ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, April 28, 2008
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Judy Aiello, Chief Berkowsky, Lara Biggs, John Burke, David Cook, Paul D’Agostino, Joellen Daley, Rajeev Dahal, Bob Dorneker, Chief Eddington, Suzette Eggleston, Doug Gaynor, Beth Howlett, Jewell Jackson, Kevin Lookis, Gavin Morgan, Sat Nagar, Elke Purze, Dave Stoneback, Ricky Voss, Lisa Woods

Others Present: Indira Freitas Johnson

Presiding: Ald. Jean-Baptiste

I. DECLARATION OF QUORUM
With a quorum present, Alderman Jean-Baptiste called the meeting to order at 5:45 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of April 8, 2008
Minutes were unanimously approved, 5-0

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA

(A1)* City of Evanston Payroll through 04/17/08 $2,378,667.88
Item A1 was unanimously approved by consent.

(A2)* City of Evanston Bills through 04/29/08 $6,864,532.48
Ald. Jean-Baptiste amended the final figure to read $6,842,642.48 based on the cancellation of two checks on the bills list that were found to have been already paid. The amended figures were unanimously approved, 5 – 0.

Ald. Rainey stated that the confiscation of drugs is good work and important but when is the property at 309 Sherman going to be listed as a “nuisance property”, when will the City move on this. On numerous occasions, Ald. Rainey has asked the City Manager and the Police Chief to resolve this problem. She stated that it is deplorable not only in property standards but as a part of the community. The citizens living there should not have to put up with this. Alderman Rainey referred to a recent shooting. She continued that strong action is required. Judge Murray has three times extended the case by thirty days. He has now requested the zoning ordinance from 1977 for review. Ald. Jean-Baptiste asked Chief Eddington to comment. The Chief (City of Evanston Police Department) said they are doing as much as possible. In other inquiries, Ald. Jean-Baptiste asked how many attendees where at the Hilton Garden Inn for Leadership training. Gavin Morgan (Assistant to City Manager) said sixty at the first session and forty at each of the other three. Ald. Jean-Baptiste noted that there is space at the Levy Center.
Joellen Daley (Director Human Resources) said that the off-site non-city facility location was chosen so the participants could concentrate and not be interrupted and get a meal. She said she would take into consideration the use of the Levy Center for future meetings. Ald. Rainey pointed out that food can be served at the Levy Center. She also stated that to her it was a waste of money.

Item A2 was unanimously approved, 5-0

(A3.1)* Approval of Lowest Responsible and Responsive Bid (09-02) for 2008 CIP Street Resurfacing Program
Recommend approval of construction contract for the 2008 CIP Street Resurfacing Program with Chicagoland Paving Contractors (225 Telser Road, Lake Zurich, IL) in the amount of $592,314.00. Funding provided by CIP Street Resurfacing.

Item A3.1 was unanimously approved by consent.

(A3.2)* Approval of Lowest Responsible and Responsive Bid (09-01) for the Asbury Avenue Brick Street Project
Recommend approval of construction contract for the Asbury Avenue Brick Street Project with Chicagoland Paving Contractors (225 Telser Road, Lake Zurich, IL) in the amount of $150,627.50. Funding provided by the Motor Fuel Tax (MFT) fund.

Item A3.2 was unanimously approved by consent.

(A3.3)* Approval of Lowest Responsive and Responsible Bid (08-09) for Crown Park Tennis Court Renovation
Recommend approval of construction contract for the Crown Park Tennis Court renovation with Chicagoland Paving Contractors Inc. (225 Telser Road, Lake Zurich, IL) in the amount of $267,900. Funding provided by CIP.

Ald. Rainey stated that she understands the complexities of redoing tennis courts. She noted that there are hundreds of courts in Cook County, why is this the only company to bid this project? Ald. Wollin said the bid is listed under the consultant’s estimates but that information is not in the packet. Doug Gaynor (Director, Parks, Forestry & Recreation) agreed that the figure should have been provided. He stated that after newspaper advertising and thirty letters of interest being mailed, this was the only company to respond. Ald. Wollin asked why that happened. D. Gaynor said that the labor force is busy and most have obtained bigger paving contracts, this is a small job. Ald. Holmes wondered if since we use the same contractors so frequently, if others are not applying feeling they will not have a chance. D. Gaynor said that since it is a competitive bid, the most responsive and responsible bid is chosen. Ald. Hansen mentioned that Skokie had courts redone last year and asked if they have the same concerns when they put out bids. D. Gaynor will look into it.

