

**SYCAMORE CITY COUNCIL
AGENDA
July 7, 2008**

CITY COUNCIL COMMITTEE MEETINGS

No Meetings Are Scheduled

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**Regular City Council Meeting
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 June 16, 2008.
 - B. Payment of the Bills for July 7, 2008.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
 - A. Presentation by the Sycamore High School Rugby Football Club to the Sycamore Fire Department.
 - B. Swearing-In of Marc Doty as Fire Lieutenant.
 - C. Introduction of KEC Fire Science student Joe Jacober who has competed for Sycamore in the National Skills USA competition in Kansas City.
- 8. REPORTS OF OFFICERS**
- 9. REPORTS OF STANDING COMMITTEES**

10. PUBLIC HEARINGS--None

11. ORDINANCES

A. Ordinance No. 2008.15—An Ordinance Concerning the Recommendation of the Zoning Board of Appeals With Regard to the Petition of Patrick and Cynthia Balentyne for a Variance from Article 6.2.D.4.a of the Unified Development Ordinance of the City of Sycamore, Illinois. First and Second Reading.

On Tuesday, June 24, the Sycamore Zoning Board of Appeals considered a variance request from Patrick and Cynthia Balentyne. The Balentynes have requested a variance from Article 6.2.1.D.4.a of the Unified Development Ordinance (“UDO”) which limits the area of a detached garage to 8% of the gross lot area or 1,200 square feet, whichever is less. The Balentynes propose to enlarge their existing 728 square foot garage by 260 square feet, or a total area of 988 square feet. Given the 8,061 square foot area of the Balentyne lot, the maximum allowable garage area according to the UDO would be 645 square feet.

The proposed 260 square foot addition to the existing detached garage would extend to the south of the existing structure, but would not encroach on the required rear yard or sideyard setbacks. The existing lot was platted before zoning codes were adopted in Sycamore, and is actually one of the larger lots in the surrounding subdivision. Although the “8% rule” was not envisioned when the original garage was constructed, it appears that the proposed addition can be constructed without altering the essential character of the neighborhood, or denying light and air to adjacent properties. Further, the proposed addition and variance would add to, rather than detract from, the value of the property.

The Zoning Board concurred with this assessment and voted 5-0 to recommend the Council’s approval of the variance petition. City Council approval of the Zoning Board’s recommendation is requested.

B. Ordinance No. 2008.16—An Ordinance Extending the Refuse Contract Between the City of Sycamore, Illinois and Waste Management West. First and Second Reading.

The City’s residential curbside refuse and recycling contract with Waste Management West (WMX) expires on December 31, 2008. The present contract terms were established in August 2002 and extended in 2005 because of an opportunity to improve upon terms in the previous contract. The terms of the present contract are as follows:

- a) WMX provides every residence in town a 96-gallon rolling cart or toter and a recycling bin at no cost. The monthly rental cost of \$2 per cart per month was eliminated from the 2002 contract. In 2005, if a resident already had a rolling cart and bin, he or she could get a new one or keep the old one.
- b) In addition to the 96-gallon rolling cart homeowners can use galvanized 30-gallon containers for extra refuse so long as they can be lifted by WMX drivers.
- c) Senior citizens can apply for a 64-gallon toter or a 35-gallon toter instead of a 96-gallon toter. The smaller carts are easier to roll and may be more suitable to smaller households.
- d) Yard waste is collected from April 1 through November each year.
- e) Refuse collection is once per week. Eligible residents are owners of all single family residences, two family residences, and three and four-unit attached structures.

- f) On each collection day, residents may place their refuse in approved containers, recyclables in approved bins, and landscape waste (seasonally) at the curb.
- g) WMX recycles several dozen types of refuse, including mixed paper and commingled containers. If mixed paper (e.g. newspaper, cardboard, magazines, office waste, product packaging, etc.) is not placed alone in the recycling bin, it may be placed in paper grocery bags and set on top of loose commingled containers in the bottom of the bin. Examples of commingled containers include HDPE natural (e.g. milk jugs); HDPE color (e.g. detergent bottles); PETE (e.g. soda bottles); PS (e.g. Styrofoam, food trays); six-pack rings; clear, brown and green glass; etc.
- h) One large item (e.g. chairs, tables, televisions, mattresses, bicycles, etc.) may be placed at the curb each week for free removal.
- i) Every week, small tied bundles of carpeting, tree branches, etc. may be placed at the curb in four-foot lengths for free removal.
- j) Moving boxes that are flattened and put in bundles of 10 may be placed at the curb in any week for free removal.
- k) The contract extension from January 1, 2005 through 2008 had a cost-of-living increase in each of those years not to exceed 5%. Prior to August 2002 the refuse contract did not contain a cap on the CPI. The table below indicates the pricing from 2002 to the present:

