MEETING MINUTES
Administration & Public Works
Monday, February 25, 2013
5:48 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers


Members Absent:

Staff Present: Wally Bobkiewicz, Jose Calderon, Dolores Cortez, Rajeev Dahal, Grant Farrar, Sarah Flax, Doug Gaynor, Stephen Griffin, Lonnie Jeschke, Marty Lyons, Jim Maiworm, Joe McRae, Johanna Nyden, Homayoon Pirooz, Ashley Porta, Suzette Robinson, Michelle Smith, Dave Stoneback, Matt Swentkofske, Rickey Voss, Barb Wiedlin

Others Present: Junad Rizki – Resident
                    Tracy Aiden – President of Fourth of July Association
                    Hillary Bean – Treasurer & Parade Marshall of
                                   Fourth of July Association
                    Debbie Evans – Owner of Peckish One
                    Jamie Evans – Owner of Peckish one
                    India Mussell McKay – Manager Peckish One
                    Tom Fogarty – Brew Manager – Peckish One
                    Jafar Sangtrash – Owner J & B Transmissions

Presiding Member:  Alderman Grover, Chair

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I. DECLARATION OF A QUORUM:
   Alderman Grover, Chair, called the meeting to order at 5:48 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF February 11, 2013.
    A voice vote was taken and the minutes were unanimously approved.

III. ITEMS FOR CONSIDERATION

Rev. 3/6/2013 10:24:08 AM
(A1) City of Evanston Payroll through 2/10/13 $2,660,167.75
A voice vote was taken and the Payroll was approved unanimously.

(A2) City of Evanston Bills FY2013 2/26/13 $2,303,695.03
Ald. Rainey commented on how reading the Bills List tells how the City is being run.
A voice vote was taken and the Bills were approved 4 – 0, Ald. Burrus voting no.

(A3.1) Approval of 2013 Contract with G & M Trucking, Inc. for Granular Materials (Bid 13-05)
Staff recommends that City Council authorize the City Manager to execute a one-year contract for the purchase of granular materials with G & M Trucking, Inc. (8811 Kathy Lane, Des Plaines, IL) in the amount of $34,747.50. Funding is provided from the Water Fund (7115.65055) and the Sewer Fund (7400.65055).
A voice vote was taken and A3.1 was approved unanimously.

(A3.2) Approval of Contract Renewal with Garda Armored Car Services
Staff recommends Council approval of the second optional year of the original two (2) year contract with three (3) optional years with Garda Armored Car Services (2100 W. 21st Street, Broadview, IL) for a not to exceed amount of $75,000 effective December 1, 2012 through November 30, 2013. Funding is provided by the Parking Fund (7005.62431) and General Fund Revenue Division (1910.62431).
A voice vote was taken and A3.2 was approved unanimously.

