

COUNCIL OF THE CITY OF DIXON, ILLINOIS
SPECIAL COUNCIL MEETING
COUNCIL CHAMBERS - CITY HALL
TUESDAY, JUNE 12, 2018
8:00 A.M.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Visitors/Public Comment
5. Discussion
 - a. Approval Process for Time Critical Expenses
6. Motions
 - a. Motion to waive competitive bid process for street repairs to the intersection of 1st Street and South Hennepin Avenue
 - b. Motion to Authorize the City Manager to enter into a Construction Contract, in the maximum amount of \$27,000, for the Repair of 1st Street and South Hennepin Avenue.
 - c. Discussion and Possible Approval Emergency Waste Water Expense for a Roots Rotary Blower for \$25,180.
7. Adjournment

The City of Dixon, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 288-1485 to allow the City of Dixon to make reasonable accommodations for those persons.

1-6-5: DUTIES:

The City Manager shall be the Administrative Officer of the City and shall be responsible for the efficient administration of all departments. The duties of the City Manager are as follows:

- (A) To enforce the laws and ordinances of the City.
- (B) To appoint, remove or suspend any officer, department head or employee of the City, except when such power is vested in the Council or other commission, committee or board of the City under this Code or any applicable State Statute or pursuant to the terms of any collective bargaining agreement. No appointment shall be made on any basis other than that of merit and fitness. Upon suspending or discharging any department head, officer or employee, he or she shall submit to the Council a statement setting forth the reasons therefor.
- (C) To recommend to the Council the wages and benefits for each position within the service of the City.
- (D) To exercise control of all departments and divisions of the City that may be created by the council.
- (E) To receive notice of and attend all meetings of the Council unless excused therefrom by the Council. The City Manager shall have the privilege of taking part in the discussion of all matters coming before the Council but he or she shall have no vote thereon.
- (F) To recommend to the Council for adoption such measures as he or she may deem necessary or expedient.
- (G) To investigate all complaints pertaining to the administration of the City and to services maintained by the public utilities of the City and see that all franchises, permits and privileges granted by the City are faithfully observed.
- (H) To have all powers and exercise all the duties granted to the City Clerk and City Treasurer with respect to the preparation of a report of estimated funds necessary to defray the expenses of the City for the fiscal year for the consideration of the Council prior to the preparation of the annual budget ordinance.
- (I) To prepare and submit an annual budget to the Council.
- (J) To keep the Council advised of the financial condition and future needs of the City and make such recommendations as may be deemed desirable.
- (K) To purchase all materials, supplies, equipment and services for which funds are provided in the City's budget, and to enter into contracts with respect to the same; provided, that the City Manager may not purchase any items or enter into any contracts that exceed twenty thousand dollars (\$20,000.00) without the prior approval of the Council. In the event of an emergency, the City Manager may purchase materials, supplies, equipment and services, and enter into contracts with respect to the same, for the purpose of remediating the emergency; provided, that: 1) within fourteen (14) days the City Manager shall file with the Council a certificate explaining the emergency and an itemization of all expenditures and contracts in connection therewith, and 2) competitive bidding rules shall be followed unless waived by the Council in accordance with State Statute.**
- (L) To supervise the negotiation of all collective bargaining agreements between the City and unions representing employees of the City.
- (M) To examine all other proposed contracts of the City, advise the Council with respect to the same, and supervise the performance of the terms and conditions of any contract to which the City is a party.
- (N) To perform such other duties as may be directed by the Council or as required by State Statute. (Ord. 2964, 4-20-2015, eff. 5-4-2015)



COUNCIL ACTION FORM

Date: 5/31/18

Presented By: Danny Langloss

Subject: Waive Bid for Repairs at 1st and Hennepin Agenda Item: 6A

Description:

High temperatures and humidity caused significant damage to the roadway and customized brick crosswalk at West 1st Street and South Hennepin Avenue. The initial damage caused the roadway to be closed. The damaged area has been removed and gravel has been inserted so the roadway could be re-opened. Work on this project needs to be completed as soon as possible to restore the road to normal condition. In addition to this, the work needs to be completed prior to Petunia Festival. The normal bid process takes approximately three weeks. After the three week process, the item then goes to the next regularly scheduled Council Meeting for approval. For these reasons, the Council is being asked to waive the normal bidding process. Staff will seek more than one bid for the project.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: Maintenance and Repairs

Amount Budgeted: _____

Actual Cost: \$ _____

Under/Over: n/a

Funding Sources:

Departments:

Streets

Is this item in the CIP? YES NO CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

n/a

Recommendation:

Staff recommends the Council waive the bid process for this project.

