ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, October 13, 2008
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Chief Berkowsky, John Burke, Paul D’Agostino, Carolyn Collopy, David Cook, Joellen Daley, Robert Dorneker, Suzette Eggleston, Sarah Flax, Doug Gaynor, Paul Gottschalk, Beth Howlett, Jewell Jackson, Lonnie Jeschke, Mary Johns, Pat Keegan, Melissa Kreke, Joseph McRae, Paul Schneider, David Stoneback, Donna Stuckert, Evonda Thomas, Ricky Voss, Chief Whalen

Others Present: Alderman Tisdahl
Mike Vasilko – Resident
Jackie Heron – Willow Creek North Shore – World Aids Walk
Yolaine Dauphine – Willow Creek North Shore – World Aids Walk

Presiding: Ald. Holmes

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

II. APPROVAL OF MINUTES OF REGULAR MEETING of September 22, 2008
Ald. Rainey requested that the minutes when referring to the Bills List, be divided by the questions asked to make for easier reading. Minutes were unanimously approved 4-0.

(A1)* City of Evanston Payroll through 09/28/08 $2,307,914.12
Item A1 was unanimously approved 4-0.

(A2)* City of Evanston Bills through 10/14/08 $5,885,168.68
In regards to the question asked about the tuition reimbursement paid to an employee equaling to date, $27,318, Ald. Wollin thought the amount was amazing. Joellen Daley (Director of Internal and Community Services) said that that was an cumulative figure from 2004 and is covering two degree programs to date. There is an annual cap of $5200 per year. Ald. Wollin noting that this or any other employee could not be faulted for participating in the program, asked in light of the yearly cap, if there is a pool of monies that only some will get. J. Daley said the current annual dollars available in the program are 75 thousand. Employees have a time frame for requesting a reimbursement for up to two courses a semester. It is a first come first served program. Ald. Jean-Baptiste asked about the other tuition reimbursement and if the City should be paying for a sports administration program. The response to the Alderman Inquires showed that the recipient was a Recreation Program Manager with the City. Ald. Rainey asked Ms. Daley if she would go beyond the 75 thousand once that was exhausted. J. Daley said she can only spend the budgeted amount. She informs participants when the max is being reached in case they are planning to continue that semester. Ald. Rainey thought that this bad for years like this to be spending tax payer’s money this way. Ald. Wollin asked what University this particular employee attended. J. Daley said it was National Lewis
University. Ald. Rainey asked Martin Lyons to put in an aldermanic request to follow-up on this policy. Ald. Jean-Baptiste agreed that this policy needs to be revisited since revenue is not keeping up with expenses at this time. This is a legitimate concern, continuing education for the work employees are doing for the City. Ald. Rainey said that is true but noted that every year and dollar amount is raised and Council is told they cannot change it. We cannot deny this do to it being a policy. What if only a couple get all of the money. Ald. Holmes reminded the committee that it is on record for the policy to be reviewed. Rolanda Russell (Interim City Manager) said the history of this program and its use will be gotten together and passed on to the committee to assist in making a policy decision.

Item A2 was unanimously approved 4-0

(A3.1)* Approval of Contract for Architectural Services for Branch Library Renovation Project (RFQ 09-32)
Recommend approval of contract with Product Architecture + Design (1608 North Milwaukee Avenue, Suite 307, Chicago, IL) for the schematic design, design development, preparation of construction documents and construction oversight of the remodeling of the North and South Branches of the Library (RFQ 09-32) in the amount of $82,500. Funding provided by the Capital Improvement Program.