(A3.3) Approval of Contract Award to ATR Transmissions (Bid 12-183)
Staff recommends City Council approval of a one-year bid award with three, one-year option renewals for transmission repairs from ATR Transmissions (401 Terrace Drive, Mundelein, IL) in the amount of $28,615 annually. Funding is provided by the Major Maintenance account (7710.65060) with a 2013 budget of $30,000 allocated to transmission repairs for sedans, vans and medium-sized trucks.
Mr. Jafar Sangtrash, the owner of J & B Transmissions in Evanston related the problem he experienced in a recent bid. The bid asked for the cost of a transmission for a certain car. However, that make can take one of two kinds of transmission so, which one to order. They can range from $1200 to $2800. A VIN number in the bid would make the request more accurate. Ald. Grover said that new bids will contain the VIN number when appropriate. Martin Lyons (Assistant City Manager/CEO) said that with the VIN number included, it will be a better bid. Mr. Jafar Sangtrash noted that a Ford Avenger 1999 to 2008 carries three different transmissions which cost from $900 TO $1900. Ald. Braithwaite said that part of his concern is the vendors’ ability to do good job when putting a bid together. I told him to contact Purchasing but no one responded to his question. Maybe they cannot respond due to a lack of information. Mr. Jafar Sangtrash stated that in some cases the parts are of such a price that no labor is included in the bid. Ald. Rainey said that recently she talked with an Evanston printer concerning the bid for the Recreation magazine. He felt, based on his
knowledge of costs, that the out-of-town printer will be losing a lot of money. She continued that Evanstonians maybe can not bid on big items but they could handle the small jobs. She suggested giving this firm a one year contract with no extensions or rejecting this offer and trying again. Ald. Holmes asked Suzette Robinson (Director Public Works) if the City had employed ATR Transmissions before. S. Robinson said that yes the City has done business with them, in fact, in 2010 they were awarded a part of a bid. In 2010 we had five responders. The 2013 bid had more information and details in it. The project manager answers the technical questions sent from Purchasing. That answer is then supplied to all vendors as an addendum to the RFP. The due date may even be extended. Ald. Holmes reiterated that there was only one response from all of the businesses in Evanston. The City needs to find a solution to get city businesses involved. Wally Bobkiewicz (City Manager) said that some changes have been made concerning the Purchasing Manager, things should go ahead. If you wish to reject this item, then go ahead. Ald. Rainey thought that maybe the City ought to hold the hands of these companies, they seem to need assistance. A pre-bid conference should be helpful. W. Bobkiewicz said that he would like to propose that if the committee wants us to go out again, we can. Or we can come back in sixty to seventy-five days to discuss the new Purchasing Coordinator and procedural changes. Ald. Grover said that this is an opportunity to start over. W. Bobkiewicz suggested that only two bids may be received. Ald. Braithwaite asked if a motion to reject was needed. Ald. Rainey asked if rejected, would there be a gap from the current bidder to when one is chosen. S. Robinson said that if the City does not accept a bid, all involved in the bidding are told of any changes in the bid specs. W. Bobkiewicz said that it sounds like we’ll have higher costs. M. Lyons said that for individual jobs we can go out for individual bids for vehicles for the next 30 to 60 days. This bid was to obtain lower pricing. Economic Development can reach out to help explain the process. Since purchasing is involved in opening the bids, they cannot assist vendors in preparing their bids, it would be a conflict of interest. I believe that we need to look at the performance of the current bid holder and how they did for the past year.

A voice vote was taken and A3.3 failed.

(A3.4) Approval of Contract Extension with Ozinga Ready Mix Concrete, Inc.
Staff recommends City Council approval of a one year contract extension for the purchase of 350 cubic yards of concrete at a cost of $97 per cubic yard, 200 cubic yards of high early strength concrete at a cost of $118 per cubic yard, and 50 cubic yards of flow able fill at a cost of $86 per cubic yard to Ozinga Ready Mix Concrete, Inc. (2222 South Lumber Street, Chicago, IL) for a total of $64,000. Funding is provided by the General Fund for Street and Alley Maintenance (2670.65055), the Water Fund (7115.65051), and the Sewer Fund (7400.65051).

A voice vote was taken and A3.4 was approved unanimously.
(A3.5) Approval of Funding for Evanston 4th of July Association

Staff recommends allocating $10,000 to the Evanston 4th of July Association for the celebration in 2013. This one-time contribution is in honor of the sesquicentennial birthday of the City of Evanston and will be used towards a variety of musical acts. Funding is provided by Evanston 150 Grants (1575.62490).

Tracy Alden, President of the Fourth of July Association, offered congratulations to the City on its 150 year celebration. The Fourth of July Association has been around a long time also and appreciates all the staff support from the City. Hillary Bean, Treasurer and Parade Marshall of the Fourth of July Association, noted that this is her seventh year as a parade director. The $10,000 will supplement what groups we will have this year as an expanded version of 2012. We are looking to augment several costs for acts that have never been seen before. Ald. Grover asked how individuals could donate to the association. H. Bean said the web site, evanston4th.org has a donate button. Ald. Burrus asked if the City usually funds the celebration and T. Alden said that the association pays for everything except city services that are crucial for success. Ald. Burrus asked how much city services, in-kind services, cost. Doug Gaynor (Director Parks, Recreation & Community Services Department) stated that the Police, Firefighters and clean-up crews came to $65,000. Ald. Burrus asked if the City is acknowledged in any way. H. Bean said that they were. They are shown on the posters and in the program as partners. In the thank you specific services are mentioned. Ald. Burrus noted that each year Aldermen participate in the parade with no real plan. If you get a car there is no charge. If you walk she said you pay and that should be acknowledged. H. Bean stated that the association pays for antique cars that carry Aldermen. We will soon be asking for a one time charge. If you elect to walk, you are in a different category and there is a charge. Ald. Burrus asked if the $10,000 is part of the 150 anniversary $25,000 earmarked for the celebration. W. Bobkiewicz said that is was. It is to celebrate the 150 anniversary. We have provided services but no one has asked for services/support like this $10,000. Ald. Rainey pointed out that the issue of being reimbursed for services is misunderstood. Residents believe the City funds the whole parade, they do not.

