

OFFICE OF THE CITY ADMINISTRATOR

**Subject: Recommendations for the Regular Council Meeting of June 16, 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-6G) listed under the consent agenda as presented.

**A. Approval of Minutes**

1. Council 06/02/25

**B. Commission Minutes Received and Placed on File**

1. Election Commission 10/14/24\*

\*Recommendations have been addressed at the 10/21/24 Council Meeting.

2. Historical Commission 03/13/25, 04/10/25

**C. Monthly Financial Report**

1. May 2025

**D. Bids/Proposals/Contracts**

1. Trucking Services - Recommendation
  - a) Memo 05/30/25 - Director of Public Services Kowalski
  - b) Proposed Agreement
  - c) Quote 03/25/25 - Grosso Trucking & Supply Co.
  - d) Certificate of Insurance
2. Tree Removal Contract for 2025/2026 - Recommendation
  - a) Memo 05/30/25 - Director of Public Services Kowalski
  - b) Proposed Contract
  - c) Quote 05/25/25 - James Bonahoom, Arbor Pro Tree Service, Inc.
  - d) Certificate of Insurance
3. Landscape Services - Recommendation
  - a) Memo 05/30/25 - Director of Public Services Kowalski
  - b) Proposed Contract
  - c) Quote 03/28/25 - Marshall Landscape Inc.
  - d) Certificate of Insurance
4. Road Salt 2025/2026 Season - Recommendation
  - a) Memo 05/30/25 - Director of Public Services Kowalski
  - b) Proposed Contract: Addendum Notice No. 1 for Contract No. FH-22-23-2388
  - c) Email 04/17/25 with Year 3 Pricing - Michelle Aranowski
5. Vendors with Expenses Over \$20,000
  - a) Memo 06/05/25 - Treasurer/Comptroller Schmidt
  - b) Listing of Open Purchase Orders over \$20,000 for Fiscal Year 2025-2026
6. Fiscal Year End 2024-2025 Budget Amendments
  - a) Memo 06/10/25 - Treasurer/Comptroller Schmidt - City Administrator Schulte
  - b) List of Accounts for FYE 2024-2025 Budget Amendments
7. Unpaid Invoices
  - a) Memo 06/16/25 - Treasurer/Comptroller Schmidt
  - b) Landscaping & Cross Connection Invoices - Summer 2025 Tax Roll
8. Revised 2025 Tax Rate Request - Form L-4029
  - a) Proposed Revised 2025 Tax Rate Request Form L-4029
9. Janitorial Services for Municipal Buildings
  - a) Memo 06/03/25 - Director of Public Services Kowalski
  - b) BID Opening Documents
  - c) Proposed Janitorial Services Contract - Zeppelin Cleaning Services
  - d) Certificate of Insurance
  - e) Janitorial Service Bond

10. Water Meter Reader Replacement
  - a) Memo 06/05/25 - Director of Public Services Kowalski
11. Commit Fund Balance for Construction Projects and Equipment Purchases
  - a) Memo 06/16/25 - Treasurer/Comptroller Schmidt
  - b) FYE 2024-2025 Fund Balance Commitments
12. Lucas Device - Anonymous Donation
  - a) Memo 06/11/25 - Director of Public Safety Kosanke
13. SMART Municipal and Community Credits Transfer to Pointe Area Assisted Transportation Services (PAATS)
  - a) Memo 06/12/25 – Assistant City Administrator Como

**E. Proclamation**

1. Juneteenth (June 19)

**F. Resolution**

1. Resolution Assigning Polling Site Locations for Newly Consolidated Precincts\*
  - a) Proposed Resolution
  - b) Proposed Facility Use Agreement – St. Michael’s Episcopal Church

\*Adoption of this resolution is contingent upon the approval of the second reading of the ordinance amendment regarding the precinct consolidation for Item 8A.

**G. Claims and Accounts**

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
  - a) Lake Front Park Boat Launch Parking Lot & Wedgewood Resurfacing - Proj. No. 0160-0480 - Payment Invoice 02 - Al's Asphalt Paving Co. - 06/03/25 - \$232,903.23.
  - b) Ghesquiere Park Walking Path - Proj. No. 0160-0482 - Payment Invoice 02 - Warren Contractors & Development Inc. - 06/03/25 - \$161,467.95.
2. McKenna - Building/Planning Services
  - a) Invoice No. 21849-109 - Building Services - April 2025 - 05/23/25 - \$59,859.22.
  - b) Invoice No. 22-064-41 - Planning Services - April 2025 - 05/15/25 - \$4,002.50.
3. Rosati, Schultz, Joppich & Amtsbuechler, P.C. – Legal Services – Invoice No. 1083615 – May 2025 – 06/11/25 - \$5,802.70.
4. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 300 - May 2025 - 06/02/25 - \$2,991.50.

Prerogative of the Mayor to read aloud the proclamation regarding Juneteenth (June 19).

Item 7        COMMUNICATION

Item 7A      RESIGNATION – PLANNING COMMISSION – MOLLIE MACKINNON

Prerogative of the Mayor to accept the resignation of Mollie Mackinnon from the Planning Commission with regret, and direct that appropriate thanks and recognition be sent to Ms. Mackinnon.

Item 8        ORDINANCE

Item 8A      SECOND READING: ORDINANCE AMENDMENT TO CONSOLIDATE SIX (6) VOTING PRECINCTS INTO THREE (3) VOTING PRECINCTS

Prerogative of the City Council to approve this ordinance amendment to consolidate six (6) voting precincts into three (3) voting precincts as presented and make it effective 10 days after its enactment.

Item 9        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.

Item 10      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,

A handwritten signature in black ink, appearing to read "Frank Schulte". The signature is fluid and cursive, with the first name "Frank" and last name "Schulte" clearly distinguishable.

Frank Schulte  
City Administrator