MEETING MINUTES
Administration & Public Works
Monday, July 09, 2012
5:45P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers


Members Absent:


Others Present: Alderman Wynne, 3rd Ward
Judy Kemp, Evanston Community Foundation, Chair of “Evanston Roadmap for the Arts”
Heidi Bloom, Co-Chair Evanston Arts Council
Anne Berkely, Co-Chair Evanston Arts Council
Jason Coyle, Partner, Baker Tilly
Joseph Lightcap, Senior Manager, Baker Tilly
David Campbell, President, Evanston Baseball Association, representing Evanston Sports Federation

Presiding Member: Alderman Burrus

I. DECLARATION OF A QUORUM: ALDERMAN HOLMES, CHAIR
With a quorum present, Chair Holmes called the meeting to order at 5:55 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF June 25, 2012
A voice vote was taken and the minutes of June 25, 2012 were unanimously approved.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 06/17/12 $2,634,247.73
A voice vote was taken and the Payroll through 06/17/12 was unanimously approved.

(A2) City of Evanston Bills FY2012 through 07/10/12 $2,880,302.09
Credit Card Activity through 05/31/12 $115,227.10
Ald. Braithwaite asked for an explanation of the $7,476.60, Employing Training Harassment item from Human Resources. Marty Lyons (Assistant City
Manager/CFO) explained that it is a City wide training module that eventually all staff will be required to take and pass. Everyone will need to go through this process at various levels. We are going to include the employees in the field. It is from over 100 topics that can be chosen to administer at $8.00 a head. Ald. Braithwaite asked if there would be reading materials to prepare with and M. Lyons replied that the module is in a seminar format with questions at the end of each section. Ald. Rainey asked in connection with the board-up invoice in Chicago, 24th District, if there was a policy on police action being performed in another district resulting in damage. Deputy Chief Jamraz said it was the Departments determination to secure the premises. Ald. Rainey reiterated that the question was if the City had a policy on this type of action. Deputy Chief Jamraz said that the City had the responsibility for the damages. I will work with Mr. Farrar on this question. In addition, Ald. Rainey noted that she had asked questions about the Township bills and now realizes that the $14,467.98 for Walgreen's had already been paid. She also noted that the $50.00 payment to Bonnie Wilson for registration for the Fourth of July Parade was a non-allowable item. Since it has been paid, a refund must be asked for from the Township. Though it is a small amount, it is a bad idea to allow it to happen. Ald. Braithwaite asked about the $75.00 item on the Bills List for Targeted Enterprises, Inc. He asked if it was for one or more cuts. Stephen Griffin (Director Community and Economic Development) replied that it was for one cut. Usually the price is $50.00 to $100.00. Ald. Rainey said that she just wanted to comment about small amounts on the Bills List. The more one reads the Bills List, the more you learn about what is being paid to run this City.

A voice vote was taken and the Bills list through 07/10/12 and the Credit Card Activity through 05/31/12 were approved unanimously.

(A3.1) Approval of Purchase of Arbotect Fungicide from Rainbow Treecare Scientific Advancements

Staff recommends approval of the sole source purchase of 103 gallons of Arbotect fungicide at $395.50 per gallon for a total purchase amount of $40,736.50 from Rainbow Treecare Scientific Advancements (Minnetonka, MN) Funding is provided by 2012 General Fund Account 3535.62496.

Ald. Rainey asked what the purchase of the fungicide was for. Ald. Burrus suggested it was for the Dutch elm disease. Paul D'Agostino (Parks/Forestry & Facilities Superintendent) said that this product would be injected into 241 elm trees this year. Thanks to the warm weather, a small dent has been put in the battle. Ald. Rainey asked if the injections are working, to which P. D'Agostino relied that they have been 98% successful.

A voice vote was taken and A3.1 was unanimously approved.

(A3.2) Approval of Contract Award to G.A. Johnson & Son for the Lorraine H. Morton Civic Center ADA East Entry Project (Bid 12-134)

Staff recommends approval of the Lorraine H. Morton Civic Center (LHMCC) ADA East Entry Project to G.A. Johnson & Son (828 Foster Street, Evanston, IL) in the amount of $169,880. Funding will be provided by Capital Improvement Plan Project #415175 with a total budget of $530,000.

