

SYCAMORE CITY COUNCIL

AGENDA

December 15, 2003

City Council Workshop Meeting: 6:00 P.M.

A. Consideration of a Presentation from Miniscalco Architects of Downtown Streetscape Renderings for Council Review and Comment.

On August 18, 2003, the City Council awarded a contract to Miniscalco Architects, Ltd of St. Charles to perform digital and photographic renderings of the existing downtown streetscape as well as a proposed “look” consistent with the historic architectural themes of Sycamore’s downtown business district. Specifically, the streetscape focus was the State Street corridor, on the north and south sides, from Sacramento Street to Main Street. The underlying purpose of this contract was to provide a visual reference for decisions associated with the City’s façade improvement program.

Emil Miniscalco and representatives of his firm will unveil their renderings during the workshop. The Architectural Review Committee, which consists of Michelle Schulz, Andrew Larson, Chris Swedberg, Todd Hendrey and Kevin Mathey, has been invited to attend the meeting.

Regular City Council Meeting
At the Sycamore Center
7:00 P.M.

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. AUDIENCE TO VISITORS**
- 6. CONSENT AGENDA**
 - A. Approval of the Minutes for the Regular City Council Meeting of December 1, 2003;
 - B. Plan Commission Minutes for the Meetings of October 13 and November 10, 2003;
 - C. Payment of the Bills for December 15, 2003.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**

A. Consideration of a Presentation By the Sycamore Economic Development Commission, Featuring the Stratford Inn.

With the Council’s support on December 1, the Sycamore Economic Development Commission inaugurated what will likely become a regular feature at each of our Council meetings. At the top of the Council’s agenda, a brief presentation by a local business owner or manager will highlight the business’s history in Sycamore and the range of goods or services it provides. Hopefully, local residents will be informed by media accounts of such presentations, which will reveal slices of Sycamore’s economic life that may otherwise go unrecorded. On December 15, the spotlight will fall on the Stratford Inn, featuring the Fargo Restaurant. The Inn is owned by Tom and Debbie Carls, who will be introduced by Commissioner Dean Copple.

8. REPORTS OF OFFICERS

A. Presentation of Service Awards.

Human Resource Director Jean Tritle will join the City Manager in presenting service awards to City Employees for five, ten, fifteen, and twenty years of service.

9. REPORTS OF STANDING COMMITTEES

10. PUBLIC HEARINGS

A. Public Hearing on the 2003-2004 Corporate Levy.

A public hearing on the corporate levy will be held pursuant to the provisions of the Truth in Taxation Act. Although such a public hearing is not required unless a community plans to increase its corporate levy by more than 4.9%, the City of Sycamore typically holds such a hearing to invite public comment on its levy proposal. On November 17, the City Council directed the City Manager to prepare ordinances increasing the city levy by 3%, and the Sycamore Library levy by 5%. This would increase the corporate levy from \$2,689,866 (2002) to \$2,781,738, or an increase of \$91,872 (3.42%). The tables below illustrate this increase and its impact:

Three Percent (3%) Increase in City Levy

	1999	2000	2001	2002	2003
Total Levy	1,934,593	1,973,285	2,032,484	2,134,108	2,198,131
Police Pension	73,200	77,600	87,300	152,883	169,045
Fire Pension	147,000	130,000	180,390	213,142	257,961
FICA/IMRF	189,000	205,000	220,000	247,500	275,000
Crossing Guards	20,000	20,000	20,000	20,000	20,000
General Operations (including debt service)	1,505,393	1,540,685	1,524,794	1,398,959	1,476,125
City-Wide EAV	172,022,591	185,519,631	201,706,953	216,389,113	235,000,000
City Tax Rate	1.1246	1.0648	1.0076	.98627	.93537

Resulting Impact on Single-Family Homeowner. The “Property EAV” is derived from the average price of all homes sold in Sycamore during the particular year.

	2000	2001	2002	2003
Property EAV	45,150	46,550	47,800	52,437 (+9.7%)
City Tax Rate	1.0648	1.0076	.98627	.93537
City Tax Bill	480.76	469.04	471.44	490.48

Overall Impact:

- Should result in a City tax rate decrease of 5%.
- Should result in an increase of \$19.00 in actual City taxes paid by the average homeowner who makes no substantial home improvements.
- Property taxes (minus the portion going directly to the Fire and Police Pension funds) would represent 21.3% of all budgeted FY2003-2004 General Fund expenditures (\$8,284,096). They presently represent 21.3%.
- Increase the monies available for general operations by \$77,166 (5.5%).
- Increase the General Fund’s pension obligation from 29% to 32% of the overall property tax receipts.

