ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, April 27, 2009

CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Carolyn Collopy, David Cook, Robert Dorneker, Chief Eddington, Suzette Eggleston, Doug Gaynor, Paul Gottschalk, Beth Howlett, Chief Hunter, Jewell Jackson, Lonnie Jeschke, Melissa Kreke, Martin Lyons, Angela McCray, Joseph McRae, Jeff Murphy, Sat Nagar, Rolanda Russell, Paul Schneider, Lloyd Shepard, Donna Spicuzza, Dave Stoneback, Evonda Thomas, Lisa Woods

Others Present: Ald. Tisdahl
Jeff Cory – Cultural Arts Director
Jim Brenner – Artist – Custer Street Bridge
Keila Smith-Upton – Artist – Wall at Clyde-Brummel Park
Brian Nielsen - Resident

Presiding: Ald. Wollin

I. DECLARATION OF QUORUM
With a quorum present, Alderman Wollin called the meeting to order at 5:40 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of April 14, 2009
Minutes were unanimously approved 5 - 0.

(A1)* City of Evanston Payroll through 04/16/09 $2,227,116.60
Item A1 was unanimously approved 5 – 0

(A2)* City of Evanston Bills through 04/27/09 $467,101.86
04/28/09 $2,168,264.73

*** Ald. Rainey recommended that because of the high number of board-ups that occur, an escrow account should be set up for at least $1,500.00 for each vacant/boarded building that the City can draw on to cover costs. Jeff Murphy (Property Standards Supervisor) said the City has been successful in collecting vacant fees of about $4,500.00 per month. Ald. Rainey said she was referring to board-up costs, not the other costs. The committee asked that this item be referred to Planning and Development.

*** Ald. Rainey asked about the Tribune ad asking for bids for the fire station windows. She believed that it was a newer station and wondered at having to replace the windows so soon. How she asked did the City purchase such inferior windows. Dave Cook (Superintendent of Facilities) said that the original bid was a value engineered down to a residential grade window frame from an industrial grade frame. Ald. Rainey asked why the City decided that and D. Cook said the construction team choose them. Ald. Wollin asked if they were not repaired in 2006/07. D. Cook said that repairs were tried instead of replacement but the repairs only lasted one year and the windows started to once again sag. Ald. Rainey asked what the saving were on the value engineered down frames compared to the industrial frames and what will be the cost of new ones. D. Cook said that he did not have the figures on the original work. New frames he continued would cost 75 to 80 thousand. Ald. Holmes asked for more specifics on who decided to value down the quality and Ald. Rainey said it was probably a large committee decision. She added, we need to learn that you get what you pay for.

Item A2 was unanimously approved 5 – 0
(A3.1) Approval of Lowest Responsible and Responsive Bid (10-11) for 2009 50/50 Sidewalk & Curb Replacement Program

Recommend approval of the lowest responsible and responsive bid (10-11) for the 2009 50/50 Sidewalk & Curb Replacement Program to Suburban Concrete Inc., (21222 Commercial Drive, Mundelein, IL) in the amount of $85,680. Funding provided by General Obligation Bonds and Private Funds.

Ald. Holmes asked for an explanation of sidewalk repairs/replacement when tree roots have caused the damage. Paul Schneider (Director of Transportation and Engineering) said that in a case like that, the resident is not asked to pay anything. Ald. Rainey mentioned that a resident of her Ward called and said that the repair was worse than the problem, there was gravel all over the place, etc. She suggested that someone should get out there quickly and clean up. Ald. Jean-Baptiste asked who does the work. Dave Stoneback (Interim Public Works Director) said the work is done by Public Works employees. Ald. Jean-Baptiste asked where they are working. D. Stoneback replied that residents contact the City to get on a list. Ald. Jean-Baptiste asked if the City ever takes the initiative. D. Stoneback said that residents are encouraged to participate. Ald. Jean-Baptiste asked if they only respond to requests or are they ever pro-active. D. Stoneback indicated that property owners adjacent to the damaged walks are contacted and requested to participate. He noted that the Multi-Modal Transportation Plan proposed that the sidewalk repairs would be mandated. Ald. Hansen said that the plan is complaint driven by residents who see a need. Ald. Jean-Baptiste asked if a list existed of where they are going. P. Schneider offered to send a copy of the current list. Ald. Holmes asked when it is the City’s responsibility, is asphalt or concrete used. D. Stoneback said that asphalt is used only as a temporary patch until a permanent concrete patch could be completed. Ald. Rainey asked if the 50/50 program was for a whole block at one time or just 1 to 3 squares at a time. Sat Nagar (Traffic Engineer) said individual square repairs were usually completed. He offered to send a list to the committee. S. Nagar said they would look at doing the whole block and mentioned that the curb work is always a full block.