Item A3.3 was unanimously approved, 5-0

(A3.4)* Approval of Lowest Responsible and Responsive Bid for Downtown Maintenance
Recommend approval of a contract to provide enhanced maintenance for the expanded downtown area, power washing and landscaping services with The Brickman Group (3400 Avondale Avenue, Chicago, IL) in the amount of $160,779. Funding provided by Special Service Area #4, $81,755, Downtown and Washington National TIF $59,004 and the General Fund, $20,020 for the portion outside of the TIFs.

Item A3.4 was unanimously approved by consent.
(A3.5)* Approval of Lowest Responsive and Responsible Bid (09-03) for Spring 2008 Fence Improvements
Recommend approval of construction contract for the spring 2008 fence improvements at Penny and Snyder Park with Custom Built Commercial Fence Corporation (721 North Seminary Avenue, Park Ridge, IL) in the amount of $34,737.06. Funding provided by CIP contingency account. Current account balance is $974,456. After contract approval balance will be $939,719.

Ald. Holmes expressed a concern regarding the third reference stating that they had not worked with the firm that got the bid. She asked if the bid should go to a firm with good references even if it was not the lowest bid? D. Gaynor said that when considering making a recommendation for the award of a bid, they consider any issues with the lowest bid. If there is a questionable part, they might still go with it if it is an area that the staff can oversee. Ald. Holmes noted that M/W/EBE was waived and asked if there were any other firms that complied. D. Gaynor stated that it was waived for all. Ald. Hansen asked if the neighbors knew about the fence. Ald. Jean-Baptiste said the neighbors had been told at meetings. They seemed satisfied. D. Gaynor said when the contractor is on site, his staff will be on site at all times. The City Project Manager, Stephanie Levine, will be following the construction as it progresses.

Item A3.5 was unanimously approved, 5-0.

(A3.6)* Approval of Lowest Responsible and Responsive Bid (09-04) and One Year Extension for Bid (08-05) Water Distribution Materials
Recommend approval of contracts for the Water Distribution Materials to East Jordan Iron Works, Inc. (310 Garnet Drive, New Lenox, IL) in the amount of $25,000; HD Supply Waterworks (29950 Skokie Highway, Lake Bluff, IL) in the amount of $65,378; Mid American Water (1125 N. Old Rand Road, Wauconda, IL) in the amount $80,000; and Water Products Co. (P. O. Box 50, Aurora, IL) in the amount of $45,000. The total amount is $215,378. Funding provided from the operating funds in the Water Fund account ($190,378) and the Sewer Fund account ($25,000).

Ald. Rainey expressed difficulty in reading Item A3.6. She commented that the Water Department usually has very clear documents.

Item A3.6 was unanimously approved by consent.

(A3.7)* Approval of Sole Source Contract for the Installation of Elevator Air Conditioning Systems in the Sherman Plaza Self Park
Recommend approval of sole source contract to purchase and install elevator air conditioning systems in the Sherman Plaza Self Park with ThyssenKrupp Elevator Corporation (2305 Enterprise Drive, Westchester, IL) in the amount of $33,246.00. Funding provided by CIP Sherman Garage Repairs account.

Ald. Holmes wondered how long a person could be in an elevator to warrant installing air conditioning. Obviously the designers felt that it was not necessary. D. Cook (Superintendent of Facilities) said that during last summer, which was unusually hot, the thermometer inside the cars read 105 degrees. Ald. Holmes asked what amount of time was a passenger in the elevator car. D. Cook said that if the car stops, the A/C has its own source so it will continue to run. John Burke (Transportation Director) said that there is battery back-up for the A/C. Ald. Rainey said there should be a back-up generator for the elevator. J. Burke positively confirmed the Alderman’s suggestion.

