

COUNCIL ADMINISTRATIVE MEMO  
November 13, 2025

OFFICE OF THE CITY ADMINISTRATOR

**Subject:** **Recommendations for the Rescheduled Council Meeting of November 17, 2025**

- Item 1      **CALL TO ORDER**  
Prerogative of the Mayor to call this meeting to order.
- Item 2      **ROLL CALL**  
Prerogative of the Mayor to request a Roll Call from the City Clerk.
- Item 3      **PLEDGE OF ALLEGIANCE**  
Prerogative of the Mayor to lead the City Council, Administration, and members of the audience in the Pledge of Allegiance.
- Item 4      **RECOGNITION OF COMMISSION MEMBERS**  
Prerogative of the Mayor to request Commission Members in attendance at tonight's meeting to approach the podium and introduce themselves and the Commission on which they serve.
- Item 5      **ACCEPTANCE OF THE AGENDA**  
Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.
- Item 6      **CONSENT AGENDA**  
All items listed under the consent agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.
- Prerogative of the City Council to approve all items (6A-6E) listed under the consent agenda as presented.
- A.    **Approval of Minutes**
1. Council 11/10/25
  2. Zoning Board of Appeals 11/10/25
- B.    **Items Received and Placed on File**
1. Senior Citizens' Commission Minutes 07/15/25
  2. Tree Commission Minutes 10/01/25

**C. Monthly Financial Report**

1. October 2025

**D. Bids/Proposals/Contracts**

1. Annual Fuel Purchase Contract
  - a) Memo 11/12/25 - Director of Public Services Kowalski
  - b) Letter 08/21/25 - Erik Skurda (Purchasing Manager)
  - c) Two-Year Contract Extension

**E. Claims and Accounts**

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers - Central Dispatch Study - Invoice No. 161161 - Proj. No. 0160-0500 - 10/10/25 - \$1,855.00
2. Hallahan & Associates, P.C. - Professional Services - Invoice No. 23326 - October 2025 - 11/03/25 - \$359.18.
3. WCA Assessing - Assessing Services - October 2025 Tax Tribunal Services - 11/10/25 - \$366.16.

Item 7

**ZONING BOARD OF APPEALS**

Recess as a City Council and convene as a Zoning Board of Appeals. Upon conclusion of the public hearing, adjourn as a Zoning Board of Appeals and reconvene as a City Council.

Item 7A

**VARIANCES REQUEST: 780 MOORLAND DRIVE**

(See ZBA Agenda 11/17/25)

Item 7B

**VARIANCES REQUEST: 1191 S. RENAUD ROAD**

(See ZBA Agenda 11/17/25)

Item 7C

**VARIANCES REQUEST: 21155 MACK AVENUE**

(See ZBA Agenda 11/17/25)

**\*AFTER ADJOURNMENT OF ZBA - RECONVENE AS CITY COUNCIL\***

Item 8

**NEW BUSINESS/PUBLIC COMMENT**

Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.

\*Reiterate the 3-minute time limit and Public Comment Sign-up Sheet.

Item 9

**ADJOURNMENT**

Upon the conclusion of New Business/Public Comment with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight's meeting.

Respectfully submitted,



Frank Schulte  
City Administrator