegible]

## Staff Self Assessment

Organizations run at optimal efficiency when open communication is invited and vulnerability is encouraged. This form will help guide conversations at occasional staff check-ins. Please be as candid as you are comfortable being, and be assured that all feedback received makes the City of Galesburg a better workplace for staff and a better community for those we serve.

## Wins!

Your positive stories help us communicate the important work we do on behalf of the taxpayers. Our taxpayers and residents feel confident because of the professional way we show we care. Please share your two proudest moments when you have seen your efforts add to the betterment of our community. Bonus points if you can elaborate on the personal impact.

[illegible]

## Woes

As we continuously strive to create an intentional, collaborative environment, it is important to discuss the issues in and out of our control so we can work toward proactive solutions and practice better-informed decision making. Please share any challenges or situations you have encountered in your role and how this impacts the quality of service we provide.

[illegible]

## Wishes

Often, when being introspective, it is easy to identify the areas where we fall short. We can lose sight of the bigger picture when focusing on our personal and professional limitations. Please share two wishes that could make staff life easier. Examples could be a training, new software, more hands-on help, better cross-training, etc. We can't have everything, but we can always do better.

[illegible]

## Worries

We all worry about something, and the work environment can feel toxic when we do not feel comfortable voicing our worries. Instead of letting concerns take a physical, emotional, and mental toll on wellbeing and work quality, please take a moment to ask questions share concerns, or vent.

[illegible]

## Wrap Up

Please share anything you would like to add that may not have been addressed above.

[illegible]

# 2023 Resident & Council Communication

## Guide to permits in Galesburg

### Introducing SAFEbuilt

Galesburg partners with SAFEbuilt to offer professional building services. SAFEbuilt's experts work with home and business owners, contractors, and design professionals to help the Galesburg community grow together.

### Permit applications & payment

Permit forms and instructions are available at [www.galesburgcity.org](http://www.galesburgcity.org) and at SAFEbuilt's Athens office. Mail or deliver all applications and payments to SAFEbuilt. Make checks payable to City of Galesburg.

Permits remain valid as long as work is progressing and inspections are conducted. A permit will become invalid if the authorized work has not begun within six months after the permit is issued or if the authorized work is suspended or abandoned for a period of six months. Canceled permits cannot be reinstated, and payments cannot be refunded.

### Inspection scheduling

Inspections are performed on Tuesdays and Thursdays and can be scheduled 24 hours a day by calling the inspection hotline.

### Re-inspection

Re-inspection fees can be paid as early as two business days following issuance of a non-compliant inspection report. Re-inspection fees must be paid prior to scheduling the re-inspection.

### When is a permit required?

Examples listed below provide a general guide to needed permits. For information related to a specific project, call SAFEbuilt.

#### Zoning

Zoning permits are needed for new construction, additions, alterations, remodeling, change of use, fences, foundations, decks, porches, barns, sheds, carports, garages, pools, and signs.

#### Building & demolition

Building permits are required for projects such as new construction, additions, siding, interior or exterior remodeling, roofing, foundations, and demolition.

#### Electrical, plumbing & mechanical

Before beginning any work, call SAFEbuilt to determine whether a permit is needed for your particular job. Their professional permit technicians and inspectors will be able to help determine whether a permit is necessary.

### Need help?

Refer to the City website for permit application forms, which contain general instructions. For questions, call SAFEbuilt at the telephone number below. Support staff is available to assist you in understanding required documentation needed to file applications. Staff will also assist you as much as possible so that all necessary permits to complete your project may be obtained. Keep in mind, however, support personnel aren't inspectors; some questions are best directed to particular trade inspectors.

**Permit questions**  
269-729-9244

**24-hour inspection scheduling**  
877-721-9266

**SAFEbuilt**

187 E. Capital Avenue, Athens, MI 49011  
general: 269-729-9244 | inspections: 877-721-9266  
athens@safebuilt.com

**GALESBURG**

City of Galesburg  
200 E. Michigan Avenue, Galesburg, MI 49533  
269-465-7000

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### Checklist to obtain a building permit

- ☐ **Be aware of any deed restrictions and regulations** related to subdivision, flood plains, and wetlands. If a variance or special consideration is needed, provide written approvals to the zoning administrator.
- ☐ **Proof of zoning approval** from SAFEbuilt zoning administrator
- ☐ **Site plan:** A drawing of your project drawn from a bird's-eye view depicting measurements to property lines and distances to existing structures from your proposed project. Ground elevations and the 100-year flood elevation (if applicable) should also be shown.
- ☐ **Plan/prints:** Three sets of plans are required. One set will be returned to you after review. Plans must depict footing information (depth below grade, thickness and width of footing, and material), wall section and roof construction cross section, and a floorplan (rooms labeled as bathroom, bedroom, etc.) for all floors including basement. Plans must also depict window sizes in each bedroom. Each plan/print for a commercial project must contain an original seal by a State of Michigan registered architect or engineer.
- ☐ **if applying only for a change of use, applicants will provide a statement of the proposed new use of the existing structure instead of a site plan.**
- ☐ **Proof of property ownership:** May be established by providing a copy of your tax bill. If you have recently purchased/obtained your property and the tax bill is not yet in your name, provide a copy of the tax bill from the previous owner's name and a copy of a signed sales agreement between you and the seller and a legal description of the property. Tax bills are available from City of Galesburg at 269-465-7000. For property description, see [www.beaonline.com/tide-506](http://www.beaonline.com/tide-506) or call the Kalamazoo County register of deeds at 269-383-6970.
- ☐ **Miss 100:** This is not a permit, and proof of calling is not required. However, if you plan to do ANY digging, call three working days prior to digging to learn the location of underground utilities. Call 811 or see [www.call811.com](http://www.call811.com) for more information.
- ☐ **Copy of a septic and/or well permit:** Available from the Environmental Health division of Kalamazoo County Health & Community Services at 269-373-5210.
- ☐ **Copy of driveway permit** (new houses or buildings without current driveway): Available from the City of Galesburg.
- ☐ **Soil erosion permit** if within 500' of lake, stream, pond, marsh, swamp, drain OR moving/removing one or more acres of land. Available from Kalamazoo County drain commissioner at 269-384-8117.
- ☐ **Floodplain permit** if near, in part or whole, the floodplain of a river, swamp, creek, marsh, or county drain. Available from Kalamazoo County drain commissioner at 269-384-8117.
- ☐ **Wetland permit** if project is on the edge of or within a body of water. Available from Kalamazoo County drain commissioner at 269-384-8117.

## Go green! Go paperless!

Enroll in electronic billing today!



Galesburg utility customers have the option of receiving their invoices electronically. Now you can securely view, download or print statements delivered directly to your inbox. Easily access online statements whenever you need them. Electronic bills will be emailed from the Galesburg Utility email account, and you can typically expect them the second week of each quarter (March, June, September, December). If you do not find your invoice in your inbox, check the spam folder or contact City Hall at (269) 695-7000.

