MEETING MINUTES
Administration & Public Works
Monday, January 24, 2011
5:45 P. M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers

Members Present: Ald. Holmes, Ald. Burrus, Ald. Fiske,
Ald. Jean-Baptiste, Ald. Rainey

Members Absent:

Staff Present: Lara Biggs, Wally Bobkiewicz, Dolores Cortez, Ken Cox, Paul D'Agostino, Hitesh Desai, Joellen Earl, Chief Eddington, Sarah Flax, Doug Gaynor, Curtis Hanawalt, Jewell Jackson, Lonnie Jeschke, Chief Klaiber, Kevin Lookis, Marty Lyons, Joe McRae, Suzette Robinson, Paul Schneider, Dave Stoneback, Rickey Voss

Presiding Member: Alderman Holmes

Declaration of Quorum
With a quorum present, Chairman Holmes called the meeting to order at 5:50 P. M.

APPROVAL OF MEETING MINUTES January 10, 2011
It was moved by Ald. Burrus and seconded by Ald. Jean-Baptiste that the minutes of the January 10, 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 1/16/11 $2,558,341.75
It was moved by Ald. Burrus and seconded by Ald. Fiske that the payroll of January 16, 2011 be approved.
A voice vote was taken and the payroll was approved.

(A2) City of Evanston Bills through 1/25/11 $1,112,337.12
Ald. Rainey asked about the item for Everbridge, Inc. Joe McRae (Assistant to the City Manager) said that it is a reverse billing item that will be paid for by a grant. Ald. Rainey said that while on vacation, at 9 a. m. one day they got a call saying that there was an incident and they were informed to what was happening. Then, three more calls were received during the day to update them on the situation. It was a very helpful and reassuring system. J. McRae said that is exactly what is being implemented.
It was moved by Ald. Jean-Baptiste and seconded by Ald. Burrus that the bills list of January 25, 2011 be approved.
A voice vote was taken and the bills list was approved

(A3.1) Approval of 1-Year Contract Extension for RFP 10-70, Auto Body & Collision Repair Services
Staff recommends City Council approval of a one year contract extension to RFP 10-70, Auto Body & Collision Services and Repairs to Sigler’s Auto Body (7445 Channel Road, Skokie, IL) in the amount of $56,000.00 from 01/28/11 through 12/31/11 to provide products, services and repairs for both emergency and non-emergency vehicles. Funding is provided by account 7710.65060, “Material to Maintain Autos,” with a budget of $910,000.00. These estimated expenditures in the amount of $56,000.00 represent 6.1% of this budget.
It was moved by Ald. Burrus and seconded by Ald. Rainey that A3.1 be approved.
A voice vote was taken and A3.1 was approved

(A3.2) Approval of 1-Year Contract Extension for RFP 10-76, Emergency Lighting & Aftermarket Equipment
Staff recommends City Council approval of a one year contract extension to RFP 10-76, Installation, Removal, and Repair of Law Enforcement and Emergency Fire Response Vehicles and Equipment to Havey Communications (P.O. Box 448, Lake Forest, IL) in the amount of $62,000.00 from 01/28/11 through 12/31/11 for lighting, sirens, communications, computer systems and various aftermarket products. Funding is provided by account 7710.65060, “Material to Maintain Autos,” with a budget of $910,000.00. These estimated expenditures in the amount of $62,000.00 represent 6.8% of this budget.
It was moved by Ald. Jean-Baptiste and seconded by Ald. Fiske that A3.2 be approved.
A voice vote was taken and A3.2 was approved

(A3.3) Approval of 1-Year Renewal of Elevator Service Agreement with ThyssenKrupp Elevator Corp. for the Sherman Plaza Self Park
Staff recommends renewal of the service and maintenance agreement with ThyssenKrupp Elevator Corporation (2305 Enterprise Drive, Westchester, IL) for the elevators at the Sherman Plaza parking garage for a 1-year term at a cost of $35,427.60. The proposed 1-year service agreement is effective January 1, 2011 to December 31, 2011. This agreement provides for less than a 3% annual increase from last year’s fee. Funding is provided by the 2011 Parking Fund account #7036.62425 with a budget of $40,000.
It was moved by Ald. Jean-Baptiste and seconded by Ald. Fiske that A3.3 be approved.
A voice vote was taken and A3.3 was approved
(A3.4) Approval of Renewal of Elevator Service Agreement with OTIS Elevator Corp. for the Civic Center, Service Center, Maple Ave. and Church Street Self Parks

Staff recommends renewal of the service and maintenance agreement with OTIS Elevator Corporation (949 Oak Creek Drive in Lombard, IL) for the elevators at the Service and Civic Centers, and Maple Avenue and Church Street parking garages for a 1-year term at a cost of $65,435.15. The proposed 1-year service agreement is effective January 1, 2011 to December 31, 2011. The agreement provides for a 3% annual increase from last year’s fee. Funding is provided by various budget sources.

It was moved by Ald. Jean-Baptiste and seconded by Ald. Fiske that A3.4 be approved.

