

Galesburg City Council
Regular Council meeting
January 9, 2023
6 pm

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

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office - New Council Members
4. Attendance Roll Call – consideration of excused or unexcused absences
5. Agenda Approval
6. Citizen's Comment
7. Consent Agenda
 - a. Invoices Needing Approval for Payment: \$63,278.55
 - b. Paid Invoices: \$37,296.86
 - c. City Council Meeting Minutes: December 5, 2022
 - d. Treasurer's Report: January 2023
 - e. Sheriff's Report: December 2022
 - f. Fire Board Meeting Minutes: November 16, 2022
 - Incident Report November 2022
 - Income Statement November & December 2022
 - Balance Sheet November & December 2022
8. Staff Reports:
 - a. Police Report
 - b. Fire Report
 - c. City Manager's Report
 - d. DPW Report
9. Presentation: Community Action Weatherization Assistance Program
10. Consideration: Rules of Procedure
11. Mayoral Appointments
12. Consideration: Engineering Services Letter of Engagement
13. Consideration: Electrical Needs
14. Consideration: Metal Detector Quote
15. Consideration: 2023 Council Meeting Schedule
16. Council Comments
17. Adjournment

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.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2023	AP	ABONMARCHE CONSULTANTS, INCORPORATE MASTER PLAN Vnd: ABONMARCHE Invoice: 144166 Expected Check Run: 01/10/2023	Invoice: 144166 Ref#: 17883 (PROFESSIONAL SERVICES COMPLETED THROUGH) 101-701-826.003 101-000-202.000	5,700.00 5,700.00	
01/10/2023	AP	BALKEMA EXCAVATING, INC. SUPPLIES Vnd: BALKEMAEX Invoice: 913497 Expected Check Run: 01/10/2023	Invoice: 913497 Ref#: 17874 (FILL SAND) 101-441-727.000 101-000-202.000	5,700.00 811.99	5,700.00
01/10/2023	AP	BAUCKHAM, THALL, SEEBER, KAUFMAN LEGAL FEES LEGAL FEES Vnd: BSTSK Invoice: 9583, 9584, 9585 Expected Check Run: 01/10/2023	Invoice: 9583, 9584, 9585 Ref#: 17873 (SEE ATTACHED) 101-272-801.010 101-327-801.010 101-000-202.000	811.99 774.40 216.00	811.99 990.40
01/10/2023	AP	CITY OF GALESBURG UTILITIES Vnd: CITOO Invoice: 12052022 Expected Check Run: 01/10/2023	Invoice: 12052022 Ref#: 17870 (QUARTERLY SEWER/WATER BILL) 101-265-920.000 101-000-202.000	990.40 406.86	990.40 406.86
01/10/2023	AP	CITY OF KALAMAZOO TREASURER CITY OF KALAMAZOO CHARGES Vnd: KZUO Invoice: 12222022 Expected Check Run: 01/10/2023	Invoice: 12222022 Ref#: 17888 (NOVEMBER 2022 CHARGES) 590-540-802.000 590-000-202.000	406.86 8,507.85	406.86 8,507.85
01/10/2023	AP	COMCAST CABLE PHONE ALLOWANCE - DPM - 130 E DIVISION TELEPHONE TELEPHONE Vnd: COMCAST CA Invoice: 12172022 Vnd: COMCAST CA Invoice: 12172022 Expected Check Run: 01/10/2023	Invoice: 12172022 Ref#: 17865 (TELEPHONE SERVICES) 101-441-850.000 590-540-850.000 101-265-850.000 101-000-202.000 590-000-202.000	8,507.85 229.88 129.24 252.59	8,507.85 482.47 129.24
				611.71	611.71

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2023	AP	CONSUMERS ENERGY CITY HALL DPW BARN - 130 DIVISION Vnd: CON00 Invoice: 12282022 Expected Check Run: 01/10/2023	Invoice: 12282022 Ref#: 17892 (ELECTRIC BILLS) 101-265-920.000 101-441-920.000 101-000-202.000	1,140.32 709.69	1,850.01
01/10/2023	AP	EGLE PROFESSIONAL SERVICES Vnd: EGLE Invoice: 761-11061995 Expected Check Run: 01/10/2023	Invoice: 761-11061995 Ref#: 17889 (COMMUNITY WATER SUPPLY) 591-540-801.006 591-000-202.000	1,521.96 1,521.96	1,850.01
01/10/2023	AP	EJ USA, INC. SUPPLIES Vnd: EJORD Invoice: 0001622441 Expected Check Run: 01/10/2023	Invoice: 0001622441 Ref#: 17871 (BR/CD250 BRK FLG REP KIT BLK) 591-540-727.000 591-000-202.000	1,521.96 292.18	1,521.96
01/10/2023	AP	HOLLAND LITHO PRINTING SERVICE COMMUNICATIONS Vnd: HOLLAND Invoice: 163756 Expected Check Run: 01/10/2023	Invoice: 163756 Ref#: 17872 (4TH QUARTER NEWSLETTER) 101-101-880.000 101-000-202.000	292.18 476.58	292.18
01/10/2023	AP	JOHN ELMORE BOARD OF REVIEW WAGES Vnd: JELMORE Invoice: 12152022 Expected Check Run: 01/10/2023	Invoice: 12152022 Ref#: 17890 (BOARD OF REVIEW JULY & DECEMBER OF 2022) 101-257-703.000 101-000-202.000	476.58 13.25	476.58
01/10/2023	AP	KAL CO DRAIN COMMISSIONER ENGINEERING FEES Vnd: DRCOM Invoice: DRN22-19 Expected Check Run: 01/10/2023	Invoice: DRN22-19 Ref#: 17876 (D00074 EAST CORPORATION) 203-446-801.000 203-000-202.000	13.25 13,920.00	13.25
01/10/2023	AP	KALAMAZOO COUNTY SHERIFF'S DEPARTM SERVICE CONTRACTS Vnd: SHERIFF'S Invoice: 538 Expected Check Run: 01/10/2023	Invoice: 538 Ref#: 17867 (SHERIFF CONTRACT) 101-301-826.000 101-000-202.000	13,920.00 11,624.00	13,920.00
				11,624.00	11,624.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
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01/10/2023	AP	KRISTY TOWERY PROFESSIONAL SERVICES Vnd: KRISTY Invoice: INV12522	Invoice: INV12522 Ref#: 17864 (PHOTOS OF NEW COUNCIL, /UPDATED CITY PERS) 101-265-801.006 101-000-202.000	200.00 200.00	
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Expected Check Run: 01/10/2023

01/10/2023	AP	LAKELAND ASPHALT CORP. 203446801003 Vnd: LAKAS Invoice: 41936	Invoice: 41936 Ref#: 17875 (2.22 TONS COLD PATCH - PICKED UP) 202-446-727.000 202-000-202.000	200.00 301.92	200.00
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Expected Check Run: 01/10/2023

01/10/2023	AP	MANER COSTERTISAN PROFESSIONAL SERVICES Vnd: MANER Invoice: 32781	Invoice: 32781 Ref#: 17863 (PREPARATION OF CVTRS INFORMATION AND SUB) 101-265-801.006 101-000-202.000	301.92 3,500.00	301.92 3,500.00
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Expected Check Run: 01/10/2023

01/10/2023	AP	MICHAEL KUPIECKI BOARD OF REVIEW WAGES Vnd: MKUPIECKI Invoice: 12152022	Invoice: 12152022 Ref#: 17891 (BOARD OF REVIEW JULY & DECEMBER 2022) 101-257-703.000 101-000-202.000	3,500.00 13.25	3,500.00 13.25
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Expected Check Run: 01/10/2023

01/10/2023	AP	MICHIGAN MUNICIPAL TREASURERS ASSOC MEMBERSHIP AND DUES Vnd: MMTA Invoice: 7274	Invoice: 7274 Ref#: 17886 (TREASURER TO TREASURER 2023 BUNDLE) 101-253-962.000 101-000-202.000	13.25 99.00	13.25 99.00
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Expected Check Run: 01/10/2023

01/10/2023	AP	MIKE'S TIRE & AUTO SERVICE EQUIPMENT/MAIN AND REPAIRS Vnd: MIKOO Invoice: 12192022	Invoice: 12192022 Ref#: 17885 (TIRES FOR DUMP TRUCK) 101-271-930.000 101-000-202.000	99.00 1,554.00	99.00 1,554.00
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Expected Check Run: 01/10/2023

01/10/2023	AP	MUDDER CLEANING CLEANING SERVICE Vnd: MUDDER Invoice: 31	Invoice: 31 Ref#: 17882 (CLEANING ON 12/20/2022) 101-265-801.002 101-000-202.000	1,554.00 140.00	1,554.00 140.00
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Expected Check Run: 01/10/2023

140.00	140.00
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01/04/2023 11:26AM
User: LISA MCNEES
DB: Galesburg

INVOICE JOURNAL PROOF REPORT FOR CITY OF GALESBURG
PAY BY: PAPER CHECK CHECK RUN DATES 01/10/2023 - 01/10/2023
PROOF ONLY - JOURNAL ENTRIES NOT CREATED