Account holder name (as shown on bill) \_\_\_\_\_

Service address \_\_\_\_\_ Galesburg, MI 49533

Daytime phone \_\_\_\_\_

Alternate phone \_\_\_\_\_

Email (print clearly) \_\_\_\_\_

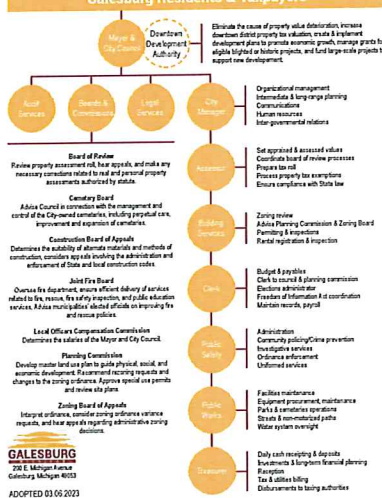
I authorize the City of Galesburg to email my monthly utility bill to the email address indicated above. I understand that the quarterly utility bill is the only statement that will be sent and that I will no longer receive a printed utility bill. I will notify the City of Galesburg in writing if I wish to receive a printed utility bill again. Further, I understand that failure to receive the electronic bill does not waive my responsibility to pay, nor does it reduce or eliminate nonpayment penalties.

Account holder signature required \_\_\_\_\_

Date \_\_\_\_\_

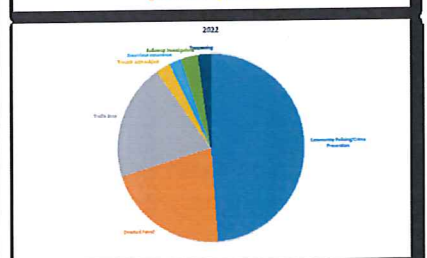
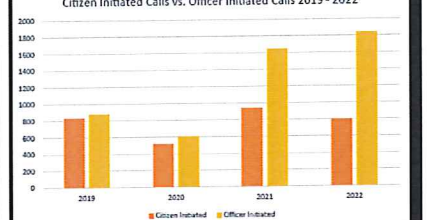
**GALESBURG**  
CITY OF Galesburg

### Galesburg Residents & Taxpayers



### Law Enforcement Call Analysis 2019 - 2022

Citizen Initiated Calls vs. Officer Initiated Calls 2019 - 2022



# GALESBURG

## Assessed value

### Make sure your principal residence exemption is in place

Each year you go to the North Shore of Galesburg, where the assessed value of your property is determined. The assessed value of your property is determined by the Galesburg Assessor's Office. The assessed value of your property is determined by the Galesburg Assessor's Office. The assessed value of your property is determined by the Galesburg Assessor's Office.

## What makes Galesburg a Redemptive Ready Community?

The City of Galesburg is a Redemptive Ready Community. The City of Galesburg is a Redemptive Ready Community. The City of Galesburg is a Redemptive Ready Community. The City of Galesburg is a Redemptive Ready Community.

## facebook

Like us on Facebook! Follow us on Facebook! Like us on Facebook! Follow us on Facebook! Like us on Facebook! Follow us on Facebook!

## From 13 Ways to Kill Your Community

### Ignore the Youth

Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth. Ignore the Youth.

## From 13 Ways to Kill Your Community

### Ignore outsiders

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# GALESBURG

## Cover Story Here

Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here. Cover Story Here.

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# The City of Galesburg welcomes you!

## Internship Opportunities

Interns with the City of Galesburg can expect to manage a project or a significant part of a project. Specifics are tailored to the intern's education, experience, needs, and goals. Interns will develop skills in self reliance, effective communication, and teamwork. Current project needs include the following:

- Marketing Communication
- Write, edit, and/or design quarterly print newsletter. Manage website and social media accounts. Script, shoot, and edit video updates.
- Downtown Development Authority Support
- Work with Downtown Development Authority leadership to develop recruitment materials, increase support among downtown businesses, and implement economic development programs including the MEDC Redevelopment Ready Program.

## Representative Majors

City of Galesburg internship projects will gladly be customized to meet a student's interests and goals. Internship opportunities are appropriate for students with a wide variety of majors, for example:

- Business
- Communication
- Community Planning
- Criminal Justice
- History
- Management
- Marketing
- Nonprofit Management
- Political Science
- Public Administration
- Public Relations

## Next Steps

Are you someone with a high degree of integrity and personal responsibility? Do you have your own transportation? Call us. Let's work together!

Sarah O. Joshi, MPA  
City Manager

City of Galesburg

225 East Washington Avenue • Galesburg, Illinois 62534  
202.682.7700 • [info@galesburg.org](mailto:info@galesburg.org) • [www.galesburg.org](http://www.galesburg.org)

It's a new day in

**GALESBURG**

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## Next Steps

Are you someone with a high degree of integrity and personal responsibility? Do you have your own transportation? Call us. Let's work together!

Sarah O. Joshi, MPA  
City Manager

City of Galesburg

225 East Washington Avenue • Galesburg, Illinois 62534  
202.682.7700 • [info@galesburg.org](mailto:info@galesburg.org) • [www.galesburg.org](http://www.galesburg.org)

It's a new day in

**GALESBURG**



## **DPW Report March 2023**

**Water and Sewer:** Significant work is taking place within the water system. Balkema Excavating has been working on the water system in the last couple weeks of March. Water main and water service installations, and hydrant replacement will continue to take place in the month of April. I'm looking forward to the training I will be able to gain while replacing our critical infrastructure.

**Snow Removal:** Snow removal in March was minimal. I believe the winter snow removal season has ended. We will begin to transition out of winter mode and into spring and summer operations.

**Major/Local Streets:** Cold patching continues to take place on all city streets. Significant hot patching will follow this when hot patch becomes available from the asphalt plants hopefully in April. Washington and Division streets are seeing complete road milling and repaving in April. Work has ensued throughout March to begin this process. Sidewalk replacement on Washington and Division has started with little to no issues so far.

**811 Miss Dig:** 811 Locates picked up in the month of March. Contractors are beginning to transition into spring and summer projects and have begun calling in underground infrastructure locates accordingly.

**Motor pool:** Dump Truck #32 went to the Ford dealership for Diagnostic and repair of some issues with the power steering and braking systems. They found the issue to be a power boost valve. They repaired that and went through the vehicle and inspected everything stating the vehicle looks to be in good maintenance for its age.

**DPW Barn:** We were able to get the barn heaters replaced after a little hiccup from the start. They are doing the same job as the previous heaters, with little to no difference in energy consumption or heating capability.

Respectfully,

*Joshua E. Ranes*

### Board & Committee Application

Name

Dshey Dickinson-White

Street address

11359 Greenfield dr

Preferred phone

269-823-1588

Email

dsheywhite1998@yahoo.com

Which board or commission are you interested in serving?

