MEETING MINUTES
Administration & Public Works
Monday, June 27, 2011
5:45 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers


Members Absent:

Staff Present:  Donald Cornelius, Paul D’Agostino, Rajeev Dahal, Brandon Dieter, Robert Dorneker, Joellen Earl, Chief Eddington, Grant Farrar, Doug Gaynor, Rodney Greene, Stephen Griffin, Curtis Hanawalt, Jewell Jackson, Shanee Jackson, Lonnie Jeschke, Marty Lyons, Joe McRae, Paul Schneider, Evonda Thomas, Rickey Voss

Others Present: Barbara Clear & Erin Pakowski – Evanston Day Nursery
Heidi Bloom – The Cradle

Presiding Member:  Delores Holmes

DECLARATION OF QUORUM
With a quorum present, Chairman Holmes called the meeting to order at 6 P.M.

APPROVAL OF MEETING MINUTES June 13, 2011.
It was moved by Ald. Grover and seconded by Ald. Braithwaite that the minutes of the June 13, 2011 meeting be approved. A voice vote was taken and the minutes were approved.

NEW BUSINESS

ITEMS FOR CONSIDERATION

(A1)  City of Evanston Payroll through 06/19/11 $2,609,353.04
It was moved by Ald. Grover and seconded by Ald. Burrus that the payroll of 06/19/11 be approved. A voice vote was taken and it was approved.

(A2)  City of Evanston Bills FY2011 through 06/28/11 $3,736,962.89
Ald. Rainey said compliments were due to the Police Department. They collect thousand of dollars in seized funds that go to the State of which a large portion is kept by the City. Good job!
It was moved by Ald. Burrus and seconded by Ald. Braithwaite that the Bills through 06/28/11 be approved. A voice vote was taken and it was approved.
(A3.1) **Approval of Renewal of CADS (Computer Aided Dispatch System) Software License and Service Agreement with SunGard Public Sector**

Staff recommends continuation of the annual sole source software license and service agreement with SunGard Public Sector (1000 Business Center Drive, Lake Mary, FL) for the Police Department’s CADS (Computer Aided Dispatch System) software. Staff recommends that the City Council authorize the City Manager to renew this sole source annual service agreement in the amount of $58,515, which is a 0% increase in cost over last year. Funding is provided in the Emergency Telephone System budget account 5150.62509 Service Agreements/Contracts (Budget Amount: $61,500).

Ald. Grover moved and Ald. Burrus seconded that A3.1 be approved. A voice vote was taken and it was approved.

(A3.2) **Approval of Maintenance Plan Agreement for Sherman Plaza beginning August 23, 2011 through August 22, 2012**

Staff recommends City Council approval to authorize the City Manager to continue a maintenance agreement for Sherman Plaza that was established in 2006. This maintenance agreement is between the City, the Residents of Sherman Plaza Condominium Association, and the retail owner (currently MB Evanston Sherman, LLC). The 3-party agreement covers the period of August 23, 2011 through August 22, 2012. Funding provided by the Parking Fund, Acct 7036.62660 in a not-to-exceed maximum of $115,000.

Ald. Burrus moved and Ald. Grover seconded that A3.2 be approved. A voice vote was taken and it was approved.

(A3.3) **Approval of Contract Award to Ozinga Ready Mix Concrete, Inc. for Concrete (Bid 12-33)**

Staff recommends City Council approval of a contract for the purchase of 400 cubic yards of concrete at a cost of $101.00 per cubic yard, 250 cubic yards of high early strength concrete at $121.00 per cubic yard, and 50 cubic yards of flowable fill at $89.00 per cubic yard to Ozinga Ready Mix Concrete, Inc. (2222 South Lumber Street, Chicago, IL) for a total of $75,100. Funding for this purchase will be from: the FY2011 General Fund Street and Alley Account, 2670.65055 in the amount of $30,000; the Water Fund Account 7115-65051 in the amount of $8,000; and the Sewer Fund Account 7400-65051 in the amount of $8,000. The remaining $29,100 will be paid from the FY2012 General Fund Street and Alley Account 2670.65055.

