Administration and Public Works Committee Meeting
Minutes of March 10, 2014
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

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

MEMBERS ABSENT: J. Grover


PRESIDING OFFICIAL: Ald. Rainey

I. DECLARATION OF QUORUM

A quorum being present, Ald. Rainey called the meeting to order at 6:07 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF FEBRUARY 24, 2014.

Ald. Rainey moved to approve the minutes of the February 24, 2014 A&PW meeting as submitted, seconded by Ald. Grover.

The minutes of the February 24, 2014 meeting were approved unanimously 4-0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 2/23/14 $2,927,255.57

(A2) City of Evanston Bills 3/11/14 $2,579,238.84

Credit Card Activity as of January 31, 2014 – City Portion $127,461.00

Credit Card Activity as of January 31, 2014 – Library Portion $ 10,424.01

For Action
Ald. Burrus moved to approve the City of Evanston Payroll (A1) through 2/23/14 seconded by Ald. Holmes. The Committee voted unanimously 4-0 to approve the payroll.

Ald. Burrus moved to approve the City of Evanston Bills through 3/11/14, credit card activity as of January 31, 2014 (City and Library Portion), seconded by Ald. Holmes. The Committee voted unanimously 4-0 to approve the bills and credit card activity.
At Ald. Rainey's inquiry, Parking and Revenue Manager Rickey Voss confirmed that I-Go did not install a charging station at the Maple Garage. I-Go stations were initially installed at Lot 3 behind the Library, Lot 4 on Central and Lot 32 on Hinman.

Assistant City Manager Lyons presented a brief demonstration of the upcoming features of the bills list in the New World System. The bills list can be viewed alphabetically by vendor or by fund. Ald. Rainey prefers to see the bills list by fund instead of alphabetically. She feels that it makes better sense.

At Ald. Rainey's inquiry, Assistant City Manager Lyons explained that there are a small number of bills that can be paid up to a year late if there is a dispute or litigation.

**(A3.1) Approval of Estimated Annual User Charge for 2014 with the Metropolitan Water Reclamation District of Greater Chicago for Disposal of Sludge**

Staff recommends City Council approval of the Estimated Annual User Charge for 2014 with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for Disposal of Sludge generated as part of the water treatment process in the amount of $327,651.32. Funding is provided by the Water Fund (7110.62420), with a budget of $495,000 specifically allocated for MWRDGC sludge disposal fees.

For Action
Ald. Holmes moved to recommend City Council approval of the Estimated Annual User Charge for 2014 with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for Disposal of Sludge generated as part of the water treatment process in the amount of $327,651.32, seconded by Alderman Burrus.

The Committee voted unanimously 4-0 to recommend approval of the Estimated Annual User Charge for 2014.

**(A3.2) Approval of Green Bay Road Landscape Maintenance Contract Renewal with Landscape Concepts Management, Inc., (Bid 13-24)**

Staff recommends City Council authorize the City Manager to execute a one-year extension for the 2014 Green Bay Road Landscape Maintenance contract to the low bidder Landscape Concepts Management, Inc., Grayslake, IL, in the amount of $24,804.53. Funding for this project is included in the Landscape Maintenance Services Account (2655.62195) which has a total allocation of $120,000.00.

For Action
Ald. Braithwaite moved to recommend that City Council authorize the City manager to execute a one-year extension for the 2014 Green Bay Road Landscape Maintenance contract to the low bidder Landscape Concepts Management, Inc., in the amount of $24,804.53, seconded by Alderman Holmes.

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

**(A3.3) Approval of Renewal of Single Source Building Automation Service Agreement for HVAC System with Siemens Building Technologies, Inc.**
Staff recommends approval of the renewal of the 2014 single source service agreement for the Building Automation System (BAS) at the Police Headquarters/911 Center with Siemens Building Technologies, Inc., (585 Slawin Ct., Mount Prospect, IL) for all hardware/software and maintenance service visits. The total cost of the 2014 service agreement is $25,824. Funding is provided by the approved budget line items for service agreements in both Facilities Management and E911 business units. Account distribution is: $15,824 from Facilities (2677.62509) and $10,000 from E911 (5150.62509).

