Administration and Public Works Committee Meeting
Minutes of February 23, 2015
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

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


MEMBERS ABSENT: C. Burrus


PRESIDING OFFICIAL: Ald. Holmes

I. DECLARATION OF A QUORUM
A quorum being present, Ald. Holmes called the meeting to order at 6:11 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF February 9, 2015
Ald. Rainey moved to approve the minutes of the February 9, 2015 A&PW meeting as submitted, seconded by Ald. Braithwaite.

The minutes of the February 9, 2015 meeting were approved unanimously 4-0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through February 8, 2015 $3,259,779.46
For Action
Ald. Holmes moved to approve the City of Evanston Payroll (A1) through February 8, 2015, seconded by Ald. Grover.

The Committee voted unanimously 4-0 to approve the payroll.

(A2) FY2014 City of Evanston Bills – February 24, 2015 $ 145,666.52
FY2015 City of Evanston Bills – February 24, 2015 $1,456,475.26
For Action
Ald. Holmes moved to approve the City of Evanston Bills for fiscal year 2014 through February 24, 2015 and the City of Evanston Bills for fiscal year 2015 through February 24, 2015, seconded by Ald. Grover.
Ald. Rainey requested more information about the estimate of costs to paint the classrooms at the Noyes Cultural Arts Center. She questioned the high cost to paint two rooms.

Ald. Holmes noted the high ceilings.

Jim Maiworm, Assistant Director of Public Works, Operations and Maintenance, stated that the high cost was due to the extensive prep work required to repair the walls, replaster and apply numerous coats of primer. He further explained that City staff usually performed these duties, but all staff members were busy and unavailable for this project. He further stated that staff got quotes and selected the least expensive option.

The Committee voted unanimously 4-0 to approve the bills.

(A3.1) Approval of Renewal of Printing Contract with Action Printing for the Evanston Life Magazine and Annual Summer Camp Guide
Staff recommends that the City Council authorize the City Manager to execute the final year renewal of the contract option for printing and mail preparation of Evanston Life magazine and annual summer camp guide, in the amount not to exceed $62,953 with Action Printing (N6637 Rolling Meadows Drive, Fond du Lac, WI). Funding is provided by the Parks, Recreation and Community Services Department (Account 3020.62210). The contract will increase from $61,719 to $62,953, based on a 2% increase.

For Action
Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute the final year renewal of the contract option for printing and mail preparation of Evanston Life magazine and annual summer camp guide, in the amount not to exceed $62,953 with Action Printing (N6637 Rolling Meadows Drive, Fond du Lac, WI), seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend renewal of the contract.

(A3.2) Approval of One-year Contract Extension with Mid American Water of Wauconda for the 2015 Water Distribution System Materials (Bid 14-06)
Staff recommends that City Council authorize the City Manager to execute the one-year contract extension of the 2014 Distribution System Materials contract (Bid 14-06) with Mid American Water of Wauconda (1125 N. Old Rand Road, Wauconda, IL) in the amount of $64,739.55. Funding is provided by the Water Fund, Account 510.71.7115.65055, with an FY2015 budget allocation of $125,000. There will be no price increase for this contract extension.

For Action
Ald. Rainey moved to recommend City Council authorize the City Manager to execute the one-year contract extension of the 2014 Distribution System Materials contract (Bid 14-06) with Mid American Water of Wauconda (1125 N. Old Rand Road, Wauconda, IL) in the amount of $64,739.55, seconded by Ald. Grover.
The Committee voted unanimously 4-0 to recommend extension of the contract.

(A3.3) Approval of Contract with G & M Trucking, Inc. for Purchase of 2015 Granular Materials for the Utilities Department (Bid 15-07)
Staff recommends that City Council authorize the City Manager to execute a one-year contract for the purchase of Granular Materials with G & M Trucking, Inc. (8811 Kathy Lane, Des Plaines, IL) in the amount of $35,828.00. Funding is provided from the Water Fund Account 510.71.7115.65055 and the Sewer Fund Account 515.71.7400.65055 with a total FY2015 budget of $60,000.

For Action
Ald. Grover moved to recommend City Council authorize the City Manager to execute a one-year contract for the purchase of Granular Materials with G & M Trucking, Inc. (8811 Kathy Lane, Des Plaines, IL) in the amount of $35,828.00, seconded by Ald. Rainey.

The Committee voted unanimously 4-0 to recommend execution of the contract.

