MEETING MINUTES
Administration & Public Works
Monday, November 12, 2012
5:45 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers


Members Absent:


Others Present:

Presiding Member:  Alderman Grover

I. DECLARATION OF A QUORUM: ALDERMAN GROVER, CHAIR
With a quorum present, Chair Grover called the meeting to order at 5:49 p.m.

II. SEVENTH ANNUAL PAINT EVANSTON PLOWS CONTEST AWARDS

III. APPROVAL OF MINUTES OF REGULAR MEETING OF October 22, 2012

IV. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 10/21/12 $2,600,475.68
(A2) City of Evanston Bills FY2012 11/13/12 $5,689,801.77
Credit Card Activity through 09/30/12 $116,292.41

A voice vote was taken and the payroll through 10/21/12, bills through 11/13/12 and credit card activity through 09/30/12 were unanimously approved,

(A3.1) Approval of Contract with Wiss, Janney, Elstner Associates, Inc. for Professional Consulting Services for the 2013 Sherman Plaza Façade Repairs (RFP 12-163)

Staff recommends that City Council authorize the City Manager to execute a contract for the 2013 Sherman Plaza Façade Repairs with Wiss, Janney, Elstner Associates, Inc. (330 Pfingsten Road, Northbrook, IL) at a total cost of $42,400. Funding is provided by the FY2012 Capital Improvement Program Project #416138 with a budget of $800,000.

Ald. Rainey asked about the condition of the facade of the building and where the monies were coming from, Parking Fund or CIP. She wanted to know who engineered the façade of the building. What is the age of the building and other such dates that are relevant.  Martin Lyons  (Assistant City Manager/ Treasurer)
said that the work was done in 2006. He has met with our Legal Department and they do not see any success by activating the warranty. He noted that Doug Gaynor and Paul D'Agostino where present and could answer specific questions. Paul D'Agostino (Parks/Forrest & Facilities Management Supervisor) related that the inspection report received in June 2012 was from an inspection in March. It was not as bad as expected. Scaffolding was put up in case a piece fell off and hit a resident. The repairs are not considered that expensive. Ald. Rainey asked for an explanation of what happened. What was the root problem. P. D'Agostino said that some of the caps used to attach the pre-cast panels to the façade were not holding. Ald. Rainey asked who was responsible and P. D'Agostino noted that at this point in time, most of the city employees and construction crew are no longer working. Ald. Rainey said that she did not want names she wants to know what caused this need for repairs. She wanted to know who the contractor was. She finished by saying that she moves that this item be put on hold until answers are received.

It was moved and seconded to hold this item until further information was received by the end of the meeting.

(A3.2) Approval of Contracts with Smith Maintenance Company and Total Building Services for Janitorial Services at Lorraine H. Morton Civic Center, Evanston Service Center, Main Library, Police Headquarters, and Police Outpost (RFP 12-171)

Staff recommends City Council authorize the City Manager to execute contracts for Janitorial Services with Smith Maintenance Company (205 W. Randolph Street, Suite 925, Chicago, IL) in the annual amount of $114,384.17 for services at the Civic Center, Service Center, Police Headquarters, Fire Headquarters and Police Outpost, and with Total Building Services (340 Bennett Road, Elk Grove Village, IL) in the annual amount of $85,920 for services at the Main Library. Funding is provided by each facility’s approved operating budget.

Ald. Rainey asked who does the Civic Center maintenance and is it for the total building. Doug Gaynor (Director Parks, Recreation and Community Services Department) said it is. Ald. Rainey asked for an explanation of why the City is not staying with the current firm. She said the building always looks good when she comes here. D. Gaynor said this RFP provided the opportunity for the contract to be split between companies. This information was shared with all local and private schools. The building managers had input into the final selection, recommending a new service or asking to keep the current firm. Ald. Rainey asked who was displeased with the work done in the Civic Center. D. Gaynor replied that the change was a combination of service and cost used to review the bids.

A voice vote was taken and A3.2 was unanimously approved.

(A3.3) Approval of Contract Extension with Third Millennium Associates, Inc. for City Vehicle Sticker and Pet License Print, Mail and Fulfillment Services

Staff recommends City Council authorize the City Manager to sign a contract extension for City Vehicle Sticker and Pet License print, mail and fulfillment services with Third Millennium Associates, Inc. (4200 Cantera Drive, Suite 105, Warrenville, IL) in the amount of $48,042.54. Funding is provided by Finance Division Account 1910.65045.
Ald. Burrus pointed out that last year it was decided that 2012 would be the last year vehicle stickers would be used. Why, she asked, is there one for 2013. Rickey Voss (Revenue/Parking Manager) said they are planning to move forward with no stickers in 2014. A voice vote was taken and A3.3 was unanimously approved.