Contract Year	Present Contract
January 1, 2002-December 31, 2002	\$12.98/unit/month
January 1, 2003-December 31, 2003	\$13.48/unit/month
January 1, 2004-December 31, 2004	\$14.00/unit/month
January 1, 2005-December 31, 2005	\$14.54/unit/month
January 1, 2006-December 31, 2006	CPI-U (5% cap)
January 1, 2007-December 31, 2007	CPI-U (5% cap)
January 1, 2008-December 31, 2008	CPI-U (5% cap)

The cost on January 1, 2002 was \$12.98 per unit per month. The present cost is \$16.00 per unit per month, up from \$15.28 (+4.7%) in 2007 (in accordance with the 4.7% CPI increase). The City passes along the actual cost per unit on the bimonthly water bill. No management fee is added to the City's cost.

In anticipation of the contract renewal, WMX has proposed the following terms for a three-year extension:

- Freeze the Year One (2009) charge per unit per month at the 2008 fee of \$16.00.
- Cap price increases in Year Two (2010) and Year Three (2011) at the CPI or 3%, whichever is less.
- More aggressively promote the 35-gallon and 64-gallon toter options for seniors with no cost for the conversion from a 96-gallon size.
- Maintain the same level of service as we presently enjoy in terms of recycling, yard waste, etc.
- WMX will assume the cost of a new informational mailer to be sent to all residents participating in the residential refuse program to give them a guide to the services provided locally.

At a time of reduced general revenues and rising operating costs, an opportunity to substantially control a significant category of annual expenses is welcome. Since the last contract extension in 2005, the City staff have received only a handful of phone calls concerning the refuse contract, and these have principally come from senior citizens looking for smaller toters to handle their modest weekly refuse and recycling. The proposed contract addresses this concern and offers some serious cost containment. Matt Hernandez, municipal marketing manager for Waste Management, will be present to answer any questions the Council may have about the proposed contract.

City Council approval is recommended.

12. RESOLUTIONS--None

13. CONSIDERATIONS

A. Consideration of a Request from the Sycamore Lions Club for the Installation of a Community Information Sign at 448 DeKalb Avenue.

The Sycamore Lions Club has generously offered to erect a “community” sign that will promote activities and events of local not-for-profits that typically do not have the means to market such functions. One of their members, Ray Puentes, has agreed to offer a corner of his commercial property at 448 DeKalb Avenue for this initiative, and some color renderings of how that pole sign might look are attached for the Council’s review. The sign would be internally illuminated but would have changeable type rather than electronic lettering, and would be maintained by the Lions Club. It should also be noted that the proposed sign conforms to the UDO’s provisions for height and area, as well as the definition of an “informational” sign.

This matter comes before the Council because the proposed sign does not advertise goods or services of the business that occupies the property, and would be located within 10 feet of the property line with the City and the adjacent business. In the past, the City has permitted such remote signs in the interest of business recognition (e.g. the sign for Blumen Gardens at the corner of South Avenue and DeKalb Avenue). In this instance, the purpose is to provide a very visible location on a well-used route within the community to advertise the activities of a wide range of local groups from the boy scouts to local food pantries.

Regarding the location of the sign in proximity to the adjacent right-of-way, John Brady has marked a footprint where the sign pole and signboard will not interfere with either a motorist’s vision or the vision of persons operating trucks on the Soft Water City property.

The City Manager recommends the Council’s approval of this initiative in the community’s interest.

B. Consideration of a Conceptual Design for an Addition to the Public Safety Building at 535 DeKalb Avenue.

Steve Nelson, a principal with the architectural firm of Gilfillan Callahan Nelson Architects of Batavia, Illinois, will present his firm’s conceptual plan for an addition to the Public Safety Building. The purpose of the proposed addition is to expand the operational and

administrative space of the Sycamore Police department. The conceptual design project was authorized by the City Council in the FY2007-2008 City capital budget. In mid-August, 2007, a request for qualifications (“RFQ”) was published inviting qualified architectural firms to discuss the City’s interest in a conceptual design for a Police facility addition at 535 DeKalb Avenue. Funding for a space needs analysis and concept plan (\$20,000) was provided by the Sales Tax Distributive Fund (Fund 22, line item 8331).