(A3.4) Approval of Renewal of Annual Cityworks Maintenance and Support Agreement with Azteca Systems Inc.
Staff recommends that City Council authorize the City Manager to execute a renewal of the annual sole source maintenance and support agreement for the term February 21, 2015 through February 20, 2016 with Azteca Systems Inc. (11075 South State Street, Sandy, UT) for Cityworks work order and service request management software, in the amount of $22,405, which includes no cost increase from 2014. Funding is provided by the Public Works Department ($9,602.14 from Account 2670.62509), and the Utilities Department ($10,702.86 from Account 7125.62340 and $2,100 from Account 7410.62340).

For Action
Ald. Holmes moved to recommend City Council authorize the City Manager to execute a renewal of the annual sole source maintenance and support agreement for the term February 21, 2015 through February 20, 2016 with Azteca Systems Inc. (11075 South State Street, Sandy, UT) for Cityworks work order and service request management software, in the amount of $22,405, which includes no cost increase from 2014, seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend execution of the agreement.

(A3.5) Approval of Four Vehicle Purchases for Utilities Department from Currie Motors and Standard Equipment Company
Staff recommends City Council approval for the purchase of three (3) replacements and one (1) new vehicle for the Utilities Department in the total amount of $412,675.00 from Currie Motors, (9423 W. Lincoln Highway, Frankfort, IL) in the amount of $61,080 for two Ford F-250 trucks, and from Standard Equipment (2033 W. Walnut Street, Chicago, IL) in the amount of $351,595 for
Vactor and sewer rodder. Funding is provided by the Water Fund (Account 510.71.7130.65550) which has a FY2015 budget allocation of $346,500, and the Sewer Fund (515.71.7400.65550), which has a FY2015 budget allocation of $95,000.

**For Action**

Ald. Braithwaite moved to recommend City Council approve the purchase of three (3) replacements and one (1) new vehicle for the Utilities Department in the total amount of $412,675.00 from Currie Motors, (9423 W. Lincoln Highway, Frankfort, IL) in the amount of $61,080.00 for two Ford F-250 trucks, and from Standard Equipment (2033 W. Walnut Street, Chicago, IL) in the amount of $351,595 for Vactor and sewer rodder, seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend approval of the purchases.

**A3.6 Approval of 2015 Fuel Purchases from Palatine Oil Company**

Staff recommends City Council authorize the City Manager to execute a one-year agreement to purchase fuel in the amount of $792,000 from Palatine Oil Company Incorporated, (900 National Parkway, Suite 260, Schaumburg, IL). Funding is provided from the Fleet Services Major Maintenance Budget (Account 600.26.7710.65035), and will be split between two fiscal years, 2015 ($660,000) and 2016 ($132,000).

**For Action**

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a one-year agreement to purchase fuel in the amount of $792,000 from Palatine Oil Company Incorporated, (900 National Parkway, Suite 260, Schaumburg, IL), seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend execution of the purchase agreement.

**A3.7 Approval of Consulting Services Agreement for the Clark Street Beach Bird Habitat Restoration Project (RFP 14-66)**

Staff recommends that City Council authorize the City Manager to execute a consulting services agreement for the Clark Street Beach Bird Habitat Restoration Project with Kettelkamp & Kettelkamp Landscape Architecture (1315 Sherman Place, Evanston, IL) at a total cost of $27,500.50. Funding is provided in the FY 2015 Capital Improvement Plan (CIP) #415424 with a total budget of $173,000.

**For Action**

Ald. Grover moved to recommend City Council authorize the City Manager to execute a consulting services agreement for the Clark Street Beach Bird Habitat Restoration Project with Kettelkamp & Kettelkamp Landscape Architecture (1315 Sherman Place, Evanston, IL) at a total cost of $27,500.50, seconded by Rainey.
Citizen comment
Virginia Beatty suggested that the area for the proposed habitat be expanded to include Clark Street Beach, the dog park and Lunt Park.

Ald. Grover reminded all that the building was on private property and also noted that the dune habitat at Clark Street Beach was lovely and stated that the proposed habitat would be a good addition. She closed by asking for more information about public involvement in the project.

Senior Project Manager, Stefanie Levine, stated that the City would hold public meetings and gather public comments.

Ald. Holmes invited Ms. Beatty to speak at the public meetings.

Ms. Beatty requested advanced notice for the meetings.

The Committee voted unanimously 4-0 to recommend execution of the consulting services agreement.

(A3.8) Approval of Contract for Repair and Repainting of the North and South Standpipes (Bid 15-03)
Staff recommends that City Council authorize the City Manager to execute an agreement for the Repair and Repainting of the North and South Standpipes with American Suncraft Construction Co. (10836 Schiller Road, Medway, OH) in the amount of $3,271,043. Staff also recommends accepting the total M/W/EBE waiver request and the partial LEP waiver request, subject to the final analysis of the certified payroll. Funding is provided by the Water Fund (Account 513.71.7330.65515 - 733092), with a FY2015 budget of $3,500,000.