Ald. Rainey then asked why put in A/C since the car will not be stuck for any length of time.
Alderman Rainey asked for the total number of studies that were preformed and why this item was not included. Ald. Jean-Baptiste asked J. Burke if this was his department. J. Burke said yes. He also said that the glazing of the windows was thought to be adequate and has proven not to be the case.

Item A3.7 was approved 4 yea, 1 nay with Ald. Rainey voting nay.

(A3.8)* Approval of One Year Contract Extension Bid (06-23) for the Purchase of Water Meters and Meter Reading Equipment

Recommend approval of the second one-year extension option for the purchase of water meters and meter reading equipment with BadgerMeter, Inc. (4545 West Brown Deer Road, Milwaukee, WI) in the amount of $55,680. Funding available from the Water Fund.

Item A3.8 was unanimously approved by consent.

(A3.9)* Approval of 3-Year Renewal of Elevator Service Agreement with Otis Elevator

Recommend approval of a renewal of the Service Agreement with Otis Elevator Company (949 Oak Creek Drive, Lombard, IL) for service at the Civic Center, Municipal Service Center, Maple Avenue and Church Street Self Parks for a 3-year term with a first year cost not to exceed $59,882.68. Funding provided by FY 08/09 operating budgets for Facilities Management and Parking Services.

Ald. Rainey pointed out that this is another case where the City did not bid out an expensive contract. Why were there not choices and if none, why it was not re-bid. Ald. Holmes asked if all the equipment was Otis elevators. D. Cook said that there are different brands in different buildings. He was pleased that the negotiations on the part of the City of Evanston reduced the term of the contract from five years to three and the payment increase was held under the 3% cost of living. Ald. Rainey asked why the City could not get a contract for one year. Elke Purze (Interim First Assistant Corporation Counsel) pointed out that this was an automatic renewal and the negotiations by D. Cook on behalf of the City were excellent. The City missed the narrow window of opportunity when the contract lapsed in December to not renew the contract so this item should have been shown as request for ratification of the contract as renewed and negotiated. Ald. Jean-Baptiste asked why the committee was not told this, it has caused them to go through the motions to no avail. Ald. Hansen asked why we let the contract lapse. Ald. Rainey wondered if there are other contracts like this. She suggested that a “tickler file” be set up. Jewell Jackson (Purchasing Manager) said that her department has been asked to create a list of all professional contracts as to their negotiation dates and last date. J. Burke said that it was an oversight by Public Works and yet, he feels they did the best under the circumstances. Ald. Jean-Baptiste asked why this came before A & PW. E. Purze said that with the City Manager’s policy of transparency, this was brought before them for ratification and approval.

Item A3.9 was unanimously approved, 5-0

(A3.10)* Approval of Contract (RFQ 08-73) for Phase I Engineering Services for Sheridan Road Corridor from South Boulevard to the City Limits with the Village of Wilmette.

Recommend approval of a contract to provide Phase I engineering services for the Sheridan Road Corridor Improvement Project between South Boulevard and the city limits with the Village of Wilmette with Transystems Corporation (1051 Perimeter Drive, Schaumburg, IL) in the amount of $633,470.66. Funding provided by the Motor Fuel Tax (MFT) Fund. Approval of this item is contingent on approval of Agenda Item A.5 – MFT Resolution 26-R-08.
Ald. Rainey questioned the dates in the documents as stated on page 4. J. Burke said for construction in 2009, they need to first, take over ownership of the road from the State; two, go through the design process; three, study the soil water, etc. and four, put out bids in early 2009. Ald Jean-Baptiste asked about maintenance until 2009. Suzette Eggleston (Superintendent of Streets and Sanitation) said that there are three crews on the streets each day roaming the City identifying areas that are in need of repairs. All streets, side as well as major, are being viewed. Now that the asphalt plant is open more permanent patches can be placed. Ald. Rainey asked if the asphalt being dug up on Ridge Avenue will be reused. S. Eggleston said it would not, it is not a good batch. Plus, the City has a mound of good asphalt that they are currently using.

Item A3.10 was unanimously approved by consent.