Ald. Holmes pointed out that in the recommended action, the total contract cost was $75,100 and then in Lloyd Shepard’s letter, the cost was shown as $92,950. She asked if it was a typo. Paul Schneider (City Engineer) said that he would look into it. He suspected it was a typo. Marty Lyons said that between meetings tonight he ’d get the clarification in time for the consent agenda. Ald. Rainey asked if it was an Evanston company. P. Schneider said the headquarters are in Chicago with an office in Evanston. He said he would also look into this question. Ald. Rainey said she would like the clarification before the full Council convenes.
Ald. Rainey moved and Ald. Braithwaite seconded that A3.3 be approved. A voice vote was taken and it was approved.

(A3.4) Approval of Contract Award to Arrow Road Construction for Modified Hot Mix Asphalt (Bid 12-34)
Staff recommends City Council approval of a contract for the purchase of 500 tons of modified hot mix surface at a cost of $50.50 per ton and 300 tons of modified hot mix binder at a cost of $42.50 per ton to Arrow Road Construction dba Healy Asphalt (3401 South Busse Road, Mount Prospect, IL) for FY2011 for a total cost of $38,000. Funding for this purchase will be from: the General Fund, Street and Alley Maintenance account 2670.65055 in the amount $30,000; the Water Fund account 7715-65051 in the amount of $4,000; and the Sewer Fund account 7400-65051 in the amount of $4,000. The accounts have $110,000, $22,991 and $22,991 respectively budgeted for FY 2011.

Ald. Holmes pointed out that the same problem appears in this item concerning which contract amount is correct. M. Lyons said both items would be clarified.

Ald. Grover moved and Ald. Braithwaite seconded that A3.4 be approved. A voice vote was taken and it was approved.

(A3.5) Approval of Renewal of Printing Contract with Ripon Printers for Recreation & Arts Activities Guide and “Highlights” Newsletter (Bid 10-48)
The Parks, Recreation and Community Services Department recommends that the City Council authorize the City Manager to execute the option to renew the contract to print the City’s combined Recreation & Arts Activities Guide and “Highlights” newsletter publication with Ripon Printers (656 S. Douglas St., Ripon, Wisconsin) for a third year in the amount of $54,900. Ripon Printers submitted the lowest-priced responsible and responsive bid (Bid 10-48). The original bid requested prices for an optional second and third year. City Council renewed the contract last July for a second year. Although Ripon Printers’ bid did not include a price increase for the optional years, the company has agreed to honor their price.

Ald. Burrus asked for clarification: is the 54,900K the full amount of printing costs plus 27,072K or is it 57,900K minus 27,072K. Robert Dorneker (Recreation Supervisor) said it is 54K minus 27K. Ald. Burrus asked how many are produced and are they hand delivered. R. Dorneker replied that 30K are printed and there is a carrier route employed. There are an additional 4500 copies for places like our libraries. Ald. Burrus noted that she continues to get two copies at her home. She asked if there is any way to prevent this and print less copies and to be more efficient in delivery. She wondered if everyone wanted a copy. She suggested that this is something to think about for the future. Ald. Braithwaite asked if there is something special about Ripon Printers. Are there no printers in Evanston? R. Dorneker said three years ago, no Evanston firm applied for the job. With this being the last of the three year contract, it is possible that in 2013 an Evanston firm will be interested.

Ald. Grover moved and Ald. Braithwaite seconded that A3.5 be approved. A voice vote was taken and it was approved.
(A3.6) Approval of Contract Award Recommendation to Bulley & Andrews, LLC for the 2011 Comprehensive Parking Garage Repair Project (Bid 12-17)

Staff recommends approval of Option 2 the base bid plus alternates 1 through 6 for the 2011 Comprehensive Parking Garage Repair Project to Bulley & Andrews, LLC (1755 W. Armitage Avenue, Chicago, IL) in the total amount of $2,539,934. Funding will be provided by: FY2011 Capital Improvement Program Account #416138 in amount of $1,809,621; Washington National TIF in the amount of $473,715; and the Parking Fund in the amount of $306,598.