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2023	AP	NET EXPRESS TELEPHONE Vnd: NETEXPRESS Invoice: 3943221223 Expected Check Run: 01/10/2023	Invoice: 3943221223 Ref#: 17877 (JANUARY 2023 CHARGES) 101-265-850.000 101-000-202.000	120.05 120.05	
01/10/2023	AP	NORTHERN PUMP & WELL EQUIPMENT AND MAINTENANCE Vnd: NP & WOO Invoice: 22-J2473 Expected Check Run: 01/10/2023	Invoice: 22-J2473 Ref#: 17878 (ANNUAL INSPECTION OF WELLS) 591-536-930.000 591-000-202.000	120.05 500.00	120.05 500.00
01/10/2023	AP	QUADIENT FINANCE USA, INC. POSTAGE Vnd: QUADIENT Invoice: 12042022 Expected Check Run: 01/10/2023	Invoice: 12042022 Ref#: 17869 (POSTAGE) 101-265-728.000 101-000-202.000	500.00 500.00	500.00 500.00
01/10/2023	AP	REPUBLIC WASTE WASTE HAULING EXPENSE Vnd: REPUB Invoice: 0249-007735766 Expected Check Run: 01/10/2023	Invoice: 0249-007735766 Ref#: 17884 (WASTE SERVICES) 101-441-954.000 101-000-202.000	500.00 329.25	500.00 329.25
01/10/2023	AP	SIEGFRIED CRANDALL P.C. AUDIT SERVICES Vnd: SCVVO Invoice: 110645 Expected Check Run: 01/10/2023	Invoice: 110645 Ref#: 17868 (AUDITING SERVICES) 101-272-801.001 101-000-202.000	329.25 1,000.00	329.25 1,000.00
01/10/2023	AP	SOUTHWEST MICHIGAN FIRST TRAINING Vnd: SWMF Invoice: 3522 Expected Check Run: 01/10/2023	Invoice: 3522 Ref#: 17879 (LEADERSHIP KALAMAZOO 2023) 101-172-960.000 101-000-202.000	1,000.00 1,200.00	1,000.00 1,200.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2023	AP	THE SBAM PLAN	Invoice: 12062022 Ref#: 17881 (COVERAGE PERIOD JANUARY 2023)		
		HEALTH INSURANCE	101-172-716.000	1,193.17	
		HEALTH INSURANCE	101-253-716.000	2,033.33	
		HEALTH INSURANCE	202-446-716.000	451.28	
		HEALTH INSURANCE	203-446-716.000	451.28	
		HEALTH INSURANCE	591-540-716.000	451.28	
		HEALTH INSURANCE	590-540-716.000	451.28	
		HEALTH INSURANCE	101-441-716.000	451.28	
		HEALTH INSURANCE	101-567-716.000	451.28	
		HEALTH INSURANCE	101-751-716.000	451.28	
		MEMBERSHIP AND DUES	101-272-962.000	32.50	
		LIFE/DISABILITY	101-172-718.000	57.86	
		LIFE/DISABILITY	101-253-718.000	4.61	
		LIFE/DISABILITY	101-441-718.000	140.42	
		Vnd: SBM01 Invoice: 12062022	101-000-202.000		4,815.73
		Vnd: SBM01 Invoice: 12062022	202-000-202.000		451.28
		Vnd: SBM01 Invoice: 12062022	203-000-202.000		451.28
		Vnd: SBM01 Invoice: 12062022	591-000-202.000		451.28
		Vnd: SBM01 Invoice: 12062022	590-000-202.000		451.28
01/10/2023	AP	US BANK EQUIPMENT FINANCE	Invoice: 489995589 Ref#: 17887 (COPIER CONTRACT)	6,620.85	6,620.85
		EQUIPMENT CONTRACTS	101-265-825.000	224.64	
		Vnd: USBANK Invoice: 489995589	101-000-202.000		224.64
01/10/2023	AP	WEX BANK	Invoice: 85645783 Ref#: 17866 (FUEL)	224.64	224.64
		GASOLINE AND OIL	101-271-861.000	248.80	
		Vnd: WEXBANK Invoice: 85645783	101-000-202.000		248.80
01/10/2023	AP	Expected Check Run: 01/10/2023			
Cash/Payable Account Totals:				63,278.55	63,278.55
		ACCOUNTS PAYABLE	101-000-202.000		36,300.28
		ACCOUNTS PAYABLE	202-000-202.000		753.20
		ACCOUNTS PAYABLE	203-000-202.000		14,371.28
		ACCOUNTS PAYABLE	590-000-202.000		9,088.37
		ACCOUNTS PAYABLE	591-000-202.000		2,765.42
		TOTAL INCREASE IN PAYABLE:		63,278.55	

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/20/2022	AP	APEX SOFTWARE	Invoice: 320695 Ref#: 17860 (MAINTENANCE RENEWAL)		
AP Trx #: 31393		SUPPLIES			
		Vnd: APEX Invoice: 320695	101-257-727.000	235.00	
			101-000-202.000		235.00
		Expected Check Run: 12/20/2022			
12/20/2022	AP	B. E. S. T LABS INC.	Invoice: 4788 & 4865 Ref#: 17858 (WATER SAMPLES)		
AP Trx #: 31394		WATER SAMPLES			
		Vnd: BEST Invoice: 4788 & 4865	591-540-741.000	235.00	
			591-000-202.000		235.00
		Expected Check Run: 12/20/2022			
12/20/2022	AP	CITY OF KALAMAZOO TREASURER	Invoice: 10012022 Ref#: 17855 (OCTOBER 2022 BILLING)		
AP Trx #: 31395		CITY OF KALAMAZOO CHARGES			
		Vnd: KZU00 Invoice: 10012022	590-540-802.000	984.00	
			590-000-202.000		984.00
		Expected Check Run: 12/20/2022			
12/20/2022	AP	COMCAST CABLE	Invoice: 12082022 Ref#: 17850 (200 E MICHIGAN)		
AP Trx #: 31396		TELEPHONE - CITY HALL			
		Vnd: COMCAST CA Invoice: 12082022	101-265-850.000	8,507.85	
			101-000-202.000		8,507.85
		Expected Check Run: 12/20/2022			
12/20/2022	AP	CONSUMERS ENERGY	Invoice: 10282022 Ref#: 17857 (MISCELLANEOUS ENERGY BILLS)		
AP Trx #: 31397		CITY HALL			
		DPW BARN - 130 DIVISION	101-265-920.000	252.61	
		PARK LIGHTS - 160 E MICHIGAN	101-441-920.000		252.61
		STREET LIGHTING - 21 PEARL STREET	101-751-920.000		
		STREET LIGHTING - 9 MILL STREET	101-441-921.000		
		STREET LIGHTING - 67 E MICHIGAN	101-441-921.000		
		STREET LIGHTING - 49053 LED LIGHTS	101-441-921.000		
		WATER WELL PUMPS - 45 BATTLE CREEK STREET	101-441-921.000		
		SEWER LIFT STATION - 128 WASHINGTON	101-441-921.000		
		STREET LIGHTING - 200 W MICHIGAN	101-441-921.000		
		WATER WELL PUMPS - 429 BURGESS STREET	101-441-921.000		
		Vnd: CON00 Invoice: 10282022	590-540-920.000		
		Vnd: CON00 Invoice: 10282022	591-540-920.000		
		Vnd: CON00 Invoice: 10282022	591-540-920.000		
		Vnd: CON00 Invoice: 10282022	591-000-202.000		
		Vnd: CON00 Invoice: 10282022	591-000-202.000		
		Expected Check Run: 12/20/2022			

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/20/2022	AP	CT ELECTRICAL SERVICES INC	Invoice: 1290 Ref#: 17853(3-WAY SWITCH CIRCUITS & DOUBLE POLE SWIT)		
AP Trx #: 31398		PROFESSIONAL SERVICES	101-265-801.006	207.86	
		Vnd: CTSERVICES Invoice: 1290	101-000-202.000		207.86
		Expected Check Run: 12/20/2022			
12/20/2022	AP	ELHORN ENGINEERING COMPANY	Invoice: 295187 Ref#: 17859(30 GALLON DRUM)	207.86	207.86
AP Trx #: 31399		SUPPLIES	591-540-727.000	1,805.00	
		Vnd: ELH00 Invoice: 295187	591-000-202.000		1,805.00
		Expected Check Run: 12/20/2022			
12/20/2022	AP	GULL LAKE SEWER & WATER AUTHORITY	Invoice: 868 Ref#: 17861 (NOVEMBER 2022 CONTRACT)	1,805.00	1,805.00
AP Trx #: 31400		PROFESSIONAL SERVICES	591-540-801.006	2,751.88	
		Vnd: GLSWA Invoice: 868	591-000-202.000		2,751.88
		Expected Check Run: 12/20/2022			
12/20/2022	AP	KALAMAZOO COUNTY SHERIFF'S DEPARTMENT	Invoice: 537 Ref#: 17852 (DECEMBER 2022 CONTRACT)	2,751.88	2,751.88
AP Trx #: 31401		SERVICE CONTRACTS	101-301-826.000	10,499.00	
		Vnd: SHERIFF'S Invoice: 537	101-000-202.000		10,499.00
		Expected Check Run: 12/20/2022			
12/20/2022	AP	MI ASSOC. MUNICIPAL CLERKS	Invoice: 12132022 Ref#: 17862 (ANNUAL MEMBERSHIP AND CLERK'S INSTITUTE)	10,499.00	10,499.00
AP Trx #: 31402		MEMBERSHIP AND DUES	101-215-962.000	81.00	
		TRAINING	101-215-960.000	650.00	
		Vnd: MAMC00 Invoice: 12132022	101-000-202.000		731.00
		Expected Check Run: 12/20/2022			
12/20/2022	AP	O'REILLY AUTO PARTS	Invoice: 4765462530 Ref#: 17856 (HEADLIGHTS FOR V PLOW, WASHER FLUID)	731.00	731.00
AP Trx #: 31403		SUPPLIES	101-271-727.000	85.17	
		Vnd: OREILLY Invoice: 4765462530	101-000-202.000		85.17
		Expected Check Run: 12/20/2022			

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/20/2022	AP	PREIN & NEWHOF	Invoice: 71412 Ref#: 17854 (PROFESSIONAL SERVICES TO DEVELOPMENT OF)		
AP Trx #: 31404		ENGINEERING FEES			
		Vnd: P&NO Invoice: 71412		591-540-801.000	1,715.50
				591-000-202.000	1,715.50
		Expected Check Run: 12/20/2022			
12/20/2022	AP	REPUBLIC WASTE	Invoice: 0249-007699573 Ref#: 17851 (WASTE/RECYCLING)	1,715.50	1,715.50
AP Trx #: 31405		WASTE HAULING EXPENSE			
		Vnd: REPUB Invoice: 0249-007699573		101-441-954.000	249.50
				101-000-202.000	249.50
		Expected Check Run: 12/20/2022			
12/20/2022	AP	SAFEBUILD, LLC	Invoice: 0091292-IN Ref#: 17848 (ORDINANCE VIOLATION, ANNUAL REGISTRATIO	249.50	249.50
AP Trx #: 31406		SERVICE CONTRACTS			
		Vnd: SAFEBUILD Invoice: 0091292-IN		101-327-826.000	5,462.65
				101-000-202.000	5,462.65
		Expected Check Run: 12/20/2022			
12/20/2022	AP	ZEMMICK OFFICE PRODUCTS	Invoice: 128094-0 Ref#: 17849 (FOLDERS, WRITE OUT TAPE)	5,462.65	5,462.65
AP Trx #: 31407		SUPPLIES			
		Vnd: ZEMMICK Invoice: 128094-0		101-265-727.000	34.95
				101-000-202.000	34.95
		Expected Check Run: 12/20/2022			
Cash/Payable Account Totals:				34.95	34.95
				37,293.86	37,293.86
					20,091.69
					8,546.84
					8,655.33
					37,293.86

**CITY OF GALESBURG
CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 5, 2022
6 PM**

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

The Pledge of Allegiance was recited.

Roll call was taken, and the following members were present: Linda Marble, Deputy Mayor; Roger Frazee, Glen Hawes, Judy Lemon, Carol Bailey and Carol Wortinger.

Also present: Sarah Joshi, City Manager; Ann Howard, Treasurer, Josh Ranes, DPW Supervisor, and Tim Randall, County Deputy Sheriff and approximately 17 citizens.

APPROVAL OF AGENDA

Marble asked to add the November law enforcement report to the consent agenda.

Frazee moved to approve the agenda with Marble's addition, seconded by Marble to adopt the agenda with the addition. On a voice vote, motion carried unanimously.

CITIZEN COMMENTS

Linda Carlton with GABCA stated Winter Wonderland is on Wednesday at 6:00 p.m.

CONSENT AGENDA

Marble moved to approve the consent agenda, seconded by Lemon.

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

The following voted "Nay": None

Motion carried unanimously.

FIRE BOARD REPORT

Chief Kevin Roomsburg reported that at least three fire departments committed to Winter Wonderland, along with Craig McDonald with a wrecker, and the Fire Department will also be giving out hot dogs. There were 23 calls for Galesburg, 17 for Charleston, 419 total for this year, 23 less than last year. With the first big snow on November 17th & 18th there were six vehicle accidents.