**For Action**

Ald. Burrus moved to recommend approval of the renewal of the 2014 single source service agreement for the Building Automation System (BAS) at the Police Headquarters/911 Center with Siemens Building Technologies, Inc., for all hardware/software and maintenance service visits, seconded by Ald. Holmes.

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

**(A3.4) Approval of Contract Award to Clauss Brothers, Inc., for the Arrington Lakefront Lagoon Renovation Project (Bid 14-07)**

Staff recommends that City Council authorize the City Manager to execute a contract for the Arrington Lakefront Lagoon Renovation Project with Clauss Brothers, Inc., (360 West Schaumburg Road, Streamwood, IL) in the amount of $1,387,525. Funding is provided by an Illinois Department of Natural Resources Grant of $400,000, a donation from the Arrington Foundation of $500,000, and by $586,533 from the City’s FY2014 Capital Improvement Plan.

**For Action**

Ald. Holmes moved to recommend authorizing the City Manager to execute a contract for the Arrington Lakefront Lagoon Renovation Project with Clauss Brothers, Inc., in the amount of $1,387,525, seconded by Ald. Burrus.

Ald. Holmes pointed out the multiple layer of funding. Clauss Brothers received a partial MWEBE waiver for 5%. They did meet the LEP requirement.

After discussion, the Committee voted unanimously 4-0 to recommend approval of the contract.

**(A4) Approval of Grant Agreement with the Illinois Historic Preservation Agency to Inventory and Record Landmark Properties Located Outside Local Historic Districts**

Staff recommends that the City Council authorize the City Manager to sign a grant agreement with the Illinois Historic Preservation Agency (IHPA) to inventory and record with the Cook County Recorder of Deeds designated Evanston landmarks located outside local Evanston Historic Districts. The Grant is in the amount of $37,240 to be reimbursed to the City, with the City’s match in the amount of $15,960, for a total project cost of $53,200. The City’s share will be $7,980 in-kind (i.e. City staff time and the contribution of qualified volunteers) plus $7,980 expenditure from Community Development budget.
For Action

Ald. Braithwaite recommended that the City Council authorize the City Manager to sign a grant agreement with the Illinois Historic Preservation Agency (IHPA) to inventory and record with the Cook County Recorder of Deeds designated Evanston landmarks located outside local Evanston Historic Districts, seconded by Ald. Holmes.

Ald. Rainey explained that she does not mind the City making the property owner aware that their property is designated as an Evanston landmark. She does object to the City paying the recording fees. She explained that the buyers and sellers all have an obligation to research a property and share information prior to any transaction.

Ald. Burrus does not support this request. She felt it was a waste of funding.

At Ald. Braithwaite’s inquiry, Mark Muenzer, Director of Community Development, explained that the case of the property owner of a historic landmark with a problem with the windows is not a normal occurrence. Most landmark property owners are aware of their property status.

Director Muenzer explained that the inventory of landmark properties will provide the “Statement of Significance” for each landmark, a valuable tool to the Preservation Commission for reviewing applications for Certificate of Appropriateness, and it will be a valuable resource of information to current and future owners of landmark properties. The inventory of landmark properties would be a continuation of the Preservation Commission’s recently completed Lakeshore Historic District inventory, now available in the City’s website.

Ald. Holmes asked if a homeowner could be charged for any other services performed by the City on their behalf. Director Muenzer agreed to research her question.

City Manager Wally Bobkiewicz asked the committee to hold this issue. He explained that this is an extraordinary opportunity through the Illinois Historic Preservation Agency (IHPA) for the City of Evanston. It will be refashioned for committee approval at a later date. It is highly unlikely that the residents of Evanston will be afforded this opportunity again.

