Administration and Public Works Committee Meeting
Minutes of May 28, 2013
City Council Chambers – 5:45 p.m.
Lorraine H. Morton Civic Center

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

PRESIDING OFFICIAL: Ald. Burrus

I. DECLARATION OF QUORUM

A quorum being present, and Ald. Grover absent, acting Chair Burrus called the meeting to order at 6:48 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF MAY 13, 2013


The minutes of the May 13, 2013 A&PW meeting were approved unanimously 4-0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 5/5/13 $2,619,382.07

Ald. Rainey moved to approve the payroll, seconded by Ald. Braithwaite.

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

(A2) City of Evanston Bills FY2013 5/29/13 $3,597,201.31

Ald. Holmes moved to approve the bills list, seconded by Ald. Braithwaite.

At Ald. Holmes inquiry, Doug Gaynor, Director of Parks, Recreation and Community Services, explained that the charge is $300 per event and that it is $234 per party multiplied by 2, so there is a net and confirmed that the calculation is correct.

Ald. Rainey asked, regarding the wiring expense of $4,192 for a piece of equipment, whether the equipment is under warranty, to which Suzette Robinson, Director of
Public Works, replied that it is from the year 2000 so it is no longer under warranty and that a new vehicle would be approximately $85,000.

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

(A3.1) Approval of Single-Source Purchase of Leak Detection Equipment from Fluid Conservation Systems
Staff recommends approval of a single-source purchase of water main leak detection equipment from Fluid Conservation Services (502 Technecenter Drive Suite B, Milford, OH) in the amount of $53,060. Funding is provided by the Water Fund, Account 7130.65702, with a FY 2013 budget of $60,000 for the purchase of leak detection equipment.
For Action

Ald. Rainey moved approval, seconded by Ald. Holmes.

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

(A3.2) Approval of Contract with AVI Systems for New Camera, Mixer and Microphones for the City Council Chambers (Bid 13-33)
Staff recommends that City Council authorize the City Manager to execute a contract with AVI Systems (621 Busse Rd., Bensenville, IL) for the purchase and installation of new video cameras, mixer and microphones in the amount of $43,167. Funding is provided by the PEG dedicated funds Account 1510.52181 from FY 2012 & 13.
For Action

Ald. Holmes moved approval, seconded by Ald. Braithwaite.

At Ald. Braithwaite’s inquiry, Matt Swentkofske, Intergovernmental Affairs Coordinator, said he would check that the existing cable is upgraded to the level of the new high definition (HD) equipment. At Ald. Rainey’s inquiry whether the equipment would be compatible with the equipment at the Service Center, he said he has consulted with former ECTV Manager, Steve Bartlebaugh, with whom he is meeting to review the specs, so it will be compatible. He said bid went out in February on the second room and moving forward they will follow the Council’s will.

Wally Bobkiewicz, City Manager, said the contract can be amended for the wiring of the second room but he wanted to make the first improvements while the room is vacant, in August. He explained that the City won’t be able to broadcast in HD on Channel 16, but streamed meetings on YouTube and the press table connection will be in HD. He said the intention is to have equipment that will serve the City well into the future.

The Committee voted unanimously 4-0 to recommend approval of the contract.
(A3.3) Approval of Sole Source Purchase of Flashback 2 Video Recording System for Patrol Squad Cars from L3 Mobile-Vision, Inc.

Staff recommends approval for the sole source purchase of twenty (20) Flashback 2 in-car video recording systems from L3 Mobile-Vision, Inc. (90 Fanny Rd., Boonton, NJ) in the amount of $50,100. Funding is provided by Patrol Operations Minor Equipment Account 2210.65085, with a total FY2013 budget of $52,290.

For Action

Ald. Braithwaite moved approval, seconded by Ald. Holmes.

At Ald. Braithwaite’s inquiry, Police Chief Eddington explained that upgrading won’t be necessary with this system because the system has exceeded its life expectancy but the components are newer than the video.

At Ald. Rainey’s inquiry as to whether the City’s video system has been successful, Chief Eddington replied that it absolutely has. It has been able to get to the heart of an issue better than a recount by an individual. It is activated when the siren goes on and must be manually turned off by an officer. It can record outside of a car. He suggested the Committee members come by and see how the system works.