Twelve firms responded to the RFQ. Five firms were interviewed during the week of October 15, 2007. All of the interviewees were qualified firms with experience in the construction of police facilities in Illinois. Gilfillan, Callahan Nelson gave the most dynamic presentation, including the use of laptop computers to show some simulated spaces and site layouts. After deliberation with the interview team, the City Manager recommended the award of a contract to the architectural firm of Gilfillan Callahan Nelson and the Council concurred on November 5, 2007. The fixed fee for the conceptual design was \$18,000.

The firm’s work began in December, 2007 and included meetings with a Police department committee to discuss space needs, a conceptual site layout, and some architectural renderings. The committee also paid visits to comparable communities to view police facilities serving similar needs. The City Manager joined the discussion at different points in the process. The Police department members were generally representative of each department division and shift. They included Chief Don Thomas, Lt. Darrell Johnson (overall Operations), Sgt. Michael Anderson (Patrol), Sgt. Steve Cook (Investigations), George Davis (CSO/Administration), Rudi Ziegler (Patrol), Mike Domenighini (Patrol), and Colleen Ziegler (Administration). The Committee’s work continued a years-long exploration of ways and means to accommodate rising expectations for Police services within limited municipal budgets. Before elaborating on the conceptual design work prepared by Gilfillan Callahan Nelson Architects, some general background concerning recent Police facility planning is provided for the public’s review.

Background

The City’s first comprehensive and professional program budget and three-year capital budget were approved in the spring of 1999 and set out some general parameters leading to a review of the City’s departmental space needs. However, prior to detailed architectural reviews and wish lists, the City needed to better account for the services it provided, and articulate modern personnel procedures for public safety functions in the Police and Fire departments as a preliminary step toward long-range facility planning. These steps were implemented in the period from 1999 to 2001. By general agreement--a consensus with roots in some energetic community planning in the mid-1990’s--one key precondition for the creation of additional needed space for the Fire and Police departments at 535 DeKalb Avenue was the relocation of what was then known as the Street Department to another location. In the spring of 2001, the Council voted a total of \$1,050,000 for the construction of a new Public Works facility on North Cross Street, plus another \$495,020 for related site work and utilities. The funding was found by pooling most of the City’s available capital monies from the Capital Fund (\$650,000); 1996 Bond Fund (\$175,000); and other capital funds, in addition to \$425,000 in Illinois First grant monies. The building was occupied in January 2003.

In the spring of 2002, the Council moved toward architectural surveys of the City's existing buildings by identifying a portion of the 2002 G.O. Bond proceeds for such purposes. Overlapping planning for future operational needs by the Fire and Police departments complemented these surveys. The Fire Strategic Plan of January 2001 and, later, the Police Strategic Plan of January 2003, along with the architectural planning of early 2003, pointed toward a number of major building projects in addition to the relocation of public works functions from the 535 DeKalb Avenue campus. These projects could only be pursued in an evolutionary sequence as capital funding became available, and they fell into near-term and longer-term categories:

- A near-term solution to crowded space in the Municipal Building achieved through the relocation of the City's administrative functions (City Manager, Finance, Human Resources, City Clerk, Engineering and Building) to new space in the form of (a) an addition; (b) a stand-alone facility on site; or (c) an existing structure in a central city location.
- A complementary near-term remodeling of the Municipal Building, opened in the spring of 1958, along with remodeling of the former Street division garages behind the municipal building.
- A longer-term goal of constructing a second fire station on the City's north side; and
- A longer-term goal of constructing a Police facility addition.

An opportunity arose in the fall of 2002 to pursue the relocation of the City's administration functions to a downtown location, allowing some room to breathe in the old Municipal Building. After Council deliberations over several months, a public review of the option of purchasing the former Henderson department store at 308 W. State Street and its parking lot was held in early October 2002. The Council's approval of the purchase of the Henderson building (\$533,000) and parking lot (\$265,000) on October 20, 2002, the subsequent remodeling (\$1,061,000), and the opening of the "Sycamore Center" on July 7, 2003 were all largely funded from the City's General Fund reserve.