SHERIFF'S REPORT

Captain Jeff Christensen reported the Kalamazoo County Sheriff Department had six new cadets, five are going to the Police Academy in January. They have met with Linda Carlton and have a plan in place for Winter Wonderland on Wednesday. Catalytic converters are being stolen, so Captain Christensen encourages residents to lock up their cars. Captain Christensen thanked Mayor West for her service and wished her the best with future endeavors.

CITY MANAGER'S REPORT

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

CONSIDERATION: AMENDED FIRE BOARD BUDGET

West clarified that the proposal is for 2022-2023 budget expenses. This is not an approval of the 2023-2024 budget, this is just an amendment of a line item in the current year's budget.

Marble stated the expenses are the same they just lowered the fire wages to add the legal fees. Marble asked the Chief about the November 30th income statement stating that fire wages to date \$12,600 and there was budgeted \$70,000 with seven months left to go. She asked whether it was due to the Fire Department being busier in the winter months? Chief Roomsburg stated that is what the City asked him to budget. Chief Roomsburg stated they are down firefighters as well as fire calls. Marble stated support for accepting amendment as it is the same budget just funds have been moved around.

Council proceedings were interrupted by Charleston Township resident Ann Nieuwenhuis, who asked that the minutes reflect her payment for Joint Fire Board FOIA requests and attorney expenses to date. Mayor West agreed.

Marble moved to approve the amended Fire Board budget, seconded by Frazee.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: HEALTH SAVINGS ACCOUNT RESOLUTION #20221205

West stated this is the same resolution that was passed last year specific to the contributions the city makes to employees health savings accounts.

Joshi stated it was put in the budget at a \$1,000 more than the actual cost to the city. This was already passed in this year's budget.

Marble clarified that this is considered annually, West agreed and voiced her support.

Frazee moved to approve the Health Savings Account Resolution, seconded by Wortinger.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: WATER METER READING CHARGE RESOLUTION #20221205-A

The number of re-reading requests has increased.

West stated this is the actual cost of re-reading a meter. It is proposed that consumers pay the re-read fee unless the water meter is found to be faulty.

Frazee moved to approve the water meter reading, seconded by Marble.

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

The following voted "Nay": Wortinger

Motion carried.

CONSIDERATION: SPARK GRANT RESOLUTION IKE PAYNE PARK #20221205-B

West stated that the city is proposing a \$10,000 investment in this grant and Quad City Little League is donating \$20,000. West said that was very generous of them. West said the city's \$10,000 was already budgeted.

Marble moved to approve the Spark Grant Resolution Ike Payne Park, seconded by Frazee.

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

CONSIDERATION: SPARK GRANT RESOLUTION COMMUNITY PARK #20221205-C

West stated this is the same Spark Grant except specific to Community Park. Though the city will contribute \$10,000 to the project there is no donation for this project. Attached to this is the plan for the improvements, including disc golf. \$10,000 has already been budgeted.

Marble moved to approve the Spark Grant Resolution Community Park, seconded by Frazee.

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

The following voted "Nay": none

Motion carried unanimously.

CONSIDERATION: MANER COSTERISAN AGREEMENT

West stated this accounting firm will replace The Woodhill Group. Joshi said Maner Costerisan charge more, but they have a very clear three-to-five-month plan how to approach the trainings and that we would be weaning ourselves off them within five months other than the services required in order to accomplish responsible separation of duties.

West asked Treasurer Howard if she was comfortable with them. Howard explained they want to do hands on training and come to our office and do physical training instead of web training which is a much better plan.

Frazee moved to approve the Maner Costerisan Agreement, seconded by Marble.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: ROAD COMMISSION AGREEMENT

West stated this agreement is specific to the DPW staff plowing the plat.

Joshi said DPW staff would be using city equipment at a flat rate which would cover our costs and is agreeable to the road commission as well. The Road Commission may also ask DPW to plow the county roads using county equipment at an overtime rate.

Marble asked if when they plowed for the County would it be after hours and who pays them. Joshi replied we would pay them initially and then invoice the road commission for reimbursement.

Marble moved to approve the Road Commission agreement with the addition of the \$25 administration fee and the \$45 wage fee, seconded by Frazee.

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

The following voted "Nay": None

Motion carried unanimously.

RECOMMENDATION: 2023 PROPOSED JANUARY 9TH COUNCIL MEETING

Frazee moved to approve the proposed January 9th council meeting, seconded by Wortinger.

On a voice vote it passed unanimously.

CONSIDERATION: ELECTRICAL UPGRADE

Deputy Tim Randall was to present the electrical upgrade project and quotes. He was unexpectedly detained. Council agreed to table the upgrade until the January 9th meeting.

DPW REPORT

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

COUNCIL COMMENTS

Councilwoman Wortinger shared her thoughts about a June 2021 insurance claim.

Frazee inquired about the caps on the fire hydrants being colored coded to show the flow of our water system.

There being no further business, Mayor West adjourned the meeting at 7:16 p.m.

Lori West, Mayor

Lisa McNees, City Clerk

Treasurer Report January 2023

Highlights:

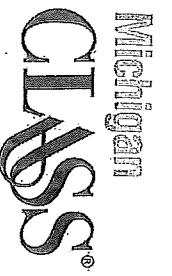
- Winter Tax: Winter tax bills were mailed out on 11/28. On 12/12/22 tax roll errors to the milage rates for school operating and debt were found. Corrections were made and new bills were sent out with a letter of explanation and apology to all residents and mortgage companies on 12/14/22.
- Michigan CLASS: The Michigan Class investment continues to grow with an average yield for the last 30 day period of 4.2841%, the monthly report is included. Once the new accounting team is established, I will be reviewing with them additional investment opportunities.
- The Electronic billing form for water and sewer utilities was included in the December billing. I enter and attach these forms to the accounts as they are received. The March 2023 billing cycle is the anticipated start for this new service.

01/04/2023 08:29 AM
 User: ANN HOWARD
 DB: Galesburg

ACCOUNT BALANCE REPORT FOR CITY OF GALESBURG
 PERIOD ENDING 12/31/2022

Page: 1/1

GL NUMBER	DESCRIPTION	BALANCE	PREVIOUS MONTH	END BALANCE
		12/31/2021	BALANCE	12/31/2022
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND				
Assets				
101-000-001.000	CASH	820,161.88	(609,595.32)	(624,441.18)
101-000-017.100	INVESTMENTS-MICHIGAN CLASS	0.00	1,600,000.00	1,600,000.00
TOTAL ASSETS		820,161.88	990,404.68	975,558.82
Fund 202 - MAJOR STREET FUND				
Assets				
202-000-001.000	CASH	431,520.31	457,021.17	471,377.22
TOTAL ASSETS		431,520.31	457,021.17	471,377.22
Fund 203 - LOCAL STREET FUND				
Assets				
203-000-001.000	CASH	333,152.22	401,851.07	406,241.15
TOTAL ASSETS		333,152.22	401,851.07	406,241.15
Fund 206 - PUBLIC SAFETY				
Assets				
206-000-001.000	CASH-CHECKING	28,299.44	0.00	0.00
TOTAL ASSETS		28,299.44	0.00	0.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Assets				
248-000-001.000	CASH-CHECKING	11,353.88	14,019.31	14,019.31
TOTAL ASSETS		11,353.88	14,019.31	14,019.31
Fund 249 - BUILDING INSPECTION FUND				
Assets				
249-000-001.000	CASH-CHECKING	0.00	2,292.00	2,492.00
TOTAL ASSETS		0.00	2,292.00	2,492.00
Fund 291 - PERPETUAL CARE FUND				
Assets				
291-000-001.000	CASH	(150.59)	23,891.25	23,891.25
TOTAL ASSETS		(150.59)	23,891.25	23,891.25
Fund 590 - SEWER FUND				
Assets				
590-000-001.000	CASH	704,087.47	757,543.77	769,706.67
TOTAL ASSETS		704,087.47	757,543.77	769,706.67
Fund 591 - WATER FUND				
Assets				
591-000-001.000	CASH-CHECKING	553,563.68	852,669.10	886,743.68
TOTAL ASSETS		553,563.68	852,669.10	886,743.68
Fund 701 - TRUST & AGENCY FUNDS				
Assets				
701-000-001.000	CASH	5,106.60	8,457.60	9,129.60
TOTAL ASSETS		5,106.60	8,457.60	9,129.60



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City of Galesburg
200 E Michigan
Galesburg, MI 49053

Summary Statement

December 31, 2022

Page 1 of 3

Investor ID: MI-01-0698

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 4.2646%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0698-0001 General	1,612,805.71	0.00	0.00	5,851.42	18,657.13	1,615,852.02	1,618,657.13
TOTAL	1,612,805.71	0.00	0.00	5,851.42	18,657.13	1,615,852.02	1,618,657.13

Galesburg-Charleston Joint Fire Board

Proposed Agenda 12/21/2022

- 1) Meeting called to order
- 2) Attendance:
- 3) Approval of 11/16/2022 draft minutes.
- 4) Run Report
- 5) Treasurer's Report and Pay Bills
- 6) Chief's Report
- 7) Old Business:
 - a) Grant Update
 - b) Website Update
 - c) Budget Update
 - 3rd Check Signer
 - d) Firefighter Attraction and Retention Update
 - e) Equipment Update
 - f) Building Update
 - Vehicle Exhaust System Intake Fan / Make Up Air
 - g) Galesburg City Counsel Briefing Update
 - h) Legal Update
- New Business:
 - a) Sub Committees from Galesburg and Charleston to discuss / negotiate JFAB Agreement
 - b)

Meeting adjournment

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CITY OF GALESBURG

Galesburg-Charleston Joint Fire Board Meeting

November 16th, 2022

- Those in attendance: Ken Kissinger, Chris Balkema, Rodger Frazee, Ann Nieuwenhuis, Chief Kevin Roomsburg, Josh Balkema, and Tim Randall.
- Meeting called to order at 19:02 by Chris.
- Approval of 10/19/2022 minutes: Josh moves, Ann seconds. All ayes. Ken abstains.
- Run report: 13 in Charleston, 17 in Galesburg for a total of 30. Ken moves, Chris seconds. All ayes.
- Treasurer's report:

Bank Balance:	\$179,887.90
IRS:	(2,573.19)
Kalamazoo Web Design:	(50.00)
MI Withholding:	(517.30)
Bills:	(268.68)
Payroll:	(1,765.55)
Deposit:	50.00
Ending Balance:	\$174,788.80

- Chris moves to accept and pay bills, Ann seconds. All ayes.
- Chief's Report:
 1. 391 Calls as of today's date.
 2. Fire prevention held for 3rd grade on 10/2/22. Preschool on Halloween.
 3. 10/21/22 paint damage fixed and in service.
 4. Winter wonderland, December 7th.
 5. Interviewed a candidate, Joseph Nadwornik.
 6. Banners are out.
 7. MFR class member failed.
 8. House burning in limbo.Ken moves, Chris seconds. All ayes.
- Old Business: Grant update, we won't qualify for a firetruck.
- Web Site Update
- Budget update, 3rd signer.
- Ken moves to adjourn, Chris seconds. All ayes.
- Meeting adjourned at 20:25