(A3.11)*Approval of Contract for a Water & Sewer Cost of Services and Fee Study (RFQ 08-77)

Recommend approval of a contract for a water & sewer cost of services and fee study with Malcom Pirnie, Inc. (1515 East Woodfield Road, Suite 360, Schaumburg, IL) in the amount of $39,950. Funding provided by the Water Fund, $19,975 and the Sewer Fund, $19,975.

Ald. Jean-Baptiste said that the way he read it, the City had already paid to have a forecast of revenue for 2005/2006 and that now the forecast is behind the actual revenue. Dave Stoneback (Water Superintendent) said this is to obtain a forecast for the next ten years. The current shortfall is the result of wet weather. Sales have been lower in 2006 and 2007. Ald. Jean-Baptiste asked if the forecaster assumed that the restrictions on water usage in 2006/07 would continue. D. Stoneback said that the same amount is being paid to the forecaster. We sold less water to NU, the hospitals, etc. These major users now have water reduction systems so they use less and they buy less. Normally, forty percent of the water is used for lawns. However, during wet summers, less is used, ergo, revenue drops. Ald. Rainey noted that increased sewer rates caused usage to go down. Why isn’t there a lawn rate. D. Stoneback said that if the City did not charge for lawn usage, they would have to increase the regular water usage rate. Ald. Rainey said that they are told the City has reached the tipping point and that is the issue. Evanston’s water bill is higher than Chicago’s. She suggested that the City of Evanston must figure our how to change this. Ald. Wollin noted that water conservation actually makes water rates rise. D. Stoneback said the sewer debt of thirteen million a year drives the cost to the citizens, and cost is based on usage. Less usage may sound good, but the thirteen million still needs to be paid on an annual basis. Ald. Holmes asked how much water the city sells. D. Stoneback said that information is not in the documents. There was a slight increase in water sold to Skokie and NWWC. Ald. Rainey remembered from budget deliberations that there were difference charges for meter size, not usage. Is there any legal reason not to do it. Ald. Jean-Baptiste remembered something that everyone should be charged the same. D. Stoneback said indicated that was a requirement of obtaining IEPA loans for the sewer project. However, that would not apply to water rates. Ald Jean-Baptiste said that this new forecast must address charging more for customers that use large quantities of water. D. Stoneback said that the availability of water and the treatment of water are both considered.

Item A3.11 was unanimously approved, 5-0
(A3.12)* Approval of Purchase of 375 Trees and Contractual Planting of 100 Trees
Recommend approval of the purchase of 375 trees from Suburban Tree Consortium (STC) (West Central Municipal Conference, 1127 South Manheim Road, Suite 102, Westchester, IL) in the amount of $78,254. Recommend approval of additional purchase of the contractual planting of 100 trees through STC in the amount of $9,000. The total expenditure for the purchase and planting is $87,254. Funding provided from the General Fund and $25,000 from CIP contingency funds. Current account balance is $939,719. After contract approval the balance will be $914,719.
Item A3.12 was unanimously approved by consent.

(A4)* Resolution 1-R-08 Authorizing the City Manager to Sign an Agreement Between the City of Evanston and Robert Smart for Public Art at Fire Station #5
Consideration of proposed resolution 1-R-08 authorizing the City Manager to execute an agreement with Robert Smart for Public Art at Fire Station #5 in the not to exceed amount of $40,000. Funding provided by the Percent for Art ordinance in connection with the construction of the new Fire Station #5.
Item A4 was unanimously approved by consent.

(A5)* Resolution 26-R-08 Authorizing Motor Fuel Tax Funding for Sheridan Road Phase I Engineering
Consideration of proposed resolution 26-R-08 authorizing $633,470.66 of Motor Fuel Tax (MFT) Funds for the Sheridan Road Phase I Engineering.
Item A5 was unanimously approved by consent.

(A6)* Resolution 28-R-08 Authorizing the City Manager to Sign Local Document for an Application to Participate in an Interagency/Joint Funding Agreement through the Illinois Transportation Enhancement Program for the Evanston Lakefront Corridor Reconstruction Project
Consideration of proposed resolution 28-R-08 authorizing the City Manager to sign FY 2008 Local Assurance Document for an Application to Participate in an Interagency/Joint Funding Agreement through the Illinois Transportation Enhancement Program for the Evanston Lakefront Corridor Reconstruction Project.
Item A6 was unanimously approved by consent.