With the relocation of the City's administrative functions to the Sycamore Center in mid-2003, the Council's attention was shifted to the remodeling of the former Street division garages and the Fire and Police department offices in the re-allocated Municipal Building space at 535 DeKalb Avenue. On December 15, 2003 the Council approved a \$231,800 remodeling contract with Ringland-Johnson of Rockford to (a) relocate the Building and Engineering functions to former Street division garages; (b) upgrade Fire department restroom, bunk room, and HVAC facilities; and (c) create some space for Police evidence storage in two former Street division garages, along with the remodeling of the roughly 3,200 square feet of Police department office space. These related remodeling projects were principally funded by the 2002 G.O. Bond.

The Need for a Conceptual Expansion Plan

The 2004 remodeling of the Police department office space was a holding action. It brought new restroom fixtures, new ceiling tiles and painted walls, and one workable shower and a locker area in basement space (753 square feet) within the original, two-story Municipal

Building. It did not address the following deficiencies that were identified in the 2003 Police strategic plan:

- Lack of a vehicle sally port;
- Lack of secure detention rooms;
- Inadequate interview rooms;
- Inadequate locker room and shower facilities;
- Lack of a dedicated training room;
- Lack of a secure emergency operations center (EOC);
- Inadequate equipment and records storage;
- Cramped office areas for report-writing;
- Lack of any dedicated space for sergeants to work on assignments during off-hours.
- Inadequate receptions areas for the general public.

Most telling, perhaps, was the fact that the 2004 remodeling did not address any projected growth in the department's personnel over time. Based on the City's comprehensive land planning vision, and the same population projections that guided the City's water system and treatment plant expansion planning in 2006-2007, the City's Police department will need to grow from 29 sworn officers in 2008 to 50-55 sworn officers at the City's build-out in the period 2030-2040, when a final population of around 28,000 to 30,000 would be reached. The Council committed funds in the FY08 City Budget to explore the Police department's operational and administrative space needs when that threshold would be reached.

The Gilfillan Callahan Nelson Concept Plan

During the interviews with interested architectural firms leading to the selection of Gilfillan Callahan Nelson, each of the interested parties was asked to suggest whether adequate land area existed at 535 DeKalb Avenue to accommodate the projected long-term (i.e. 30-year) complement of sworn and civilian Police personnel. The received opinion was unanimous that the west side of the property afforded room for an appropriate-sized addition and related parking. On that premise, the architect has explored a number of options generally described below:

- 1) Grow in place and under construction. The option of building a second story over the one-story Police department, with a sally port and additional space to the west, was reviewed.
- 2) "Go west" with a more sizeable addition, then demolish the existing station and replace it with a sally port.
- 3) Build an addition to the west of the existing structure, with a one-story "knuckle" to the north comprising the sally port and some storage space.

When each of these general options was reviewed by the architect and City representatives, Option #3 was considered to be the most affordable and least disruptive of ongoing operations. In addition, it promised a DeKalb Avenue façade that would be less "choppy" than other options. The concept plan that the Council will see is a fourth iteration of this premise which evolved from February to June of 2008. With each version, the cost was reduced along with the space to achieve thresholds that could be justified in terms of "best practices" as well as constrained revenues. The earliest concepts based upon initial space

preferences were priced in excess of \$7 million. By June, the target pricing including site work had been lowered to about \$3.5 million.

Specifically, as the attached 11 x 17-inch renderings indicate, the concept plan calls for a two-story addition and full basement with the following space allocations:

- First Floor: 8,200 square feet, including 1,220 square foot sally port.
- Second Floor: 5,090 square feet, including 1,290 of “shell” space.
- Basement: 4,960 square feet.
- Renovation: “Light” remodeling of the existing first floor space of 3,200 square feet.

The actual functions served by each floor are noted on the concept plans. The square footages shown on the attached estimate are slightly different since they are displayed to identify costs per square foot of the different types of space.

Capital funds (\$175,000; Fund 22-Line item #8331) have been appropriated in the FY2008-2009 City Budget for construction plans to bring the City to the threshold of public bidding. However, no capital funds are currently on hand or identified for the actual construction. The allocation of capital funds for construction plans and specifications was pragmatic on the Council’s part: the cost of commercial construction has risen sharply in recent months as key oil-based materials and metal prices (e.g. steel; copper) have jumped world-wide. The architect’s estimate of cost for the construction of the attached concept plan, less any contingency, in 2008 is \$3,263,400. The architect’s estimated cost for construction of this plan, less any contingency, in 2009 is \$3,589,740 (+10%). Proceeding with the plans as potential revenue sources are investigated makes sense to shorten the time for actual construction planning once those sources are known.