Required Action

ORDINANCE RESOLUTION MOTION NO ACTION REQUIRED

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO waive competitive bid process for street repairs to the intersection of West 1st Street and South Hennepin.

CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Considine	Councilman Marshall	Councilman Marx	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



COUNCIL ACTION FORM

Date: 5/31/18

Presented By: Danny Langloss

Subject: Repair Intersection of West 1st St and S. Hennepin Agenda Item: 6B

Description:

High temperatures and humidity caused significant damage to the roadway and customized brick crosswalk at West 1st Street and South Hennepin Avenue. The initial damage caused the roadway to be closed. The damaged area has been removed and gravel has been inserted so the roadway could be re-opened. Work on this project needs to be completed as soon as possible to restore the road to normal condition. In addition to this, the work needs to be completed prior to Petunia Festival. For these reasons, the Council is being asked to waive the normal bidding process. Staff will seek more than one bid for the project; however, multiple bids have not been received at the time this Council Action Form was completed.

The City Manager is requesting the City Council give him the authority to enter into a contract with a construction contractor to repair this intersection in the amount not to exceed \$27,000.00.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 32-170-6200 Title: Infrastructure Funds

Amount Budgeted: \$1,184,000

Actual Cost: Less than \$27,000

Under/Over: n/a

Funding Sources:

Departments:

Streets

Is this item in the CIP? YES NO CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

n/a

Recommendation:

Staff recommends authorizing the City Manager to enter into a contract with the construction company selected by the Public Works Director to complete this work.

Required Action

ORDINANCE RESOLUTION MOTION NO ACTION REQUIRED

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO authorize City Manager to enter into a construction contract for the repair of 1st Street and S. Hennepin in the amount not to exceed \$27,000.00.

CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Considine	Councilman Marshall	Councilman Marx	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



COUNCIL ACTION FORM

Date: 5/31/18

Presented By: Danny Langloss

Subject: Roots Rotary Blower Agenda Item: 6C

Description:

There are 3 roots rotary blowers at the Waste Water Treatment Plant. A rotary blower is a high pressure blower that pumps air into the digesters. They are all more than 15 years old. One of them has completely failed and cannot be fixed. The other two are having significant issues. They are essential for the operation of the plant. The cost to replace the one that has failed is \$25,100. We are looking into whether or not we can rebuild the other two, since they are still operational.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: 52-260-5310 Title: Maintenance and Repairs

Amount Budgeted: \$127,800

Actual Cost: \$25,100

Under/Over: n/a

Funding Sources:

Waste Water Fund

Departments:

Waste Water

Is this item in the CIP? YES NO CIP Project Number: _____

COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

n/a

Recommendation:

Staff recommends the Council approve this purchase.

Required Action

ORDINANCE RESOLUTION MOTION NO ACTION REQUIRED

Additional Comments:

MOTION BY: _____ SECONDED BY: _____

TO approve the purchase of a roots rotary blower in the amount of \$25,100.

CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Considine	Councilman Marshall	Councilman Marx	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Date: 06-06-18

Quotation No. 100466

Quotation

Company Name

City of Dixon

Phone: 815 288-3383

Fax:

Attn: Josh McNitt

E-mail: josh.mcnitt@discoverdixon.org.com

1	Roots 817 RCS-J Replaces s.n. 0108933160	\$25,180.00
2		
3		
4		
5		
6		
Total		\$25,180.00

DELIVERY: delivery is 6-8 weeks based on time of order.

Air Blower Services, Inc. terms and conditions apply

Prices quoted are F.O.B factory

Quotation is valid for 60 days

Terms are Net 30 days with credit approval

Thank you for the opportunity to be of assistance.

Joseph A. Berta

Air Blower Services, Inc.

45 Sangra Court, Streamwood Illinois 60107 • Phone: 630 372-9222 • Fax: 630 372-9218

• E-mail: joe@airblowerservices.com