(A7)* Resolution 29-R-08 Authorizing the City Manager to Sign FY 2008 Local Assurance Document for an Application to Participate in an Interagency/Joint Funding Agreement through the Illinois Green Streets Initiative
Consideration of proposed resolution 29-R-08 authorizing the City Manager to sign FY 2008 Local Assurance document for an application to participate in an Interagency/Joint Funding Agreement through the Illinois Green Streets initiative for the Evanston Tree Replacement Project.
Item A7 was unanimously approved by consent.

(A8)* Resolution 35-R-08 Authorizing the City Manager to Accept a Donation in the Amount of $256,000 Toward the Creation of Public Art at Raymond Park
Consideration of proposed resolution 35-R-08 for City Manager to accept a $256,000 donation from an Evanston resident who wishes to remain anonymous, for the creation and installation of public art entitled “Conversation: Here and Now” by Evanston artist Indira Freitas Johnson at Raymond Park.
Ald. Rainey mentioned that when the Public Art Committee for Sherman Plaza viewed the many entrants, this particular piece was admired by all. It is also by an Evanston artist. The artist, Ms. Johnson stood and was applauded. She will be holding meetings in the community to get input about the designs on the chairs. Ald. Rainey also offered many thanks to the donor.

Item A8 was unanimously approved by consent.

(A9)* Resolution 34-R-08 Authorizing the City Manager to Sign an Agreement Between the City of Evanston and Indira Freitas Johnson for Public Art at Raymond Park
Consideration of proposed resolution 34-R-08 authorizing the City Manager to execute an agreement with Indira Freitas Johnson for Public Art at Raymond Park in the not to exceed amount of $256,000. Funding derived from an anonymous donor living in Evanston.
Item A9 was unanimously approved by consent.

(A10)* Resolution 36-R-08 Appointing a Director and Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC)
Consideration of proposed resolution 36-R-08 appointing a Director and Alternate Director to the Board of Directors of SWANCC pursuant to the SWANCC agency agreement. The City of Evanston is a member of SWANCC.
Item A10 was unanimously approved by consent.

(A11)* Ordinance 19-O-08 Proposed Paving of Alley North of Thayer Street/East of Reese Avenue - Special Assessment 1496
Consideration of proposed ordinance 19-O-08 for the paving of the alley north of Thayer Street and east of Reese Avenue - Special Assessment Process.
Item A11 was unanimously approved by consent.

V. ITEMS FOR DISCUSSION

Ald. Rainey commented on the size of the packet for this committee meeting saying that much could have been accomplished by the Rules Committee. This amount of work was too much to review in a few days. G. Morgan asked if she meant to make the packets smaller or more concise. Ald. Rainey said no, just more manageable. Ald. Wollin mentioned that some items, like A6 and A7 which have a May 5th deadline should have been on an earlier agenda.

(APW1) Use of Recycling Center
Judy Aiello (Assistant City Manager) said the question was “What to do with the Recycling Center?” Currently it is used for storage which has allowed the City to stop renting facilities. All departments say they need storage space but the whole site needs to be looked at. Composting is going and a new development is coming. CIP in the next year is going to create a master plan to decide uses by all concerned. J. Aiello asked if it is acceptable by the A & P W committee to get a study started. Ald. Wollin asked if it would be an in-house team rather than a consultant. J. Aiello said the idea was to go outside but if not it can be done by a home team. Ald. Rainey mentioned the need to study the traffic flow. In the evening by five p.m., multiple activities in the park are the cause of traffic backing up all along Oakton Street. She has requested that street parking be restricted. Ald. Rainey did note that storage for the City and the Fire Departments is good. J. Aiello said that the team will make a presentation at the end of summer or beginning of fall.
(APW2) Business Inspection/Occupancy Certificate
Postponed until the next committee meeting.

VI. COMMUNICATIONS

VII. ADJOURNMENT: 7:05 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department