ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, March 8, 2010
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Council Chambers


Members Absent:

Staff Present: Chief Berkowsky, Wally Bobkiewicz, David Cook, Donald Cornelius, Dolores Cortez, Joellen Daley, Robert Dorneker, Steven Drazner, Chief Eddington, Grant Farrar, Doug Gaynor, Jewell Jackson, Lonnie Jeschke, Marty Lyons, Joseph McRae, Jeff Murphy, Sat Nagar, Suzette Robinson, Dave Stoneback, Ricky Voss, Lehman Walker.

Others Present:

Presiding: Ald. Rainey

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

II. APPROVAL OF MINUTES OF REGULAR MEETING of February 22, 2010
Minutes were unanimously approved as amended, 5-0 The date of the 1st Ward meeting was the 2nd not the 23rd.

III. ITEMS FOR CONSIDERATION

(A1)* City of Evanston Payroll through 02/28/10 $2,414,316.95
A1 was unanimously approved 5 – 0

(A2)* City of Evanston Bills through 03/08/10 (FY09/10) $1,460,886.80
03/09/10 (FY10/11) $ 448,659.20
A2 was unanimously approved 5 – 0

(A3.1)*Green Bay Road Landscape Maintenance (Bid 10-17)
Staff recommends City Council approval to award the 2010 Green Bay Road landscape maintenance contract to the low bidder KGI Landscaping Co. (PO Box 265, Skokie, IL) in the amount of $59,113.00, as they performed well during the 2009 season. Funding for this project is included in the Parks/Forestry proposed FY 2010-2011 General Fund budget, line item 3510.62195.
Ald. Holmes noted that there had been no complaints this year.
A3.1 was unanimously approved 5 – 0
(A3.2)*Approval of 1-year Contract Extension for Purchase of Granular Materials (Bid 10-20)
Staff recommends City Council approval of a 1-year extension to the contract for the purchase of Granular Materials (Bid 10-20) with G&L Contractors, Inc. (7401 N. St. Louis Avenue, Skokie, IL) in the amount of $51,370.00. The materials being purchased are used in conjunction with the maintenance and repair of the water distribution and sewer conveyance systems throughout the City of Evanston. Funding provided from the Water Fund and the Sewer Fund as follows: Water Fund (7115.65055) $18,000; Sewer Fund (7400.65055) $33,370. These two accounts have a total of $54,800 budgeted for FY10/11.
A3.2 was unanimously approved 5 – 0

(A3.3)*Youth Golf Instruction Program (RFP 10-66)
Staff recommends City Council approval to award a contract to the low bidder, One on One Basketball Inc. (3034 West Gunnison, Chicago, IL), to provide instruction for the City’s youth golf program. The contract would be for a three-year period with an option to renew for two (2) additional one-year increments. Payment to the vendor is based on a percentage format. The agreement period would begin April 1, 2010. Projected revenue for 2010/11 is $25,000, of which approximately $16,000 would be paid to the vendor for providing the services. After other staffing and supply expenses are added to the overall cost of the golf program, the net revenue is approximately $6,500. Ald. Holmes asked what the actual cost would be to the City. Ald, Rainey replied that the City does not pay anything. Doug Gaynor (Director, Parks, Recreation and Community Services Department) mentioned that all costs are covered inside and outside the building. $6,500 is the minimum net proceeds. Ald. Rainey noted that the City gets the difference between 25K and 16K.
A3.3 was unanimously approved 5 – 0

A3.4)*Award of Agreement for Plant Valuation of the Evanston Water Work Property
Staff recommends City Council approval of an agreement in response to RFP 10-83 to provide engineering services for the valuation of the Evanston Water Works Property with Burns & McDonnell (9400 Ward Parkway, Kansas City, MO) in the not-to-exceed amount of $24,000.00. Funding will be provided from the Water Fund, Account 7100.62180. This account has an allocation of $75,000 for this study.
A3.4 was unanimously approved 5 – 0

(A3.5)*2010 CIPP Sewer Rehabilitation Contract A (Bid 10-84)
Staff recommends City Council approval of a contract in response to Bid 10-84 for the 2010 CIPP Sewer Rehabilitation Contract A to Insituform Technologies, USA, Inc. (17988 Edison Avenue, Chesterfield, MO) in the amount of $129,574.00. Funding for this work will be from the Sewer Fund, Account 7420.62461. This sewer capital improvement account has a budget of $250,000 specifically allocated for this type of sewer rehabilitation work.
Ald. Rainey expressed amazement at how close all the bids were.
A3.5 was unanimously approved 5 – 0

(A3.6)*Award of Contract for Tire Mounting Re-capping and Repair Service
(RFP 10-86)
Staff recommends approval of the lowest responsive and responsible proposal (RFP 10-86) for tire mounting, re-capping and tire repair service for large trucks and equipment in the amount of $30,000 to Pomp’s Tire Service, (1301 Busse Road, Elk Grove Village, IL). The contract will be for the period of March 15, 2010 through March 14, 2011. Funding of $30,000 is provided by the Fleet Services Fund for Major Maintenance 7710.65065.

