ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, September 10, 2007
5:48 p.m. – 6:45 p.m.

CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Judy Aiello, Sol Anderson, Anna Kate Bishop, John Burke, David Cook, Robert Dorneker, Richard Eddington, Matthew A. Grady, III, Beth Howlett, Jewell Jackson, David Jennings, Vincent Jones, Gavin Morgan, Elke Purze, Rolanda Russell, Dave Stoneback, Jay Terry, Lisa Woods

Others Present: Alderman Bernstein
Alderman Tisdahl
Gloria Woods – Kaleidoscope Group
Pam Anderson – Three Crowns Park

Presiding: Ald. Wollin

I. DECLARATION OF QUORUM
With a quorum present, Alderman Wollin called the meeting to order at 5:48 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of August 13, 2007
Minutes were unanimously approved, 4 – 0.

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA
Items were individually considered.

(A1)* City of Evanston Payroll through 08/23/07 $2,499,639.78
09/06/07 $2,274,422.08

Item A1 was unanimously approved, 4-0.

(A2)* City of Evanston Bills through 09/11/07 $4,998,376.16

Ald. Rainey questioned the number of permit refunds. She has never seen these before. Vincent Jones (Assistant to City Manager) stated that permits are based on an estimate and often the actual is lower and a refund is then required. Matthew A. Grady, III (Director of Finance) explained that the Accounting Services expenditure was for coverage while a search was conducted for a new Accounting Manager. Vincent Jones said that Donna Floeter was an architect hired to cover for staff vacations in Building and Zoning. Ald. Rainey questioned the use of Outreach Services. She never sees anyone around. Ald. Jean-Baptiste also questioned the work accomplished. He asked if there could be a real-time report on their activities and accomplishments and current information given to the Aldermen for use at their Ward meetings. A report at the end of the season is not useful. Richard Eddington (Police Chief) said Cynthia Harris of the Police Department is preparing a report. The workers were primarily in the south and west of the City. A considerable amount of time was spent in the hiring process. A record of daily activities and results is
maintained but not given to the higher levels. Ald. Rainey asked how the program is evaluated. She believes that the calls for service have not decreased. These answers will be provided. Sol Anderson (Youth Coordinator) has been out in the field. Ald. Holmes asked if the fee paid for operating management at the Sherman Plaza Garage was monthly or annual. John Burke (Transportation Director) said that it is monthly. Ald. Rainey asked if the incident in the garage was caught on tape. Chief Eddington said the tapes are being reviewed but being an ongoing investigation, he was not able to comment at this time. She asked if all cameras are monitored and John Burke said yes they are.

Item A2 was unanimously approved, 4-0.

(A3.1)*Approval of contract for professional services for Diversity Training (RFP# 08-19) with Kaleidoscope Group (434 West Ontario, Chicago, IL) in the amount of $25,600. Funding provided by the Citywide Training budget.

Alderman Jean-Baptiste asked who would do the training and what is the overall outline and how will success be measured. Gavin Morgan (Assistant to City Manager) introduced Gloria Woods of the Kaleidoscope Group. She explained the focus would be on diversity training, working with city colleagues, resulting in better relationships and outcomes to develop productive relationships. Ald. Wollin asked if anyone below Department Heads and Managers would receive training. Gavin Morgan discussed the train-the-trainer aspect. There will be one-on-one training insuring that in-house trainers will be developed so that training can be given to all employees.

Item A3.1 was unanimously approved, 4-0.

(A3.2)*Approval of purchase for an Aerial Bucket Truck, to replace vehicle #163, for the Traffic Engineering Department from Landmark Ford of Springfield, Illinois under the State bidding process in the amount of $91,999. Funding provided by the Fleet Fleet Service Capital Outlay account.

Ald. Wollin asked where the money goes from selling old vehicles. David Jennings (Director of Public Works) said the sale of the vehicle is not tied to the purchase of the next one. Matthew A. Grady, III said that the sale dollars go into the Fleet Fund.

Item A3.2 was unanimously approved, 4-0.

(A3.3)*Approval of the lowest responsible and responsive bid (RFP #08-43) for design engineering services for Police Range ventilation improvements, bullet trap replacement, combat wall surfacing materials, range lighting, target acquisition, and control systems provided by Hinkle Engineering (8167 South Cass Avenue Darien, IL) in the amount of $22,210. Funding provided by the Capital Improvement Plan.

Ald. Holmes noted in the documents that the current range had exceeded its usefulness of life. Officer Cook (Police Department) stated that the usual life range is twenty years. This one’s ventilation system when tested, showed it did not meet OSHA’s standards. Ald. Holmes asked if these repairs and replacements should not have been done earlier. Officer Cook said that it has been in previous budgets but the ventilation system was not addressed until now. Ald. Holmes asked if there was a schedule of testing the equipment. Officer Cook said yes. Ald. Wollin asked that since our officers have to go to Glenview, why A & P W wasn’t involved sooner. Officer Cook stated that no one in the City of Evanston could write the specifications. An outside service was hired, various tests were conducted and time passed.

Item A3.3 was unanimously approved, 4-0.

(A3.4)*Approval of the lowest responsible and responsive bid for installation of a new fire
alarm system for Robert Crown Center by ADT Fire and Security Systems (111 Windsor Drive, Oak Brook, IL) in the amount of $51,206. Funding provided by the Capital Improvement Plan.