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CITY OF GALESBURG

Galesburg-Charleston FD

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Galesburg, MI

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This report was generated on 12/5/2022 12:52:05 PM

CITY OF GALESBURG

Incidents per Zone for Date Range

Start Date: 11/01/2022 | End Date: 11/30/2022

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
ZONE: Charleston Twp - Charleston Twp				
2022-380	320 - Emergency medical service, other	11/05/2022	12963 Augusta Drive	1021
2022-382	321 - EMS call, excluding vehicle accident with injury	11/07/2022	12091 Pineayr	1071
2022-383	324 - Motor vehicle accident with no injuries.	11/07/2022	88 I-94 Westbound	1021
2022-385	322 - Motor vehicle accident with injuries	11/09/2022	Mercury	1021
2022-386	322 - Motor vehicle accident with injuries	11/10/2022	87mm I-94 Eastbound	1021
2022-391	321 - EMS call, excluding vehicle accident with injury	11/16/2022	12735 E L	1021
2022-393	324 - Motor vehicle accident with no injuries.	11/17/2022	Fort Custer	1021
2022-394	324 - Motor vehicle accident with no injuries.	11/17/2022	G AVE	1021,1061
2022-395	611 - Dispatched & cancelled en route	11/17/2022	91mm I-94 Westbound	1021
2022-396	322 - Motor vehicle accident with injuries	11/17/2022	E G AVE	1021
2022-397	460 - Accident, potential accident, other	11/17/2022	90mm I-94 Westbound	1021,1061
2022-401	700 - False alarm or false call, other	11/19/2022	86 I-94 Westbound	1021,1061
2022-403	324 - Motor vehicle accident with no injuries.	11/19/2022	G AVE	1021
2022-404	743 - Smoke detector activation, no fire - unintentional	11/21/2022	13800 E Michigan	1041
2022-408	321 - EMS call, excluding vehicle accident with injury	11/25/2022	12060 N Pine Ayre Drive	1021
2022-411	321 - EMS call, excluding vehicle accident with injury	11/27/2022	11657 E MN AVE	1021
2022-412	611 - Dispatched & cancelled en route	11/28/2022	13608 E Michigan AVE	1071

Total # Incidents for Charleston Twp:

17

ZONE: Galesburg - Galesburg

2022-375	321 - EMS call, excluding vehicle accident with injury	11/01/2022	177 Gale	1071
2022-376	321 - EMS call, excluding vehicle accident with injury	11/02/2022	137 Valley	1071
2022-377	611 - Dispatched & cancelled en route	11/04/2022	Michigan	1021
2022-378	321 - EMS call, excluding vehicle accident with injury	11/04/2022	602 35	1021
2022-379	321 - EMS call, excluding vehicle accident with injury	11/05/2022	400 E Michigan	1021
2022-381	321 - EMS call, excluding vehicle accident with injury	11/05/2022	622 35	1021
2022-384	321 - EMS call, excluding vehicle accident with injury	11/08/2022	1080 35	1021
2022-387	321 - EMS call, excluding vehicle accident with injury	11/12/2022	1080 35	1021

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



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INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2022-388	700 - False alarm or false call, other	11/12/2022	30 Hastings	1021
2022-389	311 - Medical assist, assist EMS crew	11/13/2022	630 N 35th ST ST	1021
2022-390	321 - EMS call, excluding vehicle accident with injury	11/16/2022	600 N 35th	1021
2022-392	554 - Assist invalid	11/16/2022	600 N 35th	1021
2022-398	322 - Motor vehicle accident with injuries	11/18/2022	800 N 35	1021
2022-399	321 - EMS call, excluding vehicle accident with injury	11/19/2022	119 Burgess	1021
2022-400	321 - EMS call, excluding vehicle accident with injury	11/19/2022	110 Burgess	1021
2022-402	321 - EMS call, excluding vehicle accident with injury	11/19/2022	622 35	1021
2022-405	321 - EMS call, excluding vehicle accident with injury	11/22/2022	67 Mill	1021
2022-406	321 - EMS call, excluding vehicle accident with injury	11/23/2022	622 N 35th	1021
2022-407	321 - EMS call, excluding vehicle accident with injury	11/24/2022	197 E Battle Creek ST	1021
2022-409	321 - EMS call, excluding vehicle accident with injury	11/25/2022	1080 N 35st	1021
2022-410	321 - EMS call, excluding vehicle accident with injury	11/26/2022	201 Gale Ave	1021
2022-413	321 - EMS call, excluding vehicle accident with injury	11/29/2022	14 Burgess	1021
2022-414	311 - Medical assist, assist EMS crew	11/30/2022	600 N 35th	1021

Total # Incidents for Galesburg:

23

TOTAL # INCIDENTS:

40

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CITY OF GALESBURG

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



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Galesburg-Charleston Joint Fire Board
Income Statement
Compared with Budget
For the Five Months Ending November 30, 2022

	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	0.00	101,175.00	0.00	101,175.00
Donations	0.00	200.00	0.00	200.00
Miscellaneous Income	50.00	4,343.40	0.00	4,343.40
Interest Received	38.93	147.90	0.00	147.90
Total Revenues	88.93	105,866.30	0.00	105,866.30
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	88.93	105,866.30	0.00	105,866.30
Expenses				
Fire Assoc Dues W/H	0.00	0.00	0.00	0.00
Payroll Taxes	23.33	970.87	5,800.00	(4,829.13)
Fire Wages	304.97	12,690.66	75,600.00	(62,909.34)
Administrative Expenses	100.00	265.00	0.00	265.00
Insurance	0.00	4,591.00	11,000.00	(6,409.00)
Worker's Comp Insurance	0.00	200.00	5,000.00	(4,800.00)
Bank Charges	1.08	7.68	50.00	(42.32)
Fire & Operation Supplies	132.36	487.88	4,100.00	(3,612.12)
Office Supplies	0.00	669.00	0.00	669.00
Education & Training	0.00	1,960.00	6,000.00	(4,040.00)
Accounting	0.00	645.00	2,500.00	(1,855.00)
Audit Expenses	0.00	0.00	0.00	0.00
Equipment Maintenance	0.00	514.37	6,000.00	(5,485.63)
Fuel and Oil	227.82	2,551.34	7,000.00	(4,448.66)
Vehicle Insurance	0.00	0.00	0.00	0.00
Utilities	300.00	1,500.00	3,600.00	(2,100.00)
Building Maintenance	0.00	0.00	0.00	0.00
Fire Truck Repairs	0.00	5,188.96	4,500.00	688.96
Fire Barn Rent	1,033.77	5,185.01	12,600.00	(7,414.99)
Miscellaneous Expenses	150.00	2,198.82	2,000.00	198.82
Equipment Capital Outlay	0.00	16,500.00	22,000.00	(5,500.00)
Total Expenses	2,273.33	56,125.59	167,750.00	(111,624.41)
Net Income	\$ (2,184.40)	\$ 49,740.71	\$ (167,750.00)	217,490.71

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CITY OF GALESBURG

As of 12/19/22

Page: 1

Galesburg-Charleston Joint Fire Board
Income Statement
Compared with Budget
For the Six Months Ending December 31, 2022

	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	0.00	101,175.00	0.00	101,175.00
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	147.90	0.00	147.90
Total Revenues	0.00	105,866.30	0.00	105,866.30
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	105,866.30	0.00	105,866.30
Expenses				
Fire Assoc Dues W/H	0.00	0.00	0.00	0.00
Payroll Taxes	671.66	1,642.53	5,800.00	(4,157.47)
Fire Wages	8,780.05	21,470.71	75,600.00	(54,129.29)
Administrative Expenses	0.00	265.00	0.00	265.00
Insurance	4,585.00	9,176.00	11,000.00	(1,824.00)
Worker's Comp Insurance	0.00	200.00	5,000.00	(4,800.00)
Bank Charges	0.00	7.68	50.00	(42.32)
Fire & Operation Supplies	143.22	631.10	4,100.00	(3,468.90)
Office Supplies	0.00	669.00	0.00	669.00
Education & Training	0.00	1,960.00	6,000.00	(4,040.00)
Accounting	645.00	1,290.00	2,500.00	(1,210.00)
Audit Expenses	0.00	0.00	0.00	0.00
Equipment Maintenance	0.00	514.37	6,000.00	(5,485.63)
Fuel and Oil	541.41	3,092.75	7,000.00	(3,907.25)
Vehicle Insurance	0.00	0.00	0.00	0.00
Utilities	300.00	1,800.00	3,600.00	(1,800.00)
Building Maintenance	0.00	0.00	0.00	0.00
Fire Truck Repairs	4,515.38	9,704.34	4,500.00	5,204.34
Fire Barn Rent	1,033.77	6,218.78	12,600.00	(6,381.22)
Miscellaneous Expenses	0.00	2,198.82	2,000.00	198.82
Equipment Capital Outlay	0.00	16,500.00	22,000.00	(5,500.00)
Total Expenses	21,215.49	77,341.08	167,750.00	(90,408.92)
Net Income	\$ (21,215.49)	\$ 28,525.22	\$ (167,750.00)	196,275.22

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CITY OF GALESBURG

Galesburg-Charleston Joint Fire Board
Balance Sheet
November 30, 2022

ASSETS

Current Assets		
Cash/Checking	\$	174,648.25
FEMA Grant Monies		110.60
Fireman's Association - Eatons		2,195.00
Unassigned Equipment Fund		8,585.00
Accounts Receivable		(16.00)
		<hr/>
Total Current Assets		185,522.85
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		<hr/> 0.00
Total Assets	\$	<hr/> <hr/> 185,522.85

LIABILITIES AND CAPITAL

Current Liabilities		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		
MI W/H Tax Payable	\$	22.00
Social Security Payable		64.18
Medicare Payable		15.04
		<hr/>
Total Long-Term Liabilities		<hr/> 101.22
Total Liabilities		101.22
Capital		
Beginning Balance Equity		(1,260.00)
Retained Earnings		136,310.92
Net Income		49,740.71
		<hr/>
Total Capital		<hr/> 184,791.63
Total Liabilities & Capital	\$	<hr/> <hr/> 184,892.85

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DEC 22 2022
CITY OF GALESBURG

As of 12/19/22

Galesburg-Charleston Joint Fire Board
Balance Sheet
December 31, 2022

ASSETS

Current Assets		
Cash/Checking	\$	155,545.55
FEMA Grant Monies		110.60
Fireman's Association - Eatons		2,195.00
Unassigned Equipment Fund		8,585.00
Accounts Receivable		(16.00)
		<hr/>
Total Current Assets		166,420.15
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		<hr/> 0.00
Total Assets	\$	<hr/> <hr/> 166,420.15

LIABILITIES AND CAPITAL

Current Liabilities		<hr/>	
Total Current Liabilities			0.00
Long-Term Liabilities			
Fed W/H Tax Payable	\$	396.31	
MI W/H Tax Payable		395.16	
Social Security Payable		1,152.90	
Medicare Payable		269.64	
		<hr/>	
Total Long-Term Liabilities			<hr/> 2,214.01
Total Liabilities			2,214.01
Capital			
Beginning Balance Equity		(1,260.00)	
Retained Earnings		136,310.92	
Net Income		28,525.22	
		<hr/>	
Total Capital			<hr/> 163,576.14
Total Liabilities & Capital	\$		<hr/> <hr/> 165,790.15

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CITY OF GALESBURG

City Manager's Report
Sarah O. Joshi, MPA
January 9, 2023

Master Planning

- Continued to promote master planning survey participation through its closure on 1/1. Analysis is forthcoming. Printed responses were accepted at City Hall, and several I have seen have specifically mentioned noticeable improvements with regard to blight. Worked with Abonmarche planners on a proposed vision statement to send to the steering committee for input.
- As noted last month, some on Council may not be familiar with the 2000 future land use map. It is included here for your reference, and color copies will be provided at this evening's meeting.