(A3.4) Approval of Contracts for Snow Towing Operations
Staff recommends approval of award of contract(s) for Snow Towing Services in an amount not to exceed $75,000, which is the estimated total for the 2012-2013 snow season. Funding is provided by General Fund Account 2680.62451, Towing and Booting Contracts. A voice vote was taken and A3.4 was unanimously approved.

Staff recommends City Council authorize the City Manager to execute a contract for the installation of document management software with Municipal Code Corporation MCCInnovations (1700 Capital Circle SW, Tallahassee, FL) in the amount of $83,122.50. Funding is provided by the Federal Cook County Fiscal Year 2009 Justice Assistance Stimulus Grant/Cook County Funding for Technology Improvement in the amount of $69,405, and $13,717.50 from Account 1932.62320 Computer License and Support. Ald. Rainey stated that this is one of the most important purchases the City has ever made. Ald. Grover thanked the staff for bringing this forward. A voice vote was taken and A3.5 was unanimously approved.

(A4) Resolution 78-R-12 Authorizing the City Manager to Execute a Single Source Professional Design Build Service Agreement with Electrical Resource Management, Inc. for Sherman Plaza Parking Garage Lighting Improvements
Staff recommends that City Council approve Resolution 78-R-12 authorizing the City Manager to execute a single source professional design build service agreement to complete lighting improvements at the Sherman Plaza Parking Garage with Electrical Resource Management, Inc. (703 Childs Street, Wheaton, IL) in the amount of $451,665. Funding will be initially provided by Parking Fund Account 700506.65515, and reimbursed by the Illinois Department of Commerce and Economic Opportunity. Ald. Rainey thought she had read that this is dependant on reimbursements. Catherine Hurley (Sustainable Programs Coordinator) answered that the proposed project is eligible for total funding. However, we will not start construction until we know about the status of the reimbursement. She added, that if no funding happens, the project will pay for itself in five years. A voice vote was taken and A4 was unanimously approved.

(A5) Resolution 79-R-12 Authorizing the City Manager to Execute the Right-of-Way Lease Agreement with VFJ Enterprises, Inc. d/b/a Chicago’s Home of Chicken and Waffles
Staff recommends that City Council adopt Resolution 79-R-12 authorizing the City Manager to execute a right-of-way lease agreement with VFJ
Enterprises, Inc, d/b/a Chicago’s Home of Chicken and Waffles (2424 Dempster Street, Evanston, IL). The lease is for an initial term of five (5) years for 39 parking spaces and the drive aisle on McDaniel Avenue in the public right-of-way for $11,070 annually.

Ald. Braithwaite recommended that Section 3 of the resolution be reworded to state that the resolution will be made effective six months after the restaurant opens. Ald. Rainey asked do you mean there would be no parking. Ald. Braithwaite said he is only recommending that the payment be held from six months after the restaurant opens. M. Lyons said that this is a City Manager item to sign. A date can be added or the City Manager can negotiate a date. Wally Bobkiewicz (City Manager) reiterated that the resolution for parking space and the drive aisle will go into effect but the payment will be due six months after the restaurant opens. Issuing of a Certificate of Occupancy will be the benchmark. The amendment was moved and seconded, to change the resolution to indicate that the payment will commence six months after the issuance of a Certificate of Occupancy.

A voice vote was taken and A5 was unanimously approved as amended.

(A6) Resolution 80-R-12, Authorizing the Service Center Apartment Lease Agreement
Staff recommends that Council approve Resolution 80-R-12 authorizing the City Manager to sign a lease for the one bedroom apartment on the second floor of the Service Center, 2020 Asbury Avenue, with Mr. Homayoon Pirooz from November 26, 2012 through November 26, 2013.

A voice vote was taken and A6 was unanimously approved.

V. ITEMS FOR DISCUSSION

VI. COMMUNICATIONS
The information requested for item A3.1 was not ready at this time. It would be presented later tonight at the full City Council meeting.

VII. ADJOURNMENT
Ald. Burrus moved and Ald. Braithwaite seconded that the meeting be adjourned. It was unanimously approved at 6:22 p.m.

Respectfully Submitted,
Phillip Baugher
Administrative Assistant, Administrative Services