ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, October 11, 2010

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Council Chambers


Members Absent:

Staff Present: Tom Anger, Cheryl Chukwu, Chief Eddington, Grant Farrar, Sarah Flax, Doug Gaynor, Jewell Jackson, Shanee Jackson, Lonnie Jeschke, Mary Johns, Chief Klaiber, Marty Lyons, Sabina Mora, Joseph McRae, Suzette Robinson, Paul Schneider, Bruce Slown, Dave Stoneback, Mayor Tisdahl

Others Present: Paul Hletko – Few Spirits, LLC – Micro-Distillery
Paul Giddings – Chicago Dempster Merchants Association
Daniel Kelch – Downtown Evanston

Presiding: Ald. Jean-Baptiste

I. DECLARATION OF QUORUM
With a quorum present, Chairman Jean-Baptiste called the meeting to order at 5:40 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of September 27, 2010
Minutes were approved unanimously 5 - 0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 09/26/10 $2,188,499.87
A1 was approved unanimously 5 – 0

(A2) City of Evanston Bills through 10/12/10 $3,439,130.44
City of Evanston Credit Card Bills through 08/31/10 $105,079.89

Ald. Rainey felt that the employees spending from petty cash is going on over and over again. She felt that a standard operating procedure was needed for petty cash expenditures. Ald. Burrus agreed saying that staff running out of supplies is too often. This should be looked into. Doug Gaynor (Director Parks Recreation and Community Service) stated that these bills were for the Illinois Work employees on jobs that had not been planned for. He said he would look into this matter. Ald. Rainey asked when the fence was repaired on Howard Street. Sarah Flax (Planner Community Development) said she did not have the date in mind but that this was a delayed payment. Ald. Rainey stated that when she was on Howard Street she did not see the need for any work to be done. She asked to see the invoice. S. Flax said that she would get a copy to her. Ald. Burrus noted that $1020 on this bills list was for towing refunds. She asked for an annual total and asked if additional training for the staff might be appropriate. Rickey Voss (Manager Parking Systems) said he would look into it and get the figure to her. Ald. Rainey questioned what Kathy Thomas did exactly. She asked for a response in writing
rather than discussing it during this session. Marty Lyons (Assistant City Manager) said he would do so. Ald. Rainey mentioned that since the last bills list when she asked that a landscaping invoice be held, she had talked with Paul D’Agostino (Parks/Forestry & Facilities Management Supervisor) on Tuesday. The person who was supposed to do the work, had been let go.

A2 was approved unanimously 5 – 0

(A3.1) **Approval of Contracts for Automotive & Truck Transmissions (Bid 11-34)**

Staff recommends approval of the lowest responsive and responsible bidders (Bid 11-34) for Automotive and Truck Transmissions to A&A Transmissions (1322-24 Dodge Avenue, Evanston, IL) for sedans, vans and pick-up trucks in the amount of $9,740.00 and to Authorized Transmissions (401 Terrace Drive, Mundelein, IL) for medium and large trucks in the amount of $12,575.00. The contracts will be for the period of October 15, 2010 to October 14, 2011. Funding provided by the Fleet Services Fund for Major Maintenance, Material to Maintain Autos 7710.65060.

Ald. Jean-Baptiste pointed out that he was glad that an Evanston business got the bid.

A3.1 was approved unanimously 5 – 0

(A3.2) **Approval of Second Year Renewal of Garda Armored Car Services Contract**

Staff recommends Council approval of the second year of a two (2) year contract with Garda Armored Car Services (2100 W. 21st Street, Broadview, IL) not to exceed amount of $75,000 effective December 1, 2010 through November 30, 2010. Funding provided by Finance/Revenue (Account 1910.62431) and Parking Fund (Account 7005.62431).

A3.2 was approved unanimously 5 – 0

(A3.3) **Approval of Free Holiday Parking in City’s Downtown Garages and Lot 60**

Staff and the Transportation/Parking Committee recommend approval to provide free holiday parking in the City’s three downtown self-park garages and Lot 60 located at 1234 Chicago Avenue on weekdays between 5 p.m. and 12 midnight and all day on Saturday beginning Thursday, November 25, 2010 through Saturday, January 1, 2011. Funding provided from the Parking Fund.