A voice vote was taken and A3.5 was approved unanimously.

(A3.6) Approval of Renewal of Annual Oracle (EnterpriseOne) Maintenance and Support Agreement

Staff recommends approval to renew the annual sole source maintenance and support agreement for the term March 1, 2013 through February 28, 2014 with Oracle Corporation (20 Davis Drive, Belmont, CA) for the City's Enterprise One software in the amount of $136,717.32, a decrease of $12,657.40 (8.4%) off the original 2013 renewal price. Funding is provided by the Computer Licensing and Support Account 1932.62340.

A voice vote was taken and A3.6 was approved unanimously.
(A4) **Approval of Change Order No. 3 for Evanston Water Utility SCADA Phase III Engineering Services (RFP 08-74)**
Staff recommends that the City Council authorize the City Manager to execute Change Order No. 3 in the amount of $6,250 and grant a time extension of 60 calendar days, to the agreement with CDM Smith, Inc. (125 South Wacker Drive, Chicago, IL) for the Evanston Water Utility Supervisory Control and Data Acquisition (SCADA) System Phase III Engineering Services. Funding is provided by the Water Fund (Account 733078).
A voice vote was taken and A4 was approved unanimously.

(A5) **Resolution 12-R-13 Authorizing an Intergovernmental Agreement with the Chicago Metropolitan Agency for Planning for the City’s Bike Plan Update**
Staff recommends approval of the Resolution 12-R-13 authorizing the City Manager to enter into an Intergovernmental Agreement with the Chicago Metropolitan Agency for Planning (CMAP) to seek staff and consulting services to update the City’s Bike Plan. Funding up to $100,000 is provided by CMAP.
A voice vote was taken and A5 was approved unanimously.

(A6) **Resolution 13-R-13 Authorizing Motor Fuel Tax Funds Usage for Roadway Construction and Related Engineering Services**
The Evanston Department of Public Works recommends City Council approval of Resolution 13-R-13 authorizing the use of Motor Fuel Tax Funds (MFT) in the amount of $1,400,000 for the street resurfacing and $132,727 for design and construction engineering services. Funding is provided by the Motor Fuel Tax Fund (Fund # 200).
Ald. Rainey asked Martin Lyons to please explain the formula of how the City gets their taxes. M. Lyons said the formula is a per capita revenue sharing account from the State of Illinois. Two years ago we got an extra $200,000. Part of it is used for asphalt and approximately one third is for salaries of street workers. Ald. Rainey asked if the figure was based on the ten year census to which M. Lyons replied that it was. Some municipalities that have grown greatly in subsequent years ask for a reevaluation. If we do not grow, our share will be less per capita. Ald. Burrus asked if this was in addition to the CIP budget. M. Lyons said that at the back of the budget you will see this money listed as part of the CIP funds.
A voice vote was taken and A6 was approved unanimously.

(A7) **Ordinance 9-O-13 Authorizing Lease of City-Owned Property at 623-627½ Howard Street to Peckish One, LLC**
Staff recommends approval of Ordinance 9-O-13, authorizing the City Manager to negotiate and execute a commercial lease with an option to purchase for City-owned real property located at 623-627½ Howard Street.
Junad Rizki, resident, opened this item asking what the British word was for this “piece of work.” He asked what the City’s commitment to the residents would be. Is the City going to do $200,000 worth of upgrade work? He continued, the so called estimate has no cost for the brewery and restaurant. There is no cost
shown of the work the City is going to do. Since this is a City property, you should know what is going on. He asked who from the City is responsible to handle this project. It should not be Mr. Bobkiewicz. This project is $675,000 from the City and $300,000 from the owners. Since the City owns the property there is no zoning review. He ended by saying that all the City is doing is selling off assets and investing in new ones.