The Library Levy:

The City annually levies property taxes for the Sycamore Library. The combined City and Library levies are considered the *corporate levy*. Until the Sycamore Public Library has established a separate taxing authority through referendum, the Council is obliged to “pass through” the Library’s levy request, provided the annual Library tax does not exceed .60% of the community’s EAV (estimated to be \$1,410,000 in 2003).

The FY2003-2004 Library levy recommendation of \$583,607 is \$27,849 (5%) higher than the FY2002-2003 Library levy of \$555,758 and should result in a Library rate of .24834/\$100 EAV, which is 3.3% lower than the Library rate of .25683/\$100 EAV in 2002. The proposed 2003 Library levy represents 85% of the Library’s proposed FY2003-2004 operating budget of \$686,417. The Library’s 2002 levy of \$555,758 represented 85.4% of the FY2002-2003 budget of \$651,101.

Recent Library Levy History	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Operating & Insurance	\$387,980	\$407,324	\$428,930	\$458,603	\$526,501	\$537,185
FICA	\$19,254	\$19,853	\$22,438	\$22,621	\$23,438	\$25,930
IMRF	\$28,000	\$20,389	\$20,294	\$19,396	\$15,627	\$19,308
Audit	\$2,500	\$2,091	\$500	\$250	\$655	\$1,184
Total Library Levy	\$437,734 (+32.7%)	\$449,657 (+2.7%)	\$472,162 (+5%)	\$500,870 (+6%)	\$555,758 (+11%)	\$583,607 (+5%)
Library Rate	.2642 (+25%)	.2614 (-1.1%)	.2545 (-2.64%)	.2483 (-2.4%)	.25683 (+3.44%)	.24834 (-3.3%)

The impact of the proposed Library levy on the average single-family homeowner is shown below:

	1999	2000	2001	2002	2003
Library Levy	449,657	472,162	\$500,870	\$555,758	\$583,607
City-Wide EAV	172,022,591	185,519,631	201,706,953	216,389,113	235,000,000
Library Tax Rate	.2614	.2545	.2483	.25683	.24834
EAV of Average Home Sold in Sycamore	43,800	45,150	46,550	47,800	52,437
Library Tax Bill	114.49	114.91	115.58	122.77	130.22

The City Council will take action on ordinances effecting these increases, below.

11. ORDINANCES

A. Ordinance No. 2003.68--An Ordinance Levying Taxes for Corporate Purposes of the City of Sycamore for the Fiscal Year Commencing May 1, 2003 and Ending April 30, 2004. First and Second Reading.

At the top of this agenda a public hearing will be held on the proposed corporate levy for the City of Sycamore. As noted above, the corporate levy of **\$2,781,738** includes a City levy of \$2,198,131 and a Library levy of \$583,607. The corporate levy will be \$91,872 (3.42%) higher than the 2002 corporate levy of \$2,689,866. Assuming a city-wide EAV of about \$235,000,000, **the corporate tax rate should be \$1.1837 per \$100 EAV, a decrease of 4.78% from the 2002 rate of \$1.2431 per \$100 EAV.**

City Council approval is recommended.

B. Ordinance No. 2003.69—An Ordinance Abating the Debt Service Levy for the 2002 General Obligation Bond Issue for the City of Sycamore, DeKalb County, Illinois for Fiscal Year 2003-2004. First and Second Reading.

The abatements for the 2003 levy year are different in some respects from those of 2002. First, the 1996 Bond Series was redeemed in September coincident with the 2003 Bond issue. The debt service on the 1999 Bond Series, which was a refunding bond that redeemed a portion of the 1996 Bond Series in March 1999, will be paid from the City levy (the amount is \$150, 625). All of the debt service (\$302,328) on the 2002 Bond Series will be abated, and all of the debt service (\$412,734) on the 2003 Bond Series will be abated. This means that the City will continue its policy of paying the greatest share of its annual general obligation bond debt service from general revenues other than property taxes.