A3.3 was approved unanimously 5 – 0

(A3.4) **Approval of Yard Waste Collection and Disposal Contract**

Staff recommends City Council authorize the City Manager to negotiate and sign a solid waste agreement with Groot Industries, Inc. (2500 Landmeier Rd, Elk Grove Village, IL) for the collection and disposal of yard waste at the rate of $3.35 per stop per month for the first year of a five year contract commencing November 1, 2010, for a total contract amount of $476,370. Funding for this project will be from the Sanitation Yard Waste General Fund Account 2695. The account has a total of $470,278 budgeted for FY 2010/11. This item was held in Administration and Public Works Committee on September 27, 2010.

Ald. Holmes stated that when the committee asked that this item be held it was to try to get a shorter-term contract. Would that have changed the cost. Suzette Robinson (Director Public Works) said that is correct, it would have cost more.

A3.4 was approved unanimously 5 – 0
(A3.5) Approval of the Single Source Purchase from Sprint/Nextel, Inc., of all City of Evanston Cellular Device Services

Staff recommends City Council direct City Manager to negotiate and enter into wireless service contract with Sprint/Nextel, Inc. (2001 Edmund Halley Drive, Reston, VA) estimated not to exceed $130,000 annually. Wireless expenses are charged to the appropriate budgeted Business Unit within the department. All cellular charges will be charged to Object Code 64545 citywide.

Ald. Rainey asked how other organizations handle this. She had asked Ald. Burrus if Northwestern paid her for calls when she was at work. The answer was no. She understood that certain staff needs to call one another but being reimbursed seemed a bit much. She noted that she is not reimbursed for city business calls. Ald. Jean-Baptiste agreed asking the City Manager to look into this question. Ald. Rainey thought maybe the Assistant City Manager could supply an answer.

M. Lyons noted that over the last two or three years, costs have been as high as $230,000 to $240,000 in total expenses. This is now down to $153,000 annually. Several employees were removed from the program. In this case, we want to enter into a program we are budgeted for. It is a continued cost reduction plan. Many employees now use walkie-talkies. Ald. Rainey agreed that the savings is wonderful. However, it is still a tremendous expenditure for cell phones both contractual and subsidized. What is the philosophy of providing cell phones or a subsidy to so many employees she asked. W. Bobkiewicz (City Manager) conveyed that the City of Evanston is in the top three percent of communities in the country for reducing costs. Employees will not use their personal phones at the total expense of the City. This is the result of a nine-month study of city phones or stipends. It will result in costs going down while maintaining staff availability. Ald. Rainey asked about the private sector. She said she did not understand why staff driving from here to a meeting had to use their cell phones. W. Bobkiewicz noted that 47 city provided phones were taken away. However, those employees may qualify for a stipend. Ald. Burrus asked for a list of the cell phone numbers. She also asked if there were any tax ramifications for the employees. Shanee Jackson (Management Analysis/Volunteer Coordinator) said that the tax of 12% is included for the employee but not the cell phone fee. Ald. Jean-Baptiste asked W. Bobkiewicz when he had a chance to explain all of this. He asked what the stipends levels are. W. Bobkiewicz said the costs are more progressive than any other city in Illinois and most of the country. Ald. Rainey asked where she could go to get this information. W. Bobkiewicz said he would share with her the information he got from around the country. He offered to call every city to ask questions. Ald. Rainey thought that this was a good first step but it is still a very high expense. W. Bobkiewicz said the stipend is a small portion of the employee’s phone bill. Ald. Rainey asked what the stipends are. S. Jackson told her there is a new City policy. Low Usage: voice only, pays $30.00. Medium Usage: low voice and data usage pays $56.00. High Usage: high voice usage and data usage pays $100.00. W. Bobkiewicz said that the policy would be available soon.

A3.5 was approved unanimously 5 – 0

(A4) Approval of Amendment No. 2, for the Design of the Evanston/Wilmette Water Distribution System Interconnection (RFQ 08-32)

Staff recommends approval of Amendment No. 2 for the Design of the Evanston/Wilmette Distribution System Interconnection (RFQ 08-32) with MWH Americas, Inc. (380 Interlocken Crescent, Broomfield, CO). The amendment will reduce the agreement amount by $13,000 and extend the project completion date to October
30, 2010. Funding for the design of this project is equally shared between Evanston and Wilmette. The Evanston share is funded by the Water Fund (Account 733066.62140.)

