

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

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

The Pledge of Allegiance was recited.

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

Absent: Roger Frazee and Ryan Harnden

Also present: City Manager Sarah Joshi, DPW Supervisor Josh Ranes, Treasurer Ann Howard, Kalamazoo County Sheriff's Deputy Tim Randall, and approximately 13 citizens.

APPROVAL OF AGENDA

Marble stated there was one addition to the agenda. EPS added a contract rider for two cameras that were left off the original quote.

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

On a voice vote motion passed unanimously.

CITIZEN COMMENTS

Ashley of Division Street spoke about her water bill.

Ann Nieuwenhuis of Charleston Township reported she was there to thank Deputy Randall for his work on the extra lighting, it is wonderful.

CONSENT AGENDA

Marble asked about the invoice for Rathco and wanted to know where the stop signs are being installed. Supervisor Ranes stated they are being placed all over the city.

Lemon asked about the city writing checks for the DDA. Marble stated the city holds the DDA funds and therefore we had to write the checks.

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

On a voice vote motion passed unanimously.

SHERIFF'S REPORT

Deputy Randall has taken care of a drug operation at the complex on the corner of Burgess and E. Battle Creek. There was a collision when an SUV and truck collided, and the SUV driver was arrested. KCSO also successfully hosted an active shooter training for the community. CT Electric completed their lighting work. EPS is currently installing cameras in City Hall and DPW. There were 51 citizen-initiated calls and 129 officer-initiated ones.

Wortinger asked about meth in the area. Deputy Randall stated that it is under control.

FIRE BOARD REPORT

Ann Nieuwenhuis of the Fire Board rose to speak about the fire at Landscape Forms. Our fire department was the first to respond. They are moving money in their budget to better allow for the match required by most grants. She thanked the mayor for the joint subcommittee that is making good progress on the updated interlocal agreement.

Supervisor Raney reported on behalf of Chief Roomsburg. There were 27 runs in Galesburg, 21 runs in Charleston, and two mutual aid calls. There have been 61 calls in 2023, up 25% from last year. They have interviewed one candidate and will be offering employment, and another candidate will be interviewed. Firefighters have been posting recruitment videos on social media for recruitment with some success. The fire department is going to applying for a FEMA grant for \$32,000, and our match will be \$1,600. The application is to be submitted by the end of the month. The department has implemented the first Saturday of the month breakfast with families, to promote camaraderie.

CITY MANAGER'S REPORT

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

DPW REPORT

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

PRESENTATION: 2021-2022 AUDIT

Josh Gabrielse with Siegfried Crandall reviewed the audit results and stated we passed the audit. Mayor Marble expressed appreciation for his clear explanations. Lemon asked about the state of the fund balance. Gabrielse stated the fund balance is over \$900,000 so dipping into that from time to time is OK. The fund balance is over 70%, which is healthy for a city, most of the other cities are 20%-30% fund balance.

PRESENTATION: MILESTONE SENIOR SERVICES

Richard Kline and Lynn McFarlen spoke about the services offered by Milestone Senior Services, previously Senior Services. The organization has been around for 60 years with the mission to keep seniors in their home as long as possible. Clients do not need to be low-income. As people's needs change so do services for them. Milestone Senior Services are primarily grant funded federally, state and through millages. They also do fund developments and a couple of fees for services as well.

McFarlen said they provide Meals on Wheels as well as private-pay delivery meals, and people can pick up boxes of commodities. They repair homes and ramps for seniors in Kalamazoo and Calhoun County.

Lemon asked if there was an age limit for these services. McFarlen stated for meals on wheels it is 60+. For in home repair if it is grant funded there are age requirements, however if it is private pay it doesn't matter what the age. Most is done by a case-by-case basis.

CONSIDERATION: EPS QUOTE

Joshi stated that EPS had not included the vault camera on the original quote and that it was only recently learned that the Bureau of Elections is requiring a camera on the ballot drop box.

Lemon moved to approve EPS quote, seconded by Hawes.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: RESOLUTION TO ESTABLISH FEES RELATED TO SITE PLANS, SPECIAL EXCEPTIONS & NEW BUSINESS ZONING REVIEW

Joshi stated that staff couldn't find a record of these having been passed previously. The past list of fees references an ordinance, but the fees were not included in that ordinance. Marble asked where the proposed fees came from. Joshi responded that these are the fees recommended by SAFEbuilt as well as the fees the city was already charging. The city's site plan review fee was high as compared to other municipalities, so the recommendation was to reduce that fee pending the cost analysis to be included as part of the overall fee review project.

Lemon moved to accept Resolution #20230206 in reference to establishing fees for zoning, special use and site plan applications, seconded by Hawes.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: DDA APPOINTMENT

Marble introduced DDA candidate Amanda Hawes, who said that she has lived in Galesburg her entire life and is completely vested in this city.

Wortinger moved to appoint Amanda Hawes to the DDA, seconded by Lemon.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: BOARD OF REVIEW APPOINTMENT

Marble introduced Board of Review candidate Jordan Buller, who said that he has lived here for 15 years and is familiar with assessing through his wife who works as an assessor in another community.

