Administration and Public Works Committee Meeting
Minutes of March 24, 2014
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

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


PRESIDING OFFICIAL: Ald. Rainey

I. DECLARATION OF QUORUM

A quorum being present, Ald. Rainey called the meeting to order at 6:04 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF MARCH 10, 2014.

Ald. Burrus moved to approve the minutes of the March 10, 2014 A&PW meeting as submitted, seconded by Ald. Grover.

The minutes of the March 10, 2014 meeting were approved unanimously 5-0.

III. PUBLIC COMMENT

Junad Rizki, 2784 Sheridan, addressed Item A3.2 Approval of 2014 CIPP Sewer Rehabilitation Contract A with Insituform Technologies USA, LLC (Bid 14-12). His concern is the possibility of highly toxic vapors seeping to resident’s homes if they are not connected correctly to the system. Mr. Rizki was made aware of a lawsuit filed against a contractor in Winnetka because vapors entered a home in a similar project. He feels that the City should take responsibility to inform residents to prevent potential problems. He mentioned a past transponder issue where he feels the City did not properly inform the public that resulted in resident’s receiving erroneous water bills.

Mr. Rizki also addressed Item A3.3 Approval of Agreement with CDM Smith for Reservoir and Clearwell Planning Study (RFP 14-10). He noted the differences in the proposals from 2010 and 2012 by CTL. The 2010 proposal determined that significant concrete repair work will be needed in the near future. The 2012 proposal revealed extensive cracking in the roof of the reservoir and recommended repair or replacement within 5 years.
Mr. Rizki requested that the Utilities Department explain the reasoning for each of the options presented. He was very concerned that one of the options included digging up Leahy Park and vacating it for 2 years without notifying residents.

Mr. Rizki inquired if the Council has seen a copy the study conducted by Walker Restoration Consultants prepared for Northwestern University at their expense, or well as a copy of the CTL report prepared by the City. The estimated cost to demolish the entire roof slab and drop panels at $3.8 to $6.7 million.

He cited the final conclusion of the Walker Report: “A less intrusive repair approach could be implemented and will extend the service life of the structure an additional 15-20 years.” He added that because the entire structure is not being torn apart it is a “green option” for the City at the cost of between $2.5 and $3.5 million.

Ald. Rainey asked for a detailed response to both items. She also for a response to the critique of the reservoir study by the time the full Council meets tonight.

At Ald. Rainey’s request, Utilities Director Dave Stoneback explained that the chemical being used for the sewer lining is not at a high enough level to cause an issue. It does have a strong odor. A newsletter is mailed out prior to the beginning of the project instructing residents to fill their floor traps with water to prevent the odor from entering their property. He is also unfamiliar with a lawsuit filed in Winnetka for a similar project.

Ald. Braithwaite asked Director Stoneback to explain the difference between the lining project with the main water department and this project. Director Stoneback explained that the resin used to cure the pipe is different.

Ald. Holmes suggested that because there is a need for a resident to fill their traps with water to prevent the odor seeping into their homes, an alert will be highlighted in the newsletter. Director Stoneback agreed to modify the newsletter.

Ald. Rainey strongly suggests a comparative analysis of the recommendations of the Walker Report and the recommendations from CDM Smith. It is very important that there is no bias in the determination.

City Manager Bobkiewicz explained that the purpose of the contract on the agenda tonight is to ensure that all questions are answered before moving forward. He is very committed to providing all possible data to Council to make an informed decision.

IV. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 3/9/14 $2,702,907.62
(A2) City of Evanston Bills 3/25/14 $2,513,982.69

For Action
Ald. Burrus moved to approve the City of Evanston Payroll (A1) through 3/9/14 seconded by Ald. Braithwaite. The Committee voted unanimously 5-0 to approve the payroll.
Ald. Burrus moved to approve the City of Evanston Bills through 3/25/14, seconded by Ald. Grover. The Committee voted unanimously 5-0 to approve the bills.