Ald. Rainey stated that she wanted to know at what point we knew Wilmette was going to back out. Dave Stoneback (Director of Utilities) said that Evanston was notified at the end of March following a request from IEPA that both communities indicate that they want to proceed with the project. He also stated that the original agreement with Wilmette was only for design and probable cost for construction. Ald. Rainey asked if they pulled out because they could not afford to go forward and D. Stoneback responded that financial insecurity in Wilmette stopped them from considering a twenty-year plan. We made offers to them he continued such as a fronting the project and having them only participate in the debt service on the low interest loan from IEPA. Ald. Rainey asked if the work done to date could be used at a later date if it is decided to move forward. D. Stoneback replied that 90% could be used. However, the longer the time between now and implementation could require many changes caused by subsequent work by ComEd etc. Ald. Rainey asked if Wilmette had paid their fair share and D. Stoneback said yes they had. They are also aware of a final invoice coming due. In addition, he noted that all permits would need to be resubmitted if the work does not begin in two years.

A4 was approved unanimously 5 – 0

(A5) Ordinance 69-O-10 Amending the Evanston City Code Title 10, Chapter 11, Schedule VIII (A) Relating to Parking Prohibited at All Times on Lincoln Street Opposite the Entrance to City’s Water Plant

Staff recommends City Council approval of Ordinance 69-O-10 amending the Evanston City Code, Title 10, Chapter 11, Schedule VIII (A) relating to parking prohibited at all times. Approval of this ordinance will prohibit parking on the south side of Lincoln Street opposite the entrance into the water treatment plant parking lot. Staff is recommending the elimination of these four parking spaces to facilitate deliveries to the water treatment plant.

A5 was approved unanimously 5 – 0

(A6) Ordinance 72-O-10, Increasing the Number of Class D Liquor Licenses from 23 to 24 (“Donatella Mediterranean Bistro,” 1512 Sherman Avenue)

The Local Liquor Commissioner recommends passage of Ordinance 72-O-10, which amends Section 3-5-6-(D) of the City Code to increase the number of Class D liquor licenses from 23 to 24 to permit issuance to La Cucina Di Donatella Company, d/b/a “Donatella Mediterranean Bistro,” 1512 Sherman Avenue.

A6 was approved unanimously 5 – 0

(A7) Ordinance 74-O-10, Enacting a New Subsection 3-5-6-P of the City Code, “Craft Distillery” Liquor Licenses

Local Liquor Commissioner recommends City Council adoption of Ordinance 74-O-10. On September 15, 2010, the Liquor Control Review Board convened a hearing to consider creation of a new class of liquor license that would permit the production, storage, and sale of liquor in craft distilleries. The text of this ordinance is modeled on P.A. 096-1367, which created the Illinois craft distillery liquor license class.
Ald. Burrus asked to hear from the applicant. Paul Hletko – Few Spirits, LLC – Micro-Distillery introduced himself by saying he was in favor of the ordinance. He mentioned that the rise of microbreweries in the past five years is an amazing event. He said that he is working with the Economic Development Committee and they remembered that this idea was refused three years ago. In Chicago it is now in place and healthy. We will use local water, products and employees. A plan for people to come for tours is also being discussed. It is not a bar. Any drinks poured are sample size only, a tasting. Ald. Burrus asked if they envisioned selling to local restaurants. P. Hletko said the Illinois law prohibits such a sale. Ald. Fiske asked if he anticipated fund raising events. P. Hletko said that is not the purpose of this kind of business but they do want to be a part of the community. Ald. Fiske asked if it is part of the license. Grant Farrar (Corporation Council/City Attorney) said the license does not speak to that issue. Further study would be required as the applicants business develops. Ald. Rainey asked if this was not a retail establishment after making the whiskey and gin. What is the fine line she asked between restaurants buying and your not being allowed to sell. Could 1st Liquors buy? P. Hletko stated that distributors can buy and they can sell to 1st Liquors. If a restaurant bought and then sold it to their customers, they could lose their State license. Distribution is very heavily regulated he said. Ald. Rainey asked if a single consumer could make a purchase. P. Hletko said that they can. But, they cannot resell it per State law. Ald. Fiske reiterated that he was a manufacturer and a retailer but not a distributor. Ald. Jean-Baptiste asked if anyone could come in for a taste and P. Hletko said yes they could. Ald. Jean-Baptiste asked if there were any restrictions. P. Hletko said IDs are checked. This is a BASSET certified operation. Ald. Rainey referred to the idea that distillers said they could not come to Evanston. P. Hletko said they are former residents who have moved to Chicago. Ald. Rainey noted that Evanston is a friendly community and he must tell others.