☐ Board of Review

☐ Construction Board of Appeals

☐ City Council special appointment

☒ Downtown Development Authority

☐ Fire Board

☐ Parks & Recreation

☐ Planning Commission

☐ Zoning Board of Appeals

Do you have the capacity to participate in virtual meetings?

☒ Yes

☐ No

If not, would you be interested in learning this skill?

☐ Yes

☐ No

Please provide some background information about yourself.

I moved to Galesburg when I was 12. Since being here I have grown into the person I am today. I have worked at McDonald's, as a security guard, to my current position a Career Navigator. A Career Navigator assist with job searching and resume help. All my jobs have been something I love doing which is helping people.

What business or community experience do you have that relates to the work of the board or commission for which you are applying? Specifically, do you have financial management or government experience?

Besides my security and my current position, I do not.

Why do you wish to serve the City of Galesburg in this way?

Spending most of my life in Galesburg, I have always loved the city. I've wanted to involve myself some way whether it's with businesses, or buying something or just getting more involved with what's going on in the community on a daily basis.

What do you feel that the role and priorities of this board or commission should be? \_\_\_\_\_

To make this community the best Galesburg it can, while also making it a safe place to be, so it can be a go to place while traveling to Kalamazoo or Battle Creek.

What contacts can support the work? Local establishments can add how they can grow and stay open. Also local establishments can add what they think, would thrive in Galesburg, such as food or retail stores.

Are you aware of any conflicts of interest you may have with the board or commission's work? If so, please explain. No

The expectation is that board and commission members miss no more than 1-2 meetings per year. Committee members typically spend 10-12 hours per month on this work. Are you able to uphold this time commitment? \_\_\_\_\_

Please share how you see yourself actively participating in the activities of the authority.

I would participate by attending and being vigilant in meetings, and around the community.  
Also, participating and sharing my ideas on any subjects

Please return completed application form to  
Galesburg City Hall; 200 E. Michigan Ave.; Galesburg, MI 49053



# GALESBURG

200 E. Michigan Avenue  
Galesburg, Michigan 49053  
Phone: (269) 665-7000  
Fax: (269) 665-4541

## APPLICATION FOR MEMBERSHIP ON CITY BOARD

Thank you for your interest in serving on a Galesburg Board or Committee. Please tell us a little bit about yourself by answering the following questions.

### PERSONAL INFORMATION

DATE: FEB 16, 2021

NAME: VanderWeele Jerry & Tammy J & L  
LAST FIRST MIDDLE INITIAL

ADDRESS: 10818 Stone point Dr. Delton MI 49046  
STREET CITY STATE ZIP

TELEPHONE #: (J) 269-665-0082 CELL PHONE #: (T) 269-665-0567

EMPLOYER NAME: CATERING by Gmc PHONE #: 269-808-2900

BUSINESS ADDRESS: 16 E. Michigan Galesburg MI 49053  
STREET CITY STATE ZIP

EDUCATION: College? Yes ☐ No ☒ Degree? Yes ☐ No ☒  
FIELD OF STUDY

CITY BOARD (YOU WISH TO SERVE ON) Members of ADA

AREAS OF PERSONAL INTEREST/HOBBIES: Kids, Family, Travel

### ADDITIONAL INFORMATION (EXPERIENCE, QUALIFICATIONS, ETC.)

Please comment briefly on why you wish to serve on a particular board. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board.

As we are new business owners we want to see our community grow.

Please mail or deliver to:  
City of Galesburg, 200 E. Michigan Ave., Galesburg, MI 49053

Please accept our thanks once again, for your interest in serving on a City Board.



ACE Excavating & Gravel, Inc

3311 Redmond Ave.  
Kalamazoo, MI 49001

## Estimate

Date	Estimate #
1/5/2023	324

Name / Address
City of Galesburg Sarah Joshi, City Manager 200 E. Michigan Galesburg, MI 49053

Project

Description	Qty	Rate	Total
Demolition of barn portion of building at 89 E. Battle Creek, Galesburg, MI Demolish building and transport debris to an approved landfill. Demolish concrete and footings. Transport concrete for recycling. Backfill. Install topsoil, grass seed, and straw mulch.*	1	20,000.00	20,000.00
*This estimate does not include any asbestos survey and/or abatement of any kind.			
Thank you for the opportunity to bid this job. This estimate is good for 30 days.			<b>Total</b> \$20,000.00

# SMALLEY CONSTRUCTION, INC.

1224 Locust St  
Jackson, MI 49203  
(844) 757-3366

## DEMOLITION ESTIMATE

TO
Sarah O. Joshi, City Manager City of Galesburg 200 E Michigan Ave Galesburg MI 49053 <a href="mailto:sjoshi@galesburgcity.org">sjoshi@galesburgcity.org</a>

ESTIMATE#	DATE
2023-1	02/02/2023

PROJECT ADDRESS
89 E. Battle Creek St.  11 W. Battle Creek St.

### Description of Work

**Below is our quote for the demolition of the above referenced property.**

**89 E. Battle Creek St**

**\$ 42,900.00**

**Other building left unfinished. Note that once we arrive onsite, we have all salvage rights.**

- Demolition of barn port of building
- Transport debris to an approved landfill
- Demolish concrete and footings
- Transport concrete for recycling
- Backfill
- Install topsoil, grass, seed and straw/mulch

**11 W. Battle Creek St**

**\$ 5,900.00**

- Remove fire escape deck and stairs
- Cut away from building and roof (no roof work needs to be done)
- Board up second floor door(s) for safety
- Transport debris to an approved landfill

*Thank you for your business.*

**TOTAL ESTIMATE**

**\$ 48,800.00**

### NOTE:

***This is an estimate. Every municipality has different requirements. They may require additional items that are not included in our bid. If they do, those requirements and pricing will be discussed at that time.***



2425 S 11th St Ste A • Kalamazoo, MI 49009-2113 • Phone: 269-888-1195

Sarah Joshi  
Phone: 269-290-9175

Job Address:  
89 East Battle Creek Street  
Galesburg, MI 49053

Print Date: 2-8-2023

## Proposal for 89 East Battle Creek - Barn and decking demo

Hello,

Thank you so much for the opportunity! Please find the estimate for your job attached.

### Demo Barn

Haul away all wood debris, concrete foundation and footings. Backfill with fill sand and top with top soil. Seed and straw upon completion.