Ald. Holmes asked why this job could not go to an Evanston business. She also wondered how it was determined that no Evanston business could do the job. Lonnie Jeschke (Manager, Fleet operations) said that first, the existing vendor basis is checked using Purchasing documents. Then Google is used to search for new firms. All findings are sent to Purchasing who put the RFP into Demand Star. Anyone can apply. Ald. Rainey suggested that the City’s lists needed to be updated, new firms would not know about Demand Star. Ald. Jean-Baptiste said the list had been updated and he wondered why no Evanston business placed a bid. Marty Lyons (Assistant City Manager) pointed out that this bid was only for large equipment. Ald. Holmes said he should look into Evanston businesses as her husband had a trucking business and used a garage on Howard. Ald. Rainey said that she thought this RFP was for all services. Suzette Robinson (Interim Director Public Works) said that this was strictly for large trucks and that no firm in Evanston handles them.
A3.6 was unanimously approved 5 – 0

(A3.7)*Revisions to the Street Sweeping Program
Staff recommends revising the street sweeping frequency from biweekly to once every three weeks for all streets and changing the time of the sweep from 9am to 4pm to 8am to 4pm effective April 1, 2010. In addition, staff is recommending implementing a vehicle towing program for one sided streets to ensure traffic flow and public safety and operations access to the streets at all times. The revision will allow for the reduction of one street sweeper which will result in $25,000 in savings from the Fleet Fund for the annual maintenance and repair of one street sweeper.

Ald. Rainey felt that a presentation on this item was called for. She thought that changing the time from 9 am to 8 am would be a hardship on the residents and further she said, all these changes are not worth the 25K saved. S. Robinson said that 25K was the annual maintenance on one street sweeper. Drop one and save 25K. Currently she said, the City has four programs for street sweeping. There are complaints of not enough sweeping and complaints of not done often enough. The proposal is that every street be swept every three weeks with all streets rolled into the schedule. Downtown however will still be done on a weekly basis. Ald. Rainey noted that she understood the program but objects to the 8 am starting time. She said that there would always be someone who complains no matter how many programs the City has. She continued some neighborhoods need to be cleaned weekly judging from what is seen as you drive around. S. Robinson stated that these changes will eliminate the need for annual sign changes. If all the
changes are incorporated into one program, the signs would stay up and the residents would become comfortable with the information. Ald. Holmes asked about the one-sided streets that have no option. There is no other side she said, only the parking lane and the driving lane. S. Robinson said that in that case, the residents should park on the drive thru side and drive on the parking side. There will be new signs installed. Ald. Holmes said that she did not understand the “special” sweeping on Hinman Avenue. She asked what made Hinman special. S. Robinson related that is was a request Ald. Wynne made many years ago. Hinman is a heavily parked street. It was later decided that five times a year was not sufficient and so the program was returned to eight times per year. Ald. Burrus asked if any Alderman could request extra funds for street sweeping as it happens there are other areas with a lot of debris. Could she, she asked, ask for this consideration from Streets and Sanitation. Who approves an item like this. S. Robinson says that Hinman has been at eight sweeps a year for at least twenty years. Other streets are at seventeen sweeps a year. Ald. Rainey pointed out that this was voted on many years ago. Ald. Fiske asked why Sherman Avenue was changed from once a week to once every three weeks. S. Robinson said that Sherman Avenue is once every two weeks. Donald Cornelius (Supervisor, Streets and Sidewalk Maintenance) stated that Sherman Avenue north of the downtown area is done bi-weekly. Ald. Fiske suggested that that schedule be kept due to the heavy walking crowd in the area. S. Robinson said that the schedule downtown will not change. Ald. Fiske asked that north of downtown not be changed either. Ald. Rainey said she could stop Sherman Avenue any day of the week with other areas that need work. She again stated that residents will not move their cars by 8 am. She felt that this is not citizen friendly. M. Lyons asked if the committee would like to come back to this and that no changes be made until a workshop can be convened. S. Patterson said they could wait a year since she needs new signs up by April 1 for this new program. Ald. Jean-Baptiste agreed that they need to wait. Emerson to Dempster needs more maintenance he stated. There are a number of areas that need more work. He felt that the committee needed to talk even if it meant not saving money this year. Ald. Rainey asked if there could be a small meeting next week. Ald. Jean-Baptiste said fine as long as it is public. Ald. Rainey said of course but a special short meeting. M. Lyons suggested that she bring it up at the full Council meeting to look at everyone’s calendar.

A3.7 was unanimously agreed to be held for a future meeting 5 - 0

(A3.8)*Approval of the Revision to the Sherman Plaza Self Park Upper Deck Parking Pilot Program

Staff recommends the removal of the 9:30 am time constraint from the Sherman Plaza Self Park Upper Deck Pilot Program approved by the City Council at its February 22nd meeting. On February 24, 2010, the Parking Committee directed staff to move forward with the revision to the pilot program. This program is geared toward employees of Evanston based businesses. A3.8 was unanimously approved 5 – 0
(A4)* Resolution 8-R-10: Option to Purchase IMRF Service Credit for Out-of-State Local Government Service

Staff recommends approval of Resolution 8-R-10 allowing City employees the option to purchase Illinois Municipal Retirement Fund service credit for out-of-state local government service. The City’s contribution for out-of-state service is made through future contribution rates. Therefore, a separate payment is not required.