Ald. Rainey thinks this a great opportunity and will support the research and notification to the homeowner that their property is a historic landmark. However, she reiterated her opposition to the City paying the recording fees.

Ald. Rainey moved to hold this issue in committee, seconded by Ald. Braithwaite. The Committee voted unanimously 4-0 to hold this issue.

(A5) Approval of Ladd Arboretum Preliminary Design Submission to the Illinois Department of Transportation

Staff recommends City Council approval to submit the preliminary plans for the Ladd Arboretum Project to the Illinois Department of Transportation (IDOT) and to proceed with the project’s Phase II for the final design and the construction plans.
For Action

Ald. Burrus moved to recommend City Council approval to submit the preliminary plans for the Ladd Arboretum Project to the Illinois Department of Transportation (IDOT) and to proceed with the project’s Phase II for the final design and the construction plans, seconded by Ald. Holmes.

Homayoon Pirooz, Assistant Director of Public Works presented a brief presentation of the Ladd Arboretum project. Some key elements of the plans are the replacement of the existing six-foot wide crushed stone path with an eight-foot wide multiuse asphalt paved path. The use of a paved surface will improve the paths availability (sustain snow removal operations and resist rutting and ponding), accessibility (provide a smoother service for all wheels), and provide a more durable longer lasting maintenance-free finish. In addition, a continuation of the concrete sidewalk along McCormick Blvd between Bridge Street and Prairie Avenue will provide better visibility for students to access Kingsley and Haven schools. As a result of the proposal, four small trees would need to be relocated.

PUBLIC COMMENT

Jim LaRochelle, 2104 Grant Street, does not feel that the use of asphalt is an improvement. Although student safety is a legitimate concern, he explained that there is an existing blacktop parallel to the Arboretum path. The path runs through Twiggs Park and will direct school children to a traffic signal and crossing guard at the intersection of Green Bay and McCormick. He feels blacktop would be redundant because of the existing pathway. He also expressed concern about the large trees that would be affected by this project.

Pam Johnson, 807 Madison Street, a tree-keeper and member of the Ladd Arboretum Committee (LAC) expressed concern about the trees along the path. She asked if there has been a study completed about the impact on trees in this project. The Ladd Arboretum is the only green space of its kind in Evanston. She stated that she heard about this meeting last night. She has requested more information from the City engineers and has not received it. Ms. Johnson asked that a meeting be scheduled with the LAC to discuss the blacktop option and its effect on the trees.

Ald. Holmes explained that she attended a meeting with Ms. Johnson held last fall in connection with the Ladd Arboretum project. There were very few new details presented tonight.

Public Works Director Suzette Robinson explained that the original grant application included crushed stone. However, the change is due to the accessibility and availability of the path, which was explained at both a special meeting last Monday and the September Ladd Arboretum meeting. Crushed stone is not the ideal material for wheels (strollers, bikes, wheelchairs or walkers). The path must be available and accessible to all users all year round. The grant will allow an extension and connection to the existing multiuse path in Skokie. This channel will be a bike path that will connect to Skokie and eventual to the Green Bay path on Poplar, which connects to Wilmette.
Director Robinson explained that every project requires a tree impact analysis. City engineers along with Superintendent of Parks and Forestry Paul D’Agostino or Mark Younger, Arborist, visit the location to perform an initial analysis to determine potential impacts to trees.

She added that asphalt is not driving the size of the clearance. Regardless of the type of material used, Illinois Department of Transportation (IDOT) requires a three-foot clearance on each side of the path. IDOT was very lenient in providing a grant for an eight-foot path. They were very sensitive to the City’s sensitivity to environmental impacts. The normal minimum width requirement of a multiuse path is 10 feet. The multiuse path in Skokie is 12 feet.

