Administration and Public Works Committee Meeting
Minutes of October 13, 2014
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

MEMBERS PRESENT: D. Holmes, A. Rainey, J. Grover, C. Burrus, P. Braithwaite


PRESIDING OFFICIAL: Ald. Holmes

I. DECLARATION OF QUORUM
A quorum being present, Ald. Holmes called the meeting to order at 6:12 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF SEPTEMBER 22, 2014
Ald. Burrus moved to approve the minutes of the September 22, 2014 A&PW meeting as submitted, seconded by Ald. Grover.

The minutes of the September 22, 2014 meeting were approved unanimously 5-0.

III. ITEMS FOR CONSIDERATION
(A1) City of Evanston Payroll through September 21, 2014 $2,728,279.51

(A2) City of Evanston Bills – October 14, 2014 $6,051,237.09
Credit Card Report for period ending August 31, 2014 $ 128,220.55

For Action
Ald. Holmes moved to approve the City of Evanston Payroll (A1) through September 21, 2014, seconded by Ald. Rainey. The Committee voted unanimously 5-0 to approve the payroll.

Ald. Rainey moved to approve the City of Evanston Bills through October 14, 2014 and credit card activity for the period ending August 31, 2014, seconded by Ald. Braithwaite. The Committee voted unanimously 5-0 to approve the bills.

(A3.1) Approval of Contract Award to O’Hara Construction, Inc., for the Fire Station No. 2 Interior Renovation Project, Bid (14-01)
Staff recommends City Council authorize the City Manager to execute a contract for the Fire Station No. 2 Interior Renovation Project with O’Hara Construction, Inc., (8115 Ridgeway Avenue, Skokie, IL) in the amount of $157,451.72. Funding is provided by FY 2014 CIP (Account 415.26.4150.65502.415827) with a budget of $170,000.

For Action
Ald. Braithwaite moved to authorize City Council authorize the City Manager to execute a contract for the Fire Station No. 2 Interior Renovation Project with O’Hara Construction, Inc. in the amount of $157,451.72, seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to recommend approval of the contract.

(A3.2) Approval of Purchase of Trees and Planting Services for Fall 2014 Planting
Staff recommends approval of the purchase of 224 trees, and planting services for 100 trees, from Suburban Tree Consortium (STC) in the amount of $53,683.76. Funding is provided by the Parks/Forestry Division budget (Account 2655.65005), and from the “Replant Express” program, which allows residents to pay the cost of the tree plus delivery to be added to the planting list immediately.

For Action
Ald. Burrus moved to recommend approval of the purchase of 224 trees, and planting services for 100 trees, from Suburban Tree Consortium (STC) in the amount of $53,683.76 as part of the “Replant Express” program, which allows residents to pay the cost of the tree plus delivery to be added to the planting list immediately, seconded by Ald. Grover.

Ald. Rainey noted that Replant Express purchased 24 additional trees for quicker planting for residents that pay out of pocket.

The Committee voted unanimously 5-0 to recommend approval of the purchase.

(A3.3) Approval of Contract with Leathers & Associates for Professional Consulting Services for the Penny Park Renovation Project
Staff recommends that City Council authorize the City Manager to execute a sole source contract for playground design and construction administration of the Penny Park Renovation Project with Leathers & Associates (225 South Fulton Street, Ithaca, NY) at a cost of $38,707. Funding is provided by the FY2014 Capital Improvement Program (Account 415398) with a budget of $100,000.

For Action
Ald. Rainey moved to recommend City Council authorize the City Manager to execute a sole source contract for playground design and construction administration of the Penny Park Renovation Project with Leathers & Associates at a cost of $38,707, seconded by Ald. Braithwaite.

PUBLIC COMMENT
Patrick Hughes, owner of a business at 2000 Greenleaf, applauds the renovations at this park. Wheelchair accessibility is very important for parents and grandparents with disabilities to interact with their children. He is in full support of this project.

Kelley, Grace, Dylan and Elizabeth Elwood, 2nd ward residents, are in support of the renovations. This is their favorite playground in the City. Kelly had concerns regarding conditions and visibility at the park. Playing hide-and-go-seek is worrisome because of thick, wood beams and narrow pathways. Parts of the park are breaking and have been disabled. She would love to be involved in the build of the park as she believes that community involvement is amazing. It creates bonding and instills pride for those involved. She has reviewed the drawings and feels that a new park would be safer and more accessible to the public.