Ald. Rainey thought that many may not know how a parking garage operates and asked staff for a brief explanation. Rickey Voss (Manager Parking Systems) noted that of all the garages, Sherman Plaza is unique in the fact that it shares parking spaces with condominium residents and the general public. Every year, the City reviews how the structures are doing. Ald. Rainey said that she was asking about the rent received from the residents of Sherman Plaza. R. Voss replied that those "nested" areas were purchased by the residents. Ald. Grover asked what the alternative recommendation by staff to seal all the floors at $300K actually covered. R. Voss responded that the overall project included the repair of the base sealant, a step that must be accomplished. This investment will last from two to three years. The goal is to do it all now and then in two years review the success or not of the work. M. Lyons said that the Parking and Transportation Committee had an outside firm review this for two plus years. Then another firm found more needs, which now cost more. The committee wants to do the repair work, seal it and then maintain the decks. Ald. Grover asked if there was a specific recommendation from the Parking and Transportation Committee. M. Lyons said that they recommended this to be done in 18 months, which was 12 months ago. Ald. Burrus pointed out that maintenance is needed now to save higher repair costs later. Ald. Rainey noted a reference made to Capital Improvement but thought that the garage funds were used rather than bonds. M. Lyons replied that it is all current funds, not bond monies.

Ald. Rainey moved and Ald. Grover seconded that A3.6 be approved. A voice vote was taken and it was approved.

(A4) Approval of Risk Based Farmers’ Market Inspection Fees

Staff recommends that City Council approve Risk Based Fees at the Farmers Markets (all sites) to address current economic concerns. The three (3) recommended fees are Risk 1, $225 (High risk - food sold requires extensive handling); Risk 2, $150 (Medium - food sold requires minimal handling); and Risk 3, $75 (Low - food sold is prepackaged).

Ald. Grover moved and Ald. Braithwaite seconded that A4 be approved. A voice vote was taken and it was approved.

(A5) Approval of 2012 and 2013 Vehicle Sticker Selection and Renewal Timeframe

Staff recommends that City Council select one (1) design to be highlighted on the 2012 City of Evanston Vehicle Sticker. Candidates for consideration
are The Cradle, the Evanston Day Nursery, Mather LifeWays, Evanston Community Foundation, and the Chessman Club of the North Shore. For 2013, staff recommends design of a sticker by City staff to coincide with the Evanston 150th Celebration. Staff also recommends the City Council change the sticker renewal deadline to mid-December to coincide with the new calendar year fiscal year. This year, the recommended deadline would be December 16, 2011.

R. Voss started this item with a presentation of the five stickers to be considered. The staff recommend that only one design be selected. Giving the residents a choice last year added time to the process. Then when one design ran out, the staff had to explain to the buyer why their choice could not be filled. The five groups to be considered are: The Cradle, Evanston Day Nursery, Mather LifeWays, Evanston Community Foundation and the Chessman Club of the North shore. To get in sync with the new fiscal year, the purchase and display dates have to be moved up. Sales will start October 1st and stickers should be displayed by December 16th. This will be a big change for residents. Ald. Rainey felt the change in dates would be a nightmare. R. Voss next showed the design for the 2013 vehicle sticker representing the Evanston 150th anniversary. If the license plate recognition program is running as planned, this will be the last vehicle sticker required by residents. Ald. Rainey said she supports this sticker. However, she pointed out, we talk about branding, and this design does not relate to anything else the city produces. That needs to be looked at. Ald. Burrus asked why they are planning on stickers for 2013 and R. Voss replied that 2013 is optional, no sticker is planned for 2014. M. Lyons said that there will be a need for some stickers for those who often find themselves in another city. Parking in Chicago without a sticker will probably result in a ticket. Though it can be fought, it will be an effort.

Barbara Clear & Erin Pakowski – Evanston Day Nursery. The Evanston Day Nursery representative noted that they are soon to celebrate 100 years of service to Evanston, assisting working families. The were closed during the depression but continued to serve the community as a feeding station. During WWI they provided training in many areas.

Heidi Bloom – The Cradle. Ms. Bloom noted that the Cradle has been in Evanston since 1923, It was founded by an Evanston woman to provide a place for babies waiting to be adopted. They are the only U. S. agency to operate a 24 hours service. Not all are adopted, thirty percent return to their birth family. To date they have place 15,000 babies.

