

**CITY OF GALESBURG
CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 7, 2020**

In accordance with COVID-19 restrictions this meeting was broadcast on the City's YouTube Channel, which provided the public the opportunity to make comment. This meeting was held via ZOOM due to the increase in COVID Exposures. Mayor West called the meeting to order at 6 pm.

Roll call was taken, and the following members were present: Lori West, Linda Marble, Rebecca Harmon, Denis Homan, Rich Pawlawski, and Carol Wortinger.

Absent: Doug Smith. West stated his absence was excused due to illness.

Also present: Sarah Joshi, City Manager; Joshua Ranes, DPW Supervisor and Anna Goodsell, Clerk

APPROVAL OF AGENDA

A motion was made by Marble and seconded by Harmon to approve the agenda as presented. A roll call vote was taken and the motion passed unanimously.

West expressed her appreciation to Doug Smith, Rich Pawlawski, and Denis Homan for their service to the City by serving as Council Members.

She also indicated a draft of the audit was received from Siegfried Crandall.

CONSENT AGENDA

Upon motion of Homan, seconded by Marble the Council voted unanimously to approve the consent agenda. As follows:

- Bills Payable
- Minutes of the November 9, 2020 regular meeting
- Minutes of the November 23, 2020 special meeting
- Captain Christenson of the Kalamazoo County Sheriff's Department was available to answer question of the Council. There were no questions.

CITIZEN COMMENTS

West gave instructions to the public on how to make comments via YouTube Live. She asked for public comment allowing time for the public to make comments.

West asked once again if there was public comment and there were none.

CITY MANAGER'S REPORT

Joshi state that Kenley Penner and Brian Camiller of Plante Moran were joining the meeting this evening. Penner and Camiller gave an overview of the work that has been done in the form of a vendor match, bank reconciliation and preparing the financial statements. They stated the annual audit was 99% done and once it had been uploaded to the State the last remaining items would be finished. They asked if there were any questions from the Council.

Joshi proceeded to review her written report with the Council. There was general discussion regarding the report.

CONSIDERATION – HIRING A TREASURER

Joshi gave an update regarding the status of hiring a Treasurer. She gave an overview of the candidate's skills and qualifications. Nancy Culp has many years' experience as a Township Treasurer and working in the County Treasurer's Office. Discussion ensued. It was indicated that negotiations with the City Manager resulted in an agreement of an annual salary of \$50,000 and 2-weeks vacation. A motion was made by Homan, and seconded by Pawlawski to hire Culp with the wages and vacation as outlined by Joshi. Culp's start date will be December 28, 2020.

RESOLUTION NUMBER 20201207 – UPDATING THE COVID RESPONSE AND PREPAREDNESS PLAN

The Council then consider a resolution updating the COVID Response and Preparedness Plan. It was indicated this update was necessary to be compliant with the new time lines issued by the CDC. Upon motion of Marble, seconded by Pawlawski the Council voted unanimously, by roll call, to adopt the resolution.

PERSONNEL COMMITTEE MINUTES AND RECOMMENDATIONS

The Council then considered the recommendation of the Personnel Committee. The recommendation are as follows:

1. Discontinuation of all pay in lieu payments.
2. Repeal Resolution dated February 18, 1975 re: Subject: Overtime.
3. Section "Overtime" be amended to include the following language pursuant to FSLA: Time **actually worked** over 40 hours in a work week is FSLA overtime. Overtime, at the rate of 1 ½ pay will only be paid after an employee has worked more than 40 hours in a work week. A work week is considered 7 consecutive days (Sunday through Saturday).

4. Amendment to “Probationary Period”. The amendment shall reduce the probationary period from six months to 90 days.
5. Amendment to Employee Benefits—Holidays to include two additional holidays, those being the day after Thanksgiving and Christmas Eve. Employees who are normally scheduled to work on the aforementioned two additional holidays will be paid for those days. If an employee must work on a paid holiday, employee will be paid time and a half in addition to his or her holiday pay.

A resolution had been drafted that included all of these items. It was indicated it would be necessary to add to the resolution two items approved at the November 9, 2020 meeting. Those being the 4% match contribution to the employees’ pension and requiring those employees who participate in the health insurance plan pay 20% of their premiums through payroll deduction.

A motion was made by Homan, and seconded by Pawlawski to adopt by resolution these changes to the personnel policy as recommended by the Personnel Committee. A roll call vote was taken and the motion passed unanimously.

A motion was made by Pawlawski, seconded by Harmon, to approve the minute of the Personnel Committee. The motion passed unanimously.

SETTING 2021 MEETING DATES

The 2021 meeting dates were proposed to be as follows

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|---------------------------------|--------------------------------------|
| January 4, 2021 | July 5, 2021 |
| February 1, 2021 | August 2, 2021 |
| March 1, 2021 | September 6, 2021 |
| April 5, 2021 | October 4, 2021 |
| May 10, 2021 (May 4 – Election) | November 8, 2021 (Nov. 2 – Election) |
| June 7, 2021 | December 7, 2021 |

The meeting would all begin at 6 pm. Harmon brought to the Board attention that the meeting scheduled for July 5 would be the federal date for observance of Independence Day. By consensus the Council agreed to change that meeting date to July 12, 2021. A motion was made by Pawlawski and seconded by Marble to approve the meeting dates as discussed. The motion passed unanimously.

DPW REPORT

Ranes offered the November DPW Report. There was general discussion regarding the report. A motion was made by Pawlawski, and seconded by Marble to approve the DPW Report. The motion passed unanimously.

COUNCIL COMMENTS

Homan expressed appreciation for direct deposit being set up.

Pawlowski stated it was a pleasure to work with the Council and wished everyone the best

Marble expressed appreciation to Pawlowski, Homan, and Smith for their service to the Council

ADJOURNMENT

Being motion by Pawlowski, and seconded by Homan, the meeting was adjourned at approximately 7:25 pm

Respectfully Submitted:

Lori West, Mayor

Anna Goodsell, City Clerk