



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: March 28, 2025

STAFF REPORTS BY DEPARTMENT

Weekly Report for March 24, 2025 – March 28, 2025

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Field Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

None

Legislative Reading

NWMC Weekly Briefing

**STANDING COMMITTEES OF THE COUNCIL &
MAYORAL APPOINTED BOARDS, COMMISSIONS & COMMITTEES**

Monday, March 31, 2025

4:45 PM: [Referrals Committee](#)

5:00 PM: [Administration & Public Works Committee](#)

5:30 PM: [Planning & Development Committee](#)

6:00 PM: [City Council](#)

Tuesday, March 25, 2025

No Meetings

Wednesday, March 26, 2025

5:00 PM: [CARP Implementation and Environment Board Joint Meeting](#)

Thursday, March 27, 2025

9:00 AM: [Reparations Committee](#)

Friday, March 28, 2025

No Meetings

Check the City's Calendar for updates:

[City of Evanston - Calendar](#)

City of Evanston Committee Webpage:

[City of Evanston – Boards, Commissions and Committees](#)



Memorandum

To: Luke Stowe, City Manager

From: Hitesh Desai, CFO/ City Treasurer
Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of March 24, 2025

Date: March 28, 2025

The following is a list of advertised projects and the anticipated date each will be presented to the Council or Library Board.

Bids/RFPs/RFQs sent during the Week of March 24, 2025

Bid/RFP/RFQ Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Beck Park Expansion - Phase 1	PWA	Work on this project includes expansion and improvements to Beck Park located east of the North Shore Channel between Church Street and Emerson Street in Evanston, Illinois.	\$2,300,000	4/22	5/12
City-Wide Tree Removal and Stump Grinding Contract	PWA	Work on this project includes removing trees, pruning trees, and grinding stumps on public property belonging to the City of Evanston. Some of the work will be partially funded by a grant, recently awarded to the City, from the U.S. Department of Agriculture Forest Service's Urban and Community Forestry Program. In addition to the grant work in parks, the City may add up to 50 trees per year for removal and up to 50 stumps per year for grinding and site restoration. These trees and stumps will be in parkways, ROW, or other public spaces.	\$150,000	4/08	5/12



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: March, 28 2025

Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

Please contact me at [davidwilson@cityofevanston.org](mailto: davidwilson@cityofevanston.org) if you have any questions or need additional information.

Weekly Field Inspection Report

Friday, March 28, 2025

Ward	Property Address	Construction Type	Inspector Notes	Received
4	909 Davis	Interior Remodel	No changes. The third phase continues to move.	3/27/2025
4	1012 Church Street Northlight Theater	Assembly	No changes. Saw cuts to the existing foundations have begun at north section of property. Contractor is working on addressing the construction fence along the alleyway.	3/27/2025
*	*	*	*	*
*	Truck Route	*	No changes. Truck route continues to monitored for speed and debris.	3/27/2025
7	1501 Central Street	Demolition	No changes. Steel framing construction continues. Street sweepers continue to address roadway dust and debris. All trucks continue to pass through truck washing station with manual washing of trucks and street. Construction fence is in place and in good condition.	3/27/2025
*	*	*	*	*
*	*	*	*	*



Memorandum

To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: March 28, 2025

Ward	Property Address	Business Name	Date Received	Current Status
4	719 Main St	Button Bakery	1/30/2025	Pending inspections
7	2545 Prairie	Burl	2/27/25	Pending Review and Permits
1	720 Clark St	Te' Amo	1/22/2025	Pending Building Permit
8	751 Howard St	Sabrosura Coffee Bar	1/09/2025	Pending Review & Inspections
1	1710 Sherman Ave	Tropical Smoothie Café	1/02/2025	Pending Permit Issuance
2	2223 Washington St	Chicky's Kitchen Creations (in the Aux)	1/02/2025	Inspections complete – opening soon
4	1549 Sherman Ave	Mr. Cachito	12/26/2024	Pending Building Permit
1	816 Church ½ St	Hops and Grapes #2	3/1/2025	Pending Inspections
4	804 Davis St	Paris Baguette	10/30/2024	Permit Issued – Pending Inspections
8	1717 Howard St	Showkey African Cuisine	8/26/2024	Pending Permit Application
8	565 Howard St	T & E Productions	8/22/2024	Pending Permit Issuance
3	1310 ½ Chicago Ave	Peeled Juice Bar	5/9/2024	Pending Permit Issuance and plan review
2	2223 Washington St	The Laundry Café (in The Aux)	4/23/2024	Inspections complete – opening soon
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Building Permit Issued-Pending Inspections
5	1623 Simpson St	Free Flow Kitchen	3/21/2024	Building Permit Issued-Pending Inspections
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	2 nd Health and fire Inspection scheduled
3	517 Dempster St	Willa Donuts	3/5/2025	Pending review and permits



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: March 28, 2025

Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, and current status.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of March 28, 2025

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
4	The Grove Gallery	619 Grove St. Evanston, IL 60201	E	Entertainment Venue (Small)	11 a.m. — 1 a.m. (Mon-Thu); 11 a.m. — 2a.m. (Fri-Sat); 12p.m. — 1 a.m. (Sun)	Application will be voted on at City Council 3.31.25



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING MARCH 28, 2025

SPC Lane Marking Update – Book by April 11 for 2024 Pricing!