The attached ordinance will levy \$302,328 and abate \$302,328, so the extension will be \$0.00. City Council approval is recommended.

C. Ordinance No. 2003.70—An Ordinance Abating the Debt Service Levy for the 2003 General Obligation Bond Issue for the City of Sycamore, DeKalb County, Illinois for Fiscal Year 2003-2004. First and Second Reading.

This ordinance concerns the debt service on the General Obligation Bond Series 2003, issued in September 2003. The levy of \$412,734 will be abated in its entirety. City Council approval is recommended.

D. Ordinance No. 2003.71—An Ordinance Partially Abating Certain Real Estate Revenue Due to the City of Sycamore for Property Owned by Sycamore Ford/Mazda/Hyundai in the City of Sycamore, DeKalb County, Illinois for Fiscal Year 2003-2004.

This is the third and last year of the property tax abatement incentive extended to Sycamore Ford. As the Council will recall, the development agreement called for a three-year abatement with 80 percent of the taxes owed to the City, the County, and the Sycamore Library abated in year one; 70% abated in year two; and 50% abated in year three. By this agreement, two-thirds of the property taxes owed by Sycamore Ford to the City, the County, and the Library would be abated over the 2001, 2002 and 2003 tax years.

The EAV for the Sycamore Ford parcel (#09-06-125-001) is \$620,030 (\$184,235 for the land and \$442,243 for the improvements). The site constitutes approximately 5.74 acres. The value of last year's abatement was about \$4,280 ($.7 \times .98627 \times \$620,030/100$). The value of this year's abatement is estimated to be \$2,930 ($.5 \times .93537 \times \$626,478/100$), which will bring the total three-year abatement by the City of Sycamore to \$12,208. City Council approval is recommended.

E. Ordinance No. 2003.72--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to a Petition from Rondo and Barbara Ziegler for an Annexation Agreement, Annexation, and Rezoning to "M-1" Light Manufacturing District for the Property at 1115 East State Street in the City of Sycamore, Illinois. First and Second Reading.

Rondo and Barbara Ziegler presently conduct a business known as "Rondo Truck and Trailer Sales" at 344 N. Main Street. Their business has rapidly expanded in recent months and they are hoping to move to 1115 East State Street, owned by the Sheahan family and formerly the site of the Walker-Schork International dealership. The Sheahan site consists of approximately 8.8 acres and would afford ample room for an office, a sales and storage yard, and room for future expansion.

The Sheahan property is currently within the jurisdiction of DeKalb County, but is contiguous to the Sycamore corporate limits. The Zieglers, with the consent of the Sheahan family, have petitioned for annexation and, at the request of the City staff, have submitted an annexation agreement laying out the terms of the proposed annexation.

The attached draft of the annexation agreement has the following terms:

- a) As with the recent annexation of the property of Swedberg & Associates, the agreement calls for the connection of any present and future structures to the City's water and sewer systems. In this instance, such connections must be made within three (3) years of the annexation.

- b) The concurrent annexation to the Sycamore Park District;
- c) An “M-1” Light Manufacturing zoning classification;
- d) The new owner can maintain the gravel driveways and parking areas for ten years, then all existing and expanded drives and parking areas must be paved. Any additions or expansion to the parking or driveway areas shall be paved immediately.
- e) The payment of a land annexation fee of \$1,000 per acre, if paid prior to December 31, 2003. The discounted fee is owing to the firm’s agreeable relocation from a City property where its commercial activities necessarily rubbed against adjacent residential uses, increasingly to the dissatisfaction of the adjoining residents.
- f) A waiver of the water and sewer connection fees, again as an incentive to relocate the business to a more compatible site.
- g) All required permit fees associated with any remodeling shall be paid by the Zieglers.

The Plan Commission reviewed the annexation agreement at its regular meeting of December 8 and unanimously recommended the Council’s approval. City Council approval of the Plan Commission recommendation is requested.

F. Ordinance No. 2003.73—An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Petition of Rondo and Barbara Ziegler for Approval of the Annexation of the Property Known as 1115 East State Street. First and Second Reading.

The Plan Commission recommended both the annexation agreement and the actual annexation. For recording purposes, a separate ordinance addressing annexation alone is required.