Infrastructure

Finalized both DNR parks grants. Proposed improvements to Ike Payne Park (identified as priority 1) totaled \$914,000, and request for Community Park (priority 2) was \$419,000. If awarded, funds must be allocated by 12/31/24 and work must be complete by 10/31/26. Sincere thank you to all who submitted letters of support; they will help improve our chances of success.

Administration

- At Mayor Marble's request, arranged for each Council member's registration in the Michigan Municipal League's "Newly-Elected Officials" training session to be held at City Hall on Saturday, January 21 from 8:30 am – 12:30 pm.
- Another training that Council members may wish to participate in is "Housing in Four Parts" presented by the Michigan Association of Planning 1/18, 1/25, 2/1, and 2/8. The webinars cover master planning, zoning reform, stand by your plan, and accessory dwelling units. Staff can arrange your registration.
- December Board of Review meeting was conducted. One veterans exemption was granted, and the roll was corrected to reflect bank building demolition. There remains an opening on the Board of Review, and interested residents are urged to apply.
- Winter tax bills were sent incorrectly. The error was found and corrected immediately. By law, the County Treasurer's office is to approve the tax warrant, but did not respond prior to the City Treasurer's deadline to issue the issue tax bills. I have spoken with the County Treasurer who assures me that he will implement internal procedures to ensure that this does not happen again. Though we regret any error no matter how small, BS&A tells us that the mistake is a very common one that is easily rectified.
- The insurance carrier's loss prevention coordinator conducted a review of City facilities and procedures. He recommended that the City require loss prevention and risk management training for its elected and appointed officials. I am working with Mayor Marble to identify an appropriate presenter and timeline for such training.
- Worked with Mayor Marble to draft the City Council rules of procedure as required by charter. They will be considered by Council this evening.
- Obtained quote on new Christmas decorations and reviewed with Supervisor Raney and Mayor Marble. Best pricing is typically available in June, so we may wish to consider this purchase then.

- Worked to obtain quotes on bulletproof glass for the office. I expect to present those for Council consideration next month.
- Began analysis of public safety funding. The millage funds 20.8% with the general fund covering the remainder. A special assessment ordinance exists, and could be used instead of collecting on the millage. As we enter budget season, staff and Council can identify and discuss appropriate options for funding safety services.

Properties Update

- 11 W. Battle Creek Street: Deck was not removed as court ordered in September, and City may demolish it at owner's expense. Demolition quotes are forthcoming. Daily fees accrue until proof of electrical repairs is provided.
- 89 E. Battle Creek Street: Court ordered demolition or repair by 12/7. Owner pulled demolition permit but did not demolish. Court will allow City to demolish at the owner's expense, and quotes are forthcoming.
- 2 W. Michigan Avenue: Has obtained engineering report and is working with SAFEbuilt and City to coordinate repairs.
- 6 Grove Street: Court has ordered cars, ducks, and blight to be removed prior to next inspection on 1/13.
- The rental inspection program is going well. Most common safety issues have been minor electrical concerns, missing smoke detectors, and small leaks. Landlords with some repair needs—particularly those that do not pose safety concerns and those that are difficult to address during winter months—are being given until next year's inspection to be corrected.

Leased Properties

- Fire Department: Exhaust ventilation system has not yet been repaired. I sent materials to Council's JFB liaison to help support his efforts to have this repaired quickly for the safety of all who enter City Hall.
- Museum & Library: Began work with Mayor Marble regarding lease needs.

Community & Partnerships

- I have been accepted into the 2023 cohort of Leadership Kalamazoo. Being mindful of efficient use of the training budget, have applied for and been granted a scholarship to defray expenses.
- Attended meetings of township supervisors.
- Supported Winter Wonderland by staffing City Hall in support of County Fire Chiefs Association meeting.
- Represented the City as a volunteer with Tree of Love and Shop with a Hero events.
- Wrote six more video scripts and sent to Mayor. Until Facebook account access is restored, the videos will continue to be posted to the website.

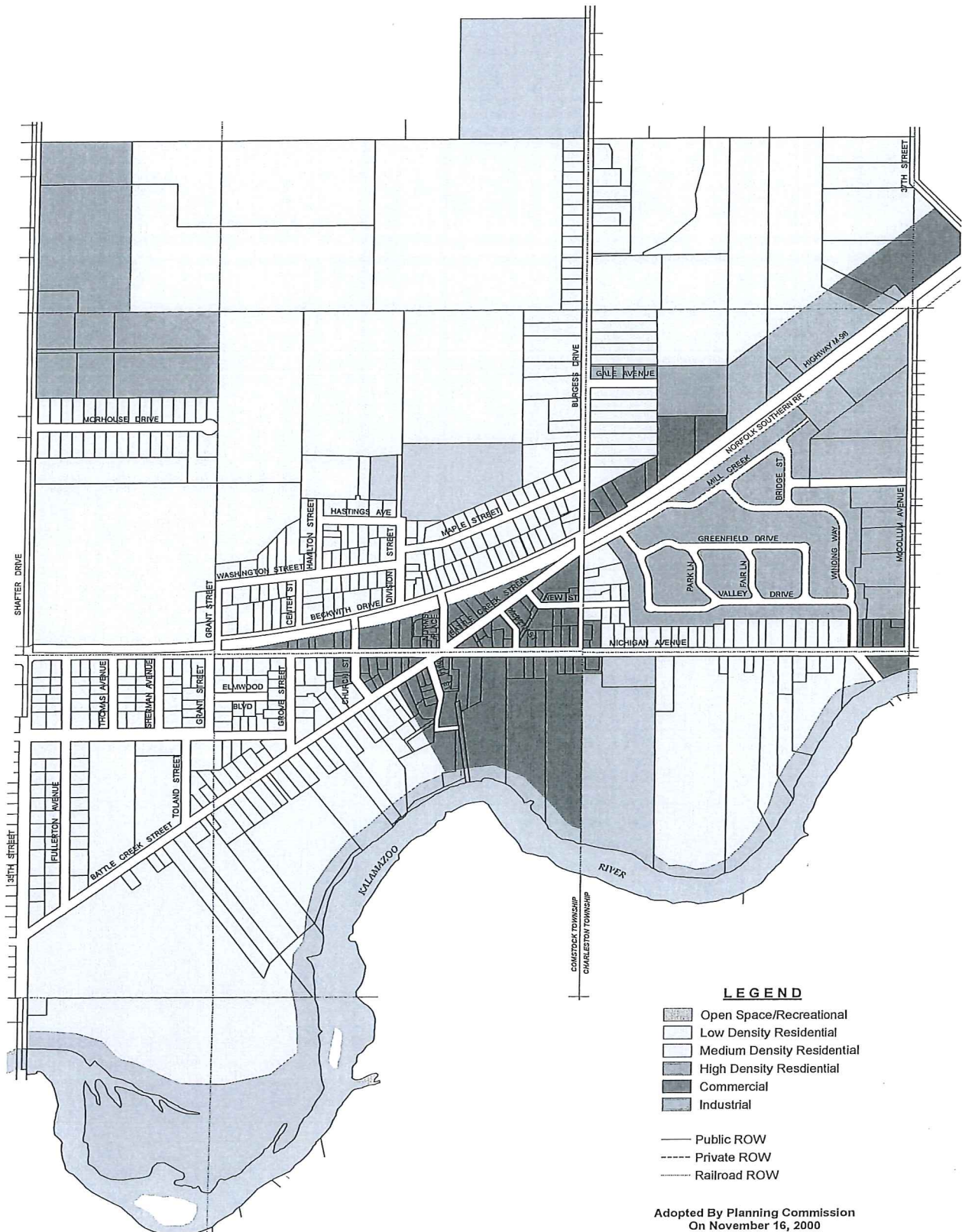
Lastly . . .

Incidence of harassment and abuse continue, and both office and field employees report increased hostility from residents, particularly those paying utility or tax bills. Attached is an article on the topic from the Gerald R. Ford School of Public Policy at the University of Michigan.

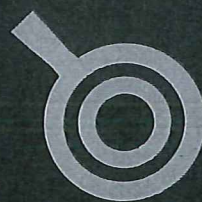
City of Galesburg

Kalamazoo County, Michigan

Future Land Use Plan



Adopted By Planning Commission
On November 16, 2000



MPPS Policy Brief

Statewide survey finds a majority of Michigan local governments experiencing harassment or other abuse

By Natalie Fitzpatrick, Debra Horner, and Thomas Ivacko

Michigan's top local officials report personally experiencing harassment themselves over last few years

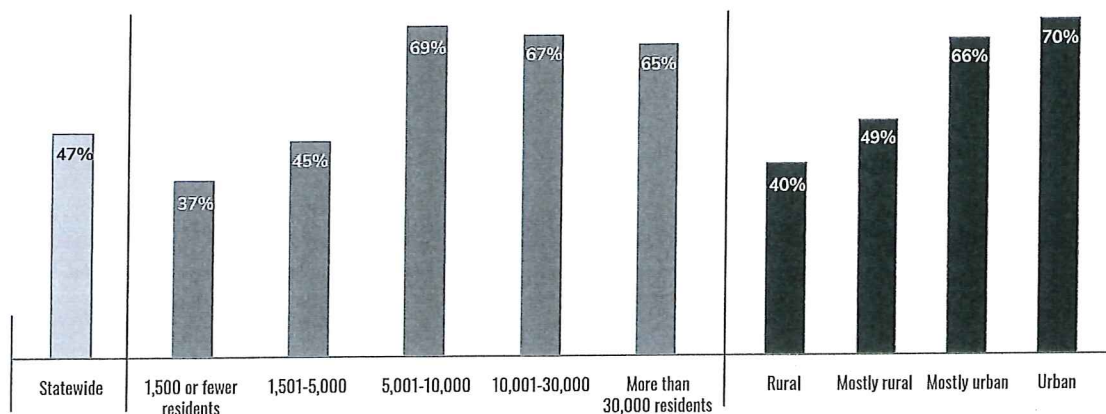
Statewide, 47% of Michigan's top elected and appointed local officials from counties, cities, townships, and villages report personally experiencing online or in-person harassment over the last few years as part of their role in local government, including disrespectful or hostile comments, graphic language or slurs, shouting, and rude or aggressive gestures (see *Figure 1*). Harassment is even more common in jurisdictions with more than 5,000 residents, where about two-thirds of top officials report such problems. Meanwhile, officials from urban or mostly urban jurisdictions are significantly more likely to report harassment than those from rural places, though four in ten rural leaders report these problems as well.