Lauren Borski, 2nd ward resident, thanked the Committee for making this a public process. She was concerned that the multi-use booth is not a part of the new design. She was also concerned about structural failures and current safety standards and ADA compliance issues. She explained that she has not seen any evidence of testing by the City to substantiate these claims. She also researched the parameters for safety and ADA standards. Those standards only apply to existing structures at the time the regulations and laws are passed. There are many parks that were constructed prior to the ADA regulations that are not being torn down. She directed the committee and public to the website www.preservepennypark.com to review more information.

Josh Gilbert, 2nd ward resident, appreciates that Leathers and Associates asked for Dewey students for input on the park design. He also agreed with Patrick Hughes regarding the accessibility issue.

Ald. Grover noted that this proposal is not a new idea. It has been on the CIP list for a couple of years. She would like to replicate the community build process from the original construction of the park 23 years ago. There have been community meetings, feedback and input from the public.

Ald. Rainey added that as an alderman that has been a part of park renovations in her ward, there have been changes made to the design by neighbors up to the last minute. She has no fear that the park has been completely designed and ready to be built. There is more than enough time for input. She felt that the community is very supportive of this project. Any improvements in accessibility would be great for all.

Ald. Braithwaite attended a similar project in Valparaiso, IN over the weekend. He met with the organizers of this project and many members of the community. One of the things that stood out was the accessibility issue. A grandmother explained that in the past she had not been able to play at the park with her grandchildren and had to supervise them from outside. He is also very concerned with the visibility and safety at Penny Park. Part of the new design will maintain the parks uniqueness, but will also take into account the safety issues.

Ald. Braithwaite added that it has taken 4 meetings to get to this point. Leathers and Associates spoke with children at Dewey and Cherry Pre-School and out together a
rendering based on their input. The next steps are to solidify the contract with Leathers and begin formation of a committee to hold meetings to finalize the project.

Ald. Holmes noted that there is ongoing maintenance going on at all of our facilities and parks. She was confident that staff would continue to maintain all City equipment.

**The Committee voted unanimously 5-0 to recommend approval of the contract.**

**(A4) Single Audit for FY 2013**

Staff recommends City Council review and place on file the Single Audit report for the fiscal year ending December 31, 2013.

**For Action**

Ald. Grover moved to recommend that City Council review and place on file the Single Audit report for the fiscal year ending December 31, 2013, seconded by Ald. Rainey.

Hilda Renteria and Patricia Fear of Prado Renteria provided an unmodified, clean opinion of the Single Audit for FY 2013. There were no new policies adopted. No material weaknesses or significant deficiencies were identified during the course of this audit. The auditors had no disagreements with management and management did not seek a second opinion.

Ald. Rainey had no corrections. She acknowledged the Accounting staff and the great job that they do.

**The Committee voted unanimously 5-0 to recommend approval of the report.**

**(A5) Resolution 79-R-14, Accepting a Grant Award for the Long Term Care Ombudsman Program**

Staff recommends City Council adoption of Resolution 79-R-14 authorizing the City Manager to sign notification of grant award for the maximum award amount of $28,639 with Age Options to fund and operate the Long Term Care Ombudsman Program for the City of Evanston.

**For Action**

Ald. Holmes moved to recommend City Council adoption of Resolution 79-R-14 authorizing the City Manager to sign notification of grant award for the maximum award amount of $28,639 with Age Options to fund and operate the Long Term Care Ombudsman Program for the City of Evanston, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to recommend adoption of the resolution.

**(A6) Resolution 80-R-14, Accepting Grant Awards in Order to Help Fund a Congregate Senior Meal Program at the Levy Senior Center and Fleetwood-Jourdain Community Center**

Staff recommends City Council adoption of Resolution 80-R-14 authorizing the City Manager to sign notification of grant awards for the maximum award amount of
$47,556 with Age Options to fund and operate a congregate senior meal program at the Levy Senior Center and Fleetwood-Jourdain Community Center.