G. Ordinance No. 2003.74--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Petition of Mike Weckerly for a Special Use Permit for the Property at 240 Edward Street in the City of Sycamore, Illinois. First and Second Reading.

Mike Weckerly is interested in moving his small marketing firm to 240 Edward Street, once the home of the Masonic Temple in Sycamore. The Temple still owns the building. The property is currently zoned “R-2” Two Family Residence District and Mr. Weckerly has petitioned for a special use permit to allow the introduction of his firm. Under the “R-1” and “R-2” zoning provisions, professional offices may be permitted as special uses after a public hearing to allow for a more careful assessment of their impact on the surrounding neighborhood. Special use permits expire with the permitted use.

For many years, the Masonic Temple operated on the site with a special use permit. In the opinion of Lyle Doty, Zoning Officer, the proposed use would not introduce traffic, noise or other potential irritants on a scale greater than that of the Temple when it used the building, and in fact the proposed use would likely be much less obtrusive.

During the Plan Commission’s review of this petition at their regular meeting of December 8, a neighboring propertyowner who conducts a child care business raised concerns about traffic to and from the proposed professional office. Mr. Weckerly explained that his marketing firm employs 6 people who primarily conduct business on the phone or computer, and do not typically invite clients to make regular business stops. This explanation satisfied the Commission which recommended favorable Council action by a vote of 12-0.

City Council approval of the Plan Commission recommendation is requested.

H. Ordinance No. 2003.75—An Ordinance Approving an Add-On Exhibit “B” to the Final Plat for the River Edge Condominiums. First and Second Reading.

At their regular meeting on December 8, the Plan Commission considered a “housekeeping” item to facilitate several closings in the River Edge Condominium development. On February 17, 2003 the City Council approved a final plat for twenty-four lots on which 4-unit condominiums would be built in the Townsend Woods subdivision, south of Mt. Hunger Road. The preliminary plan had been approved in 1996 when it was anticipated that the multiple family residence zoning would feature lots containing either condominiums or attached townhouses. The Council’s action on the final plat was in keeping with locally-adopted codes and ordinances, the Townsend Woods annexation agreement, and the preliminary plat. However, since no formal public hearing or minutes reflected the configuration of the buildings on the lots and the units therein, the individual condos cannot be recorded as separate units for sale in fee simple. Action on this ordinance by the Council after the Plan Commission hearing, along with copies of public meeting minutes and the attached blow-up of the final plat, will permit the recording of soon-to-be-sold lots, and thus the closings.

The Plan Commission recommended approval by a vote of 12-0. City Council approval of the Plan Commission recommendation is requested.

12. RESOLUTIONS

A. Resolution No. 443—Authorizing Partial Abatement of Future City Property Taxes for Continental Custom Ingredients (CCI) in the City of Sycamore, Illinois.

The attached resolution proposes a three-year property tax abatement for Continental Custom Ingredients (CCI) by the City of Sycamore. The City’s action on this resolution was expected to be a final step toward a creative partnership in behalf of the promotion of CCI’s industrial investment in our community. Other taxing bodies—the Sycamore Library, the County of DeKalb, the Sycamore Park District, and Kishwaukee College—have acted in behalf of a similar abatement. However, the Sycamore Board of Education’s hesitance to act in concert with other local taxing bodies despite credible evidence of the substantial benefit deriving from CCI’s proposed \$5 million upfront investment in the Sycamore Prairie Business Park has jeopardized CCI’s interest in our community. Following the abrasive treatment of the City Manager and CCI representatives at the School Board meeting of December 9, and the sensational

headlines that followed, President Ray Minzner of CCI has informed the City of Sycamore that it will be pursuing other options in addition to Sycamore.

To demonstrate the solid support of the City government for CCI's plans and their obvious contribution to the diversification of our community's tax base, **the City Council's support for this resolution is strongly recommended.** The impact of a City abatement is illustrated in the table below:

	Year One (Abatement Year 1)	Year Two (Abatement Year 2)	Year Three (Abatement Year 3)	Total
Base Extension	\$2,198,131	\$2,264,075	\$2,331,997	
New CCI Extension (@\$.93537/\$100 times \$1,665,000)	\$15,574	\$15,574	\$15,574	
CCI Tax Abatement	\$12,459 (80%)	\$10,902 (70%)	\$7,787 (50%)	
CCI Pays City	\$3,115	\$4,672	\$7,787	\$15,574
City Foregoes	\$12,459	\$10,902	\$7,787	\$31,148