Local officials are less likely to report being subjected to actual threats (15% of jurisdictions statewide), or violent actions such as destruction of property or physical assault (3%). However, in the largest jurisdictions—those with more than 30,000 residents—one-third (33%) report experiencing threats and 7% report violent actions.

Statewide, top officials from 50% of jurisdictions say they have not personally experienced any harassment, threats, or violence as part of their role in local government.

Figure 1

Percent of jurisdictions where top officials report experiencing harassment over the last few years as part of their role in local government, by population category and urban-rural self-identification



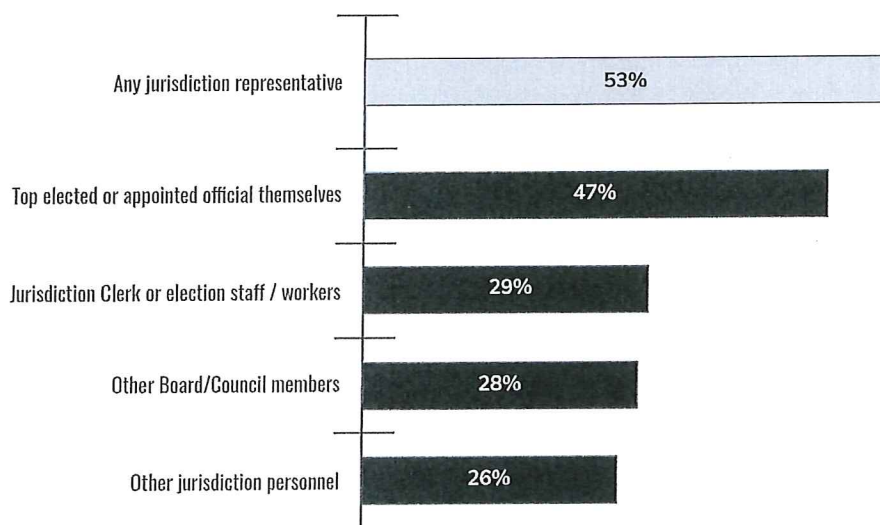
Outright majority report abuse such as harassment, threats, or even violence against at least one member of their local government

The chief elected and appointed leaders are not the only ones subject to abuse as part of their role in local government. Statewide, a significant proportion of MPPS survey respondents are also aware of abuse perpetrated against other individuals within their local government. This may involve harassment, threats, or even violence, including destruction of property. As shown in *Figure 2*, these include reports of abuse against the County, City or Township Clerk, their election staff, or other election workers (29%), other members of their Board or Council (28%), and other jurisdiction employees or volunteers (26%). Meanwhile, 16% are unsure of abuse towards other jurisdiction representatives beyond themselves.

Overall, officials from 53% of jurisdictions report harassment, threats, or violence against any members of the local government, including themselves.

Figure 2

Percent of jurisdictions reporting various members of the local government that have experienced harassment, threats, or violence over the last few years as part of their role in local government



Note: responses for "none" and "don't know" are not shown; responses from village officials not included in calculation for election staff/workers as villages in Michigan do not administer elections; the calculation for election staff includes both self-reports from clerks themselves and reports from other respondents.



Most Michigan jurisdictions report negative impacts from general climate of harassment and threats

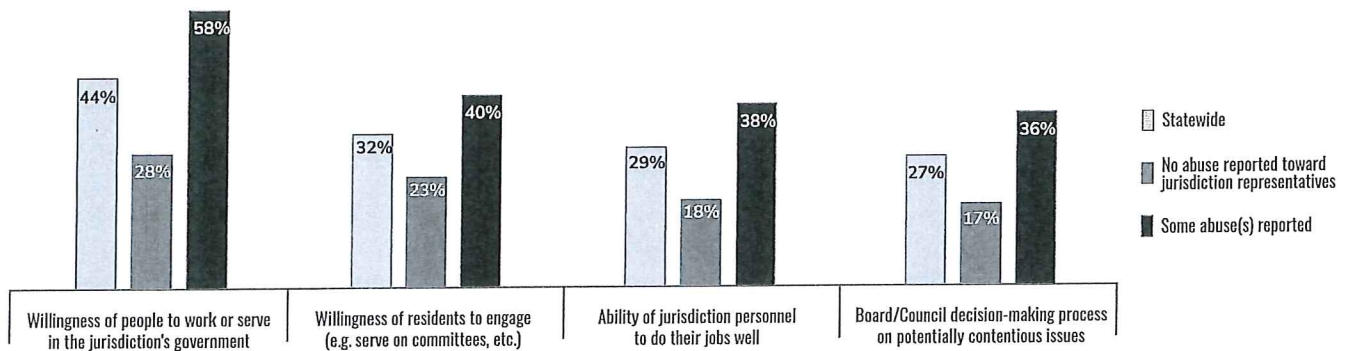
Officials from 44% of Michigan local governments report negative impacts from the worsening political climate on the willingness of people to work or serve in the jurisdiction's government (see *Figure 3*). Even in jurisdictions where officials do not report harassment, threats, or violence, more than a quarter (28%) say simply the possibility of abuse is having a negative effect.

Statewide, 32% also report that the climate of abuse toward local government personnel is having a negative impact on residents' civic engagement—such as speaking at meetings and serving on committees—including 23% in jurisdictions that have not reported harassment, threats, or violence. In addition, 29% of local leaders statewide say abuse affects the ability of jurisdiction personnel to do their jobs well, and 27% say it affects their Board's or Council's decision-making process on potentially contentious issues such as public health policy, local planning and zoning issues, and so on.

Overall, 53% of local leaders report that abuse has had at least one type of negative impact on their local government functions. This includes 70% of jurisdictions where some abuse has occurred in the last few years, but also 33% of jurisdictions where none is reported.

Figure 3

Percent of jurisdictions reporting negative impacts from harassment, threats, and violence on local government functions, by experience of jurisdiction personnel



Note: responses for "other," "none," and "don't know" not shown.

Survey Background and Methodology

The findings reported here come from the Michigan Public Policy Survey (MPPS), an ongoing census survey of all 1,856 general purpose local governments in Michigan conducted since 2009 by the Center for Local, State, and Urban Policy (CLOSUP) at the University of Michigan's Gerald R. Ford School of Public Policy. The program is a partnership with Michigan's local government associations. The Spring 2022 wave was conducted April 4 – June 6, 2022. Respondents include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,327 jurisdictions across the state, resulting in a 71% response rate by unit. More information is available at <https://closup.umich.edu/michigan-public-policy-survey/mpps-2022-spring>.

See CLOSUP's website for the full question text on the survey questionnaire. Detailed tables of the data in this report, including breakdowns by various community characteristics, will be available at <http://mpps.umich.edu>.

The survey responses presented here are those of local Michigan officials, while further analysis represents the views of the authors. Neither necessarily reflects the views of the University of Michigan, or of other partners in the MPPS.



Regents of the University of Michigan

Jordan B. Acker
Huntington Woods

Michael J. Behm
Grand Blanc

Mark J. Bernstein
Ann Arbor

Paul W. Brown
Ann Arbor

Sarah Hubbard
Okemos

Denise Ilitch
Bingham Farms

Ron Weiser
Ann Arbor

Katherine E. White
Ann Arbor

Mary Sue Coleman
(ex officio)



Center for Local, State, and Urban Policy

Gerald R. Ford School of Public Policy

DPW Report December 2022

Water and Sewer: Water Meter reading took place in the month of December with no issues. Technician Dan Ellis is fully trained with meter reading and completed this task on his own in more than acceptable time.

Over the Christmas break, I noticed that the low temperature alarm was intermittently alarming. I reached out to Gull Lake Sewer and Water to see if they needed any support and to see what was going on. OIC Bresson notified me that he got the alarm and when he arrived to check on the alarm, he found the wiring for the heater had burned up and melted. He said he isn't sure why it didn't trip the breaker and shut the unit down. He unhooked the unit and put a mobile heater in the wellhouse for temporary heating. The temporary heater is smaller, and when temperatures reached below zero windchills, the heater struggled to keep the well house heated above the alarm temperature of 65 degrees. He said it didn't drop much below 65 degrees, and there is no cause for alarm as it is keeping everything plenty warm enough. He is going to work with an electrical contractor to diagnose and repair the problem as needed.

In front of you is a quote to replace our metal detector to locate water curb stops and valves. Our current one is out of date and not functioning properly. The replacement detector requested is a common model for municipalities, and the same model as Gull Lake Sewer and Water utilizes.

Balkema Excavating dropped off water main for the Division/Beckwith project slated to begin in the spring of 2023. It is locked inside of the outside gated in an area located at the Public Works facility.

There have been multiple residential water service repairs that have taken place and inspected by Superintendent Raney for proper connection to the city's curb stop valve.

There was one Sewer Connection to the city sewer system. The utility locates of the lead went well, and the resident was hooked to the city system with no issue.

Snow Removal: Snow removal operations in the month of December went well. We had one major event that required 3 days straight of plowing. Everything went as planned, and no snow removal from parking lots or dead-end streets was required after the event due to warm temperatures and rain that followed. City staff also started the

contracted plowing of the Fleetwood Platt just west of 35th street that council approved for the Kalamazoo County Road commission. Technician Free was able to incorporate the Fleetwood better than planned, with no issues. Superintendent Ranes received MANY calls, messages, and in person compliments and thank you's from the Fleetwood Platt residents regarding the city of Galesburg taking over the Fleetwood Platt plowing. Overall, a very positive interaction all around. Technician Ellis is fully trained in the F-350 Dump truck and plowed on his own during that storm successfully.

Major/Local Streets: Staff continues to cold patch potholes throughout the winter months until hot patch is ready again in the spring. Sign repair/replacement will take place as weather permits.

Christmas Decorations: Christmas decorations were successfully put up and ready for winter wonderland. We are looking forward to starting to replace these aged decorations in the future.

Leaf Pickup: The city took possession of the new leaf box that was ordered during the summer of 2022. It arrived damage free and ready for leaf season 2023.

811 Miss Dig: Utility locating has been requested at a moderate pace and responded to with no problems. Calendar Year 2022 was a very successful year for utility locates. The City of Galesburg had zero hit facilities and 811 did its job.

Fleet Management: All vehicles and equipment are in working condition and functioning normally. Look for routine maintenance to happen on all vehicles throughout the winter to be taken care of in house.

Respectfully

Joshua E. Ranes

Joshua Ranes



CommunityAction

Weatherization Assistance Program



Weatherization Can Save You Money!

Weatherization Assistance Program provides free home energy conservation services to low-income Michigan homeowners and renters. Services reduce energy use and lower utility bills.