City Council direction is requested.

C. Consideration of a Request from the Owner of The Palette American Bistro for a Revision of the Minimum Occupancy Requirements for a Restaurant Serving Alcoholic Beverages in the City of Sycamore.

Alicia McDermott, owner of the new Palette American Bistro at 519 W. State Street, has petitioned the Liquor Commissioner for relief from the City Code’s minimum occupancy requirement for restaurants serving alcoholic beverages. Section 3-2-1 of the City Code sets a 50-person minimum. The new restaurant is the result of a conversion of an older two-story, single family house and will barely provide seating for 40 persons.

Since the issue at hand is not a zoning issue, a “variance” option is not offered in the City Code. Additionally, no “exemptions” or “exceptions” are offered in the liquor codes that would satisfy the petitioner’s request. However, the City Council could recommend a revision of the occupancy threshold for the serving of alcoholic beverages, and an ordinance to that effect could be presented at the next regular Council meeting.

City Council direction is requested.

D. Consideration of an Administration Recommendation Regarding the City’s Retiree Health Insurance Coverage.

In the early 1980’s the City Council passed an ordinance which gave employees hired prior to May 1982 with twenty years of service City-paid health insurance for these employees and their spouses for life. Employees hired between May 1982 and May 1986 with twenty years of service were given City-paid health insurance for themselves only once they turned age 65. The City fully intends to continue to fulfill the obligation to the retirees covered by this ordinance. However, this commitment has involved a very significant financial obligation and it is important to consider ways to manage the financial liability.

The following facts put this concern in perspective. For Fiscal Year 2003-2004, the City budget for its health insurance premium was \$1,080,000 of which \$180,000 was for retiree insurance. For Fiscal Year 2008-2009, the City has budgeted \$1,705,696 for health insurance premiums, of which \$321,696 is for retiree insurance. Over the past six City fiscal years, the premium for active employees has increased by 158% and the premium for retirees has increased by 179%.

Sycamore’s Human Resource Director Jean Tritle has investigated a variety of options and has found a medical plan for post-65 retirees (who make up approximately 50% of our retiree population) that would maintain the level of benefits they have under our current plan while lowering the City’s premium cost. The plan is a pooled product offered by Hartford Insurance. The Hartford plan integrates with Medicare and has no deductibles, coinsurance, or copays for medical services. Under our current plan, retirees must meet an annual \$250 deductible, 10% coinsurance up to a \$500 annual maximum, and \$10 office visit /\$50 emergency room co-payments, which do not apply to the deductible or coinsurance maximums. There are also no network restrictions. Participants may use any doctor or hospital they choose, without having to worry about out-of-network penalties. There is no lifetime maximum, which is \$5,000,000 under our current plan. The Hartford plan also has a prescription drug benefit that offers a co-pay structure similar to the one under our current plan, with one exception: for the cost of two co-payments, retirees may obtain a 90-day supply of their prescription drug at the local pharmacy. They are not required to use the mail-order plan as they are under our current plan. The Hartford prescription drug plan is a Medicare Part D plan that provides benefits through the coverage gap as well as catastrophic coverage when the retiree’s total out-of-pocket drug expenses reach \$4,050.

In addition to these advantages for the retirees in switching to the Hartford post-65 medical plan, the following financial benefits would also be realized:

- Based upon current premiums, the City would save approximately \$10,690 in annual premium costs.

Type of Coverage	Number of Participants	Current Premium Per Month	Hartford Premium Per Month
Retiree Only	7	386.01	339.13
Retiree + Spouse	6	772.04	678.26