Item A3.1 was unanimously approved 5 – 0

(A3.2)* Approval of Lowest Responsible and Responsive Bid (09-66) 2009 CIPP Spot Lining Sewer Rehabilitation Project

Recommend approval of the lowest responsible and responsive bid (09-66) for the 2009 CIPP Spot Line Sewer Rehabilitation Contract to CTR Systems (4350 DiPaolo Center, Glenview, IL) in the amount of $52,350. Funding provided by the Sewer Fund.

Item A3.2 was unanimously approved 5 – 0

(A3.3)* Approval of Lowest Responsible and Responsive Bid (10-16) for 2009 Distribution and Sewer Materials Contract

Recommend approval of the lowest responsible and responsive bid (10-16) for the 2009 Distribution and Sewer Materials Contract to J & S Valve (2323 1st Street, Huffman, TX) in the amount of $17,070; Mid American Water (1125 Old Rand Road, Wauconda, IL in the amount of $154,934.74; Resource Utility Supply Co. (P.O. Box 40, Lemont, IL) in the amount of $23,388.12 and Ziebell Water Service Products (2001 Pratt Blvd., Elk Grove Village, IL) in the amount of $55,647.90. The total amount is $251,040.76. Funding provided by the Water Fund ($223,106.02) and the Sewer Fund ($27,934.74).

Item A3.3 was unanimously approved 5 – 0
(A3.4)*Approval of Lowest Responsible and Responsive Bid (10-06) for 2009 Water Main & CIP Street Resurfacing Program
Recommend approval of the lowest responsible and responsive bid (10-06) for 2009 Water Main & CIP Street Resurfacing Program to Bolder Contractors, Inc. (440 Lake Cook Road, Deerfield, IL) in the amount of $2,016,150.40. Funding provided by Water Fund ($1,138,751.75), Sewer Fund ($160,115) and Capital Improvement Program (CIP) Street Resurfacing Fund ($717,283.65).
It was noted by all that Public Works should be commended for using the local hire program.
Item A3.4 was unanimously approved 5 – 0

(A3.5)*Approval of Proposal from the Wilmette Golf Course Association for NU Parking on the Frank Govern Memorial Golf Course
Recommend approval of proposal from the Evanston Wilmette Golf Course Association (doing business as Frank Govern Memorial Golf Course, formerly Peter Jans) to park cars on holes # 9, 17 and 18 of the golf course during Northwestern University home football games for a two year period. This request does not include parking for other activities/events.
Item A3.5 was unanimously approved 5 – 0

(A3.6)*Approval of Proposed Special Event “Activate Evanston Youth Triathlon”
Recommend approval of a request from McGaw YMCA to host a youth triathlon to promote healthy lifestyle choices among youth as part of their mission to Activate America. The date is July 26, 2009, from 7 am to 9 am. Cost for city services for the event includes street closures and traffic control at approximately $4,600. McGaw YMCA will reimburse the City for these services.
Item A3.6 was unanimously approved 5 – 0

(A3.7)*Approval of Proposed Special Event “The Real Live Book Drive” to be Held in the Civic Center Parking Lot on May 2, 2009
Recommend approval of the request from Open Books Ltd to have a book drive event in the Civic Center parking lot from 9 a.m. until 4 p.m. on Saturday, May 2, 2009.
Ald. Wollin asked if it was going to be only children’s books. Doug Gaynor (Director Parks, Forestry and Recreation) said no, it would be for all books. Ald. Rainey wondered about the age and condition of some books and asked if there really was a market for these well used items. D. Gaynor said he was sure there was, this program has been presented for many years.
Item A3.7 was unanimously approved 5 – 0