Ald. Burrus pointed out the Evanston Foundation supports the Nursery but not the Cradle. They also do not support the Mather or the Chessman Club. Ald. Grover noted the years for these agencies and wondered how they all might be honored. R. Voss said that he too had asked that very question as had other staff members. He then showed a slide that incorporated all five applicants. Though there were some recommendations for cosmetic changes, the Alderman were very pleased at his suggestion. R. Voss said that he would work with staff to make changes as possible. M. Lyons said that timing is very important to set up such a major sale to the residents of Evanston. He asked that Mr. Voss be allowed to come back at the next meeting, July 11th, to get final approval.

Ald. Burrus moved and Ald. Rainey seconded to approve the new deadlines presented by R. Voss. A voice vote was taken and the motion passed.
(A6) **Resolution 40-R-11, Authorizing the City Manager to Negotiate a Contract for the Purchase of Real Property Located at 623 – 627½ Howard Street, Evanston, Illinois**

Staff recommends the approval of Resolution 40-R-11 authorizing the City Manager to negotiate and execute a contract for the purchase of real property located at 623-627½ Howard Street in Evanston, Illinois for an amount not to exceed $475,000. Funding provided for this acquisition is through a loan to the Howard-Ridge Tax Increment Financing District (TIF) from the Economic Development Fund.

Ald. Rainey thanked the Council for supporting the Howard Street improvements. The planters were delivered and there is excitement in the community. Ald. Burrus also noted that Economic Development and the Finance Committee worked very hard on this. Ald. Rainey said she would not have had it any other way. Ald. Grover asked how the City acquisition will help the City with development. What, she asked, is behind this. Ald. Rainey said this is a concept that the City is looking at. Skokie had purchased nearly all of the parcels on Dempster Street mall. Ald. Burrus thought Econ Development could do something about this so the committee can better understand TIF, redevelopment, etc. We hear about the negative but seldom about the successes. Ald. Rainey stated that the Evanston TIFs should be studied by others. They are an example of positive thinking. She noted that the City cannot discuss the purchase of properties as the price would probably go up.

Ald. Rainey moved and Ald. Burrus seconded that A6 be approved. A voice vote was taken and it was approved.

(A7) **Ordinance 58-O-11, Amending City Code Section 1-6-2 to Authorize the Mayor to Solemnize Marriages and Solemnize and Certify Civil Unions**

Staff recommends approval of Ordinance 58-O-11, which amends City Code Section 1-6-2 regarding the Mayor’s powers and duties. The Mayor will request suspension of the Rules so that the Ordinance may be introduced and adopted.

Ald. Rainey moved and Ald. Grover seconded that A7 be approved. A voice vote was taken and it was approved.

(A8) **Ordinance 59-O-11: Approval of General Obligation Bond Issue**

Staff recommends approval of Ordinance 59-O-11 for the issuance of not-to-exceed amount of $19,300,000 in 20-year tax-exempt General Obligation (G.O.) bonds. As has been done previously, the City uses a parameters ordinance that provides a not to exceed limit for the bonds set at $19.3 million. The proposed $19,300,000 debt issuance is comprised of G.O. bonds to be issued for the FY2011 Capital Improvements Program ($9,120,000), the Sewer Fund ($8,000,000) and refinancing of a portion of the Series 2003B bonds ($2,120,000).

Ald. Rainey moved and Ald. Braithwaite seconded that A8 be approved. A voice vote was taken and it was approved 4 – 1. Ald. Burrus voted no.
(A9) **Ordinance 60-O-11 Approving and Authorizing Revenue Bonds and Related Matters Thereto (Roycemore Conduit Financing)**
Staff recommends approval of Ordinance 60-O-11 authorizing Revenue Bonds and related matters regarding Roycemore School conduit financing. Roycemore School has requested the City act as the conduit financing authority for their debt issuance. The City will not incur a liability to repay this debt in the event of a default by Roycemore. This debt will not appear in the City’s financial balance sheet, but will appear as a note in our financial statements.

Ald. Grover asked how this was different from the Chiaravalle School transactions. M. Lyons said that it is identical other than they were smaller. Having no interest in the funds, the City has gone ahead with this, a conduit financing deal where they only use our name. There is no liability to the City, Ald. Burrus asked if the City will incur any costs and M. Lyons replied there is none. The staff will probably go through the 15K set aside to cover costs. Ald. Rainey asked why the City is doing this. Roycemore’s other option was to go through a financing authority and that cost would be nearly double. Using the City will help move it forward faster.