**For Action**
Ald. Braithwaite moved to recommend City Council adoption of Resolution 80-R-14 authorizing the City Manager to sign notification of grant awards for the maximum award amount of $47,556 with Age Options to fund and operate a congregate senior meal program at the Levy Senior Center and Fleetwood-Jourdain Community Center, seconded by Ald. Grover.

At Ald. Rainey’s inquiry, Director of Parks, Recreation and Community Services Joe McRae responded that only one meal per week is served at Fleetwood-Jourdain on Wednesdays. Meals are served five days a week at the Levy Center.

The Committee voted unanimously 5-0 to adopt the resolution.

**(A6.1) Approval of Renewal of Contract Award to Catholic Charities for Senior Meal Food Programs**
Staff recommends City Council authorize the City Manager to renew the contract between the City of Evanston and Catholic Charities (6212 S. Sangamon, Chicago, IL) to provide a senior congregate meal program at the Levy Senior Center and Fleetwood-Jourdain Community Center for the period October 1, 2014 through September 30, 2015 in the not-to-exceed amount of $4.45 per lunch meal. Total meal program contract value is projected at $47,556. Funding provided by the Fleetwood-Jourdain (3040.65025) and Levy Center (3055.65025) meal program expenditure accounts.

**For Action**
Ald. Burrus moved to recommend City Council authorize the City Manager to renew the contract between the City of Evanston and Catholic Charities to provide a senior congregate meal program at the Levy Senior Center and Fleetwood-Jourdain Community Center for the period October 1, 2014 through September 30, 2015 in the not-to-exceed amount of $4.45 per lunch meal for a total meal program contract value of $47,556, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to recommend approval of the contract.

**(A7) Resolution 81-R-14, Authorizing Motor Fuel Tax Funds for General Maintenance of Streets**
Staff recommends adoption of Resolution 81-R-14 by which City Council would authorize the transfer $700,000 of Motor Fuel Tax Funds for general maintenance of streets by City forces. The fund transfer was approved as part of 2014 budget.

**For Action**
Ald. Rainey moved to recommend adoption of Resolution 81-R-14 by which City Council would authorize the transfer $700,000 of Motor Fuel Tax Funds for general maintenance of streets by City forces, seconded by Ald. Burrus.

The Committee voted unanimously 5-0 to adopt the resolution.

**(A8) Ordinance 113-O-14, Amending City Code Section 3-4-6-(P-1) to Allow for Sale of Beer in Twenty-Two Ounce Containers for Off-Site Consumption**
Local Liquor Commissioner recommends City Council adoption of Ordinance 113-O-14, which permits sale of beer in twenty-two (22) ounce containers for off-site consumption for the current Class P-1 liquor license.

**For Introduction**

Ald. Grover moved to recommend adoption of Ordinance 113-O-14, which permits sale of beer in twenty-two (22) ounce containers for off-site consumption for the current Class P-1 liquor license, seconded by Ald. Rainey.

(A9) Ordinance 114-O-14, Amending City Code Section 3-4-6-(P-2) to Allow for Sale of Beer in Twenty-Two Ounce Containers for Off-Site Consumption

Local Liquor Commissioner recommends City Council adoption of Ordinance 114-O-14, which permits sale of beer in twenty-two (22) ounce containers for off-site consumption for the current Class P-2 liquor license.

**For Introduction**

Ald. Grover moved to recommend adoption of Ordinance 114-O-14, which permits sale of beer in twenty-two (22) ounce containers for off-site consumption for the current Class P-2 liquor license, seconded by Ald. Rainey.

Niki Hiltwein, 820 Hinman, expressed concern that Item A8 includes P-1 licenses when only a P-2 license holder requested an amendment to the ordinance in order to serve 22-ounce containers of beer. Josh Gilbert, owner of Temperance Beer Company (P-2), attended the Liquor Control Board meeting, but not the owner of Sketchbook Brewery (P-1). Ms. Hiltwein felt very strongly that Sketchbook should have been present at the meeting to seek their own amendment for their liquor class and not piggyback on the P-2 ruling.

Ald. Rainey agreed with Ms. Hiltwein. There should be no change without an applicant. She has no problem if the 22-ounce bottles are sold in 2, 4 or 6 packs. She asked Corporation Counsel Farrar how Evanston 1st Liquors is able to sell 22 ounce bottles of beer when there is a limit on a minimum size for single bottles.