(A3.8)*Approval to Purchase Five Compact Sedans for Various City Departments
Recommend approval to purchase five (5) 2009 – model year Ford Focuses through the National Municipal Conference Bid Award from Currie Motors (9423 West Lincoln Highway, Frankfort, IL) in the amount of $68,998.25. Funding provided by the Fleet Capital Outlay Budget for Automotive Purchases.
Item A3.8 was unanimously approved 5 – 0

(A3.9)*Approval to Purchase Three Replacement Vehicles for the Evanston Police Department
Recommend approval to purchase three (3) 2009 model year Ford Crown Victorias through the Northwest Municipal Conference Bid from Bredemann Ford (2038 North Waukegan Road, Glenview, IL) in the amount of $74,511. Funding provided by the Fleet Capital Outlay Budget.
Item A3.9 was unanimously approved 5 – 0
(A3.10)*Approval of Single Source Purchase of a Three Year Building Automation System Maintenance Agreement at City-Owned Buildings

Recommend approval of single source purchase of a three year maintenance agreement with ITG Solutions, Inc. (17475 Palmer Boulevard, Homewood, IL) in the amount of $22,713 in the first year for the provision of software and equipment maintenance to City Building Automation Systems. Funding provided by Facilities Management Account.

Ald. Holmes asked about the other stations and wondered if they were on different software. D. Cook said that they are working on getting all the stations on to one system. Ald. Jean-Baptiste asked why this particular station was chosen. D. Cook said that it was ready to go. It is one of the bigger ones. And, as money comes in, others will be done. Ald. Rainey asked about the change from Andover and are these long-range plans. D. Cook said that the two products are run on parallel tracks to keep them honest. If one of them stops to function, then the City would purchase the other and make it one system. Ald. Rainey asked who ITG Solutions was. D. Cook said that they are a smaller company with factory trained employees and they are the only one in the area. Ald. Jean-Baptiste asked Dave Cook if he made the decisions of what needs to be done and who to hire. D. Cook said that he works with the City’s Information Systems. Ald Jean-Baptiste asked if IS has the ultimate responsibility for software used in the City. D. Cook said that Facilities talks with them on software needs, not equipment. Rolanda Russell (Interim City Manager) stated that since the equipment is in place, they only require maintenance at this time. D. Gaynor stated that eight buildings are already on line. At the initial time of purchase, a full committee of Facilities, IS and Purchasing was convened. Ald. Jean-Baptiste thought IS should still be included since they have the expertise and deal with the subject everyday. A decision about IS maintenance should go through them. He said that he would like to hear from IS about this item especially being a long term item. IS has the vision of where the City is going. The expertise is within easy reach. R. Russell said that going forward, if IS is a part of a project, they will be required to sign off on it. M. Lyons said that BPAT is working on a new schedule and this will be added. Ald. Jean-Baptiste requested that the committee hear from them before they vote on this item. Pat Keegan (Interim Director BPAT) said that he could not speak to this project at this time but will gladly meet with Dave Cook. Ald. Wollin asked Dave Cook if there was any rush and D. Cook replied that it could be presented at the May 26th A & P W meeting. Ald. Rainey reiterated that her comment was what would happen if ITG folded since they are the only source to handle this maintenance. Ald. Jean-Baptiste asked if it was urgent that this be passed now. D. Cook said it would be brought back May 26th.

Item A3.10 was tabled pending further information being provided to the committee.

(A3.11)*Approval of Sole Source Service Agreement with the Metropolitan Water Reclamation District of Greater Chicago for the Disposal of Sludge Generated at the Water Treatment Facility.

Recommend approval a sole source agreement with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for the disposal of sludge generated as part of the water treatment process in the estimated amount of $386,862.24. Funding provided by the Water Fund.

Item A11 was unanimously approved 5 – 0.

(A4)*Resolution 20–R-09 Authorizing the Interim City Manager to Sign the Certification for an Illinois Bicycle Path Grant Program for Ladd Arboretum

Consideration of proposed resolution 20–R-09 authorizing the Interim City Manager to sign a Certification Statement for the 2009 Illinois Bicycle Grant Application through the Illinois Department of Natural Resources.