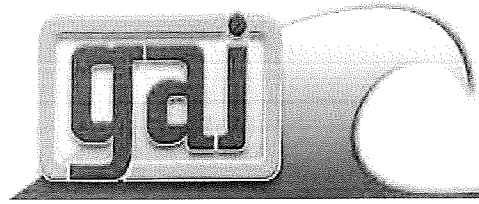
**Total Price: \$53,431.50**

Thank you,

The Kalamazoo Excavation Team  
info@kalamazooexcavation.com

Kalamazoo Excavation  
Office: 269.888.1195 / Fax: 269.216.6340  
2425 S. 11th Street, Suite A, Kalamazoo MI 49009  
www.kalamazooexcavation.com

The above quoted work only includes items as specified. Changes to or additions to the above will incur additional charges. These changes can be but are not limited to things like soil compositions not being as planned, changes required by the governing Health Department, underground utilities, buried obstacles, or other items unknown at the time of quote. Pricing does not include the pumping of the existing septic unless specified. Damage to the lawn and landscaping elements will occur. Ruts/tracks left by egress to the property are the responsibility of the homeowner unless otherwise specified. Muddy or wet conditions will lead to more extensive lawn or landscaping damage. Settling of the



**GASVODA & ASSOCIATES, INC.**

"Helping people use water efficiently"

Page 1 of 3

1530 Huntington Drive  
Calumet City, IL 60409  
Phone 708-891-4400  
Cell 219-309-4256

## Proposal

TO: Gull Lake Sewer and Water Authority

DATE: January 23, 2023

ATTN: Bill Bresson

PROJECT: Galesburg Lift Station Upgrade

---

The seller hereby offers the following equipment subject to all terms & conditions noted on this contract:

---

We are pleased to offer the following proposal for your review and consideration on the above named project. Kindly review our offer in its entirety and let us know of any further questions or requirements. This offer is for providing the equipment listed herein for installation by others.

### Galesburg Lift Station Upgrade

QTY	DESCRIPTION
-----	-------------

2	Barnes 4SE1926L Pump 1.9 HP, 240/1/60 Power 4" Discharge 30' Pump Cable
---	--

2	Barnes 4" Elbow, Discharge Kit
---	--------------------------------

2	Moisture and Temperature Relays
---	---------------------------------

2	Barnes 4x4 Intermediate Brackets
---	----------------------------------

4	20' Lengths of 2" 304SS Guiderail
---	-----------------------------------

1	All accessories to connect Barnes base elbows to existing lift stations piping.
---	---

1	GAI Service to remove existing pumps, rails, and base elbows. GAI Service to install new base elbows, guiderails, and pumps. Estimates two service techs for two days with a boom truck.
---	--

Total Investment: **\$23,540.00**  
Includes freight to Galesburg MI  
Lead Time: **4-6 Weeks**

This proposal and the attached terms and conditions cannot be modified in any way except by expressed written approval of Gasvoda & Associates, Inc.

Owner:		1st			
City of Galesburg		Balkema Excavating, Inc. 1500 River St. Kalamazoo, MI 49048			
Project Title:					
Washington & Division Water Main and Street Improvements					
Bid Date & Time:					
May 27, 2022 at 9:00 am		Project #: 2211012			
Item No.	Description	Quantity	Unit	Unit Price	Total Amount
MDOT Eligible Items					
1	Mobilization, Max 10%	1	LS	\$56,499.00	\$56,499.00
2	Traffic Control	1	LS	\$20,600.00	\$20,600.00
3	Cold Milling HMA Surface	5,100	SY	\$1.15	\$5,865.00
4	HMA Base Crushing and Shaping, Modified	585	SY	\$6.50	\$3,802.50
5	Sidewalk, Rem	1,575	SY	\$6.25	\$9,843.75
6	Dr Structure Cover, Adj, Case 1	3	EA	\$300.00	\$900.00
7	Gate Box, Adj, Case 1	7	EA	\$300.00	\$2,100.00
8	Remove & Replace Approach, HMA	202	SY	\$53.00	\$10,706.00
9	Remove & Replace Approach, Gravel	785	SY	\$11.00	\$8,635.00
10	Remove & Replace Approach, Concrete	100	SY	\$40.25	\$4,025.00
11	HMA, 13A	690	TON	\$88.25	\$60,892.50
12	HMA, 36A	690	TON	\$93.50	\$64,515.00
13	Sidewalk, Conc, 4 inch	13,475	SF	\$4.10	\$55,247.50
14	Sidewalk, Conc, 6 inch	2,500	SF	\$4.30	\$10,750.00
15	Sidewalk Ramp, Conc 6"	975	SF	\$6.50	\$6,337.50
16	Detectable Warning Plate	160	SF	\$35.00	\$5,600.00
17	Post, Mailbox	27	EA	\$34.00	\$918.00
18	Turf Restoration	26	STA	\$300.00	\$7,800.00
19	Erosion Control, Inlet Protection, Fabric Drop	4	EA	\$77.00	\$308.00
Galesburg Items					
20	Tree, Rem, 6 inch to 18 inch	1	EA	\$425.00	\$425.00
21	Tree, Rem, 19 inch to 36 inch	3	EA	\$2,200.00	\$6,600.00
22	Stump, Rem, 19 inch to 36 inch	1	EA	\$225.00	\$225.00
23	Stump, Rem, 37 inch or larger	1	EA	\$300.00	\$300.00

## Bid Tabulation

Owner:		1st			
City of Galesburg				Balkema Excavating, Inc. 1500 River St. Kalamazoo, MI 49048	
Project Title:					
Washington & Division Water Main and Street Improvements					
Bid Date & Time:		Project #:			
May 27, 2022 at 9:00 am		2211012			
Item No.	Description	Quantity	Unit	Unit Price	Total Amount
24	Water Main, 6" DI	10	LF	\$50.00	\$500.00
25	Water Main, 6" Sleeve	1	EA	\$600.00	\$600.00
26	Water Main, 6" 45 Degree Bend	2	EA	\$575.00	\$1,150.00
27	Water Main, 8" DI	1,007	LF	\$57.00	\$57,399.00
28	Water Main, 8" DI Scrap Adder	1,007	LF	\$2.52	\$2,537.64
29	Water Main, 8" Valve & Box	6	EA	\$2,265.00	\$13,590.00
30	Water Main, 8" 45 Degree Bend	6	EA	\$680.00	\$4,080.00
31	Water Main, 8" Sleeve	2	EA	\$580.00	\$1,160.00
32	Water Main, 8"x8"x8" Tee	2	EA	\$1,270.00	\$2,540.00
33	Water Main, 8"x6" Reducer	1	EA	\$625.00	\$625.00
34	Water Main, 12" DI	558	LF	\$85.00	\$47,430.00
35	Water Main, 12" DI Scrap Adder	558	LF	\$3.54	\$1,975.32
36	Water Main, 12"x12"x8" Tee	2	EA	\$1,680.00	\$3,360.00
37	Water Main, 12" Valve & Box	1	EA	\$3,700.00	\$3,700.00
38	Water Main, 12" x 6" Reducer	1	EA	\$1,200.00	\$1,200.00
39	Water Main, Hydrant Assembly	5	EA	\$5,780.00	\$28,900.00
40	Water Main, 1" Service, Short Side	8	EA	\$1,300.00	\$10,400.00
41	Water Main, 1" Service, Long Side	7	EA	\$1,645.00	\$11,515.00
42	Water Main, 1" Service, Outside of ROW	600	LF	\$16.70	\$10,020.00
43	Water Main, Service, Home Connection	15	EA	\$500.00	\$7,500.00
44	Water Main, Existing Service, Potholing	15	EA	\$500.00	\$7,500.00
45	Water Main, 1" Service Reconnection	2	EA	\$460.00	\$920.00
Total Bid					\$561,496.71
					\$51,905