Assumptions: City's levy increases by 3% each levy year; CCI EAV is constant at \$1,665,000; City tax rate remains the same

On its agenda for December 16, the Board of Education still has a request for a three-year abatement, beginning in the second full tax year following occupancy. CCI and our community's other taxing bodies are waiting for the School Board's best offer. Since the School Board meeting, the City Manager has met with DeKalb County's extension manager, who would calculate the final tax extension for the School District upon any decision to abate a portion of CCI's property tax obligation. The County extension officer has confirmed the City Manager's estimate of the likely impact on the School District, and will not consider the abated taxes a deduction from the School District's aggregate tax extension, in contrast to what the District's business manager contended at the Board's December 9 meeting. The likely impact on the School District is displayed in the following table. This table is for illustrative purposes, of course, and uses assumptions to highlight CCI's taxes in isolation from any other new taxpaying properties over the next four years.

Table 1. School District Abatement with PTELL: Years Two, Three, and Four.

	Year One	Year Two (Abatement Year 1)	Year Three (Abatement Year 2)	Year Four (Abatement Year 3)	Year Five	Total
Aggregate Ext	\$15,000,000	\$15,431,595	\$15,801,953	\$16,181,200	16,569,549	
CPI	2.4%	2.4%	2.4%	2.4%	2.4%	
Base Ext x CPI	\$15,360,000	\$15,801,953	\$16,181,200	\$16,569,549	16,967,218	
New CCI Extension (@\$4.3/\$100)	\$71,595	\$71,595	\$71,595	\$71,595	\$71,595	
CCI Tax Abatement	\$0.00	\$57,276 (80%)	\$50,117 (70%)	\$35,798 (50%)	\$0.00	
CCI Pays District	\$71,595	\$14,319	\$21,478	\$35,798	\$71,595	\$214,785
Ext for Next Yr	\$15,431,595	\$15,801,953	\$16,181,200	\$16,569,549	16,967,218	
District Foregoes	\$0.00	\$57,276	\$50,117	\$35,797	\$0.00	\$143,190

Assumptions: CCI has EAV of \$1,665,000; CCI EAV remains the same; School tax rate remains the same.

Table 2. School District Under PTELL Without CCI

	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
Aggregate Ext	\$15,000,000	\$15,360,000	\$15,728,640	\$16,106,127	\$16,492,674	16,888,498
CPI	2.4%	2.4%	2.4%	2.4%	2.4%	2.4%
Base Ext x CPI	\$15,360,000	\$15,728,640	\$16,106,127	\$16,492,674	\$16,888,498	17,293,822
Ext. for Next Yr	\$15,360,000	\$15,728,640	\$16,106,127	\$16,492,674	\$16,888,498	17,293,822

Total School District extension with PTELL and with CCI abatement
in Yrs 2,3 &4: \$16,569,549

Extension (4 Yrs) Without CCI: \$16,492,674
 Subtotal: (\$ 76,875)
 Extension (4 Yrs) from 15 acres of undeveloped land in the
 Sycamore Prairie Business Park (EAV=\$4,090): +\$ 700

Taxes Lost to District in Yrs 1 through 4 Without CCI: (\$ 76,175)

By way of reference, in the 2002 tax year the City’s tax rate (0.98627) represented 11.2% of the aggregate tax rate (8.80023) charged against properties in Cortland Township, where the Sycamore Prairie Business Park is located. The Sycamore School District’s 2002 rate (5.15480) represented 58.6% of the aggregate rate. The School District’s 2002 EAV was \$297,639,615 and the City’s 2002 EAV was \$216,389,113. The District’s tax rate is 5.23 times higher than the City’s; the proposed District abatement is 4.6 times higher than the City’s share.

B. Resolution No. 444—Authorizing the Mayor to Sign an Intergovernmental Agreement With the City Of DeKalb Establishing Cost-Sharing for the Bethany Road Project in the City of Sycamore, Illinois.

The attached resolution and intergovernmental agreement defines the City of DeKalb’s contribution to the reconstruction of Bethany Road. Specifically, the City of DeKalb is responsible for an estimated \$308,152.80 and this cost covers a variety of improvements at the intersection and within the right-of-way at the northeast corner of Bethany Road and IL Route 23. The actual cost may vary somewhat, depending on the actual bid prices and the formula for calculating the DeKalb share, as expressed in the intergovernmental agreement.