Item A4 was unanimously approved 5 – 0.
(A5)* Resolution 23-R-09 Authorizing the Interim City Manager to Enter into a Renewal Lease Agreement with the League of Women Voters for Room 1030 of the Civic Center
Consideration of proposed resolution 23-R-09 authorizing the Interim City Manager to enter into a new lease agreement with the League of Women Voters for room 1030 of the Civic Center from June 1, 2009 through May 31, 2010. Aldermen Hansen, Holmes and Wollin made it known that they are members of the League of Women Voters. Item A5 was unanimously approved 5 – 0

(A6)* Resolution 24-R-09 Authorizing the Interim City Manager to Sign an Agreement Between the City of Evanston and Jim Brenner for Public Art at the Custer Street Bridge
Consideration of proposed resolution 24-R-09 authorizing the Interim City Manager to sign an agreement with Jim Brenner for the design, fabrication and installation of gateway identification artwork at the Custer Street bridge in south Evanston for $50,000. Funding provided through an allocation of the CIP budget for the Community Public Art Program.
Jeff Cory, Cultural Arts Director, had the pleasure of showing a model of a portion of the gateway art work. He mentioned that it would be replacing a chain-link fence, would have light to accentuate the arch which will seem to move as you view it and pass through it. Jim Brenner, the artist, who will install the piece, was present and added some facts. The arc is made of seven sections with fiber-optic lighting. The lighting should last five years and be cost efficient due to its low wattage. As you approach the arc you can see it all but when you get near you can feel the weight and body of the bridge. Ald. Rainey said that the local residents are very excited. Ald. Wollin asked what the timeline is and Jim Brenner said that he hoped to have it installed by fall. Ald. Rainey noting that electricity is not cheap suggested looking in to getting it donated. Jim Brenner said that there will be 107 linear feet of sculpture. Ald. Holmes asked if people will be distracted while driving. Jim Brenner said that you only see the light as you approach. Once in under the bridge you will not see the light. Ald. Jean-Baptiste declared that he liked to emphasize the entries into the City of Evanston. But he noted, both item A6 and A7 on tonight’s agenda are funded from the same pot. He asked what the history was and how much money remains as well as who can apply. D. Gaynor replied that the first two years/projects have been funded. There are these two going on now and a fifth project is in the works. Ald. Jean-Baptiste asked if any proposed projects have been rejected. D. Gaynor said all proposed projects are submitted to the Evanston Public Art Committee (EPAC). They do a lot of advertising, 1000 e-mails to local artists and letters to the Aldermen for example. Any person in the community can come forward. Ald. Jean-Baptiste asked how much money remains in the fund. D. Gaynor stated that if the fifth project is approved, zero dollars remain. Over the past two years they have spent 143 thousand dollars. The next cycle for funding is in February 2010 and is dependent on the budget. Ald. Jean-Baptiste thought that he might bring up the idea of entry ways to the City when this item comes up at Council. He feels that the City needs to direct the ideas to streetscape projects, not just wait for ideas to be proposed. Ald. Wollin remembered the days when no ideas were submitted and Ald. Rainey stated that for the community it has been a building system for the City. Item A6 was unanimously approved 5 – 0
Resolution 25-R-09 Authorizing the Interim City Manager to Sign a City of Community Public Art Program Grant Program Agreement with Keila Smith-Upton for Restoration of the Wall of Struggle and Dreams Mural at Clyde-Brummel Park

Consideration of proposed resolution 25-R-09 authorizing the Interim City Manager to sign an agreement with Keila Smith-Upton for the restoration of a 326-foot mural at Clyde-Brummel Park for $25,000. The total project budget is $35,000, with funding provided by the artist through a $10,000 grant from Art Resources in Teaching (A.R.T.) and a $25,000 allocation of the CIP budget for the Community Public Art Program.

Keila Smith-Upton the artist who originally installed the mural fifteen years ago and is being proposed to restore it, answered questions from the Aldersons. Ald. Rainey asked for an explanation of the deterioration. Ms. Smith-Upton stated that the mural is made up of 81 1/2, 4 x 8 panels on a fence structure. The tops of the boards are deteriorating due to the growth of trees that rub against it, the fence is leaning and some colors have faded over the years. From a distance it looks great but up close these signs of age are obvious. It cannot just be repainted. Some of the panels must be replaced and it is proposed to put a drip panel on top to keep the trees from rubbing up against the mural and keep the rain off. Ald. Jean-Baptiste asked D. Gaynor how this project was selected and this artist chosen. Keila Smith-Upton spoke up saying “I am the original artist.” Ald Jean-Baptiste asked how this project got priority. D. Gaynor said at the time no new proposals were being received. The Evanston Public Art Committee was aware of the deteriorated state of this mural and did not want the City to lose it. They voted for this as a restoration project. Ald. Rainey said that the mural is mostly enjoyed by the residents of the area and they are very protective of the art work. She told them about a proposed update and the residents said the City must not change the mural. The EPAC feels that it is a very important piece in Evanston. R. Russell stated that when the next budget process begins in August, the City will revisit the line item for public art.