Ald. Rainey asked for a further explanation. Who, she asked, would be using this entrance. Stefanie Levine (Assistant Superintendent of Parks/Forestry & Facilities Management/Capital Projects) stated the entrance would be on the first floor next to the Facilities Management office. Currently there is no way to enter
the building in a wheelchair except through the two entrances on the west side of the building. Ald. Rainey replied it is a disgusting entryway on the west side nearest the parking lot. Often the doors are not working, it is dirty and needs painting. She said she did not understand these dollars for the front of the building when the City could enhance this door. Think of all the residents from the parking lot, PACE buses and other vehicles. Were residents asked about this. S. Levine said the residents were not asked. She continued, the City is obligated by ADA to have an entrance on the east side that is wheelchair accessible. The north entrance would be more complicated to design due to the foyer and second flight of stairs. The south entrance in front goes right to the elevators. Ald. Rainey said that she would like a count of users after all the work is done.

A voice vote was taken and A3.2 was approved 4-1. Ald. Rainey voted no.

(A3.3) Approval of Contract Award for Church Street Improvement Project to Landmark Contractors, Inc. (Bid 12-136)
Staff recommends that City Council authorize the City Manager to execute a contract for the Church Street Improvement Project with Landmark Contractors, Inc. (11916 W. Main Street, Huntley, IL) in the amount of $2,155,814.96. Funding will be provided by the Washington National TIF (Fund #300) in the amount of $1,408,873.51 and the Capital Improvement Plan (#415857) in the amount of $746,941.45.

A voice vote was taken and A3.3 was unanimously approved.

(A3.4) Approval of Contract Award for 2012 Alley Paving Program Project to ACURA Inc. (Bid 12-146)
Staff recommends that City Council authorize the City Manager to execute a contract for the 2012 Alley Paving Project to ACURA Inc. (556 County Line Road, Bensenville, IL) in the amount of $592,812.50. Funding will be provided by the Special Assessment Fund (6365.65515) in the amount of $417,023 and CDBG Funds (Fund #215) in the amount of $175,789.50.

A voice vote was taken and A3.4 was unanimously approved.

(A3.5) Approval of Purchase of Four (4) Replacement Vehicles/Units for Various Departments
Staff recommends City Council approval to purchase four (4) replacement vehicles/units for various departments in the amount of $419,855. The four units are: Ford Escape ($20,673); ambulance ($226,858); wood chipper ($51,499); and Zamboni ($120,825). Funding will be provided by the Equipment Replacement Fund (7780.65550) in the amount of $399,182 and from the Insurance Fund (7800.65550) in the amount of $20,673.

Ald. Grover asked if other companies make ice-resurfacing equipment. Doug Gaynor (Director Parks, Recreation & Community Services Department) said there are others but this company submitted the best bid. Ald. Rainey mentioning the $20,673.00 from the insurance fund and asked if it was a subrogated fund. And, she asked, what the accident was. M. Lyons said he did not think it was to be subrogated. He offered to get full details from Bob Gustafson in Human Resources for the Council. D. Gaynor said that the facility supervisor was t-boned and the car was totaled. Ald. Rainey asked why they did not subrogate the item and D. Gaynor said the Police report placed no blame on either party. Asked when it occurred he said three or four months ago.
A voice vote was taken and A3.5 was unanimously approved.

(A4) **Approval of Change Order No. 3 for 5kV Motor Control Center Replacement at the Water Utility (Bid 12-59)**

Staff recommends that the City Council authorize the City Manager to execute Change Order No. 3, for a time extension of 61 calendar days, to the agreement with Broadway Electric, Inc. (831 Oakton Street, Elk Grove, IL), for the 5kV Motor Control Center Replacement at the Water Utility (Bid 12-59). Funding for this project is from the Water Fund, Account 733113.65515.

A voice vote was taken and A4 was unanimously approved.

(A5) **Approval of “Evanston Roadmap for the Arts” Funding Request and Co-Sponsorship / Evanston Community Foundation**

Staff recommends the City Council authorize the City Manager to enter into an agreement with the Evanston Community Foundation to provide financial assistance and co-sponsorship of the “Evanston Roadmap for the Arts.” The agreement would provide for $15,000 in financial support in FY2012 and $10,000 in support in FY2013. Funding for FY2012 would come from City Manager Reserve account.