Potentially LOWER energy bills up to **40%**

Services typically include:

- Wall Insulation
- Attic Insulation and Ventilation
- Foundation Insulation
- Air Leakage Reduction
- Smoke Detectors
- Dryer Venting

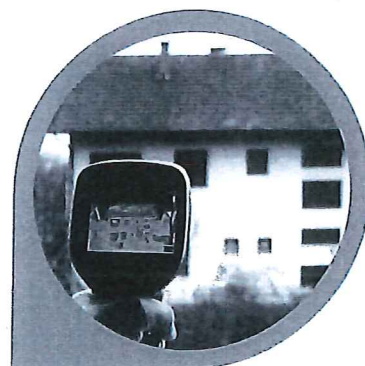
If you receive cash assistance administered by the Department of Human Services you automatically qualify for this no-cost program.



Scan me

For more information, please visit us at www.caascm.org or toll-free: 1-877-422-2726 or scan our QR Code for quick access.

Community Action's Weatherization Assistance Program is funded, in part, through the State of Michigan, as issued by the U.S. Department of Energy. This institution is an equal opportunity provider. Equal Opportunity Employer.



2022 Maximum Income

Family Size	Annual Income
1	\$27,180
2	\$36,620
3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
7	\$83,820
8	\$93,260

*The Weatherization Program is not a Home Rehabilitation Program. Some conditions of a home may disqualify it for the Weatherization Program. We serve Calhoun, Kalamazoo, Barry, Branch and St Joseph counties.



Galesburg City Council Rules of Procedure 2023-24

A. Regular and special meetings

All meetings of the city council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the city council will be held on the first Monday of each month beginning at 6:00 p.m. at city hall unless otherwise scheduled by resolution of the council.

To add an item to the meeting agenda, two council members may submit the completed agenda item request form to the city clerk no later than one week prior to the scheduled meeting.

2. Special meetings

A special meeting shall be called by the clerk upon the written request of the mayor or any two members of the council. The clerk will ensure that on at least 24 hours' written notice, each member of the council will be served personally or notice will be left at each councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been stated in the notice of such meeting.

3. Posting requirements for regular and special meetings

- a. Within 10 days after the first meeting of the calendar year, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at city hall and on the website.
- b. For a rescheduled regular or a special meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at city hall.
- c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when the mayor or two members of council determine that delay would be detrimental to the city's efforts in responding to the threat.

4. Minutes of regular and special meetings

The clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with the Open Meetings Act. In the absence of the clerk, the city manager may appoint another person temporarily to perform the clerk's duties.

Within 10 days of a council meeting a draft copy of the meeting minutes shall be prepared by the clerk, posted to the website, and available at city hall. A copy of the minutes of each regular or special council meeting shall be available for public inspection at the city offices during regular business hours.

5. Work sessions

Upon the call of the mayor or the council and with appropriate notice to the councilmembers and to the public, the council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

B. Conduct of meetings

1. Meetings to be public

All regular and special meetings of the council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its boards, commissions, and committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

2. Agenda preparation

An agenda for each regular council meeting shall be prepared by the mayor with the following order of business:

- a. Call to order, pledge of allegiance, and roll call of council
- b. Approval of regular agenda
- c. Brief public comment on agenda or non-agenda items
- d. Approval of consent agenda
- e. Reports of staff and other officers as scheduled
- f. Informational presentations as scheduled
- g. Council business
- h. Council comments, reports from committees, and announcements
- i. Adjournment

3. Consent agenda

A consent agenda may be used to allow the council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be matters such as approval of minutes, payment of bills, approval of proclamations, etc.

Upon request by any member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

4. Agenda distribution

Meeting agendas will be posted to the website and available for pickup each Thursday afternoon prior to regular council meetings.

5. Quorum

A majority of the sworn members of the council shall constitute a quorum for the transaction of business at all council meetings unless otherwise specified in charter, policy, or contract. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

6. Attendance at council meetings

Election to the city council is a privilege freely sought by the councilmember. It carries with it the responsibility to participate in council activities and represent the residents of the city. Attendance at council meetings is critical to fulfilling this responsibility. The council may excuse absences for cause. If a councilmember has more than three unexcused consecutive absences for regular or special council meetings, the council may enact a resolution of reprimand.

In the event that the member's absences continue for more than three additional consecutive regular or special meetings of the council or 25% of all meetings in any calendar year—unless excused by a majority vote of the Council and the reasons entered into the minutes—the member's term shall become vacant.

7. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The mayor is ordinarily the presiding officer. The vice mayor shall preside in the absence of the mayor. In the absence of both the mayor and the vice mayor, the member present who has the longest consecutive service on the council shall preside.

8. Disorderly conduct by members of the public

The presiding officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, issuing threats, or speaking vulgarities. Such person shall be seated until the presiding officer determines whether the person is in order. If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the presiding officer may order the law enforcement officer to remove the person from the meeting.

No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

9. Disorderly conduct by members of council

The City conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. The city is committed to conducting its business with integrity underlying all relationships including those with citizens, customers, suppliers, communities, and employees. The highest standards of ethical business conduct are required of city officials. . . in performance of their responsibilities. Officials . . . will not engage in conduct or activity that may raise questions as to the city's honesty, impartiality, or reputation or otherwise cause embarrassment to the city. Officials . . . will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably expected to create an appearance of:

- Using public office . . . for private gain
- Giving preferential treatment to any person or entity
- Losing impartiality
- Adversely affecting the confidence of the public in the integrity of the city

Every official . . . has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy. Concerns should be directed to the city manager for review and investigation. Retaliation against officials, employees, or volunteers who use this reporting mechanism to raise genuine concerns will not be tolerated.

~ Excerpted from City of Galesburg Ethics Policy

The council shall have the power to adopt, by a two-thirds vote, a resolution of censure with respect to any member of the council whose actions constitute a gross failure to meet such high standards, even if the action does not constitute grounds for removal from office under the charter.

C. Closed meetings

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- d. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.

e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

f. To consider material exempt from discussion or disclosure by state or federal statute.

2. Calling closed meetings

At a regular or special meeting, the councilmembers, elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the clerk or the designated secretary of the council at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. Discussion and voting

1. Rules of parliamentary procedure

The rules of parliamentary practice shall govern the council in all cases to which they are applicable, provided that they are not in conflict with these rules, city ordinances or applicable state statutes. The mayor may appoint a parliamentarian.

The presiding officer shall preserve order and decorum and may speak to points of order in reference to other councilmembers.

The presiding officer shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the councilmembers present.

2. Conduct of discussion

During the council discussion and debate, no member shall speak until recognized for that purpose by the presiding officer. After such recognition, the member shall confine discussion to the question at hand and shall not be interrupted except by a point of order raised by another member. Speakers should address their remarks to the presiding officer, maintain a courteous tone and avoid interjecting a personal note into debate.

3. Ordinances and resolutions

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.

4. Roll call

In all roll call votes, the names of the members of the council shall be called in rotating order.

5. Duty to vote

Election to a deliberative body carries with it the obligation to vote. Councilmembers present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A councilmember who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the city attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the city attorney. The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy or by telephone is not permitted. All votes must be held and determined in public; no secret ballots are permitted.

6. Results of voting

In all cases where a vote is taken, the presiding officer shall declare the result. It shall be in order for any councilmember voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

E. Citizen participation

1. General

Each regular council meeting agenda shall provide for reserved time for audience participation. The presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

2. Length of presentation

Any person who addresses the council during a public hearing shall be limited to three minutes in length per individual presentation. The clerk will maintain the official time and notify the speakers when their time is up.

3. Addressing the council

When a person addresses the council, he or she shall state his or her name and whether or not they reside within the city limits. Remarks should be addressed to the presiding officer in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

F. Miscellaneous

1. Adoption and amendment of rules of procedure

These rules of procedure of the council will be placed on the agenda of the first meeting of the council following the seating of the newly elected councilmembers for review and adoption. A copy of the adopted rules shall be distributed to each councilmember.

2. Committees

a. Standing and special committees of council

The city shall appoint members of the following boards, commissions, and standing committees:

- Board of review
- Construction board of appeals
- Downtown development authority
- Joint fire board
- Local officers' compensation commission
- Parks and recreation commission
- Personnel committee
- Planning commission
- Zoning board of appeals

Board and commission members will be appointed as provided by charter. The mayor shall fill any committee vacancies. Task forces may be established for a specific period of time by the mayor or by a resolution of the council which specifies the task of the special committee and anticipated timeline for completion of the work.

3. Authorization for contacting the city attorney

Only the mayor, city manager, and city clerk are authorized to contact the city attorney regarding municipal matters.

Agenda Item for Council Meeting on _____

Agenda item _____

Background _____

Objective _____

Scope _____

Timeframe _____

Budget _____

Council member signature/date

Council member signature/date

Sent via email: sjoshi@galesburgcity.org

December 5, 2022

Ms. Sarah Joshi
Manager
City of Galesburg
200 E. Michigan Avenue
Galesburg, MI 49053-9501

RE: Engineering Services Letter of Engagement (2023)

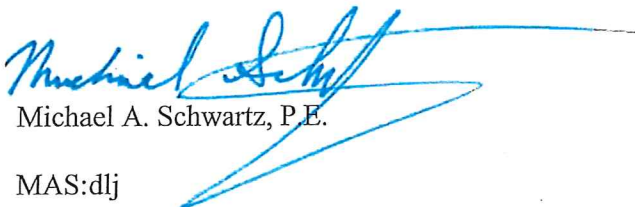
Dear Ms. Joshi:

Prein&Newhof is pleased to present our Professional Services Agreement to provide as needed engineering services to the City of Galesburg. P&N will provide engineering services as requested by the City Administration. If such services are not directly related to a specific project that has a separate agreement with the City to provide professional services, then we propose to perform these services at our normal hourly rates plus expenses billed monthly (current fee schedule attached).

If this proposal meets with your approval, please sign and return the Professional Services Agreement as authorization to proceed. If you have any questions, please contact our office.

Sincerely,

Prein&Newhof


Michael A. Schwartz, P.E.

MAS:dlj

Enclosures: Professional Services Agreement (2 pg.) Terms & Conditions (3 pg.)
Fee Schedule (1 pg.)

Project No. _____

Professional Services Agreement

This Professional Services Agreement is made this _____ day of _____, 2022 ("Agreement") by and between Prein & Newhof, Inc. ("P&N"), of 1707 South Park Street, Suite 200, Kalamazoo, MI 49001, and City of Galesburg ("Client"), of 200 E. Michigan Avenue, Galesburg, MI 4905-9501.

WHEREAS Client intends to:

Obtain as needed Engineering Services.

NOW THEREFORE, for and in consideration of the terms and conditions contained herein, the parties agree as follows:

ARTICLE 1 – DESIGNATED REPRESENTATIVES

Client and P&N each designate the following individuals as their representatives with respect to the Project.

For P&N

For Client

Name: Michael A. Schwartz, P.E.
Title: Project Manager
Phone Number: (269) 372-1158
Facsimile Number: (616) 364-6955
Email: mschwartz@preinnewhof.com

Name: Sarah Joshi
Title: Manager
Phone Number: (269) 665-7000
Facsimile Number: (269) 665-4541
Email: sjoshi@galesburgcity.org

ARTICLE 2 – GENERAL CONDITIONS

This Agreement consists of this Professional Services Agreement and the following documents which by this reference are incorporated into and made a part of this Agreement.