Mike Vasiliko, a resident of Evanston said that this is one of three items on the agenda that he believes are non-essential considering this years budgetary questions. It would seem that within such a City qualified volunteers could be found who could perform this work. Ald. Wollin said the system is to get bids for work the City wants to accomplish. She asked him if he bid. Mr. Vasiliko said that his point is this is a non-essential project. Ald. Wollin asked the Recreation Staff if anyone had ever volunteered such services. R. Russell said that it was published in the usual media. Ald. Wollin told the gentleman that he can bid at zero dollars if he is qualified. As to the work necessary, she mentioned how she was on the Library Board and this work was talked about in 1993, and the conditions were becoming terrible then. There is no wheelchair accessibility, the restrooms are in terrible shape and the electricity needs major work. This is a very serious need that is long over due. Ald. Jean-Baptiste noted that the notion of getting work done by volunteers is a new idea. However, they would need coverage like insurance. He said he understood Mr. Vasiliko's concern over non-essential items but this item has been looked at for a long time. He recommended that the City Manager get together with the resident to discuss his potential help. These expenditures are allocated but the next budget is coming up, please attend the meetings. Ald. Rainey said she had no problem with the plan but stated that the monies are not allocated in the current budget. She understands that the owner of the South Branch building is willing to help cover some costs but he wants a longer lease from the City and the City has not yet sold off the adjacent storefront of the other branch library building. This contract is asking the committee to okay the expenditure of 52 thousand dollars when we do not have money to cover the renovation. Ald. Tisdahl mentioned that the branch libraries need renovations and years ago the selling of the building was to be the funding source for the renovation but as stated, the money is not here now. Ald. Wollin asked if the City had not put out a bottom price to which Ald. Rainey said yes, but we have not sold the property. This item is only about a study. Ald. Jean-Baptiste asked if the Library had a contract. Paul Gottschalk (Library Administrator) said the South Branch building rent was very reasonable. The owner feels that any leasehold improvements are the responsibility of the tenant. He will consider fixing the electrical service if the City accepts a longer lease. It is an old building and it needs work. There is $130,000 of approved CIP money for this project. Ald. Rainey asked if all the monies were there and P. Gottschalk said no. Ald. Rainey asked what happens if the City sells the other property. P. Gottschalk said that he had been told that Central Street is a good place to have property for sale. Ald. Jean-Baptiste asked is if the Library intended to do the second phase of work through donations. P. Gottschalk told the committee that to date, 30 thousand of the 50 thousand has been raised but it could go as high as 100 thousand. There has been no work at the North Branch since 1984, this is a very important project. Ald. Jean-Baptiste motioned to hold this item for further discussion concerning the sale. Ald. Rainey asked what the design is
being looked for. P. Gottschalk it was for architectural services from design management to overseeing the construction. Ald. Wollin pointed out that with the designs then the Library could see what could be accomplished. Ald. Holmes asked if 180 thousand was available for the two branches this year. P. Gottschalk conveyed that it may not be an equal split between the two properties. Ald. Tisdahl said that she would support it based on the money received from the sale. P. Gottschalk said the Council had approved a minimum sale price of 380 thousand for the 2022 Central Street property though some estimates go as high as 500 thousand. Ald. Jean-Baptiste said that he would approve to what funds we have.

Item A3.1 was unanimously approved 4-0

(A3.2)* Approval of Acceptance of Illinois Department of Commerce and Economic Opportunity Grant

Recommend acceptance of a grant from the Illinois Department of Commerce and Economic Opportunity (IDCEO) in the amount of $60,000 to fund the conversion of one collection day from recycling bins to either 65 gallon or 96 gallon wheeled recycling carts. Acceptance of the grant requires a match of $186,384. Funding provided through the Streets and Sanitation Recycling Services General fund Account.

Ald. Rainey noted that in Park Ridge she saw really neat recycling cans. She asked Suzette Eggleston (Superintendent Streets and Sanitation) about the distribution of the new cans. At one home people recycle and at another people do not recycle. Will the City parcel out the cans to those who do recycle or will everyone get a can. S. Eggleston said everyone will get a cart. We do have two cart sizes, one is 65 gallons and the other is 95 gallons. Ald. Rainey asked if seniors can get a smaller cart. S. Eggleston that smaller ones are available for senior citizens, but they have to be requested. Ald. Rainey asked how long before the City gets these cans. S. Eggleston thought it will take four to six weeks to receive the cans but two to three months to get them all out due to the upcoming winter weather. She also mentioned that the size of the cans residents receive will be based on the results of recycling pilot studies done of the various areas earlier this year. Ald. Holmes said that with education, the residents will recycle. Ald. Wollin offered congratulations to Carolyn Collopy for obtaining this grant.

Item A3.2 was unanimously approved 4-0

(A3.3)* Approval of Bike the Ridge Special Event

Recommend approval of a proposal for a special event, Bike the Ridge. Bike the Ridge would take place on October 26, 2008, from 8 a.m. to 10 a.m. Currently, there is no funding budgeted for this special event that would cost the City approximately $15,000.