At Ald. Rainey’s inquiry, Assistant City Manager Lyons explained that a year ago the JD Edwards system began showing signs of distress. The New World install schedule was adjusted to allow implementation of the Payroll and Human Resources module prior to the Financial Management module. After months of work, staff was informed that the Payroll and Human Resources modules would not work properly without the Financial Management System available. This caused the entire system implementation to be delayed by six months.

The Financial Management System is currently working as presented. Payroll and Human Resources implementation is moving forward as scheduled. Assistant City Manager Lyons will provide a status report at the end of May.

At Ald. Rainey’s inquiry, Assistant City Manager Lyons explained that a preemptive message was communicated to New World informing them that there will be no discussion of change orders or increases for the project. There were changes in staff on both sides that contributed to the delay in the Payroll and Human Resources implementation. Staff is very committed to completing this project on time and at budget.

This summer the E-suite module, where employees will enter their time worked, will be implemented. He added that this module will increase efficiency because there will be less people performing redundant tasks.

(A3.1) Approval of Contract with CTR Systems, Inc. for 2014 CIPP Spot Line Sewer Rehabilitation (Bid 14-13)

Staff recommends that City Council authorize the City Manager to execute a contract for the 2014 CIPP Spot Line Sewer Rehabilitation with CTR Systems, Inc. (7400 Waukegan Road, Niles, IL) in the amount of $48,114. Funding is provided by the Sewer Fund, Account 7400.62461, which has a FY 2014 budget of $215,000.

For Action

Ald. Grover moved to recommend City Council authorize the City Manager to execute a contract for the 2014 CIPP Spot Line Sewer Rehabilitation with CTR Systems, Inc. in the amount of $48,114, seconded by Ald. Burrus.

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

(A3.2) Approval of 2014 CIPP Sewer Rehabilitation Contract A with Insituform Technologies USA, LLC (Bid 14-12)

Staff recommends that City Council authorize the City Manager to execute a contract for the 2014 Cured-In-Place Pipe Lining Contract A with Insituform Technologies USA, LLC (17988 Edison Avenue, Chesterfield, MO) in the amount of $318,989.40. Funding is provided by the Sewer Fund, Account 7420.62461, which has a FY 2014 budget allocation of $515,000.

For Action
Ald. Holmes moved to recommend that City Council authorize the City Manager to execute a contract for the 2014 Cured-In-Place Pipe Lining Contract A with Insituform Technologies USA, LLC in the amount of $318,989.40, seconded by Alderman Grover.

At Ald. Grover’s inquiry, Director Stoneback confirmed that the City would never intentionally expose its residents or staff to toxic chemicals. He explained that the product used in the CIPP lining is called Styrene, which is heated to change from a liquid to a solid state to form a new pipe inside the existing pipe. At a high concentration it can be toxic. However, the sewer application concentration is not high enough to be toxic. It does have a very pungent smell. To his knowledge no one has ever become sick or injured and he is not aware of any lawsuits related to it.

Director Stoneback explained that there is another resident, Mrs. Shapiro, who has expressed concern in the past about this type of project. Her home is near the site where the Metropolitan Water Reclamation District completed similar projects on three different contracts. She and others in the area have reported smelling the fumes during the project, but no reports of illness.

Ald. Grover added that with the number of residents and business in proximity to these projects, she has not had many complaints over the years. Director Stoneback confirmed that residents will be informed about the projects by a special bolded section in the newsletter.

After discussion, the Committee voted unanimously 5-0 to recommend approval of the contract.

(A3.3) Approval of Agreement with CDM Smith for Reservoir and Clearwell Planning Study (RFP 14-10)
Staff recommends City Council authorize the City Manager to execute an agreement for the Reservoir and Clearwell Planning Study with CDM Smith (125 South Wacker Drive, Suite 600, Chicago, IL) in the not-to-exceed amount of $86,359. Funding is provided by the Water Fund, Account 733126.62140, with a budget of $100,000 for FY 2014.