Corporation Counsel Farrar responded that the Legal Department will follow up with Evanston 1st Liquors on this matter. He also explained that both the P-1 and P-2 licensees were asked to attend the Liquor Control Board meeting to explain the rationale behind 22-ounce bottles.

Ald. Grover asked if there was sufficient notice of the Liquor Commission's consideration of the P-1 license if the P-2 license was the only one on the meeting agenda. Corporation Counsel explained that the Liquor Commission is an advisory body. The Commission received a written notification relative to what the perspective licensees were contemplating with the 22-ounce bottles. The Administrative and Public Works Committee and the full Council makes the final decision on whether to grant the license.

Mayor Tisdahl spoke in favor of the 22-ounce containers. She was assured that customers would not drink the expensive craft beers on the street. She explained that there is sufficient notice for voting at a subsequent City Council meeting after
introduction tonight. She apologized for not notifying Ald. Wynne about the change to the P-1 licensee, which is in her ward. Mayor Tisdahl added that Evanston will not maintain its reputation of being a hip city if we are limited to her knowledge of what goes on in bars.

Ald. Wynne agrees with Ms. Hiltwein. This is not the correct process to follow. Sketchbook wrote to City staff and asked that the amendment be extended to P-1 licensees. They should have been instructed to apply and attend the Liquor Commission meeting. Ald. Wynne does not object to 22-ounce bottles. However, she requested that the P-1 extension does not occur tonight. She suggested holding this item in committee and determining if it should go back to the Liquor Commission for discussion.

Josh Gilbert, Temperance Beer Company, plans to use the 22-ounce bottles for special beers that have been aging in barrels for months. They are usually treated like wine for a special occasion. The typical price for a 22-ounce craft beer is over $15. He is hoping to sell single bottles instead of 2 packs because they are pricier.

**Ald. Rainey moved to recommend adoption of the ordinance only as it pertains to the P-2 licenses, seconded by Ald. Grover.**

The Committee voted unanimously 5-0 to adopt the ordinance as amended.

**(A10) Ordinance 122-O-14, Dissolution of Southwest Tax Increment Finance District**

Staff recommends adoption of Ordinance 122-O-14 to dissolve the Southwest Tax Increment Finance (TIF) District effective December 31, 2014.

**For Introduction**


Ald. Rainey noted that this TIF has a 500% increase in valuation of properties in the district.

The Committee voted unanimously 5-0 to adopt the ordinance.

**IV. ITEMS FOR DISCUSSION**

**(APW1) Union Pacific Viaduct Status**

Staff requests that the Administration & Public Works Committee consider the evaluation of the Union Pacific (UP) railroad viaducts to assess and determine a need to prioritize cosmetic improvements, as well as provide guidance to staff to advance discussions with UP.

**For Discussion**

This item was held in Committee at the request of Assistant City Manager/CFO Lyons.

Ald. Rainey noted that the Howard Street and Mulford/Chicago Ave. viaducts are not on the list.
(APW2)Credit Card Report
Staff requests that the Administration and Public Works Committee receive the Credit Card report.

For Discussion
Cindy Plante, ICMA Fellow, discussed City Purchasing Card Spending. There are 150 City Purchasing cards and for the first 6 months of 2014 there were $879,913 in total purchases. 21% or $189,910 was spent at Evanston businesses with an average of 816 transactions per month. Parks and Recreation makes the most purchases in the Evanston area.

ICMA Fellow Plante explained that p-card spending and usage will continue to be monitored, additional reports will be provided to the committees and staff will be encouraged to shop at Evanston-based businesses.

Ald. Grover emphasized that all this information is included for public review in the City Council packet as well as the transparency page of the website.

Assistant City Manager Lyons added that this issue will also be discussed with Ald. Braithwaite and the MWEBE Committee.

IV. ITEMS FOR DISCUSSION

VI. COMMUNICATIONS

VII. ADJOURNMENT
Ald. Grover moved to adjourn, seconded by Ald. Braithwaite.

The Committee voted unanimously 5-0 to adjourn. The meeting was adjourned at 7:23p.m.

Respectfully submitted,
Janella Hardin