- ☒ P&N Standard Terms and Conditions for Professional Services
- ☒ P&N Proposal dated December 5, 2022
- ☐ P&N Standard Rate Schedule
- ☐ P&N Supplemental Terms and Conditions
- ☐ Other:

ARTICLE 3 – ENGINEERING SERVICES PROVIDED UNDER THIS AGREEMENT:

Client hereby requests, and P&N hereby agrees to provide, the following services:

- ☒ P&N Scope of Services per Proposal dated December 5, 2022

☐ Scope of Services defined as follows:

ARTICLE 4 – COMPENSATION:

☐ Lump Sum for Services Described in Article 3 above - \$_____.

Additional services to be billed per P&N's Standard Rate Schedule in effect on the date the additional service are performed.

☒ Hourly Billing Rates plus Reimbursable Expenses per P&N's Standard Rate Schedule in effect on the date services are performed.

☐ Other:

ARTICLE 5 – ADDITIONAL TERMS (If any)

None

This Agreement constitutes the entire Agreement between P&N and Client and supersedes all prior written or oral understandings. This Agreement may not be altered, modified or amended, except in writing properly executed by authorized representatives of P&N and Client.

Accepted for:

Accepted for:

Prein&Newhof, Inc.

City of Galesburg

By: _____

By: _____

Printed Name: Thomas C. Wheat, P.E.

Printed Name: _____

Title: Office Manager

Title: _____

Date: _____

Date: _____

Bill To/Ship To (if different)

Name: _____

Company: _____

Address: _____

Ph: _____

Fx: _____

Email: _____

Current Fee Schedule

Prein&Newhof bills for each hour spent on a project at the hourly rate of the employees assigned. Mileage is charged at \$0.65 per mile. Direct expenses and sub-consultant costs are billed at invoice plus a 10% handling charge.

Identified below are the hourly rates for various employee classifications:

Employee Classification	Hourly Billing Rate*
Senior Project Manager II	\$185
Senior Project Manager	\$170
Project Manager, Senior Engineer III, Landscape Architect III, Senior Technician V	\$155
Senior Engineer II, Surveyor IV, Geologist, Lab Manager, Senior Technician IV	\$145
Senior Engineer, Landscape Architect II, Surveyor III, Senior Technician III	\$136
Engineer II, Surveyor II, Senior Technician II, Senior Office Technician	\$128
Engineer, Surveyor, Senior Construction Observer, Senior Technician	\$118
Landscape Architect, Construction Observer II, Technician IV	\$108
Construction Observer, Technician III, Lab Technician, Office Technician	\$99
Technician II	\$87
Technician	\$74

*Hourly rates are typically adjusted yearly.

NOTE: Includes overhead, fringe benefits and profit; effective January, 2023.



9406 EAST K AVE. STE #5
GALESBURG, MI 49053

LICENSE #: 6112466
PHONE: 269-200-3120

NAME / ADDRESS

CITY OF GALESBURG 200 EAST MICHIGAN AVE. GALESBURG, MI 49053
--

QUOTE

DATE	QUOTE #
12/2/2022	2107

PROJECT

DESCRIPTION	QTY	TOTAL
PROJECT: LIGHTING IMPROVEMENTS SUPPLY AND INSTALL THE FOLLOWING: - FIRE DEPARTMENT - (2) RABX17XFU140SF LED FLOOD LIGHTS - SHOP DOOR - (4) LITHONIA TWSLED150 KM VOLT PEDD LED FIXTURES - FLAG LIGHT - (1) RABX17XFU140SF LED FLOOD LIGHTS *REPAIR PIPING AND PHOTOEYE - ENTRY DOORS - (3) LITHONIA CNYLED140KM VOLT DDBN4 CANOPY LIGHT - PLAYGROUND - (1) RABX17XFU140SF LED FLOOD LIGHTS - PLAYGROUND BATHROOM (3) RABWP1XFU29 WALL PACK - DEPARTMENT OF PUBLIC WORKS - (2) WP3XFU120 WALL PACKS *PIPE AND WIRE TO PANEL AND PHOTOEYE - PPW 2 PUMP HOUSES - (3) LITHONIA TWSLED 150K WALL PACKS WITH PHOTOEYE MATERIAL: \$3974 LABOR: \$4750 LIFT FEE: \$450	1	9,174.00
MATERIAL PRICES ARE SUBJECT TO CHANGE DUE TO CURRENT MARKET CONDITION AND/OR UNFORESEEN ECONOMIC CIRCUMSTANCES.		TOTAL



2535 Saidla Road • Kalamazoo, MI 49001
(269) 342-5016 • (269) 381-0940
Fax (269) 342-1941 • Fax (269) 381-3853

November 3, 2022

To: City of Galesburg

Attention: Sarah Joshi/ Tim Randall

RE: Various Lighting projects

Please review our price on the following:

We will furnish and install all material and labor necessary to complete the installation. According to plans and Specs Per our Design Build.

Includes:

- Replacement of Existing fixture with LED upgrades
- Replacement on Farm style on East end of Fire station Wall pack design
- Replacement fixtures over / alongside service doors
- Replace the same type of fixture under canopies
- Replace fixtures on hose tower (re-aim also)
- Replace fixtures over apparatus bay doors
- Replace fixtures Restroom exterior
- Adding (1) fixture West side of Restroom exterior
- Replace Flood light at park pavilion
- Adding (2) lights on the West side of DPW building
- Adding and replacing lights near service doors at well houses
- Bucket truck/ scissor lift
- Clean up Wiring under soffit near flagpole

Does not include:

- New Panels or breakers
- Concrete cutting removal replacement
- Patching or Painting
- Interior lighting
- Rework of controls or circuits (assumed to be in working order)
- Flagpole light

Fire Station / City Hall: \$ 4,900.00

Park/ Restroom area: \$1,600.00

DPW building: \$1,650.00

Well Houses: \$1,900.00

-Continued

\$10,050.00

Galesburg Misc. Lighting

November 3, 2022

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If you have any questions, please call my office.
Sincerely,

Dave Savage

Dave Savage
Estimator / Project Manager
O (269) 342-5016
C (269) 806-6016

CT Electrical Services, Inc. - Standard Conditions

-These conditions apply unless specifically mentioned otherwise in this proposal.

1. Utility Co. Charges NOT Included
2. Engineered Stamped Drawings NOT Included
3. Prevailing Wages NOT Included
4. Cutting and Patching NOT Included
5. Painting NOT Included
6. Dumpsters NOT Included
 - a. We assume to be able to use the General Contractors or Owners Dumpsters.
7. Bond NOT Included
8. Proposal based on the Plans and Specs in our possession at bid time.
9. All work to be performed during normal working hours (M-F, 7-5).
10. Does NOT Include any work Not Shown on Plans, Mentioned in Specs, or Mentioned Elsewhere in this proposal.
11. Warranty will not be Applicable while payments are beyond terms.
12. Retainage not to exceed 5% of original contract.
13. This price applies to an agreed upon completion date and staffing requirements. An accelerated completion date requiring staffing changes will be extra.
14. Customer agrees to pay for all fees incurred in the collection of payment.
15. Terms are NET 30 Days – 1.5% monthly interest on unpaid balances.
16. Price is good for 30 days.
17. Add \$ 1,750.00 for Temp. Power, Temp. Lighting, Temp. Heating Connections, and (1) 30A 240V Site Trailer (Utility Charges NOT Included).
18. Price based on frost-free conditions.
19. Past due accounts may result in pullout of staffing.
20. As Needed inspections included.

In the event of a significant delay or price increase of material, equipment or energy occurring during the performance of the Subcontract through no fault of the Subcontractor, the Subcontract sum, time of completion or Subcontract requirements shall be adjusted in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment or energy will be considered significant when the price of an item increases ten percent (10%) between the date of this Subcontract and the date of installation.



FERGUSON WATERWORKS #3393
2900 MILLCORK STREET
KALAMAZOO, MI 49001-4640

Phone: 269-383-1200
Fax: 269-383-2132

Deliver To:
From: Ryan Stapleton
Comments:

15:10:27 JAN 04 2023

Page 1 of 1

FERGUSON WATERWORKS #3386
Price Quotation
Phone: 269-383-1200
Fax: 269-383-2132

Bid No: B080262
Bid Date: 01/04/23
Quoted By: RNS

Cust Phone: 269-665-7000
Terms: NET 10TH PROX

Customer: CITY OF GALESBURG MI
200 E MICHIGAN AVE
GALESBURG, MI 49053

Ship To: CITY OF GALESBURG MI
200 E MICHIGAN AVE
GALESBURG, MI 49053

Cust PO#: LOCATOR

Job Name: SAME

Item	Description	Quantity	Net Price	UM	Total
SGA92XTD	GA-92XT DIGIT LCTR W/HOLSTER & CASE	1	850.500	EA	850.50
Net Total:					\$850.50
Tax:					\$0.00
Freight:					\$0.00
Total:					\$850.50

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
COVID-19 ORDER: ANY REFERENCE TO OR INCORPORATION OF EXECUTIVE ORDER 14042 AND/OR THE EO-IMPLEMENTING FEDERAL CLAUSES (FAR 52.223-99 AND/OR DFARS 252.223-7999) IS EXPRESSLY REJECTED BY SELLER AND SHALL NOT APPLY AS SELLER IS A MATERIALS SUPPLIER AND THEREFORE EXEMPT UNDER THE EXECUTIVE ORDER.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3386&on=5937>

City Council 2023 Meeting Schedule

All meetings are held at City Hall
and are available for live or on-demand viewing at www.publicmedianet.org
unless otherwise noted.

January 9

January 21

8:30 am - 12:30 pm training session at City Hall
open to the public, but not available on Public Media Network

February 6

March 6

April 3

May 8

June 5

July 10

August 7

September 11

October 2

November 13

December 4



Newly Elected Officials Training (VIRTUAL)

Presented by Michigan Municipal League

January 21, 2023 | 8:30 am – 12:25 pm

Virtual - Zoom

Our Newly Elected Officials Training aims to educate first-time elected officials and refresh seasoned officials with core topics and basic functions you'll need to hit the ground running in your role as a public official. Now, we're making it easier than ever for you to access the information you need by offering our Newly Elected Officials training that covers:

- Introduction to League Services
- Overview of Basic Local Government
- Roles and Responsibilities of Elected Officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government Finance
- Elected Officials Academy Ambassador Panel

About the Speakers

League Staff

Experienced Elected Officials

Plante Moran

Agenda

8:30 am Welcome and Introduction

9:00 am Begin

12:25 pm Adjourn

Breaks and breakout discussions are included within the agenda

Location

Virtual

Zoom links will be sent in a confirmation email to registered attendees. Please save the Zoom link.

Cancellation Policy

All cancellations must be submitted in writing to registration@mml.org. No refunds will be given for cancellation requests received after 1/16/2023. For a full list of registration policies, click [here](#).

When:

1/21/2023 - 1/21/2023

Where:

Zoom (VIRTUAL)