For Action
Ald. Holmes moved to recommend City Council authorize the City Manager to execute an agreement for the Repair and Repainting of the North and South Standpipes with American Suncraft Construction Co. (10836 Schiller Road, Medway, OH) in the amount of $3,271,043. Staff also recommends accepting the total M/W/EBE waiver request and the partial LEP waiver request, subject to the final analysis of the certified payroll, seconded by Ald. Grover.

Ald. Rainey requested more information on the M/W/EBE waiver request and partial LEP waiver and the procedure for ensuring compliance.

Assistant City Manager and CFO, Marty Lyons stated that in order to follow procedure and ensure compliance, staff needed to review payroll. The recommended company would be required to hire an Evanston resident. Mr. Lyons stated that he communicated these requirements to the company, but the company is unable to subcontract which is why there is a request for a waiver.

Ald. Holmes asked about certifications including OSHA.
Mr. Lyons stated that the City was working with companies to certify residents in order to make them more eligible. He stated that the City paid for training and then provided candidates to companies. He closed by stating that there was an upcoming spring training available.

Ald. Rainey directed her comments to Ald. Braithwaite stating that the Committee often deliberated smaller jobs, but it should be the large jobs, like the one proposed, that the City should fight to get. She suggested a review of the procedure to ensure that companies unable to meet requirements pay fines and the money generated should be used to train more residents. She expressed concern over providing waivers for jobs that were large.

Ald. Braithwaite stated that he was not a part of the bid meetings, but that he agreed with her.

Ald. Holmes called for a vote.

The Committee voted unanimously 4-0 to execute the agreement.

(A3.9) Approval of Emerson/Ridge/Green Bay Intersection and Green Bay Road Corridor Phase II Engineering Services Contract with ESI Consultants, Ltd., (RFQ 13-12)
Staff recommends City Council authorize the City Manager to execute an agreement for the Phase II Engineering Services with ESI Consultants, Ltd., (1979 N. Mill Street, Suite 100, Naperville, IL 60563) in the amount of $499,880.52 for the selected option of the Emerson Street/Ridge Avenue/Green Bay Road Corridor Improvement Project. Funding will be provided by the FY 2015 CIP Funds (415.26.4150.65515/415942) and (415.26.4150.65515/415855) in the amount of $354,000.00.

Citizen Comment
Gerald Gordon stated that the proposals were expensive and suggested instead installing flashing lights and more signage.

Sat Nagar, Assistant Director of Engineering and Infrastructure, presented the Emerson/Ridge/Green Bay Improvement Project. He described the existing conditions and reviewed the project goals; he introduced the advisory committee members and discussed the results of the community surveys. He reviewed each of the proposed options, stating that the Green Bay Corridor was the most widely received choice, and introduced Ryan Kettelkamp who described various landscape and streetscape options. Mr. Nagar closed by outlining next steps.

Ald. Grover asked about infrastructure for bikers.

Mr. Nagar confirmed that the project would widen lanes to comply with State safety standards so bikers could use the lanes.

Ald. Grover asked about pedestrian safety and visibility.
Mr. Nagar confirmed that pedestrian safety and visibility would improve.

Director of Public Works, Suzette Robinson, confirmed that bike lanes along Green Bay Road would be informal and both concepts included wider lanes to improve biking.

Ald. Grover asked about bioswales and green infrastructure.

Director Robinson confirmed that green infrastructure would be used.

Ald. Grover called for a motion to include the third option.

**For Action**

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute an agreement for the Phase II Engineering Services with ESI Consultants, Ltd., (1979 N. Mill Street, Suite 100, Naperville, IL 60563) in the amount of $499,880.52 specifically for option III. Green Bay Rd. Corridor Improvements for the Emerson Street/Ridge Avenue/Green Bay Road Corridor Improvement Project, seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend execution of the agreement.

**(A4) Approval of Change Order No. 2 for Automatic Meter Information System Project**

Staff recommends City Council authorize the City Manager to execute Change Order No. 2 for the Automatic Meter Information System (RFP 13-04) with Water Resources Inc. (390 Sadler Ave., Elgin, IL). This Change Order will decrease the contract amount by $25,332.50 from $2,276,392.50 to $2,251,060.00 and extend the contract duration by 88 days to February 17, 2015.