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

(A3.4) Approval of Renewal Agreement with Open Kitchens Inc. for the 2013 Summer Food Service Program (Bid 11-01)

Staff recommends that City Council approve the renewal agreement for the 2013 Summer Food Service Program with Open Kitchens Inc. (1161 West 21st Street, Chicago, IL) in the not-to-exceed amount of $2.446 per lunch. Estimated total value of the food costs for the program are $86,500. Overall budgeted expenses for the 2013 program are $115,092 which includes staffing seasonal salaries, Social Security, Medicare, advertising, program supplies, sanitation fees, health inspections and food costs. The estimated revenue is $103,000 to be reimbursed through the Federal Government program to revenue account 3050.53565.

For Action

Ald. Rainey moved approval, seconded by Ald. Holmes.

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

At Ald. Braithwaite’s inquiry as to whether the City has looked at a local vendor, Mr. Gaynor said they had worked through a bid process. Bob Dorneker, Assistant Director of Parks, Recreation and Community Services said the local vendor was not able to provide the number of meals required. Ald. Rainey added that food service is very complicated and there is great risk of health issues and this company has never had a problem, so it is good to keep using them.
(A3.5) **Approval of Contract Award to Construction Consulting & Disbursement Services, Inc. for the 2013 Ecology Center Greenhouse Addition Project, (Bid 13-16)**

Staff recommends that City Council authorize the City Manager to execute a contract for the base bid for the 2013 Ecology Center Greenhouse Addition Project with Construction Consulting & Disbursement Services, Inc. (900 Skokie Boulevard, Suite 100, Northbrook, IL) in the amount of $175,000. Funding is provided by FY2013 Capital Improvement Program (CIP) Account No. 415688 in the amount of $115,000.00 and the FY2013 CIP Amendment of $71,988 for a total allocation of $186,988.

**For Action**

Ald. Braithwaite moved approval, seconded by Ald. Rainey.

At Ald. Rainey’s inquiry, Mr. Gaynor explained that the existing greenhouse is dilapidated and there are cracks in the foundation and it is currently only being used for storage. With the restoration it will be used for ecology students. He said the City will try to obtain grants to maintain it.

**Interim Chair Burrus called the public who wished to speak to the podium.**

Virginia Beatty of 1509 Forest, who has been interested in ecology since 1964, said she has been unable to get information on the proposal and she is concerned about it because she believes it should be done by an in-house group. She said she is strongly in favor of it but that it needs to have sufficient storage space because the current one does not have enough.

Fred Schneider of 3301 Noyes and President of the Evanston Environmental Association (EEA), said he is strongly in favor of the new greenhouse and agreed that the existing one is in bad shape and that it will need to have materials for educational programs. He said considering that the greenhouse needs new footing and a new foundation, $183,000 is not an exorbitant amount.

Ald. Rainey said she has no problem spending this amount and agrees with Ms. Beatty that it should have plenty of storage and space for potting.

Mr. Gaynor said students will use it as a classroom while performing the function of the greenhouse; planting and harvesting various plants and it will also be used for storage. At Ald. Rainey’s inquiry, he said some plants have been sold in the past and may be sold at the Farmers Market to exhibit the activities of the Ecology Center. He said he would submit a program of its use to the City Council.

Ald. Holmes said there was a great deal of information about the firm that has designed the new greenhouse in an email Ald. Grover had sent to Ms. Beatty.

Ald. Braithwaite said he needs more information from staff about the proposed new greenhouse.
Mr. Bobkiewicz explained that City Council entered an agreement with the Evanston Environmental Association a few years ago and that the greenhouse had been discussed in 2009, 2010 and 2011. He said staff will submit photos of the existing footprint and renderings of the proposed structure. Ald. Rainey noted that it is complicated and must be done right.

The item was held in Committee for further information.

**(A3.6) Approval of Professional Consulting Services Contract with McGuire Igleski & Associates, Inc. for the 2013 Fire Station #2 Renovation Project (RFP 13-13)**

Staff recommends that City Council authorize the City Manager to execute a contract for the 2013 Fire Station #2 Renovation Project to McGuire Igleski & Associates, Inc. (1330 Sherman Avenue, Evanston, IL) at a total cost of $22,527. Funding is provided by FY2013 CIP Amendment Account #415827 with a budget of $53,000.