A supplemental document was handed out that Ald. Rainey complied showing the offers of help and services for this Bike the Ridge event. Ald. Rainey noted that due to unforeseen sewer problems only two lanes will be opened for the 26th. This will be the only time bicycles will be allowed on Ridge Avenue. With no publicity, many residents know about the event. Aldermen Hansen, Bernstein and she represent the wards along the route and the three of them are promoting this event in their wards. The contractor will provide at no charge barriers at the cross streets, placing them and removing them. The Mayor will cut a ribbon at the Howard end and tour the new improved street in a pedi-cab. There will be an aid station and the Ridgeville park will have a bike registration booth open. Weiner and Still Champion had offered a free lunch for the volunteers. St. Francis in on board and St. Nicks is offering free lemonade as well as suggesting to their parishioners for the nine o'clock mass to ride a bike to church. A real cost will be for the Police at about $6000.00. There has been no publicity yet but the document passed around shows the art work for the event donated by a resident. All Aldermen are being asked for their support. Ald. Jean-Baptiste asked when the last phase of the constructions will be accomplished. John Burke (Public Works Director) said December 15th. Ald. Holmes asked how many alleys are involved. J. Burke thought a few. Ald. Rainey mentioned that all east – west street with signals will be open and controlled by the Police Department. Ald. Jean-Baptiste congratulated Ald. Rainey on her
preparation. He asked her about other costs beyond the Police. Ald. Rainey said she was not sure there were any other costs. This is the same day as the Evanston Bike Club Halloween ride. This year they are going to start at Howard, normally they do not ride in Evanston. Children are being encouraged to participate and come in costume and compete for prizes. Doug Gaynor (Director of City Operations) said costs are for Police, pedestrian and parking control and a couple Firemen for emergency coverage. He felt the total costs would come in under ten thousand. Ald. Jean-Baptiste asked if on-duty Police would be used. D. Gaynor said they would all be call-back officers. Ald. Jean- Baptiste saying he did not want to throw water on this event but asked as there is another phase to be completed, would there be another ride to celebrate the event. Why didn’t the City wait until Spring when the whole avenue is completed. Ald. Rainey said that it was felt that the longer we waited the more difficult it would be to accomplish. She mentioned that there are sixty volunteers lined up. When the next phase is completed there could be another event. Ald. Jean-Baptiste stated that he would support the event but motioned to cap the expenses at $8000.00 so as to avoid going overboard in asking the City to underwrite the event. Ald. Wollin seconded the motion.

Item A3.3 was unanimously approved 5-0 as amended.

(A3.4)* Approval of World AIDS Day Walk Special Event
Recommend approval of proposal from Willow Creek North Shore for a World AIDS Day Walk in downtown Evanston, 9:45 a.m. to 10:45 a.m. on Saturday, December 6, 2008.
Ald. Jean-Baptiste mentioned that there is a perception that the Council disapproved of this event. D. Gaynor stated that it was the Special Event Committee that said these events are not done on a Saturday and that is why it was put on the A & P W agenda. Ald. Holmes had questions about the route, feeling that it was confusing. She had suggestions to make. Jackie Heron – Willow Creek North Shore – World AIDS Walk said that the organization used this design as a starting point. She said they must start and end at the Music Institute of the North Shore and pass as many churches as possible as they are being very supportive of the event. Ald. Wollin asked Doug Gaynor to work with Willow Creek North Shore and Ald. Holmes to create an improved map. D. Gaynor said he would.
Item A3.4 was unanimously approved 5-0.

(A3.5)* Approval of Sole Source Purchase of Emergency Medical Service Equipment
Recommend approval of the sole source purchase of two monitor, defibrillator, pacer devices from Medtronic Physio-Control (11811 Willow Road NE, Redmond, WA) in the amount of $31,642.65. Funding provided by Fire Department Capital Outlay.
Ald. Wollin mentioned that there are more items listed on the attachment then in the Agenda Item Summary. Does that mean they all fall under the word “devices”. Chief Whalen (Fire and Life Safety Services) said she was correct, all of the items are a part of the device. Ald. Rainey asked if the ones we have worked. Chief Whalen said that some devices are being replaced. A device has a useful life expectancy. The manufacturer will maintenance the device but will not stand behind it when used. These devices also are an improvement over what is being replaced.
Item A3.5 was unanimously approved 5-0.

(A3.6)* Approval of Lowest Responsible and Responsive Bid (09-44) for a Two-Year Agreement for Printing the Quarterly Highlights Newsletter
Recommend approval of the lowest responsible and responsive bid (09-44) for a two- year agreement, with optional third year to renew, for printing of quarterly Highlights newsletter on recycled paper with Crescent Printing Company (1001 Commercial Court, Onalaska, WI) in the amount of $26,600 per year. Funding provided by the General Fund.
Ald. Rainey was surprised at the cost saying it was a lot less than what she would have expected. Donna Stuckert (Community Information Coordinator) said that she too was surprised. She also said the credit should be given to Carolyn Collopy.
Item A3.6 was unanimously approved 5-0.