Wortinger moved to appoint Jordan Buller to the Board of Review, seconded by Lemon.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: RESOLUTION TO AUTHORIZE ELECTRONIC TRANSACTIONS

Marble stated this resolution this if for secure and efficient transfer of funds for payroll, etc. The resolution will give the city security to handle these electronic transactions.

Lemon moved to approve Electronic Transactions, seconded by Hawes.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: RESOLUTION TO CREDIT CARD POLICY

Marble stated this resolution is for the city's credit card policy. Marble asked Treasurer Howard if this was just for security purposes since we already accept credit cards.

Treasurer Howard responded it is, but this is also for the city internally to make sure the city is being fiscally responsible for the transactions and for the purchases.

Wortinger asked if this is the City's credit card. Treasurer Howard replied it was. Marble said that the resolution establishes limitations on which employees can be issued credit cards and she asked whether a single person reconciles credit card statements. Clerk McNees responded that she is the one who reconciles statements.

Lemon moved to approve the Credit Card Policy, seconded by Hawes.

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

The following voted "Nay": Wortinger

Motion passed.

CONSIDERATION: RESOLUTION TO SOCIAL SECURITY NUMBER PRIVACY ACT COMPLIANCE

Marble introduced the resolution for social security privacy act and asked Treasurer Howard to explain. Treasurer Howard said that the resolution will help protect the confidentiality of anyone whose social security number is on file with the city. Marble stated the city already follows these security procedures and recommended passage of this resolution to formalize the city's compliance.

Wortinger, moved to approve the Social Security Privacy Act, seconded by Lemon.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: DEMOLITION OF BARN AT 89 E. BATTLE CREEK

City Manager Joshi provided three quotes for demolition: Ace Excavating for \$20,000, Kalamazoo Excavation for \$53,431, and Smalley Construction for \$42,900. Property owner Jesse Hochstedler rose to request that Council delay demolishing the structure until his demolition permit expires on May 20, 2023. Council asked Hochstedler to give a progress report at the April 3 Council meeting. There was consensus to table the decision until progress could be assessed at the April 3 meeting.

CONSIDERATION: DEMOLITION OF DECK AT 11 W. BATTLE CREEK

Marble stated the city has three quotes from Ace Excavating at \$2,800, Smalley Construction at \$5,900, and Kalamazoo Excavation at \$9,132. Marble said this has structure has been a concern for years and is a danger.

Chovanec asked if the deck removal would create a fire hazard. City Manager Joshi replied that the building owner has indicated compliance with the requirement to provide chain escape ladders when the deck was condemned.

Lemon moved to approve the quote for Ace Excavating, seconded by Wortinger.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: WELL HOUSE 1 METER REPLACEMENT

Bill Bresson with Gull Lake Sewer and Water spoke about the failure of the meter in well house 1. It has outlasted its anticipated life span and is time to replace it. .

Lemon moved to approve the proposal for the replacement of the well house meter, seconded by Wortinger.

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

The following voted "Nay": None

Motion carried unanimously.

CONSIDERATION: RECEPTION AREA SECURITY

City Manager Joshi discussed the quote for bulletproof glass at the reception window. Given the security presentation last month and three recent incidents that have caused concern, it seems important to consider. Marble underscored the importance of staff security and asked to have this item included in the budget for the upcoming year.

Wortinger asked if the quote was for the windows, too. City Manager Joshi stated it was just for the reception window.

Lemon asked whether thicker plexiglass would work. Deputy Randall stated that plexiglass is not bulletproof.

Wortinger moved to table the discussion until the March 6 meeting, seconded by Lemon.

Motion carried unanimously.

SET DATE: SPECIAL MEETING

Marble proposed to set a special meeting for February 14 at 4:00 p.m. to discuss public safety.

Wortinger moved to set a special meeting February 14, at 4:00 p.m. seconded by Hawes.

On a voice vote motion passed unanimously.

COUNCIL COMMENTS, COMMITTEE & BOARD REPORTS

Wortinger reported positive meetings with Charleston Township representatives in regard to updating the interlocal fire department agreement. The group will meet again on February 13.

Lemon reported the Planning Commission is continuing to work on updating the ordinance related to accessory buildings and sheds. The building official and zoning administrator are supporting the effort.

Marble reported that she supported a certificate of appreciation for Ken Kissinger's 16 years of service on the fire board. Marble asked City Manager Joshi to create such a certificate.

Marble spoke about the recent training for new council members and clarified a point in the attorney general's open meetings handbook indicating that notice of a public meeting was not required for subcommittee meetings when the subcommittee consisted of less than a quorum of Council.

Marble also addressed the harassment of city staff, which has been happening on a daily basis, mainly about the water rate increases. Marble stated it is council who makes the policies and the procedures, not our staff. Marble asked that we all talk to our community and ask them to show a little kindness.

There being no further business, Mayor Marble adjourned the meeting at 7:50 p.m.

Linda Marble, Mayor

Lisa McNees, City Clerk