Ald. Rainey moved and Ald. Grover seconded that A9 be approved. A voice vote was taken and it was approved.

(A10) **Ordinance 42-O-11, Decreasing the Number of Class H Liquor Licenses Due to a Change in Ownership of Evanston 1st Liquors**
The Local Liquor Commissioner recommends adoption of Ordinance 42-O-11, which amends Section 3-5-6-(H) of the City Code to decrease the number of Class H liquor licenses from 2 to 1 due to a change in ownership of Evanston 1st Liquors, 1019 Davis Street.

Ald. Rainey said she was asked the other day why Evanston 1st is so named. The answer is they were the first store authorized by the City to sell liquor.

Ald. Rainey moved and Ald. Burrus seconded that A10 be approved. A voice vote was taken and it was approved.

(A11) **Ordinance 43-O-11, Increasing the Number of Class H Liquor Licenses to Permit Issuance to Evanston 1st Liquors**
The Local Liquor Commissioner recommends adoption of Ordinance 43-O-11, which amends Section 3-5-6-(H) of the City Code to increase the number of Class H liquor licenses from 1 to 2 to permit issuance to Vishna Evanston Liquor, Inc., new owner of “Evanston 1st Liquors,” 1019 Davis Street.

Ald. Rainey moved and Ald. Burrus seconded that A11 be approved. A voice vote was taken and it was approved.

IV. **ITEMS FOR DISCUSSION**
(APW1) **Proposed Bike Racks and Shelters on Clark Street at Sherman Avenue and Central Street at Stewart Avenue**
P. Schneider made this presentation with a Power Point show. He explained that this evening he wished to share ideas to expand bike parking with shelters in Evanston. These first plans are in conjunction with brick replacement projects. Starting on Clark Street, one parking space will be removed, a loss of approximately $2300 per year. The sidewalk would be extended into that area for a bike rack that holds eight bikes and a shelter would be erected above it. The other proposed project is on Central Street at parking lot #4. The Power Point presentation showed the various styles of “parachute” shelters and their prices. P. Schneider said that the committee is looking for approval to move ahead with this project. He said that they have already advertised for the Clark Street project. If both these projects are approved, they will come back to Council for funding approval. Ald. Burrus asked if the cost of the shelters included installation. P. Schneider said it did. Ald. Burrus noted that they are proposing to take away a parking space downtown when there are already not enough spaces. She also felt the location was a bit odd when you see bikes chained to parking meters on Benson Avenue. What if more bike racks were scattered around town with out the cost of the shelters for better immersion she asked. P. Schneider said that they were looking at these two areas since work is going to be done on them. The staff has also explored having a bike corral but space downtown is very limited. He agreed that there are many areas downtown to be viewed, especially those areas near METRA and CTA stations. Ald. Grover stated that there is no doubt that more bike racks are needed. The shelters would be a good visual to tell the bike rider where to go. Ald. Holmes voiced the opinion that at 19K per shelter, that was a lot of money. P. Schneider noted that there are some racks at train stops but more are needed. Ald. Grover said the Environmental Board has studied this. Ald. Burrus felt that choosing these two sites just because other work was schedule sounded a little hollow. Clark Street she said is not where a student would rack his bike to go onto campus. It makes no sense she continued to give up a parking space and revenue just to try a new system. She believed that more thought needed to be given this project before moving ahead. M. Lyons agreed saying a location analysis would be helpful based on figures today. It should be priced with and without a shelter. He also felt the Northwestern (Student Government) should be asked where they would like to see bike racks. Ald. Rainey said that her constituents have asked for bike racks in garages. Then no shelter would be required. Maybe some could be added to those locations.

V. COMMUNICATIONS

VI. ADJOURNMENT
Ald. Grover motioned and Ald. Burrus seconded to adjourn. A voice vote was taken and the motion was approved at 7:20 p.m., June 27 2011.

Respectfully Submitted,
Phillip Baugher
Administrative Assistant, Administrative Services