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

(A3.5) Approval of Extending the Term of Current Auditors, Baker Tilly Virchow Krause, LLP For 1 Year

Staff recommends extending the term of our current Auditors, Baker Tilly Virchow Krause, LLP by one year. The Auditors have agreed to perform the FY 2010-11 audit for $79,500, which is the same fee as FY 2009-2010 audit. Funding of $100,000 is budgeted in General Fund, BU 1920 for FY 2011.

Ald. Jean-Baptiste asked Marty Lyons, Assistant City Manager, how did other agencies compare with Baker Tilly Virchow Krause. M. Lyons responded that there were several extenuating circumstances going into a calendar year for 2011. The work to be done for an audit on fiscal year 2011 and a software conversion would be heavy duty. Virchow Krause has performed a good job over the past years. They have rotated their staff. Dealing with different auditors is a valid test of house staff. The price they offered for one year was a good deal. Ald. Jean-Baptiste asked if the job would be put out for bid for the next year and M. Lyons responded, definitely. Ald. Jean-Baptiste asked if the reference to software was that of the auditors. M. Lyons said that no, it is the City’s software that Accounting is looking into replacing. The current software has not been updated in several years and the City’s needs have grown greatly and are more demanding. During fiscal year 2011, we shall use the old software. Virchow Krause understands that we shall be transitioning to the new software at that time. They also had the best price. Naperville is going to have to pay up to a 3% to 4% increase. I am happy to report; the City of Evanston is not getting any increase.

It was moved by Ald. Rainey and seconded by Ald. Burrus that A3.5 be approved.

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

(A4) Approval of Change Order No. 3 and Change Order No. 4 to the 2009 Water Main, Sewer and Street Improvements Contract (Bid No. 10-40)

Staff recommends approval of Change Order No. 3 and Change Order No. 4 to the 2009 Water Main, Sewer and Street Improvements contract (Bid No. 10-40) with Trine Construction Corporation (27W364 North Avenue, West Chicago, IL). The total amount of both change orders is a decrease to the contract amount of $203,861.72 from $1,823,502.40 to $1,619,640.68. Funding for Change Order No. 3 and Change Order No. 4 will be provided.
Ald. Rainey said that she was thrilled with a change order that was a reduction. However, I do not understand why. David Stoneback (Director of Utilities) said that change order #3 in an increase for three items that were not estimated and change order #4 is a decrease. The total reduction is $211,587.04. Ald. Rainey asked how the project came to be over-estimated. D. Stoneback said that you make plans based on previous experiences. As an example, a core sample was taken of the street to be resurfaced and from that sample, it was thought the whole street was concrete. Further, down the street they discovered it was asphalt. Ald. Rainey stated that she realized that the engineers and contractors estimates would be different but by two hundred thousand seems to be a high difference. Is there something she asked that can be done to be more accurate? D. Stoneback said that if more time and money were spent on the design the engineers figure might be more accurate. He noted that with 140 pay items, the engineers do not get too deep into the details.

It was moved by Ald. Jean-Baptiste and seconded by Ald. Fiske that A4 be approved.

A voice vote was taken and A4 was approved

(A5) **Resolution 5-R-11 by Which The City Council Would Authorize the Use Of Motor Fuel Tax Funds for Roadway Construction and Related Engineering Services**

The Evanston Department of Public Works recommends City Council approval of Resolution 5-R-11 authorizing the use of Motor Fuel Tax Funds (MFT) in the amount of $1,000,000 for the 2011 MFT Street Resurfacing Project and $110,606 for design and construction engineering services by City Staff. Total MFT funding authorization request is $1,110,606.00. This project will be funded through the Motor Fuel Tax Fund. (FUND # 200).

It was moved by Ald. Rainey and seconded by Ald. Burrus that A5 be approved. A voice vote was taken and A5 was approved

(A6) **Ordinance 12-O-11, Decreasing the Number of Class B Liquor Licenses Due to a Change in Ownership of Pete Miller Steak House**

The Local Liquor Commissioner recommends passage of Ordinance 12-O-11, amending Section 3-5-6-(B) of the City Code to decrease the number of Class B liquor licenses from 16 to 15 due to a change in ownership of Pete Miller Steak House, 1572 Sherman Avenue.

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

(A7) **Ordinance 13-O-11, Increasing the Number of Class B Liquor Licenses to Permit Issuance to Pete Miller Steak House**

The Local Liquor Commissioner recommends passage of Ordinance 13-O-11, amending Section 3-5-6-(B) of the City Code to increase the number of Class B liquor licenses from 15 to 16 to permit issuance to Pete Miller Evanston, LLC, owner of “Pete Miller Steak House,” 1572 Sherman Avenue.
It was moved by Ald. Jean-Baptiste and seconded by Ald. Fiske that A7 be approved.
A voice vote was taken and A7 was approved

ADJOURNMENT

Ald. Jean-Baptiste moved and Ald. Burrus seconded a motion to adjourn. A voice vote was taken and the motion was approved at 6:15 P.M., January 24, 2011.

Respectfully Submitted,
Phillip Baugher
Administrative Secretary, Administrative Services