The Suburban Purchasing Cooperative (SPC) is working to finalize the first of three (3) possible one-year contract extensions for the 2025 SPC Thermoplastic and Urethane Lane Marking Material and Labor (Contract #229) with Superior Road Marking/HighStar Traffic.

In the interim, please note that the SPC has negotiated that any work booked prior to the April 11, 2025 expiration date of the original contract will be honored at 2024 prices, as well as work that could not be completed in 2024 due to weather and is carried over into 2025. There will be a price increase for 2025, so hurry up and book your work directly with Superior Road Marking/HighStar NOW!

Pricing Ending April 11, 2025:

<u>Item</u>	<u>Unit</u>	<u>Unit Price</u>
4" Thermoplastic Pavement Marking Line	LF	\$ 0.70
6" Thermoplastic Pavement Marking Line	LF	\$ 0.90
12" Thermoplastic Pavement Marking Line	LF	\$ 2.00
24" Thermoplastic Pavement Marking Line	LF	\$ 4.75
Thermoplastic Pavement Marking Letters & Symbols	SF	\$ 4.75
Thermoplastic Pavement Marking Removal	SF	\$ 0.35
4" Urethane Pavement Marking Line	LF	\$ 0.65
6" Urethane Pavement Marking Line	LF	\$ 1.00
12" Urethane Pavement Marking Line	LF	\$ 2.00
24" Urethane Pavement Marking Line	LF	\$ 5.00
Urethane Letters & Symbols	SF	\$ 5.00
Preform Thermoplastic Bike Marking/Chevrons	EA	\$ 350.00
Removal	SF	\$ 0.35

Note: All unit prices are per foot, except Letters & Symbols and Removal, which are priced per square foot.

The SPC anticipates having a signed contract extension with Superior Road Marking/HighStar Traffic within the next week. In the meantime, for questions or additional information, please contact staff or HighStar Director of Contracts and Administration Brian Patterson, 630-293-0026 or bmpatterson@highstartraffic.com. Staff contact: Ellen Dayan

Ford Announces Factory Order Cut Off Date for SPC Transit Vehicles

Ford Motor Company has announced the factory order cutoff date of Friday, June 13 for the following Suburban Purchasing Cooperative (SPC) 2025 Ford Transit models (Contract #207) with Currie Motors Fleet:

- Ford E-Transit Van
- Ford Transit Passenger Wagon
- Ford Transit Full Sized Van

For questions or additional information, please contact staff or Currie Motors Municipal Sales Manager Tom Sullivan, tsullivan@curriemotors.com or 815-464-9200. Staff contact: Ellen Dayan

Legislative Update – Slow Week in Springfield

Despite the General Assembly's third reading deadline looming on Friday, April 11, there was a lack of major legislative action this week. As a result, we will not be publishing a [NWMC Legislative Update](#) today. While the Senate was off this week, the House met for only two days (cancelling the scheduled Thursday and Friday sessions), with floor action focused mainly on advancing bills on second reading. No bills that the Conference is actively tracking saw substantive action. The House is off next week, while the Senate is scheduled for three days of session. Both chambers will be in session during the deadline week of April 7. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Mark Your Calendars for the 2025 NWMC Gala!

Save the date cards have been sent for the NWMC Gala, scheduled for Wednesday, June 11, at the Chicago Marriott Northwest in *Hoffman Estates*. Formal invitations will be sent soon for the event of the year, which will celebrate the NWMC's 67th anniversary and the inauguration of the organization's FY2025-2026 officers. *Staff contacts: Mark Fowler, Larry Bury, Marina Durso*

Last Call to Enroll in the NWMC Employee Assistance Program

Tuesday, April 1 is the deadline to enroll in the NWMC Employee Assistance Program (EAP). The Conference is pleased to offer this program to municipalities, townships, park districts and libraries. TELUS Health is the current EAP provider and offers confidential, cost-free referrals and assessment service twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

Enrollment information and participation forms were sent to all members on March 14 and are due back to NWMC Executive Assistant Marina Durso by Tuesday, April 1. The fee for program participation remains \$25.42 per employee per year and the contract year begins May 1. If you are not currently a member of the EAP and would like to join or obtain additional information, please contact Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org. *Staff contact: Marina Durso*

The Spring NWMC Auction is Less than a Month Away!