**For Action**

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

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

**(A3.7) Approval of Contract Award to G.A. Johnson & Son for the 2013 Noyes Cultural Arts Center Chimney & Roof Repair Project (Bid 13-02)**

Staff recommends that City Council authorize the City Manager to execute a contract for the base bid plus alternates 1, 3 and 7 for the 2013 Noyes Cultural Arts Center Chimney & Roof Repair Project with G.A. Johnson & Son (828 Foster Street, Evanston, IL) in the amount of $1,073,660. Funding is provided by: 1) $70,000 from the FY 2013 CIP Fund Account No. 415663; 2) $750,000 from a State of Illinois DCEO Grant; and 3) $434,000 from proposed FY2013 CIP Amendment. Total 2013 budget allocation is $1,254,000.

**For Action**

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

Acting Chair Burrus said she is concerned about the crosswalk markings because in some places they are barely visible after only one year.

James Maiworm, Superintendent of Streets and Sanitation, said the proposed process is thermo-plastic, which is the most durable and can last up to 5 years, but cannot be used on concrete. He said plows and other upheaval can pick up the thermo plastic though, because it is higher than the surface. In some places they are combining both paint and thermo-plastic. He said he will provide a list of the areas where there is thermo-plastic and will fix any stripes that have worn off.

The Committee voted unanimously 4-0 to recommend approval of the contract.
(A3.8) Approval of Contract with Havey Communications for Emergency Lighting & Sirens (Bid 13-15)

Staff recommends City Council authorize the City Manager to execute a one (1) year contract with three (3) one (1) year renewals with Havey Communications Inc. (28835 Herky Drive # 117, Lake Bluff, IL) for the purchase of emergency lighting, sirens and after-market products and services in the amount of $68,973.60. Funding is provided by the Equipment Replacement Fund 7780.65550 ($34,486.80) and the Fleet Maintenance Fund 7710.65060 ($34,486.80).

For Action

Ald. Rainey moved approval, seconded by Ald. Holmes.

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

(A3.9) Approval of Eight (8) Vehicle Replacement Purchase for Evanston Police Department from Currie Motors

Staff recommends City Council approval for the purchase of eight (8) replacement vehicles/units for the Evanston Police Department in the amount of $222,273.98 from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL), which is the Northwest Municipal Conference Suburban Purchasing Cooperative Competitive Bid (SPC) winner. Funding is provided by the Equipment Replacement Fund (7780.65550), and represents 12.5% of FY2013 budget for replacement vehicles and equipment.

For Action

Ald. Rainey moved approval, seconded by Ald. Holmes.

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

(A3.10) Contract Extension with Golf Mill Ford Inc. for Ford Original Equipment Manufacturer (OEM) Parts (Bid 12-118)

Staff recommends City Council approval of a one-year contract extension for the purchase of Ford Original Equipment Manufacturer (OEM) parts in the amount of $75,000 to Golf Mill Ford Inc. (9401 N. Milwaukee Avenue, Niles, IL). Funding is provided by the Major Maintenance, Materials to Maintain Autos Account, 7710.65060.

For Action

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

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

(A3.11) Approval of Contract Award for 2013 Water Main Replacement & Street Resurfacing CIP Project One (Bid 13-40)

Staff recommends that City Council authorize the City Manager to execute a contract for the 2013 Water Main Replacement & Street Resurfacing CIP Project One with Glenbrook Excavating & Contracting Inc. (20389 Weiland Road, Prairie View, IL) in the amount of $1,998,898.26. Funding is provided by the Water Fund.
$1,328,251.29 (733086.65515); Sewer Fund $92,247.54 (7420.65515); and CIP Street Resurfacing Fund $578,399.43 (415857.65515).

For Action

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

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

(A3.12) Approval of Single Source Contract with Schaefer Consulting for Data Conversion Services

Staff recommends City Council authorize the City Manager to execute a single-source contract for data conversion service with Schaefer Consulting (34179 Golden Lantern #105, Dana Point, CA) in the amount of $36,000. Funding is included as a part of the total funding cost for the New World System under the contingency for “additional implementation services above the minimum proposed by New World Systems.” Funding will also be provided through salary savings from the retirement of the Database Administrator position.

