COUNCIL ADMINISTRATIVE MEMO
November 12, 2026

OFFICE OF THE CITY MANAGER

Subject: Recommendations for the Regular Council Meeting of November 16, 2026

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 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 11/09/26

B. Items Received and Placed on File

1. Citizens' Recreation Commission Minutes 09/08/26
2. Community Tree Commission Minutes 10/07/26
3. Senior Citizens' Commission Minutes 07/21/26 w/ recommendations*, 11/16/26 Minutes Excerpt w/ recommendations**

*These recommendations were addressed at the 08/17/26 Council meeting.

**These recommendations are requesting funds in the amounts of $100.00 for the 10 Kroger gift cards as prizes and $300.00 for desserts both for the upcoming Holiday Social.

C. Monthly Financial Report

1. October 2026

D. Bids/Proposals/Contracts

1. Recommendation - 2026 Sewer Rehabilitation by Full Length C.I.P.P. Lining - AEW Proj. No. 0160-0508
   a) Memo 11/10/26 - Director of Public Services Kowalski
   b) Letter 11/09/26 - Patrick F. Marcus (AEW)
   c) Tabulation of Bids - 10/20/26
   d) City Map
2. Recommendation - 2026 Sewer Rehabilitation by Open Cut Repairs - AEW Proj. No. 0160-0516
   a) Memo 11/10/26 - Director of Public Services kowalski
   b) Letter 11/10/26 - Patrick F. Marcus (AEW)
   c) Tabulation of Bids 10/20/26
   d) City Map
3. Unpaid Invoices
   a) Memo 11/16/26 - Treasurer/Comptroller Schmidt
   b) 2026 Winter Roll to Tax
4. Upgrade - City Website and Agenda Management Software
   a) Memo 11/05/26 - Information Technology Manager Capps
   b) Website and Agenda Management Migration 11/03/26 - CivicPlus
   c) Quote Q-123639-1 - 10/28/26 - CivicPlus
   d) Quote Q-126568-1 - 10/30/26 – CivicPlus
5. Public Act 152 Update
   a) Memo 11/16/26 – Treasurer/Comptroller Schmidt

E. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers - 2025 Pavement Joint and Crack Sealing - Proj. No. 0160-0494 - Final Payment Invoice - Scodeller Construction, Inc. - 11/04/26 - $2,596.33.
2. Hallahan & Associates, P.C. - Professional Services - Invoice No. 24546 - October 2026 - 11/03/26 - $332.76.
3. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1086943 - October 2026 - 11/09/26 - $8,804.96.

Item 7 NEW BUSINESS/PUBLIC COMMENT

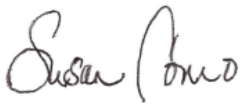
Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.

*Reiterate the 3-minute time limit.

Item 8 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,



Susan Como
City Manager