Jamie Evans, one of the owners, said he and his wife Debra had opened the Celtic Knot and recently sold their interest in it. He said that they are excited to be opening a place on Howard. Debra Evans seconded his comments. She was at Tommy Nevin’s before going to the Celtic Knot. She stated that she had been in the catering and hospitality industry for thirty years. She is looking forward to the revitalization of Howard Street she concluded. Tom Fogarty, Brewer and Brewer Manager, allowed that their intention is to introduce numerous beers normally only imported. There will be seasonal beers and food and beer matching menus. India Mussell McKay, one of the Managers, grew up on Evanston. We look forward to being involved in the City. Ward 8 she said has now started and is doing great. Residents in south Evanston and Rogers Park say more is needed in the area, more options. Ald. Rainey asked Miss Nyden to explain the details of the contract. Johanna Nyden (Economic Development Coordinator) said that they serve as a bank, give loans and get paid back. Our incentive, to forgive some of the loan if the renters meet the goals put to them, is typical of this kind of program. This building, on Howard, has not contributed to City revenues. This new venture will supply revenue to Evanston and they will be hiring thirty people. This is a lease to own. It is a five year agreement with an option to own at the end of the fourth year. All monies paid on this lease will apply towards the purchase price. The City will not provide maintenance. The renters pay taxes and snow removal. They will need to provide off-street parking. Ald. Holmes asked if there is a formula for what constitutes a “vanilla box.” J. Nyden said each box can vary but it is mainly an area with plumbing, HAVC and finished walls. The City does basic work only on the property. Ald. Grover asked if there have been any problems with Ward 8 and J. Nyden replied that there have been no problems. Contractors know what a TIF program is and what a build out is for new renters. Ald. Rainey noted that what the City does is bring a property up to code. There have been critics lately of the city shoveling snow but it was at City properties and it is setting a good example for the owners around us. Ald. Burrus thanked the staff of Economic Development for putting together this package. The only thing she saw missing, she mentioned, was the financials of the two investors. She asked if they would be available before the committee was asked to sign. J. Nyden said “absolutely.” Ald. Rainey asked if a demographic had been done of Howard and Church Streets. J. Nyden said that she would bring it to the next meeting.

A voice vote was taken and A7 was approved unanimously.

(A8) **Ordinance 23-O-13 Amending the City Code Relating to Parking on Harrison Street**
The Transportation/Parking Committee and staff recommend that the City Council adopt Ordinance 23-O-13 amending Title 10, Motor Vehicles and Traffic, restricting parking on the south side of Harrison from Green Bay Road west to the first north-south alley.
A voice vote was taken and A8 was approved unanimously.

(A9) **Ordinance 24-O-13 Amending the City Code Relating to Parking on Harrison Street, Eastwood Avenue and Davis Street**
The Transportation/Parking Committee and staff recommend that the City Council adopt Ordinance 24-O-13 amending Title 10, Motor Vehicles and Traffic, adding Residents Parking Only District 6 on Harrison Street and Eastwood Avenue and removing Residents Only Parking District 5 on Davis Street.
A voice vote was taken and A9 was approved unanimously.

(A10) **Ordinance 24-O-13 Amending the Class Y Liquor License**
Staff recommends City Council adoption of Ordinance 25-O-13, which if adopted will amend the Class Y liquor license to permit the sale of alcoholic liquor, i.e., spirits, wine, and unrefrigerated beer for off premises consumption.
A voice vote was taken and A10 was approved unanimously.

IV. **ITEMS FOR DISCUSSION**

(APW1) **Discussion of 727/729 Howard Street (City Lit) Project**
Stephen Griffin (Director Community and Economic Development) relayed that he has been in further talks with Boller, the low bidder, to discuss value engineering. There were extraordinary costs in the bid documents and the question being addressed is, is there a different way to bid it. Being a TIF project, there is a difference between a tear down and a rehab. He has further talked with City Lit in terms of what they can do. Ald. Rainey asked who met with Boller and S. Griffin replied that it was just him and the President of the company. Ald. Rainey asked to be informed about the next meeting.

(APW2) **Discussion of Local Preference: Purchasing/Evanston Contractor**
Ald. Rainey agreed that this item she requested could be held due to the late hour. But, she asked the committee to think about it. She asked if staff could give examples of these kinds of bids. Her theory she said is the big bids are not good for the majority of Evanston companies. But, transition bids could be handled by many in town. Maybe they should be given a five percent advantage. Ald. Grover asked what could help the committee have a more robust discussion in two weeks. Ald. Holmes said she would like to see bids under $50,000 and another group up to $100,000. Joe McRae (Assistant to the City Manager) asked if she was looking for the bids where five percent came into play. Ald. Rainey said show all bids. Can we take one kind of purchase and say only Evanston companies? Ald. Grover asked that it all be in writing for the next meeting.
V. ITEMS FOR CONSIDERATION

VI. ADJOURNMENT
Ald. Holmes motioned and Ald. Braithwaite seconded that the meeting be adjourned. It was unanimously approved. Chair Grover adjourned the meeting at 7:45 p. m.

Respectfully Submitted,
Phillip Baugher
Administrative Secretary, Administrative Services