Judy Kemp, Evanston Community Foundation, Chair of “Evanston Roadmap for the Arts,” spoke to the goals of this collaborative group made up of the Evanston Community Foundation, the Evanston Arts Council and the City. In addition, a consultant, Amina Dickerson, was hired. During the summer, they will be preparing for a series of meetings in the fall with the people of the community. They will set benchmarks, conduct research and find out what other communities are doing in this area. The consultant will be finding out about space availability. A focus group questionnaire will be created. This committee will meet with those who have an interest in the arts; arts groups and residents who have professed an interest in and have been supportive of the arts. It will be a broad scope of people. In the fall, five focus group sessions will be held. Each will have a specific questionnaire developed from the summer research. Once these are completed, the committee will see what this community thinks of the arts. A presentation will then be prepared for two separate meetings. Then, the committee will make their findings public. Ald. Rainey asked if the consultant was the same as the one hired to study the Sherman Avenue Varsity Theater. J. Kemp said she was not. That study was also of a different nature. This committee is looking at the broader picture not just the downtown area. We will be looking at the community at large, north to south and east to west, within all the borders of Evanston’s nine miles, and everything in between.

A voice vote was taken and A5 was unanimously approved.

(A6) **FY 2011 Audited Annual Financial Report**

Staff recommends that the FY2011 Audited Annual Financial Report be accepted and placed on file.

Ald. Rainey conveyed that M. Lyons had assured her there were no surprises in the audit. M. Lyons introduced the auditors present saying they were here to answer questions. Jason Coyle, Partner at Baker Tilly, said he was glad to be here tonight. He introduced Joe Lightcap, a Senior Auditor. The big change was doing a ten-month audit since the City had changed its fiscal year. There are relatively few recommendations he continued in this area. Staff prepared the
financial report rather than Baker Tilly saving a lot of time. They are to be commended. We do come in and make recommendations. However, they do not impact cash but are recommendations on presentation.

M. Lyons thanked Jason Coyle and his team and thanked Hitesh Desai (City Accounting Manager) and the Accounting staff. This audit was provided to Moody’s and Fitch resulting in a reaffirmation of the City’s Aaa rating.

A voice vote was taken and A6 was unanimously approved.

(A7) Ordinance 77-O-12, Increasing the Number of Class C Liquor Licenses to Permit Issuance to Found Investment, LLC

The Local Liquor Commissioner recommends adoption of Ordinance 77-O-12, which amends Subsection 3-5-6-(C) of the Evanston City Code of 1979, as amended, to increase the number of Class C liquor licenses from 30 to 31 to permit issuance to Found Investment, LLC d/b/a Found Restaurant, 1631 Chicago Avenue.

Ald. Rainey expressed that this was a very exciting restaurant. It is in the space vacated by Geo. This town she concluded is “moving.”

A voice vote was taken and A7 was unanimously approved.