At Ald. Rainey’s inquiry, Superintendent D’Agostino stated that the tree impact analysis will be completed by June. The final design will be reviewed and the entire length of the path will be traveled to determine if adjustments will be required to minimize tree damage. He added that no matter what material is used, a base course will be constructed under the path and there will be some sort of excavation.

At Ald. Rainey’s inquiry, Director Robinson stated that there is no permeability in the clay sub-surface. In order to provide a sub-drainage surface directed to the channel to drain, a substantial amount of excavation would be required, which would damage the existing trees. There is no permeable sub-base, which is why there is so much ponding in the pictures of the crushed stone. The surface will become rutted and require a lot of maintenance. An asphalt surface would allow us to pitch it in such a way that the surface could be cleared and water could be directed to the grassy areas.

Assistant Director Pirooz added that any tree impact will come through excavation. The use of asphalt will allow less excavation because each inch of that hard surface is equal to 3-4 inches of gravel.

Virginia Beatty, 1509 Forest Ave, expressed concern about the proposal, especially the path at Emerson and McCormick and the Bridge Street path.

Ald. Rainey explained that this project is a slow moving effort. The tree impact analysis will be completed in June.

Director Robinson pointed out that the preliminary design is being approved tonight for submission to IDOT before the final design phase can begin. The list of 7 items she received from Ms. Beatty at last Monday’s LAC meeting will be taken into consideration during the final design, which will also include the tree impact study and design alternatives. The final design will be presented to the A&PW Committee and then to Council for approval.

After discussion, the Committee voted unanimously 4-0 to recommend approval to proceed with the project.
(A6) Resolution 2-R-14, Service Agreement between the City of Evanston and Evanston Community Media Center
Staff recommends City Council authorize the City Manager to execute a service agreement with the Evanston Community Media Center also known as Evanston Community Television (ECTV) for the not-to-exceed amount of $51,600 for FY2014 and $51,600 for FY2015 for audio and visual recording of meetings and the operation of a public access television channel. Funding is provided by Contribution to Other Agencies Account (1510.62665).

For Action
Ald. Holmes moved to recommend adoption of Resolution 2-R-14, authorizing the City Manager to execute a service agreement with the Evanston Community Media Center also known as Evanston Community Television (ECTV) for the not-to-exceed amount of $51,600 for FY2014 and $51,600 for FY2015 for audio and visual recording of meetings and the operation of a public access television channel, seconded by Ald. Braithwaite.

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

(A7) Resolution 3-R-14, Evanston Community Media Center Lease Agreement for Space at the Municipal Service Center
Staff recommends that City Council approve Resolution 3-R-14 authorizing the City Manager to lease space within the City’s Service Center to Evanston Community Media Center also known as Evanston Community Television (ECTV) from January 1, 2014 to December 31, 2015.

For Action
Ald. Holmes moved to recommend City Council adoption of Resolution 3-R-14, seconded by Ald. Burrus.

The Committee voted unanimously 4-0 to adopt Resolution 3-R-14.

(A8) Resolution 10-R-14 Authorizing the City Manager to Accept Donation of Solar Panels from Alternative Transportation for Chicagoland
Staff recommends City Council authorize the City Manager to accept the donation of 20 kW of solar panels from Alternative Transportation for Chicagoland to be installed at the Ecology Center and Fleetwood-Jourdain Community Center.

For Action
Ald. Braithwaite moved to recommend City Council authorize the City Manager to accept the donation of 20 kW of solar panels from Alternative Transportation for Chicagoland to be installed at the Ecology Center and Fleetwood-Jourdain Community Center, seconded by Ald. Holmes.

The Committee voted unanimously 4-0 to adopt Resolution 10-R-14.

IV. ITEMS FOR DISCUSSION

VI. COMMUNICATIONS
VII. ADJOURNMENT

Ald. Braithwaite moved to adjourn, seconded by Ald. Holmes.

The Committee voted unanimously 4-0 to adjourn. The meeting was adjourned at 7:19p.m.

Respectfully submitted,

Janella Hardin