TOTAL PREMIUM		7,334.33	6,443.47
SAVINGS PER MONTH		890.86	
ANNUAL SAVINGS		10,690.32	

- The resulting census of active employees and pre-65 retirees would make our group more marketable when shopping for a health care plan which, in turn, could result in lower premium increases at renewal time as well as aiding us in determining if we are receiving competitive rates from our current carrier.
- Moving the post-65 retirees to a pooled plan that has more participants will help to reduce future premium increases because these retirees become part of a larger “pool”, spreading the risk over many thousands of people instead of a little more than 100 people. The Hartford reported that their average premium increase over the past few years is 4.6%.
- The Hartford plan gives the retirees benefits that are as good as, or better than, the benefits they receive under the City’s current medical plan. Though there are a few services that are not covered under Medicare and the Hartford plan that are covered under the current plan, by eliminating the deductibles, coinsurance, and office visit/emergency room co-pays, the retirees can apply the money that they save on these items to the claims that are not covered by Medicare or the Hartford.
- Employees hired between May 1982 and May 1986 who retire with 20 years of service are entitled to City-paid medical insurance for themselves (no coverage for spouses) for life, but only after they reach the age of 65. If the employees in this group retire before they turn age 65, they must remain on the current medical plan at their own expense until they reach age 65, which would be an expensive proposition. If the employee elects to drop the current coverage, he or she cannot come back and enroll at age 65. The Hartford plan would allow these employees back onto their plan at age 65, enabling the City to fulfill its obligation to this group of retirees. These retirees could also choose to enroll their spouses into the Hartford plan, at their own expense.
- Using criteria to be determined by the City, employees hired after May 1986 who retire from City service may also be eligible for this plan, at their own expense. The premium for the Hartford plan is 12% less than the premium for the City’s current medical plan, which will help to reduce the cost of medical coverage for retirees living on fixed incomes.

The City’s health insurance committee (composed of representatives from each union group, management, and the retirees) met on May 20, 2008 to hear a presentation on the Hartford plan. The Committee members all felt that this plan merited further consideration. On June 25, our broker and a representative from the Hartford met with our retiree group, as well as interested active employees, to present the benefits of the plan to them. Sixteen active employees and six retirees attended the presentation. Five of the retirees stated that they would be comfortable switching to this plan, as their out-of-pocket expenses would decrease and they would no longer need to use mail-order to obtain a 90-day supply of a maintenance medication; the sixth retiree did not express an opinion. Several of the employees hired between May 1982 to May 1986 attended the meeting and were grateful to see that the City may now have a way for them to receive the benefits guaranteed to them under the

ordinance. If they choose to switch to their spouses' insurance plan and retire before age 65, they are eligible to enroll in the Hartford plan when they turn age 65 even though they would have a break in coverage.

Council approval is requested.

E. Consideration of a Public Works Department Recommendation Regarding Equipment for the New International Truck Chassis.

On Thursday, June 26 at 1:15 p.m., the Public Works department opened bids for the equipment to outfit the 2009 International truck chassis that was ordered with the Council's approval after the June 2 Council meeting. The equipment will complete an additional "large" single axle dump truck. The equipment included the following:

- 10-foot dump body.
- 17-ton capacity, dump body hoist.
- Central hydraulic system providing hydraulic flow with controls to operate the dump body hoist, plow, and salt spreader.
- 11-foot torsion trip cutting edge snow plow.
- Stainless steel salt spreader.

Bid specifications were sent out and published in the local newspaper. A tabulation of the bids opened on June 26 is presented below:

Company Name	Amount of Bid
Auto Truck Group, Bensenville, IL	\$42,250.00
Monroe Truck Equipment, Monroe, WI	\$48,000.00
Mark's Machine Shop, Sycamore IL	\$48,950.00
Bonnell Industries, Dixon IL	\$49,616.00

The equipment from Auto Truck Group did not meet the minimum specifications. The firm's submittal was deficient in the construction of the plow and dump body and omitted the salt spreader. All of the other bidders met or exceeded the minimum specifications.

The lowest responsible bidder was Monroe Truck of Monroe Wisconsin with a price of \$48,000.00. The Mark's Machine Shop bid of \$48,950.00 was 2 percent higher than Monroe's bid, but within the percentage thresholds of the City's local preference ordinance. Mark's Machine Shop has agreed to match Monroe's price of \$48,000.00 and has provided a letter stating such agreement.

Fred Busse, Public Works Director, recommends the award of the contract to Mark's Machine Shop for \$48,000.00

Funding for this purchase will come from the following accounts:

Capital Assistance Fund	06-000-8521	\$18,720.00
Sewer Fund	04-752-8521	\$17,720.00
Water Fund	02-741-8521	\$11,560.00

City Council approval of the Public Works department recommendation is requested.

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

14. OTHER NEW BUSINESS

15. APPOINTMENTS

16. ADJOURNMENT