(A3.7)*Approval of Lowest Responsible and Responsive Bid (09-45) for the 2008 Structure Lining Contract
Recommend approval of the lowest responsible and responsive bid for the 2008 Structure Lining Contract (Bid No. 09-45) to National Power Rodding Corp. (2500 W. Arthington St., Chicago, IL) in the amount of $52,509.16. Funding provided by the Sewer Fund.

Ald. Holmes noted that the Memorandum states there are 32 sewer manholes but that the map shows 33. Dave Stoneback (Superintendent Water & Sewer Division) said that there is no number 25 on the map. Ald. Holmes asked how often the sewers are reevaluated. D. Stoneback said that as the sewers are cleaned they are inspected. Each is done every three years.

Item A3.7 was unanimously approved 5-0.

(A3.8)*Approval of Purchase of Trees for Fall Planting
Recommend approval of the purchase of 425 trees from Suburban Tree Consortium (STC) in the amount of $94,178. In addition, recommend approval of an additional purchase for the contractual planting of 150 of the trees through STC, in the amount of $13,650. The total expenditure for the purchase of the trees and the contract for planting is $107,828. Funding provided by Parks/Forestry Division budget and the Capital Improvement Program.

Ald. Wollin asked if these are the trees on the Bills List. Paul D’Agostino (Superintendent of Forestry) said that the Bills List represent planting from the Spring. This item is for Fall plantings. Ald. Wollin asked if there are other places needing trees like Lovelace Park. Mike Vasilko asked if this needs to be done this year. Ald. Jean-Baptiste replied that it is an ongoing process of tree replacement. Mr. Vasilko responded that it seems that everything on the agenda is approved. The City Council says the City is in debt but then this committee approves everything. Ald. Jean-Baptiste said that when the Council deliberated on the current budget, they approved certain items. Priorities were fought over in every case. This request comes up every year to replace trees. If we said no the citizens would come en mass to protest the denial. Please come to this years budget meetings and meet these people, engage in the process. Often the Council has to consider what the taxpayers want. Mr. Gaynor, what is the general policy on this matter.

D. Gaynor stated that fundamentally the Council responded to citizen concern for the canopy of the City. There is a tree replacement program in place. At some point the City had a tree replacement waiting list of over four years. The City Council wished to have the trees replaced as soon as possible and Staff developed a program to replace the trees in one year. Within the next two years, Staff anticipates to have achieved this plan and everything being equal should be able to reduce the tree replacement budget. It should be noted that the City did not replace trees for several years and it had been difficult to catch up due to the age of the trees, disease, wind damage and such.

Item A3.8 was unanimously approved 5-0.

(A4.1)*Approval of Change Order #2 for the Basin S82B Contract 2 Relief Sewer Project (Bid 07-43)
Recommend approval of Change Order #2 for the Basin S82B Contract 2 Relief Sewer Project with DiPaolo Company (4350 DiPaolo Center, Glenview, IL). This change order will decrease the contract amount by $4,082.75 from $6,596,041 to $6,591,958.25 and grant a 45-day extension to the contract period. An IEPA loan funds approximately 93% of the project costs. The remaining portion funded by the Sewer Reserve fund.

Ald. Wollin asked the Legal Department who the City will try to recover these additional costs. Beth Howlett (Legal Counsel) said that would be the previous owner. D. Stoneback said that was Perfecto Cleaners.

Item A4.1 was unanimously approved 5-0.
Resolution 53-R-08 Authorizing the City Manager to Execute a Lease Renewal Agreement with the U.S. Postal Service for Parking their Vehicles in City Parking Lot #25

Consideration of proposed resolution 53-R-08 authorizing the City Manager to execute a lease renewal agreement with the U.S. Postal Service (USPS) for parking USPS vehicles in City Parking Lot #25 located at 1612-1616 Maple Avenue. Ald. Hansen asked if they were not behind on payments. J. Burke said that they were late on the Maple Avenue garage lease but have been current on this parking lot. Item A5 was unanimously approved 5-0.

Resolution 55-R-08 Appointing a Director and Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC)

Consideration of proposed resolution 55-R-08 appointing a Director and Alternate Director to the Board of Directors of SWANCC pursuant to the SWANCC agency agreement.

Ald. Rainey asked why Alderman Moran was the alternate. J. Burke said that he believed that this is how it was listed in the Legal Department on the original resolution. Ald. Rainey said that she had been the original Director and Alderman Moran followed her. She also noted that he goes all the time. R. Russell said that she had no objection to changing the designations. Ald. Jean-Baptiste asked Legal to check into it and B. Howlett said that she would. Item A6 was unanimously approved 5-0.

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 7: p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department