Add'l  
Quantity

Add'l Cost

3 \$5,040.00 \* need to add 12'  
5 \$18,500.00  
1 \$1,200.00 \*12"x8"x reduce:







455

SOUTHEAST 1/4, SECTION 13  
COMSTOCK TOWNSHIP  
TOWN 2 SOUTH, RANGE 10 WEST

↓ -070

BRANDT  
10

(CEMETERY)

WATER MAIN, 12" DI 558 FT

WATER MAIN, 12" X 12" X 8"

E LIMIT

EX. 1 1/4" GAS

EX. U.G. CATV

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# GALESBURG-CHARLESTON FIRE DEPARTMENT

P.O. Box 176  
200 East Michigan Avenue  
Galesburg, Michigan 49053  
(269)720-2118

Kevin Roomsburg  
Chief

Assistant Chief

## *Proposed* 2023-2024 Budget Expenses

	'22/'23 Budget	'23/'24 Budget
Payroll Taxes	5,800	5,800
Fire Wages	70,600	70,600
Insurance	11,000	11,000
Workers Comp. Ins.	5,000	5,000
Bank Charges	50	50
Fire & Operation Supplies	4,100	4,100
Pager Repair	2,000	2,000
Training	6,000	6,000
Accounting	2,500	2,500
Audit	4,500	4,500
Equipment Maintenance	6,000	6,000
Fuel and Oil	7,000	7,000
Utilities	3,600	3,600
Fire Truck Repairs	4,500	8,500
Fire Barn Rent	12,600	15,000
Misc. Expenses	2,000	5,000
Capital Outlay Equip.	36,000	36,000
Equipment Replacement	66,000	66,000
Legal Fees	5,000	5,000
Total Expenses	\$249,750	\$263,650

### Capital Outlay Equipment '21/'22

4 sets of turnout gear @ \$5000 ea.	\$20,000
FEMA Grant Match	\$2,000
Equipment Replacement	\$14,000
	<u>\$36,000</u>

Mayor/ Supervisor Signature/ Date: \_\_\_\_\_

**Estimate For****City of Galesburg, MI**

Lisa Mcnees  
200 E. Michigan Ave  
Galesburg, MI 49053  
United States

**Phone** (269) 665-7000

**Fax**

**Q U O T E**

**Number** VC3Q25957

**Date** Mar 23, 2023

Here is the quote you requested.

From The Desk Of	Phone	Ship Via	Terms
Jon Thelen			Net 15

Line	Qty	Description	Unit Price	Ext. Price
1		<i>Meter Reader Tablets</i>		
2	2	Samsung Galaxy Tab Active4 Pro SM-T630 Rugged Tablet - 10.1" WUXGA - Octa-core 2.40 GHz 1.80 GHz) - 6 GB RAM - 128 GB Storage - Black - Qualcomm SM7325 Snapdragon 778G 5G SoC - Upto 1 TB microSD, microSDXC Supported - 1920 x 1200 - 8 Megapixel Front Camera - 16 Hours Maximum Battery Run Time	\$865.66	\$1,731.32
3	2	ZenRich Galaxy Tab Active4 Pro 2022/Galaxy Tab Active Pro 2019 10.1" Case (SM-T630/T638/T540/T547) with S Pen Holder, Rugged Heavy Duty Shockproof Case with Kickstand Hand Strap Shoulder Belt, Black	\$30.61	\$61.22
4		<i>Laptop for Josh</i>		
5	1	Lenovo ThinkPad E15 Gen 4 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i7 12th Gen i7-1255U Deca-core (10 Core) - 16 GB Total RAM - 8 GB On-board Memory - 512 GB SSD - Mineral Metallic - Intel Chip - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - English Keyboard - Front Camera/Webcam	\$1,282.99	\$1,282.99
6	1	Lenovo ThinkPad Universal USB-C Dock - for Notebook - 135 W - USB Type C - 3 Displays Supported - 3840 x 2160 - 6 x USB Ports - 2 x USB 2.0 - USB Type-C - 1 x RJ-45 Ports - Network (RJ-45) - 1 x HDMI Ports - HDMI - 2 x DisplayPorts - DisplayPort - Thunderbolt - Wired - Gigabit Ethernet - Windows	\$232.16	\$232.16
7	1	24IN PANEL 1920X1080 5MS HDMI	\$213.74	\$213.74
8	1	Logitech MK550 Wireless Wave Keyboard and Mouse Combo, Ergonomic Wave Design, Black - USB Wireless RF 2.40 GHz Keyboard - 117 Key - USB Wireless RF Mouse - Laser - 1000 dpi - Scroll Wheel - Email, Internet Key, Volume Control Hot Key(s) - AA - Compatible with Computer for PC - 1 Pack	\$69.30	\$69.30

**\*Quotes are Subject to Availability. Prices may vary if substitutions become necessary.  
Shipping charges included upon invoice.**

**5815 Clark Rd, Bath MI 48808  
1.855.487.4448**

Line	Qty	Description	Unit Price	Ext. Price
------	-----	-------------	------------	------------

Please contact me if I can be of further assistance.

<b>SubTotal</b>	\$3,590.73
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$3,590.73</b>

\*Quotes are Subject to Availability. Prices may vary if substitutions become necessary.  
Shipping charges included upon invoice.

5815 Clark Rd, Bath MI 48808  
1.855.487.4448

PROPOSAL NUMBER: 00031380  
 PROJECT: City of Galesburg Reception Desk  
 DATE: March 28, 2023 EXPIRES: May 27, 2023

## PROJECT PROPOSAL: City of Galesburg Reception Desk

Company:	City of Galesburg		
Attention:	Sarah Joshi		
Quote Name:	City of Galesburg Reception Desk		
Quote Street:	200 East Michigan Ave	Ship to Street:	200 East Michigan Ave
Quote City:	Galesburg	Ship to City:	Galesburg
Quote State:	MI	Ship to State:	MI
Quote Zip:	49053	Ship to Zip:	49053

### OUR PROVEN PROCESS



### OUR GUIDING PRICIPLES

**Customer Service** – We deliver an outstanding customer experience on every project.

**Customization** – We solve security problems and provide innovative, customized solutions.

**Speed** – We deliver bulletproof barrier systems in as little as four weeks using state of the art equipment and highly-trained craftsmen.