City Council approval is recommended. The DeKalb City Council will separately act on this agreement.

13. CONSIDERATIONS

A. Consideration of a Recommendation from the Public Works Superintendent to Award the Contract for the Purchase of Two Pickup Trucks to Bob Riding Ford of Taylorville in the Amount of \$30,420.

The 2003–2004 Sewer Fund Budget included \$37,500.00 for the purchase of two pickup trucks. These trucks were budgeted to have a ¾ ton rating, and a two-wheel

drive capacity, for use in routine daily tasks. It was expected that the Treatment Plant would get one truck and the other one would be assigned to the Street Division for use in work on the collection system.

If approved, the Treatment Plant would have four pickups: a new 2004 model, a 2003 model with a lift gate, a 1988 model with a lift gate and a 1987 model. The Treatment Plant does not need four trucks, so the 1988 will be handed down to the Street Division. The Street Division would in turn trade its 1987 two-tone Ford which has 110,000 in-town miles.

Upon delivery, the Public Works Department would add the following accessories to each truck:

- An 8-foot aluminum, side-mounted toolbox.
- A 360-degree strobe light.
- A directional arrow board.
- A two-way radio and antenna.
- A basic set of tools.

The Treatment Plant truck will get an electric winch mounted to the pickup bed.

The total cost for the outfitting of both trucks is estimated to be \$5,900.00. Funding for these purchases will come from the Sewer Fund (751-8521 and 752-8521).

Superintendent Fred Busse recently prepared bid specifications which were advertised in advance of the bid opening that was held on December 4 at 1:15 p.m. The following bids were received:

Company	Make/Model	Bid Amount
Bob Riding Ford, Taylorville (State Purchase)	Ford F250, XL	\$30,420.00
Brad Manning Ford, DeKalb	Ford F250, XL	\$31,025.12
Sycamore Auto Center, Sycamore	Ford F250, XL	\$31,980.00
Mike Mooney Chevy-Olds, DeKalb	Chevy 2500, Silverado	\$36,746.60
Brian Bemis Chevrolet, Sycamore	Chevy 2500, Silverado	\$43,157.32

Brad Manning Ford was 1.9% (\$605.12) higher than the State Purchase price. Superintendent Busse contacted Manning Ford and asked if the firm would match the lowest bid. Mr. Busse's contact at the dealership replied that they were already \$900.00 below their cost and could not go any lower. As a result, Superintendent Busse recommends purchasing the trucks from the dealership--Riding Ford--listed on the State Purchase sheet.

City Council approval of Superintendent Busse's recommendation is requested.

B. Consideration of a Recommendation from the City Engineer to Waive the Bidding Requirements for a Sanitary Sewer Main Extension Beneath IL Rt. 23, North of Plank Road.

As City Engineer John Brady explains in the attached memorandum, proposals have been requested for the extension of an 18” sanitary sewer beneath Illinois Route 23 approximately 600 feet north of Plank Road. This extension is necessary to serve an as-yet undeveloped area beyond the northeast quadrant of Heron Creek (Unit 6) and will complement the 21” trunk sewer recently installed by B&B Development in Unit 6 of the Heron Creek development as well as the 27” trunk line installed by B&B in 2002. The cost of this extension would be paid from sewer impact fees, but the cost should be recaptured from further annexations to the northeast over time.

The project is rather small and only involves boring under the road and about 166 feet of sewer piping. The cost will nevertheless involve more than \$5,000 and the City’s financial policies require a public bidding process for public works exceeding such an amount. There are presently five excavating contractors working on the northeast side, and proposals were solicited from each. Their bids will be opened after the date of this report and the results will be explained by John Brady at the December 15 meeting. Since the usual bid specifications and public notice were omitted from the solicitation of proposals, the City Engineer recommends (1) the waiver of the usual bidding procedures by a two-thirds vote of the corporate authorities, and (2) the award of a contract to the lowest responsible proposal. Two separate votes should be recorded for this matter.

C. Consideration of an Administration Request for a Closed Session to Discuss Collective Bargaining Matters.

14. APPOINTMENTS

15. ADJOURNMENT