Item A7 was unanimously approved 5 – 0

Ordinance 11-O-09 for Proposed Paving of the Alley North of Payne Street, East of Hartrey Avenue Special Assessment Alley 1500

Consideration of proposed ordinance 11-O-09 by which the City Council would authorize paving the alley north of Payne Street, east of Hartrey Avenue through the Special Assessment Process.

Brian Nielsen a resident of this area under discussion said that the neighborhood went through the petition process, the majority signed the petition and there where two public meetings where a lot of interest was shown. Three points he would like to have considered are 1) can it be a green alley (which was consider un-feasible), 2) has the financial impact on the residents been reviewed and 3) some parents are of the belief that speed bumps need to be installed (which can’t be until several months after the alley is place). He finished by commending the City employees and how patient they have been throughout this process. And even though Alderman Tisdahl was involved in some additional meetings, he felt that the Committee should pass this ordinance. Ald. Tisdahl said that what Mr. Nielsen said was accurate but that at a later meeting she held, the vote was tied at 7 to 7, then a further vote was 9 against and 8 for. She recognized that there is yard flooding. Though the Board of Local Improvements is recommending this improvement as a result of the public hearings, she stated that she would have to vote against it at Council. D. Stoneback stated that at the Board of Local Improvement meeting, the vote was 9 for, 3 opposed and 2 absent. Ald. Wollin asked if the flooding could be handled another way. D. Stoneback stated that a new alley can improve the situation, but is not a guarantee. Ald. Rainey asked if Ald. Tisdahl feels some are now opposed due to economic reasons and asked if it is true three residents do not use the alley. D. Stoneback replied that the residents were all informed that certain
incomes levels could qualify for financial help. Ald. Jean-Baptiste suggested holding this item until they could talk with Sarah Flax about the availability of CDBG monies. D. Stoneback said that if it is not approved tonight they will have to wait until next year to reconsider it. Public Works cannot hold up processing the other five alleys for one. Ald. Holmes said to pass it and then see what families might qualify for aid. Ald. Tisdahl wondered what would happen if they do not qualify. Mr. Nielsen pointed out that historically costs go up every year. The sooner the better he thought. Ald. Jean-Baptiste stated that if passed tonight, there is still two weeks to go before it comes before the Council for action.

Item A8 was unanimously approved 5 – 0

(A9)* **Ordinance 23-O-09 for Proposed Paving of the Alley North of Greenwood Street, East of Grey Avenue Special Assessment Alley 1502**
Consideration of proposed ordinance 23-O-09 by which the City Council would authorize paving the alley north of Greenwood Street, east of Grey Avenue through the Special Assessment Process.
Item A9 was unanimously approved 5 – 0

(A10)* **Ordinance 32-O-09 Amending the City Code to Establish a Four-Way Stop at Lincolnwood Drive and Grant Street**
Consideration of proposed ordinance 32-O-09 by which the City Council would amend Section 10-11-5, Schedule V (D) of the City Code to establish a four-way stop at Lincolnwood Drive and Grant Street.
Item A10 was unanimously approved 5 – 0

(A11)* **Ordinance 33-O-09 Amending Title 8, Chapter 5 1/2 of the Evanston City Code Regarding Private Scavengers**
Consideration of proposed ordinance 33-O-09 establishing a penalty for violating the municipal solid waste franchise by private scavengers.
Ald. Rainey asked if this was aimed at those who steal garbage cans. Suzette Eggleston (Superintendent Streets and Sanitation) said it is not. This adds a penalty clause to the existing ordinance. It is aimed at private scavengers.
Item A11 was unanimously approved 5 – 0