#### Gregg Knappe

Sales Representative

T: (517) 223-7807 Ext. 261

E: gknappe@tssbulletproof.com

#### Amanda Wellman

Sales Coordinator

T : 517-223-7807 Ext. 220

E: awellman@tssbulletproof.com

## SUMMARY: SCOPE OF WORK

During our initial conversations, we have determined that the main objectives of this project are:

### Furnish & Install

#### Ballistic Interior AVA (Aluminum Voice Around) Transaction Window

Furnish & Install UL 752 Tested and Rated Level 3: 1-1/4" LP 1250 BR (laminated acrylic polycarbonate) glazing fabricated into clear satin or dark bronze anodized AVA (aluminum voice around) framing system

Unit Size: (1) @ 58-1/2" x 39-1/4"

#### Includes:

Furnish & Install AVA (aluminum voice around) framing for natural sound transmission

Furnish & Install (1) non-rated stainless steel counter mount deal tray: 12" x 10" x 2"

**\*\*Existing Countertop\*\***

#### Ballistic Exterior Fixed Windows

Furnish & Install UL 752 Tested and Rated Level 3: 1-1/4" TSS 003 low spall (glass-clad polycarbonate) glass fabricated into Level 3: BL 1.75 clear satin or dark bronze anodized aluminum frames

Unit Sizes: (2) @ 4'-0" x 4'-0"

#### Project Includes:

Gaskets, Submittal Drawings, Product Samples, Data and Product Sheets, Field Measure, Installation, Crate and Freight.

*Total Due does NOT include Sales Tax, if applicable.*

*Note: This Quote Shall Remain In Effect for (60) Days, Total Security Solutions Reserves The Right To Review and Update All Pricing Associated with this Quote to Reflect Current Market Conditions Prior To NTP, LOI, and TSS Fabrication Process.*

PROPOSAL NUMBER: 00031380  
 PROJECT: City of Galesburg Reception Desk  
 DATE: March 28, 2023 EXPIRES: May 27, 2023

## PROPOSAL SUMMARY

Acknowledgment of acceptance on Customer Acceptance Form means that prices, specification and conditions listed are satisfactory and hereby accepted. Options and alternatives accepted or declined will be added or removed from scope as indicated. Payment terms are fixed as provided in the quote. In the event of conflicts or discrepancies among the contract documents, interpretations will give priority to the Total Security Solutions Approval Drawings over the proposal, or any other document included with the agreement. This quote shall remain in effect for 60 days from date created. Customer is responsible for payment of state taxes.

Sub Total:	\$16,675.00
Tax 0%:	\$0.00
Total Due:	\$16,675.00
Payment Terms:	50% Down/Bal. due prior to install

## ALTERNATES / OPTIONS

ITEM		PRICE:	ACCEPTED
1.)			
2.)			

## QUALIFICATIONS AND EXCLUSIONS

1.	Structural calculations not included.
2.	Testing for ballistics only. A fully tested assembly unit is not rated for air or water leakage, wind debris, forced entry, fire suppression and/or thermally broken characteristics.
3.	Standard anodized selections limited to clear satin and dark bronze. Other options may be requested at an extra charge.
4.	Proposal does not include installation unless noted. Customer responsible for their own material take-offs.
5.	Warranty is from 1-year of ship date or installation (if noted). For all orders where TSS furnishes material only, warranty covers cost of replacement material only.
6.	30% restocking fee for TSS approved returns. No returns on custom made items (i.e. doors, windows and/or systems).
7.	Total Security Solutions will not pay for liquidated damages for failure to meet customer's delivery or construction schedules.
8.	In the event of conflicts or discrepancies among specifications and plans, Total Security Solutions' proposal document serves as the defining document.
9.	Paint, anodized & veneers finishes not included in the above scope are subject to price review and/or change order.



7776 Douglas • Kalamazoo, MI 49009 • (269) 345-8909 • Fax (269) 345-7799 • [www.reliableglass.com](http://www.reliableglass.com)

## QUOTATION

To: Sarah Joshi  
#269-665-7000

Job: City of Galesburg  
200 E. Michigan Ave.  
Galesburg, MI 49053

Date: 03/29/2032

Pages: 1

Bid Division: Aluminum Glass and Glazing per below

Remarks: Furnish and install: (1) Level 3 1-1/4 BR transaction window. +/- 58-1/2" x 39-1/4"  
(2) Level 3 Exterior windows +/- 48" x 48"

Product: LP 1250 BR 1-1/4- Pass thru  
Ballistic Exterior Fixed windows Level 3

Finish: Clear satin or dark bronze anodized

Glass: 1-1/4 Polycarbonate

Includes: Taxes  
12" x 10" x 2" non-rated stainless steel deal tray installed in existing countertop  
Finished caulking of work.

FOR THE SUM OF: \$ 16,130

Please call with any questions

Thank You,  
Brian Glerum

Authorized to Proceed: \_\_\_\_\_ Date: \_\_\_\_\_



February 21, 2023

Sarah O. Joshi, MPA, City Manager  
City of Galesburg  
200 E. Michigan Avenue  
Galesburg, MI 49053

CC: Mayor & Council

RE: Payment of Outstanding Debt to The WoodHill Group, LLC

The City of Galesburg (City) contracted with The WoodHill Group (WoodHill) to provide Treasury Training and Accounting services as identified and approved by the City in a signed temporary agreement effective May 24, 2022, and a signed service agreement dated July 1, 2022. The City has been issued invoices for work completed for the months of May, June, July, August, September, and October of 2022. The status of those invoices is below:

**Invoices Sent**

Month	Amount
May	2,700.00
June	3,656.25
July	5,913.75
August	3,831.25
September	5,006.25
October	4,325.00
<b>Total</b>	<b>25,432.50</b>

**Payments Received**

Date	Amount
07/27/2022	3,656.25
09/06/2022	5,913.75
11/23/2022	3,855.00

Credit 11/18/2022	75.00
2/21/2023 City Manager payment commitment	2,931.50
<b>Total</b>	<b>16,431.50</b>

The City has disputed certain charges asking for explanation of work completed, and WoodHill has responded thoroughly and in a timely manner. The City has not provided satisfactory payment of the debts owed to WoodHill. The City's latest communication dated February 3, 2023, reiterated several disputes that have already been addressed. Notwithstanding previously provided explanations, attached are responses to the City's renewed disputes.

WoodHill has requested payment of outstanding invoices several times without success. WoodHill is comprised of many staff that have worked in public government who fully understand and value the need for public funds to be stewarded appropriately. Recognizing this, WoodHill has provided ample documentation for the work performed and has delivered the services outlined in the signed agreements. As such, **this is a final demand for payment of all outstanding invoices.**

WoodHill requests and strongly recommends that the City,

1. Place this as an action item on the next available Council agenda, and
2. Place the City's liability insurance carrier on notice that WoodHill will file a claim if the payment of all outstanding invoices is not received.

WoodHill regrets the necessity for this action and asks that the City promptly remit full payment of \$9,001.00 immediately.