IV. ITEMS FOR DISCUSSION

(APW1) Recycling Center Lease Agreement with Evanston Sports Federation

Wally Bobkiewicz (City Manager) pointed out that this discussion item is an update for the City Council members authorizing him to negotiate a lease with the Evanston Sports Federation for use of the recycling center. Ald. Rainey said it looked like the only thing resolved is they are willing to accept a 25-year lease at $1.00 per year. W. Bobkiewicz said that it also shows the City would need to find a new storage location. It would be expensive. The thought was to build a storage area on the premises. There are egress and ingress questions to be resolved. The Council he realizes wants this facility available to the public. Tonight is to get feedback. Ald. Rainey mentioned that the Recycling Center is in her ward. That the City would give away a building at $1.00 a year for 25 years is an outrage she said. I will never support it, I will do everything to defeat it. The give-aways on Howard are all to be repaid and will provide taxes. It should be on the tax rolls with a lease to purchase and as a for-profit organization. This suggestion will provide nothing. This should have gone out in proposals. Ald. Holmes mentioned that the memo talked about the main points and the remaining points are to be worked out. Have the main points been worked out. W. Bobkiewicz said they are the deal points that the Council asked him to deal with. There are still questions on storage, maintenance responsibility, on site parking and main entrance issues. Ald. Holmes agreed with Ald. Rainey saying she could not agree to a $1.00 lease per year. She believed the City needs to continue to look at the issue of Robert Crown that could become a state-of-the-art facility. Ald. Braithwaite asked if a budget estimate had been made for the build-out. David Campbell, representing the Evanston Sports Federation, said that they had been working with an architect for work in the 500 to 700 thousand range for this work. Normally he pointed out, the landlord would handle the build-out. Ald. Braithwaite asked if there were plans in place to cover maintenance costs. D. Campbell said some of them would be covered by them and some by the City such as a new roof. He continued, the 25 years is not a number he has seen. He has seen the possibility of a seven to ten year lease. If the City should
get a better offer and would want to negotiate a termination of the lease they could. Ald. Rainey said that she wanted a ruling on Ald. Grover’s participation since her husband is involved in this item. There is a ruling on the books that a Council member cannot vote on an issue where a spouse is involved or on a not-for-profit Board. Ald. Burrus thought it would not prohibit Ald. Grover from asking questions. D. Campbell stated that Ald. Grover’s husband is no longer associated with the Evanston Baseball Association. Ald. Rainey agreed but pointed out he is involved in this project. Grant Farrar (Corporation Council/City Attorney) stated when asked, that it is premature of him to give advice at this point. He recommended that a referral be made to the Ethics Board to consider the issue. Ald. Rainey said she read what she had been given. She saw nothing about a new roof or the City buying the building back with improvements made by the lessee. Ald. Burrus conveyed that Mr. Bobkiewicz was given direction to find advantageous uses for this property. The dollars are very alarming. The City will add to their costs to fix the roof, share in the maintenance, and yet we are in a budget shortfall year. How can it be justified to the community at this fiscal time. If we want to do something, why not issue an RFP as we have for other buildings. D. Campbell told the committee that from day one, they had said this would be an additional cost to the City. We also said we would cover storage. Ald. Burrus asked about revenue sharing. What about a percent of your revenue coming back to the City rather than a fixed rent amount. These terms are shocking. D. Campbell thought this center would not hurt Evanston. The Federation would be bringing one million in capital to Evanston to open this facility. Ald. Burrus pointed out that it would be a cost to the City. Ald. Rainey expressed her feeling that this was not the time for a discussion. We need to know more. We need to go someplace and figure this out. Ald. Grover suggested reviewing the Federations financials. Ald. Rainey asked why it was decided to make this a non-profit agency and take the building off the tax rolls. D. Campbell communicated that they felt as a for profit organization they could not serve all of the community. Ald. Burrus said that the City cannot afford to spend so much money with nothing coming in. This will be a hard sell to the community. W. Bobkiewicz reminded then that at the September 19, 2011 Council meeting he was told this was the route they wanted to go. Ald. Holmes and Ald. Rainey reminded all that they had voted no. Ald. Burrus also reminded them that it was not noted at the time the City would need to replace the roof. W. Bobkiewicz mentioned there were three ideas for a return on the investment. One, indoor sports facility, two, a commercial/retail group or three, a replacement for the salt dome. I understood from the September meeting that we should move ahead on this idea he concluded. Ald. Holmes said she still could not support this. A good project, but not at this time or in this location. W. Bobkiewicz said he had one additional question for the committee regarding the return on the investment. I believed the committee thought the return of benefits to the community was preferable to financial benefits. The salt dome was cost avoidance, the indoor sports facility you have seen and the retail idea would be revenue generating. So, is the expectation that this project as a sports center would be equal to a retail operation. I do not know how that could be possible. I am trying to get a sense of what is wanted. Do we want to cover our direct costs or is it costs plus a market rate rent. That was not clear back in September. Any additional insight from the Council is appreciated. Ald. Rainey suggested that this would need to be continued later.
(APW2) Rodent Control Report
Carl Caneva (Division Manager, Health Department) asked if there were any questions. Ald. Grover asked what the additional cost would be for abatement for these larger buildings. C. Caneva said the cost would be from 300 to 500 dollars per multi-family building. Some have pest control while others have no service in place. Ald. Holmes asked if town-homes are considered multi-family residences and C. Caneva replied that they are. Ald. Wynne from the 3rd ward expressed some concerns she has. She told the committee that she did not expect the City to finance this service at a retail building. But, she does have a rat problem in her ward. They are in the rocks along the lake all summer. When winter comes, they head for a warmer climate and that is the houses two and three blocks west of the lake. They do not always return to the lakeside when summer comes. In addition, if one condo cleans up its problem, the rats merely move to the next one and then they move again. Single-family homes are eligible for abatement services. I believe she said, that condos should have the same service as single-family homes. This recommendation is mainly to educate the residents. It is to address families so they can learn more about the problem. Ald. Wynne said she agrees with the education needs. Ald. Rainey asked if C. Caneva was saying that if a place had a rat problem his department would work with the residents and then they would hire a contractor. He replied yes.

V. COMMUNICATIONS

VI. ADJOURNMENT
Ald. Grover moved and Ald. Rainey seconded that the meeting be adjourned. Chair Burrus adjourned the meeting at 7:00 p.m.

Respectfully Submitted,
Phillip Baugher
Administrative Assistant, Administrative Services