Ald. Rainey said that she had little understanding of this policy and this request. She asked for more time to study it.

A4 was unanimously held in committee until a later date, 5 – 0

(A4.1) Resolution 19-R-10 Authorizing the City Manager to Execute a Letter of Agreement with Robert L. Canel for the Sale of Real Estate Transfer Tax Stamps and the Issuance of Real Estate Transfer Tax Exemptions

Council approval of Resolution 19-R-10 is requested to facilitate the timely processing of Real Estate Transfer Tax Stamps and Exemptions at Cook County. Our current agent/firm is leaving the business and staff recommends hiring a new firm.

Ald. Fiske said she wondered if other professionals or firms were contacted. Aren’t there others who could do this work? Grant Farrar (Corporation Counsel/City attorney) said that the Village of Skokie recommended Mr. Canel. He and City Clerk Greene vetted him and confirmed his qualifications. Someone was needed in place as the work is starting to back up. Ald. Jean-Baptiste asked what work he was referring to. G. Farrar said the responsibility of keeping books on City title transfers as well as issuing transfer stamps and exemptions. Ald. Rainey asked if it has been determined where his office is. G. Farrar said that he will be in downtown Chicago in the loop. Ald Rainey asked if he will handle the office himself and G. Farrar said that he would. It will fit in with his normal business hours. Ald. Rainey asked if he is an employee of a company. G. Farrar says that currently he works for the Village of Skokie. Ald. Rainey asked who had recommended him since he is new to Skokie. Ald. Fiske said that she felt uncomfortable with this. She asked who he works for. G. Farrar said it is a title company. Ald. Rainey asked if Mr. Canel was in the room tonight and was told that he was not. Ald. Fiske asked to be told more about him. G. Farrar said he is an attorney for a law firm that is dissolving. He would be glad to get background information to the Council. Ald. Rainey said that she did not understand how he came to the City. Wally Bobkiewicz (City Manager) stated that Administration is supporting City Clerk R. Greene in this transfer of staff. Rodney Greene (City Clerk) said that current attorney is resigning and cannot stay on any longer. He called Skokie since the attorney also worked there. They had hired Mr. Canel to replace the attorney we were also losing. I wanted to talk with him as we are having an increase in the demand for transfer stamps and needed someone quickly. Ald. Jean-Baptiste said he had no problems with Mr. Canel qualifications. If I am downtown, I can go to him, but do we have someone in the City. R. Greene said that the City has provided the service for some time. Ald. Jean-Baptiste asked how much it costs and R. Greene said that it is $15.00 per transaction. The idea of a downtown attorney for the City is that it saves attorneys a lot of time. Ald. Jean-Baptiste asked how many are waiting so far this year and R. Greene said about ten. Ald. Jean-Baptiste asked if the cost is
recouped with this fee. M. Lyons said that it is a convenience fee, so no the cost is not recouped. Ald. Jean-Baptiste thought the sellers should incur the costs. I would be more comfortable he said with that system than giving the money away. M. Lyons pointed out that on page 2, section 9, of the letter of agreement between Mr. Canel and the City, there is to be a trial period of ninety days. He suggested that requests not be held up any longer. He offered to work with Legal to see if a change transfer can be passed on. Ald. Rainey asked why transfers are being held up. She wondered why the attorneys cannot come here. Ald. Jean-Baptiste said that usually the transfer request is made the day it is needed. R. Greene mentioned that some do come up from Chicago but they prefer having someone in the loop to issue forms and stamps. Ald. Rainey said she realized that but she felt that this method of hiring was irregular. Ald. Holmes said they should consider the contract. Ald. Fiske thought there was some protection with the ninety-day trial period clause. Ald. Rainey said that she preferred to look at it in sixty days. She thought staff must bring it back at that time to report on how it is working. A4.1 was unanimously approved with the sixty day review, 5 – 0.

(A5)* Ordinance 15-O-10 Authorizing the City Manager to Execute an Amendment to the Easement Agreement with Mather Lifeways, Inc. for Certain Easements Necessary for the Construction of the Planned Development Approved by Ordinance 5-O-06

Staff recommends City Council approval of Ordinance 15-O-10 to amend the easement agreement with Mather Lifeways for encroachments in, over, and above the public right-of-way necessary for the construction of a planned development for the construction and operation of a continuing care retirement community at 450 Davis Street in Evanston. Staff recommends suspension of rules to introduce and adopt this ordinance at the March 8, 2010 City Council meeting.

Ald. Rainey asked Ald. Fiske what the outcome was of the 1st Ward meeting on the 2nd. Ald. Fiske said that all their questions were answered and they were happy with the answers.

A5 was unanimously approved as was recommending for the suspension of rules 5 – 0

IV. DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT at 6:30 p.m.

Respectfully submitted:
Phillip G. Baugher