Sincerely,

*Colleen M. Coogan*

Colleen M. Coogan, Principal  
The WoodHill Group

## RESPONSES TO FEB 3, 2023, LETTER FROM CITY TO WOODHILL

- 7/15/22      6.0 hours unpaid - No templates were mentioned in the billing, so no breakdown is needed
- 9/10/22      0.25 hour - Time spent on payroll journals  
1.25 hours -Time spent on audit for receivables, revenues and budget to actual review
- 9/21/22      1.0 hour - meeting with Lisa to discuss Accounts Payable and other questions she had
- 9/23/22      6.25 hours - audit prep for fixed assets, debt, trial balance review
- 9/30/22      2.0 hours - The Treasurer was trained correctly how to do cash receipts for tax, then did them in a manner that was completely inconsistent with the training given. Her mistakes were recognized and corrected by WoodHill, she was retrained with identical instructions, and the verbal instructions were memorialized in her written training document. Per Treasurer on 10/3/22:
- Good morning, Matt,  
Thank you for making those receipt corrections. I am so sorry I did not complete these correctly. Thank you for adding those detailed instructions to the tax prep document.*
- 10/2/22      0.5 hour - continued review of budget to actual to solve issues, work on tax disbursements not posting through the interface
- 10/4/22      0.5 hour - continued work on debt, Galesburg and auditor had wrong schedule, State mailed a new one and the debt file for the audit was finished
- 10/5/22      0.5 hour - Due To/Due From and Transfers In/Out schedule complete-see email to auditors re: work completed, client copied on all files
- 10/6/22      1.25 hours - Audit work for accounts payable, Galesburg was missing invoices from vendors for service rendered, accruals were necessary to appropriately reflect liabilities

10/7/22	3.5 hours - Audit work to complete all accounts payable, accrued compensated absences, accrued payroll and capital outlay, see email to auditors re: work completed, client copied on all files
10/8/22	1.0 hour - August bank recons (received statements from Ann that week)
10/10/22	0.25 hour - Journal Entry needed for ARPA per email request
10/12/22	0.5 hour - Lease review for GASB 87 effect for audit
10/14/22	0.25 hour - Bank recon instructions were reviewed, taking 15 minutes
10/16/22	1.0 hour – Audit, see email exchange with auditor, additional entry needed as they indicated they did not receive the email I sent on 10/10 plus review of draft financials to ensure Galesburg's general ledger appropriately matched all numbers
10/17/22	0.25 hour - As stated previously, the Chart of Accounts was reviewed regarding the ability to receipt rental fees. Conformity with State mandated Chart of Accounts is completely out of scope and would require an entirely separate project document.

The above addresses the city's questioned costs – a total of 26.25 hours work for which we are providing additional information. 2.5 of these hours is at \$150/hour and 23.75 of these hours is at \$175/hour for a total questioned costs of \$4,531.25.

The balance outstanding to WoodHill is \$9,001.00 if the February 2023 payment is received.

Referenced communications follow. Additionally, it should be noted that specific documentation of much of the work completed can be found in the City's financial software.

## Audit items and status

Karen Lancaster <karen.lancaster@woodhillgrp.com>

Wed 10/5/2022 1:15 PM

To: Joshua Gabrielse <jgabrielse@scpro.net>

Cc: Sarah Joshi <sjoshi@galesburgcity.org>; Lisa Mcnees <clerk@galesburgcity.org>; Ann Howard <treasurer@galesburgcity.org>; Matthew Horning <matthew.horning@woodhillgrp.com>

Good afternoon, Josh! I have attached workpapers for Debt, Due To/From, Transfers and Utility Billing Unbilled Receivable. Ann and Lisa have Cash and Investments as well as some other items you requested. We have the following items outstanding:

Accounts Payable- we have some invoices to review to determine if they should be accrued to 6/30/22. Lisa is pulling those together for us. We also noted some missing Police Contract payments from earlier in the fiscal year. Sarah and Lisa are investigating this.

Capital Outlay-this is complete but pending a final review of the AP above.

Accrued Payroll and Accrued Compensated Absences-Lisa is pulling this data for us. I will do the entry.

I am available via phone and email while you are auditing next week. I hope to send you the remaining workpapers and a fresh trial balance by Friday.

Please let me know if you have any questions.

*Karen Lancaster, CPA, CPFO*

The WoodHill Group

karen.lancaster@woodhillgrp.com

734-730-3171

[www.woodhillgrp.com](http://www.woodhillgrp.com)

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**Re: SIGMA Payment Journalized incorrectly.**

Karen Lancaster <karen.lancaster@woodhillgrp.com>

Mon 10/10/2022 6:14 PM

To: Ann Howard <treasurer@galesburgcity.org>; Matthew Horning <matthew.horning@woodhillgrp.com>

Cc: Lisa Mcnees <clerk@galesburgcity.org>

 1 attachments (27 KB)

JE for ARPA.pdf;

Here is the entry for the auditors. Please have them contact me with any questions.

*Karen Lancaster, CPA, CPFO*

The WoodHill Group

karen.lancaster@woodhillgrp.com

734-730-3171

[www.woodhillgrp.com](http://www.woodhillgrp.com)

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**From:** Ann Howard <treasurer@galesburgcity.org>

**Sent:** Monday, October 10, 2022 3:44 PM

**To:** Karen Lancaster <karen.lancaster@woodhillgrp.com>; Matthew Horning <matthew.horning@woodhillgrp.com>

**Cc:** Lisa Mcnees <clerk@galesburgcity.org>

**Subject:** SIGMA Payment Journalized incorrectly.


Karen,

Could you please review the attached. This was brought to my attention by one of the auditors as being journalized incorrectly in GL under ARPA funds. Can you please advise for making this correction.

Respectfully,  
Ann

**Ann Howard**  
Treasurer



200 E. Michigan Avenue | Galesburg, Michigan 49053  
269.665.7000 |  | [treasurer@galesburgcity.org](mailto:treasurer@galesburgcity.org)



**Re: #3540 - City of Galesburg**

Karen Lancaster <karen.lancaster@woodhillgrp.com>

Mon 10/17/2022 9:37 AM

To: Joshua Gabrielse <jgabrielse@scpro.net>

For #2, it was not the same entry. It belonged to water and sewer so I had moved it there. I'll reverse what I did to make yours and fix it in the new year. Thanks!

*Karen Lancaster, CPA, CPFO*

The WoodHill Group

karen.lancaster@woodhillgrp.com

734-730-3171

[www.woodhillgrp.com](http://www.woodhillgrp.com)

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**From:** Joshua Gabrielse <jgabrielse@scpro.net>

**Sent:** Monday, October 17, 2022 9:35 AM

**To:** Karen Lancaster <karen.lancaster@woodhillgrp.com>

**Subject:** RE: #3540 - City of Galesburg

For #2 if it is the same entry then you can just skip posting ours, we never saw the entry you gave Ann, sorry.

Yes #4 can be reversed. It simplified our FS prep to remove the balances.