A7 was approved unanimously 5 – 0

IV. ITEMS FOR DISCUSSION

(APW1) Light Pole Banner Policy

Paul Schneider (City Engineer) opened the discussion saying that the current policy did not reflect any costs involved with supporting the program. His department was asked to review the City practice of hanging banners. In the past, the City has heavily subsidizing the banner program. We wanted to cover our own costs and tighten up the procedures. There is an additional banner fee of ten dollars if there is a sponsor. There are installation fees for hanging, removing and repairing. The new banner policy proposes charges. Ald. Jean-Baptiste asked if the request for repairs can come from the sponsor. P. Schneider said some banners are neighborhood banners and if the City repairs them or replaces them there is a charge of $35.00. Ald. Jean-Baptiste thought downtown had sponsors. Suzette Robinson (Director Public Works) related that the current policy says it is not a free offer but the City has not been enforcing it. We need to re-coup the costs. We want sponsors to maintain, install and remove their banners. Some have been up for multiple years, a policy is needed to address that point. Ald. Fiske said that she has received many complaints about the maintenance of banners and their being up forever. Maybe the City should develop banner seasons, excluding winter. When there is competition for a certain area, which is selected, if it is advertising and celebrations, I am concerned she said about advertising. Ald. Rainey noted that the Howard banners were from Chicago. If you have them and do not take them down when they are worn and ragged, it sends a bad message to
the residents and visitors. Tell organizations and businesses that we will take them down and they will have to pay. Ald. Holmes said in her neighborhood the banners, about neighborhood pride, are up in April and down in October. Four community committees do the work. She noted that she is concerned about fees for non-advertising banners. Ald. Burrus felt that the $10.00 fee for advertising on a banner was much to low. This needs to be rethought, get the businesses involved. Ald. Fiske noted that Downtown Evanston got new banners for businesses and they charged $200.00, which goes to Downtown Evanston, nothing to the City. W. Bobkiewicz said that the staff was here tonight because of Ald. Fiske. It has been a long time since the original policy was written. The goals are sensitivity to community groups, be helpful to Downtown Evanston and be of commercial value. Not all are created equally and first right amendment rights must be watched out for. If we open to one group, we might have to open to others.

Paul Giddings – Chicago Dempster Merchants Association - said the association has been doing a banner program for seventeen years. They only paid for the first two years and since never paid again. They have two banners, the Chicago/Dempster Merchants and the YOU Evanston festival banner for the spring months. We met with Marty Lyons and Suzette Robinson. We have 32 to 40 members at &100.00 per year. There are 22 poles in the area and a labor rate of $45.00 each making two installations $2000.00 a year. What the Association is interested in is the importance of economic development. Banners, flowers, a general special look to the area. We do not do names on a banner. I am asking for a way to have banners but not to spend so much. The Downtown Evanston charges go to Downtown Evanston and that is money going out of the City. If the banners were properly maintained, the City would have a vibrant feeling. I urge you to look at this policy so all can participate.

Daniel Kelch - Downtown Evanston – We have just put up new banners downtown. We want to partner with the City. These new banners are made to be up a long time. We would like to put up banners in the spring and again in the fall. I believe that to charge for advertising is questionable. To be effective, all the poles need to be done. We did the work privately and it was half what the City quoted in costs. The company we employ offers a quality product. Using city hardware would cause rips and damage so we paid for new hardware. We offer to work with the City to spearhead this program. We also believe all the streetscape needs to be addressed. There needs to be continuity. We also would like to be involved in the bus shelter program.

Ald. Jean-Baptiste pointed out that this was a good beginning for a discussion. He went on to say that he trusted staff will get back to the committee. Ald. Rainey told Mr. Kelch she felt that their experiences on costs is what the City wants to achieve. And please, she told him, contact them about advertising in the bus shelters.

V. COMMUNICATIONS

VI. ADJOURNMENT
The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Phillip Baughner
Administrative Secretary, Administrative Services