Ald. Hansen asked if this new equipment can be used when Robert Crown is remodeled in a few years. David Cook (Superintendent of Facilities) said no, most of the work today would not be reusable, but this work must be done now.

Item A3.4 was unanimously approved, 4-0.

(A4.1)*Approval of Change Order No. #1 to provide additional work during construction of the 2007 Water Main, Sewer and Street Improvement Project with DiPaolo Company (4350 DiPaolo Center Glenview, IL). The change order increases the contract amount by $13,733.11 from $2,519,393.70 to $2,533,126.81. Funding will be provided by the Water Fund.

Ald. Wollin stated that she will be glad when the work is done. She thought item 101 was an expensive mistake. Dave Stoneback (Water Superintendent) said it was due to an unknown water main. The gas company will pay half of the bill. Item 102 was a potential contamination problem from an abandoned gas main. His department had to work around it.

Ald. Jean-Baptiste asked if there were no maps of the various pipes, etc. Dave Stoneback said there are no maps of other utilities-only of ours. This abandoned pipe was laid before People’s Gas took over and NICOR did not take over all of the property of People’s Gas. There are no blueprints. Dave Stoneback is seeking payment from NICOR.

Item A4.1 was unanimously approved, 4-0.

(A4.2)*Approval of Change Order No. #1 to the 2007 Street Resurfacing Program to J. A. Johnson Paving Company (1025 East Addison Court, Arlington Heights, IL) to add Hull Terrace widening between Custer Avenue and Callan Avenue resulting in an additional 10 on-street parking spaces. The change order increases the contract amount by $34,690 from $261,861.25 to $296,551.25. Funding provided by the Capital Improvement Plan Fund.

Item A4.2 was unanimously approved, 5-0.

(A5)* Resolution 45-R-07 Local Agency Agreement with IDOT for Construction Funding

Consideration of proposed resolution 45-R-07 authorizing the City Manager to sign a Local Agency Agreement with the Illinois Department of Transportation for participation in the construction of the Ridge Avenue Roadway Improvements in the amount of $6.1M. Funding provided by the Federal Government: $2.4M, the State Government: $1.2M, the City’s Capital Improvement Plan Street Resurfacing Fund: $0.7M, and City’s sewer fund: $1.8M.

Item A5 was unanimously approved, 5-0.

(A6)* Resolution 46-R-07 RTA Funding for a Technical Assistance Grant to Develop a City-wide Multi-Modal Transportation Plan

Consideration of proposed resolution 46-R-07 authorizing applications for and execution of a technical assistance grant from RTA for developing a city-wide multi-modal transportation plan.

Ald. Rainey asked if there was an update on the Skokie Swift. John Burke said he would send it out when the recently finished plan is available.
Item A6 was unanimously approved, 5-0.

(A7)* **Resolution 47-R-07  Flood and Pollution Control Commission**
Consideration of proposed resolution 47-R-07 commending the Flood and Pollution Control Commission for its accomplishments and dissolving the Commission.
Ald. Tisdahl is on this commission and whole heartedly supports the dissolution.
*Item A7 was unanimously approved, 5-0.*

(A8)* **Ordinance 79-O-07  Increasing the Number of Class U Liquor Licenses**
Consideration of proposed ordinance 79-O-07 by which the City Council would amend Section 3-5-6 (U) of the City Code to increase the number of Class U Liquor Licenses from 1 to 2 for Three Crowns Park (2323 McDaniel Avenue, Evanston, IL). BASSET training was completed on August 31, 2007.
Pam Anderson from Three Crowns Park was in attendance and said that there would be a pub in the facilities for guests.
*Item A8 was unanimously approved, 5-0.*

(A9)* **Ordinance 87-O-07  Amending Various Sections of the City Code 7-11-4 for Beach Hours**
Consideration of proposed ordinance 87-O-07 amending Section 7-11-4 of the 1979 Evanston City Code, Beach Hours, clarifying the hours of operation for all of the city’s beaches.
Ald. Rainey asked that when this passes, will an e-mail go out about the new swimming hours. The staff responded yes. Robert Dorneker (Superintendent of Recreation) stated that advertising is done in the Arts & Recreation magazine, placed on the City web page and sent to Donna Stuckert. Judy Aiello (Assistant City Manager) said that signs will be posted at the entry to the beaches. In response to Ald. Jean-Baptiste’s question concerning the use of the City’s radio station, Judy Aiello said that she would look into figures of how many citizens use the radio. Ald. Hansen mentioned the confusing signs on the beach she recently went to. Robert Dorneker said he would review each set of signs at each beach.
*Item A9 was unanimously approved, 5-0.*

(A10)* **Ordinance 88-O-07 Sheridan Road/Isabella Street Jurisdictional Transfer Agreement**
Consideration of proposed ordinance 88-O-07 authorizing the City Manager to sign a Jurisdictional Transfer Agreement with the Illinois Department of Transportation for Sheridan Road from Isabella Street to the north City limit at Wilmette and Isabella Street from Bryant Avenue to the Ridge/Sheridan intersection.
*Item A10 was unanimously approved, 5-0.*

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 6:45 p.m.

Respectfully submitted: Phillip G. Baugher  
Administrative Assistant Finance Department