For Action
Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute an agreement for the Reservoir and Clearwell Planning Study with CDM Smith in the not-to-exceed amount of $86,359, seconded by Ald. Grover.

At Ald. Grover’s inquiry, Director Stoneback explained that Evanston is unique because 80% of our water supply goes to our wholesale water customers. The standard rule of thumb is to provide 15% of our plant-rated capacity onsite storage. Evanston’s contract with the Northwest Water Commission states that they are not interested in increasing our reservoir storage because they have their own 25 million gallon reservoir. We have less than 9.4 million gallons of usable water available in the clearwell due to the inability to pump all of it because we lose suction while there is still 3 feet of water in the structure.
Ald. Grover commented that the consultants will help us evaluate the best of the options listed in the memo for water storage. She added that by assessing our options we are being creative and innovative about how we envision water storage to assist our water plant and our capacity needs.

At Ald. Grover’s inquiry, Director Stoneback stated there is a 48-inch diameter transmission main that runs from the water plant to Leahy Park and splits into two 36-inch mains headed toward Skokie. This could be a potential site for a reservoir. He added that it would be quite a while before any ground breaking could happen, if this option is chosen.

Director Stoneback explained that Alternate 6 is to rehabilitate the existing roof in place using the post-tension method as defined in the Walker Report. All of the completed reports are included on the City’s website for review. He has asked a non-draft copy of the Walker report. Once received, it will be posted to the website as well.

At Ald. Braithwaite’s inquiry, Director Stoneback confirmed that four apprentices were hired in this year’s budget. The Utilities Department is looking to add a fifth apprentice this year.

After discussion, the Committee voted unanimously 5-0 to recommend approval of the agreement.

(A3.4) Approval of Renewal of Annual Harris Computer Systems Maintenance and Support Agreement for Utility Billing Software

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 March 1, 2014 through February 28, 2015 with Harris Computer Systems (1 Antares Drive, Suite 400, Ottawa, Ontario) for Harris NorthStar Utility Billing software in the amount of $42,698.96. Funding is provided by the Utilities Department, Account 7125.62340.

For Action
Ald. Burrus moved to recommend authorizing the City Manager to execute a renewal of the annual sole source maintenance and support agreement for the term March 1, 2014 through February 28, 2015 with Harris Computer Systems for Harris NorthStar Utility Billing software in the amount of $42,698.96, seconded by Ald. Grover.

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

(A3.5) Approval of the Purchase of Two Replacement Vehicles for Utilities Department

Staff recommends City Council approval for the purchase of two (2) replacement vehicles for the Utilities Department in the total amount of $167,808 as follows: from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL) in the amount of $34,511 and from Rush Truck Center (formerly Prairie Archway International, 401 S. Dirksen Parkway, Springfield, IL) in the amount of $133,297. Funding is provided by the Water Capital Outlay budget, Account 7130.65550, with a total FY2014 allocation of $184,600.
For Action

Ald. Grover recommended that the City Council approve the purchase of two (2) replacement vehicles for the Utilities Department in the total amount of $167,808 as follows: from Currie Motors in the amount of $34,511 and from Rush Truck Center in the amount of $133,297, seconded by Ald. Burrus.

The Committee voted unanimously 5-0 to approve these purchases.

(A3.6) Approval of the Purchase of Eight Police Replacement Vehicles from Currie Motors for 2014

Staff recommends City Council approval for the purchase of eight (8) police vehicles in the total amount of $212,104.00 from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL). Funding is provided by the Equipment Replacement Fund, Account 7780.65550, which has a FY2014 budget of $2,694,000.

For Action

Ald. Holmes moved to recommend City Council approval for the purchase of eight (8) police vehicles in the total amount of $212,104.00 from Currie Motors, seconded by Ald. Burrus.