For Action

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

At Ald. Braithwaite’s inquiry, Marty Lyons, Assistant City Manager and Treasurer, explained that this expenditure is part of the conversion of the finance purchasing system to New World from J. D. Edwards. Because Mr. Mertz retired after the New World system was purchased, the City needs to hire an outside contractor to assist with the conversion. He is staff is working with other firms to maintain the current J. D. Edwards system.

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

(A4) Approval of Approval of Change Order No. 1 for Utility Billing Print and Mailing Services (Bid 10-32)

Staff recommends that the City Council authorize the City Manager to execute Change Order No. 1 to the agreement with Third Millennium Associates, Inc. (4200 Cantera Drive, Suite 105, Warrenville, IL), for the Utility Billing Print and Mailing Services (Bid 10-32), increasing the amount of the contract by $5,000 and extending the contract completion date by 62 days. Funding is provided by the Water Fund Account 7125.62455 in the amount of $3,000, and by the Sewer Fund Account 7400.62455 in the amount of $2,000.

For Action

Ald. Rainey moved approval, seconded by Ald. Holmes.

Dave Stoneback, Director of Utilities, said the project went out to bid and it takes 2 months for a new vendor to be chosen but he is happy with the vendor.

At Ald. Braithwaite’s inquiry, Mr. Stoneback said 5 of the 15 bid packages were sent to Evanston companies. None responded. Ald. Braithwaite asked if someone in Purchasing could point someone from Purchasing to local vendors to get them the details of the bid package. Mr. Lyons encouraged any local vendors to contact him.
or Lou Gergits, who manages payables and purchases, at 847-866-2934 for information. He explained that one of his team members, Dolores Cortez, is out at the moment and credited Management Analyst Ashley Porta, for doing a great job in Ms. Cortez’s absence.

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

**(A5) Approval for Acceptance of the Tiny House Donation**

Staff recommends that the City Manager be authorized to execute an agreement with Northwestern University to accept the donation of the Tiny House for educational purposes.

**For Action**

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

Chair Grover called the public who wished to speak to the podium.

Virginia Beatty said she is concerned where the Tiny House will go because the solar panels should not be in the shade. She said she hopes they are not putting the Tiny House on top of the wild flowers or other things that are growing. She said she will be watching to make sure it does not get hurt.

Fred Schneider said he is in support of accepting the Tiny House donation from NWU. He said he had approached NWU and asked what the future of the Tiny House was and suggested they donate it to the Ecology Center. He said the vision is to expand to sustainable houses. He said it has been a 6-7 year process to make the Ecology Center visible and increase environmental awareness. The goal of the Evanston Environmental Association (EEA) is to make the Ecology Center a hub of sustainability awareness and education and that Mr. Bobkiewicz has been supportive of this endeavor.

He said the vision of City and Ecology Center staff is for the Tiny House to face McCormick and have high visibility. Unfortunately, there are wild flowers there. The EEA will foot the cost to make it happen. It is a symbol of collaboration with the City and NWU and the chosen location will reflect its importance.

Mr. Gaynor said the location selected is facing McCormick, where Mr. Schneider had suggested and confirmed that the compost toilet will not be used, but the house will show how solar panels work.

Chair Burrus recused herself from the vote.

The Committee voted unanimously 3-0 to recommend approval of the donation.

**(A6) Resolution 30-R-13, Appointing Directors to the Solid Waste Agency of Northern Cook County (SWANCC)**

Staff requests adoption of Resolution 30-R-13 appointing the City of Evanston’s 2013-2015 Director and Alternate Director to SWANCC.

**For Action**
Ald. Rainey moved approval, seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 to recommend approval of Resolution 30-R-13.

(A7) Resolution 35-R-13, Authorizing the Mayor to Execute a Highway Authority Agreement and Addendum with Ventura Realty, Ltd.

Staff recommends approval of Resolution 35-R-13 authorizing the Mayor of the City of Evanston to execute a Highway Authority Agreement and an Addendum thereto with Ventura Realty, Ltd.

For Action

Ald. Rainey moved approval, seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 to recommend approval of Resolution 35-R-13.

V. ITEMS FOR DISCUSSION

There were no items for discussion.

VI. COMMUNICATIONS

There were no communications.

VII. ADJOURNMENT

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

The Committee voted unanimously 4-0 to adjourn.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Bobbie Newman