**From:** Karen Lancaster <karen.lancaster@woodhillgrp.com>

**Sent:** Friday, October 14, 2022 2:06 PM

**To:** Joshua Gabrielse <jgabrielse@scpro.net>; Lisa Mcnees <clerk@galesburgcity.org>; Sarah Joshi <sjoshi@galesburgcity.org>

**Cc:** Matthew Horning <matthew.horning@woodhillgrp.com>

**Subject:** Re: #3540 - City of Galesburg

<b>CAUTION: External Email</b>
--------------------------------

Hi Josh- for #2, I fixed this another way and sent the journal entry to Ann to give to you. Should I just reverse mine and make yours? Also, for #4, that should be reversing, correct?

*Karen Lancaster, CPA, CPFO*

The WoodHill Group

[karen.lancaster@woodhillgrp.com](mailto:karen.lancaster@woodhillgrp.com)

734-730-3171

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**From:** Joshua Gabrielse <[jgabrielse@scpro.net](mailto:jgabrielse@scpro.net)>  
**Sent:** Friday, October 14, 2022 12:42 PM  
**To:** Lisa Mcnees <[clerk@galesburgcity.org](mailto:clerk@galesburgcity.org)>; Sarah Joshi <[sjoshi@galesburgcity.org](mailto:sjoshi@galesburgcity.org)>  
**Cc:** Karen Lancaster <[karen.lancaster@woodhillgrp.com](mailto:karen.lancaster@woodhillgrp.com)>  
**Subject:** FW: #3540 - City of Galesburg

Good afternoon,

Attached are the draft statements along with other information for your records.

Please return the Signed 3540 REP 0622 to me once you have looked everything over. Also after looking it over can you please post eth Audit adjustments into BS&A as of 6.30.22.

Thanks,

Josh Gabrielse, CPA  
Shareholder  
Siegfried Crandall PC  
7740 Byron Center, MI 49315-6928  
(616)583-9444  
[jgabrielse@scpro.net](mailto:jgabrielse@scpro.net)

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I wrote the following email to our insurance agent on 3/17/23:

Mark,

*There is a dispute with our accounting firm about the amount they are billing us, and they are threatening legal action. Do we have coverage for a breach of contract or unjust enrichment suit?*

*The City has already spent countless hours reviewing this firm's invoices, and we have paid for everything that we feel is legitimately owed. When questioned, their stories change regarding individual line items. We have also found that they charged us for making mistakes and correcting mistakes. Since leaving them, our new firm continues to find and fix mistakes—at our expense, of course.*

*It would inform our actions if we knew whether we have legal defense coverage. If so, do we need to meet a deductible? Will our premiums rise?*

Many thanks, Mark.

~Sarah

The insurance agent responded, and the City attorney added comments within the body of the response message in a different color. Because Council packets are printed in black and white, the chart below will summarize each person's comments.

Insurance agent	<p>I hate to provide coverage opinions without reviewing a complaint to assess the allegations but hopefully can provide some guidance. If a lawsuit alleges "Breach of Contract", that allegation would not be covered under the coverage document. The coverage document contains the following exclusion:</p> <p><b>Contractual Penalties, Breach of Contract, Contractual Liability</b> Any <b>Claim</b> based upon, arising out of, or, for breach of contract, breach of contract damages, contractual penalties or cost overruns on any contract or project or liability assumed under any contract or agreement.</p>
City attorney	<p>It appears that if the City is sued that insurance will <b>not</b> provide insurance defense coverage if the claim is breach of contract. I suspect that the claim(s) will include a breach of contract for allegedly violating the terms of the services agreement with the accounting firm.</p>
Insurance agent	<p>As for "unjust enrichment", it would depend on what is alleged in the complaint but it may not be covered based on the following exclusion:</p> <p><b>Illegal Profit, Refund of Fees, Taxes or Overcharges</b> Any <b>Claim</b> based on the <b>Insured</b> gaining any profit or remuneration to which they were not legally entitled, or to any Claim seeking return of fees, taxes, grants or overcharges.</p> <p>If a lawsuit is filed, there may be allegation that may be covered. In that case, we would defend the whole lawsuit under a reservation of rights advising you the MMLLP would not be obligated to pay for any judgement for the allegations not covered in the lawsuit.</p>

City attorney	This means that the insurance carrier will only cover legal defense coverage, not damages, if the court finds the City liable...assuming the claim is covered by the insurance policy. It's not clear whether the City has insurance defense coverage for "unjust enrichment" claims.
Insurance agent	I checked you coverage and the City has a \$5,000 deductible under Public Officials Liability with a \$5,000,000 coverage limit. The City would be responsible for the first \$5,000 and once the deductible amount is met, then the MMLPP picks up the rest. As for your rates increasing, rates increase if you have a large loss ratio. It is not how many claims you have, it depends how much money it paid out on those claims.
City attorney	<p>This means that the city pays the first \$5k before insurance "coverage" kicks in, i.e. the insurance carrier pays legal fees associated with a claim that is covered.</p> <p>Summary: even if there is insurance defense coverage, which there is no guarantee that there will be, the City will need to fill its deductible, i.e. \$5k, before the insurance carrier begins to pay the costs of legal defense. It does not appear that the insurance policy covers any damages or judgments against the City and the City will need to cover those costs. Given that the amount in controversy is around \$9K, it is advisable to resolve this case because the City would spend significantly more on defending a lawsuit filed by the accounting firm. Additionally, resolving the case will avoid the potential of increased insurance premiums. There also appears to be a conflict between not covering a breach of contract claim, but potentially covering an unjust enrichment in the event of "overcharges." It all depends on how the carrier interprets these words and how the complaint is pled (which we won't know until it's filed and served). I am available to further discuss any settlement strategies. Please advise of how you'd like to proceed.</p>

CITY OF GALESBURG  
RESOLUTION TO APPOINT ELECTION INSPECTORS FOR THE  
MAY 2, 2023 SPECIAL ELECTION  
RESOLUTION NUMBER:

**WHEREAS**, the City Council of the City of Galesburg shall approve the appointment of Election Inspectors for the May 2<sup>nd</sup> Special Election: and

**WHEREAS**, the City Council of the City of Galesburg shall appoint two or more Election Inspectors, with an equal number from each major political party prior to each Election; and

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of Galesburg on April 3, 2023, approves the appointment of the following Election Inspectors, including two or more Election Inspectors, with an equal number from each major political party, for the May 2, 2023:

Megan Haan, Paul Barber, Deborah Barber, and David Haas

Yeas:

Nays:

Abstain:

Absent:

Certificate

I, Lisa McNees, Clerk of the City of Galesburg, hereby certify that the foregoing constitutes a true copy of a resolution approved by the City Council at a regular meeting held on April 3, 2023 at which meeting a quorum of its members were present as indicated in said Minutes and voted as therein set forth; that said meeting was held in accordance with Open Meetings Act of the State of Michigan.

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Lisa McNees, Clerk