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

(A3.7) Approval of Contract Renewal with Havey Communications Inc. for Emergency Lighting & Sirens (Bid 13-15)

Staff recommends City Council authorize the City Manager to execute a one (1) year contract renewal for the purchase of emergency lighting, sirens and after-market products and services in the amount of $68,973.60 with Havey Communications Inc. (28835 Herky Drive #117, Lake Bluff, IL). Funding is provided by: 50% from the Equipment Replacement Account 7780.65550, and 50% from the Fleet Maintenance Account 7710. 65060. Havey has agreed to hold their present pricing, terms and conditions for 2014.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a one (1) year contract renewal for the purchase of emergency lighting, sirens and after-market products and services in the amount of $68,973.60 with Havey Communications Inc., seconded by Ald. Grover.

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

(A3.8) Approval of Contract Extension with Ozinga Ready Mix Concrete for Purchase of Concrete

Staff recommends City Council authorize the City Manager to execute a one year contract extension with Ozinga Ready Mix Concrete, Inc. (2222 South Lumber Street, Chicago, IL) for a total of $64,000 for the FY2014 purchase of concrete. Funding is provided by: $48,800 from Street and Alley Maintenance, Account
2670.65055; $7,600 from the Water Fund, Account 7115.65051; and $7,600 from the Sewer Fund, Account 7400.65051.

For Action
Ald. Burrus moved to recommend City Council authorize the City Manager to execute a one-year contract extension with Ozinga Ready Mix Concrete, Inc. for a total of $64,000 for the FY2014 purchase of concrete, seconded by Ald. Grover.

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

(A3.9) Approval of Agreement with Infrastructure Engineering, Inc. for Engineering Services for Central Street Improvement Project (Hartrey Avenue to Eastwood Avenue) (RFP 13-62)
Staff recommends City Council authorize the City Manager to execute the agreement for engineering services for the Central Street Improvement Project in the amount of $297,950 with Infrastructure Engineering, Inc. (33 West Monroe Street, Suite 1540, Chicago, IL). Funding is provided by the FY2014 Capital Improvement Plan (CIP): from the Central Street Sidewalk Project 415924 for $275,000 and the Pedestrian Safety Improvements Project 416434 for $22,950.

For Action
Ald. Grover moved to recommend City Council authorize the City Manager to execute the agreement for engineering services for the Central Street Improvement Project in the amount of $297,950 with Infrastructure Engineering, Inc., seconded by Ald. Burrus.

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

(A3.10) Approval of 2014 Motor Fuel Tax (MFT) Street Resurfacing Construction Contract with Chicagoland Paving (Bid 14-09)
Staff recommends the City Council authorize the City Manager to execute the construction contract for the 2014 MFT Street Resurfacing Project with Chicagoland Paving (225 Telser Road, Lake Zurich, IL) in the amount of $1,119,900. Funding will be provided from the approved 2014 Motor Fuel Tax budget, Account 5100.66515.

For Action
Ald. Holmes moved to recommend City Council authorize the City Manager to execute the construction contract for the 2014 MFT Street Resurfacing Project with Chicagoland Paving, in the amount of $1,119,900, seconded by Ald. Grover.

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

(A3.11) Approval of Additional Project Funding for Safe Routes to School Sidewalk Replacement and Curb Extension Construction Project
Staff recommends that City Council authorize the City Manager to approve additional funding of $24,953.95 to the Illinois Department of Transportation for the local share of the Safe Route to School Sidewalk Replacement and Curb Extension
The lowest qualified bid for the project is $274,815.95, which is $24,953.95 over the previously authorized funding level. Funding will be provided by the FY2014 CIP Neighborhood Traffic Calming Project 415870.

**For Action**

Ald. Braithwaite moved to recommend that City Council authorize the City Manager to approve additional funding of $24,953.95 to the Illinois Department of Transportation for the local share of the Safe Route to School Sidewalk Replacement and Curb Extension Project, seconded by Ald. Holmes.