**For Action**

Ald. Rainey moved to recommend City Council authorize the City Manager to execute Change Order No. 2 for the Automatic Meter Information System (RFP 13-04) with Water Resources Inc. (390 Sadler Ave., Elgin, IL), seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend execution of the Change Order.


Staff requests authorization for the City Manager to apply for the Homeland Security and Emergency Management Grant, Body-Worn Camera Problem-Solving Program, Competitive ID # BDA -2015-4067. The City of Evanston will be responsible for portions of the matching grant, although the bulk of funds will be provided by the Bureau of Justice Administration through the Cook County Department of Homeland Security and Emergency Management. Evanston’s actual funding responsibility will depend upon the total amount of the grant.
For Action


The Committee voted unanimously 4-0 to recommend authorization.

(A6) Ordinance 29-O-15, Authorizing the City Manager to Negotiate with National School Towel Service, Inc. for the Sale of City-Owned Real Property Located at 1821 Ridge Avenue

Staff recommends adoption of Ordinance 29-O-15, “Authorizing the City Manager to Negotiate with National Towel Service, Inc. for the Sale of City-Owned Real Property Located at 1821 Ridge Avenue, Evanston, Illinois.” The sale of City-owned real property is a two-step process; an ordinance must be adopted to authorize the City Manager to negotiate the sale of property followed by an ordinance at a later date that authorizes the City Manager to execute a sales contract that memorializes said negotiations. A two-thirds majority of City Council is required to adopt Ordinance 29-O-15. Suspension of the Rules is requested for introduction and adoption by City Council on February 23, 2015.

For Introduction and Action


Ald. Rainey questioned why negotiations were taking place with the Towel Company and not with the developer interested in purchasing the property.

City Manager Wally Bobkiewicz gave a brief overview of the project and stated that, under the laws of the City of Evanston, he was unable to do anything other than negotiate with National Towel Service until the Ordinance passed.

Ald. Rainey stated her concerns around selling the property.

Mr. Bobkiewicz restated that he was unable to move forward until the ordinance passed.

There was discussion about the sale of the property.

Corporate Council Grant Farrar confirmed that an amendment to the ordinance wasn’t possible because it wouldn’t comply with the ordinance published in Pioneer Press.

There was further discussion around the process for the sale of the specific property.
Mr. Farrar stated that the Notice of publication indicated that the negotiation authorized the City Manager to speak with National Towel Company. The ordinance is in compliance with the notice of publication.

Mr. Bobkiewicz suggested that the issue be held in Committee.

There was discussion around any timeframes for the upcoming sale. It was confirmed that there was no urgency.

Ald. Grover suggested putting the property up for sale to drive up competition.

Ald. Rainey maintained that National Towel wanted to buy the property in order to sell it at a higher price to a future developer.

Mr. Bobkiewicz stated that Ald. Rainey’s points were valid and suggested redrafting the ordinance. He pointed out that a public discussion is required anytime there is the potential to sell City owned property. He asked that the issue be withdrawn and the ordinance redrafted and proper notice provided. He further stated that the laws require that a public discussion take place. Mr. Bobkiewicz thanked the Committee for its time.

Withdrawn from Consent Agenda.

Ordinance 126-O-14, Increasing the Number of Class F Liquor Licenses for Highland Park CVS, LLC d/b/a CVS Pharmacy #8760, 3333 Central Street

Staff recommends City Council adoption of Ordinance 126-O-14, which amends Evanston City Code of 2012 Subsection 3-4-6-(F), as amended, to increase the number of authorized Class F liquor licenses from eight (8) to nine (9), and permit issuance of a Class F license to Highland Park CVS, LLC d/b/a CVS Pharmacy #8760, 3333 Central Street. This ordinance was held in Committee on October 27, 2014.

For Introduction

Ald. Braithwaite moved to recommend City Council adopt Ordinance 126-O-14, which amends Evanston City Code of 2012 Subsection 3-4-6-(F), as amended, to increase the number of authorized Class F liquor licenses from eight (8) to nine (9), and permit issuance of a Class F license to Highland Park CVS, LLC d/b/a CVS Pharmacy #8760, 3333 Central Street, seconded by Ald. Grover.

Ald. Rainey highlighted the success of Little Beans Café.

The Committee voted unanimously 4-0 to recommend adoption of the Ordinance.

IV. DISCUSSION

No discussion items.

V. COMMUNICATIONS

No communications to report.
VI.  ADJOURNMENT
  Ald. Holmes moved to adjourn, seconded by Ald. Braithwaite.

  The Committee voted unanimously 4-0 to adjourn. The meeting was
  adjourned at 7:08 p.m.

  Respectfully submitted,
  Jessica Wingader