**IV. ITEMS FOR DISCUSSION**

**Salt Dome Location Report**
Suzette Eggleston (Superintendent of Streets and Sanitation) used a Power Point presentation to augment the April 2009 memorandum to the Interim City Manger concerning the status of the current salt dome. The dome has deteriorated, there is a hole in the roof letting in rain, and it is too small for the amount of salt that needs to be stored in advance of winter storms. Though it will store more salt than would seem to be needed, based on the experiences of the last two years, more salt is desired. It is nearly impossible to buy additional salt once the season starts. As the slides show, there are a number of styles to choose from when constructing the dome so that it fits in with the selected neighborhood. S. Eggleston said that she is asking for additional direction and guidance. The memorandum cites the criteria used to select a usable site for the new dome. At this time the preferred site is the former compost site. Early questions about its suitability are addressed. Ald. Rainey asked about the need of a driveway and S. Eggleston noted that no formal contacts have been made with PACE concerning the use of their driveway. Ald. Rainey asked what the outcome was of talks with the Oakton Shoppes. She was told that John Burke had talked with the owner and that he was not interested in leasing any of the land. Ald. Hansen asked if any of the figures took into account the cost of fuel when selecting sites for the dome. S. Eggleston said that one way
to avoid additional fuel is to have the trucks filled before they stop for the evening so that the next time they are required to salt, they leave the EOC and go directly to the area they are to salt. They then only have to go to the dome for the first refill. Ald. Hansen wondered how trucks will get around town from site to dome and back out and not tie up Oakton Street. She asked if alternate routes had been studied. S. Eggleston said that yes studies were done for both salting needs on the south end of town as well as the north end. Ald. Wollin thought the committee is not in a position to move forward at this time. Ald. Rainey said she would like a meeting in the south end of town. Ald. Holmes asked if there had been any discussion with Northwestern. S. Eggleston said building on a NU site came up late in the process and noted that building there would constrict access even more than at other sites in the City. Ald. Rainey asked what percent of salt will be used by Northwestern and S. Eggleston replied, twenty percent. As to using North Shore Towing property, their access road is not acceptable. It would be a liability problem. Ald. Holes asked if the Service Center could be modified. S. Eggleston said it could but storage capacity would have to be reduced. Ald. Wollin stated that a special meeting will be required to revisit this issue.

Sanitation Overview Update
Suzette Eggleston used a Power Point presentation to continue with her presentations as well as a handout, “Sanitation Overview Update #3.” The first graphs in the handout show a slight increase in expenditures and a moderate increase in revenues projected for the new budget year. She noted that recycling has done well under SWANCC and the overall shortfall is gradually going down. She mentioned that with more work, Workman Compensation claims are increasing. The first recommendation covers refuse and recycling. It would provide better use of staff and the reduction of equipment and staff. Recommendation two concerns an increase in the sanitation service charge. In all calculations considered, Evanston will have one of the lowest rates on the north shore. Ald. Rainey noted that costs are up again with no reduction in the Sanitation budget expenses. Ald. Jean-Baptiste mentioned that many Evanston residents work in the Sanitation Department in entry level positions. The impact of the reductions by eliminating these jobs in the basic sections will hurt Evanston residents. He continued saying a lot more thinking is needed on who the City is bringing in and who they are laying off. And what opportunities will there be for the citizens. He stated that he cannot vote for a proposal that cuts out jobs Evanston residents have traditionally held. Ald. Hansen noted that service charges are $14.05 and that even after contracting out the charge still will be $14.05. S. Eggleston stated that it is still one of the lowest costs in the area. Recommendation four refers to the use of the recycling center. S. Eggleston noted that some landlords refuse to accept additional containers even if the are new. Ald. Rainey said the Aldermen should get involved in who is not accepting this program. Ald. Hansen asked for a study to be conducted on whom has containers. S. Eggleston hoped that by April 31, everyone will have recycling carts. Ald. Hansen mentioned that she knows of some whom where never contacted, and knew nothing of this program until they got their first bill. The system she thought does not seem to be working very well. Ald. Holmes asked if the committee was not due a report about now. S. Eggleston said that yes a report is due and should be out at the end of April. Ald. Hansen asked for statistics from vendors on how many bins are out there. R. Russell said that Suzette Eggleston will get a mailing out before the end of May.

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:40 p.m.

Respectfully submitted:
Phillip Baughner
Administrative Assistant, Finance Department