The Committee voted unanimously 5-0 to recommend the additional funding.

(A4) **Approval of Utilities SCADA System Upgrades Change Order No. 2 (Bid 11-42)**

Staff recommends that City Council authorize the City Manager to execute Change Order No. 2 for the SCADA System Upgrades with Allan Integrated Control Systems, Inc. (2021 Beulah Avenue, East Troy, WI). This final change order will decrease the total value of the contract by $17,012.77 from $1,649,642.00 to $1,632,629.23 and increase the total contract time by 335 days.

**For Action**

Ald. Burrus moved to recommend that City Council authorize the City Manager to execute Change Order No. 2 for the SCADA System Upgrades with Allan Integrated Control Systems, Inc. decreasing the total value of the contract by $17,012.77 from $1,649,642.00 to $1,632,629.23 and increase the total contract time by 335 days, seconded by Ald. Holmes.

At Ald. Rainey’s inquiry Lara Biggs, Superintendent of Construction and Field Services, explained that Allan ICS experienced some difficulty staffing the project appropriately and producing proper written documentation. The project is complete and working properly. The dollar value for the extra time spent on the documentation work performed by CDM Smith was deducted from the Allan ICS’s contract. This does not necessitate a change order because the project was finished under budget.

Ms. Biggs explained that Allan ICS had good references. However, we required a level of documentation beyond what they have typically done and they struggled completing it.

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

(A5) **Resolution 17-R-14, FY2013 Budget Amendment**

Staff recommends adoption of Resolution 17-R-14, authorizing the City Manager to increase the total Fiscal Year 2013 appropriation by $2,278,752, to a new total of $256,214,008.

**For Action**

Ald. Grover moved to recommend adoption of Resolution 17-R-14, authorizing the City Manager to increase the total Fiscal Year 2013 appropriation by $2,278,752, to a new total of $256,214,008, seconded by Ald. Burrus.

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

(A6) 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 for $53,200 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 $37,240 to be reimbursed to the City, with the City’s match of $15,960. Following the March 10, 2014 Administration & Public Works Committee meeting, staff revisited the City contribution and was able to decrease the City’s financial expenditure to $3,990 through the increased utilization of volunteers.

For Action
Ald. Holmes moved to recommend that the City Council authorize the City Manager to sign a grant agreement for $53,200 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. Burrus.

The Committee voted 4-1, with Ald. Rainey against the grant agreement with the IHPA.

(A7) Approval of 2014 Special Events Calendar

Staff recommends City Council approval of the 2014 calendar of special events, contingent upon compliance of all requirements as set forth by the Special Event Policy & Guidelines. This year’s calendar includes four new proposed events; two of which are low-impact events that involve use of the lakefront path. Costs for City services provided for events require a 100% reimbursement from the sponsoring organization or event coordinator.

For Action
Ald. Braithwaite moved to recommend City Council approval of the 2014 calendar of special events, contingent upon compliance of all requirements as set forth by the Special Event Policy & Guidelines, seconded by Ald. Grover.

Ald. Braithwaite noted that the City added two events to the lakefront.

At Ald. Rainey’s inquiry, Deputy City Manager/Director of Parks & Recreation and Community Services confirmed that Bike the Ridge will be held on September 28, 2014 from 9am-1pm. Director McRae also confirmed that the Special Events Committee meets every other Wednesday. Ald. Rainey asked Director McRae to notify Judge Hanson of those meetings.

Ald. Grover welcomed two new events, a bike race and the Evanston Art and Big Fork. Director McRae explained that The Evanston Art and Big Fork event is being brought to Evanston by Amy Amdur Productions. They are looking to work with the City and the Arts Council for this event.
The Committee voted unanimously 5-0 to approve the 2014 calendar of special events.

V. 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 6:56 p.m.

Respectfully submitted,
Janella Hardin