Thank you to *Evanston, Flossmoor, Hazel Crest, Lake Bluff, Lincolnshire, Lincolnwood, Oak Lawn, Palatine, Skokie* and *Thornton* for signing up to participate in the Spring NWMC Surplus Vehicle and Equipment Auction. The auction will be held at noon on Tuesday, April 22 at America's Auto Auction (America's AA) in Crestwood. Now that it's spring, the auction is the perfect time to cull the herd of vehicles suffering from winter "lot rot" and earn the best possible price.

America's AA offers a wide variety of [convenient services](#) to prep vehicles and garner the highest possible price. Please note that vehicles and equipment can be listed for sale right up to the morning of the auction day. Sell them now to get a fresh start and please keep in mind that a portion of the proceeds helps support the operations of the Conference.

In addition, and in lieu of taking staff off the jobsite to deliver vehicles to the auction, America's AA offers pick-up and delivery services. Transportation rates are \$2.50 per mile based on Google Miles from the exact pickup location to delivery at America's AA, 14001 S. Karlov Avenue in Crestwood. Charges are one-way only, with a \$50.00 minimum per vehicle.

America's AA also hosts online sales on par with other government surplus Internet auctions. For more information, please contact staff or America's AA Sales Executive Manager Maria Cortez, 708-389-4488 (office), 708-676-1887 (mobile) or maria.cortez@americasautoauction.com. *Staff contact: Ellen Dayan*

Transit Agencies Share Impacts of Fiscal Cliff with RTA Board

On Thursday, CTA, Metra, and Pace leadership outlined [service cut scenarios](#) with the Regional Transportation Authority (RTA) Board if the transit fiscal cliff is not addressed. Significant impacts could be felt throughout NWMC member communities, with CTA bus service in northern Cook County and Pace weekend service throughout the NWMC region facing elimination, and Metra cutting train service in half for both weekday and weekend service. To view the service board's presentations, including potential service opportunities and improvements with increased funding, please [watch the RTA Board recording on YouTube](#). *Staff contacts: Eric Czarnota, Brian Larson*

Become a Bicycle-Friendly Community

The League of American Bicyclists is currently accepting applications to become recognized as a Bicycle Friendly Community (BFC). The League provides a roadmap, hands-on assistance and recognition for communities seeking to build places more welcoming to people who bike. NWMC member communities with BFC status include Silver-ranked *Evanston* and Bronze-ranked *Glenview, Highland Park, Schaumburg, and Wilmette*. Applications are due by June 25. To learn more about the BFC program, please visit the League of American Bicyclists [website](#). *Staff contacts: Eric Czarnota, Brian Larson*

Last Chance to Apply for CMAP, RTA Technical Assistance

Applications close on Friday, April 4 for the Chicago Metropolitan Agency for Planning (CMAP) and the Regional Transportation Authority (RTA) joint technical assistance call for projects. CMAP offers a variety of [transportation, capital improvement, ADA, and watershed-related planning assistance](#) and the RTA supports [Transit-Oriented Development, transit corridor, mobility hub, and other bus and rail related planning efforts](#). To learn more about opportunities available under each program and see prior awards, visit the [CMAP](#) and [RTA](#) technical assistance pages. *Staff contacts: Eric Czarnota, Brian Larson*

Take the MWRD Watershed Planning Council Member Survey

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) is seeking feedback from members of the North Branch Chicago River and Poplar Creek/Upper Salt Creek Watershed Planning Councils to improve future meetings and better understand the programming needs of the watersheds. Members are encouraged to complete a 5-minute [survey](#) by Wednesday, April 30 to help assess meeting attendance, evaluate effectiveness and identify areas for improvement. For questions or additional suggestions, please contact Eric Czarnota, eczarnota@nwmc-cog.org. *Staff contact: Eric Czarnota*

Nominate a Colleague for an ILCMA Award

Started in 1994, the Illinois City/County Management Association (ILCMA) awards program honors “those in the association who have exemplified excellent public service.” The award categories are as follows:

- Robert B. Morris Lifetime Achievement Award
- Special Service Awards:
 - Service to the Association
 - Gregory J. Bielawski Service to the Profession
 - Leslie T. Allen Service to the Community
 - ILCMA Resiliency in Leadership Award

Nominations are due by Wednesday, April 30. For more information, qualifications and to submit nominations, please visit ILCMA’s Awards Program [website](#) or contact ILCMA staff, ILCMA@niu.edu. *Staff contact: Mark Fowler*

Wintrust to Host Discussion on the Region’s Future

On Tuesday, April 22, Wintrust’s Government, Non-Profit and Healthcare division will host an event entitled “Getting Out of Our Own Way – A Regional Roadmap to 2037”. Civic Federation President Joe Ferguson and Metropolitan Planning Council President and CEO Dan Lurie will lead the discussion on key topics including:

- Chicago’s Strengths & Challenges: What does a sustainable, inclusive growth strategy look like?
- Quality Jobs & Economic Equity: How can we create more opportunities while addressing income inequality and intergenerational poverty and tapping into emerging industries like water and quantum technology?
- Global Leadership & Sustainability: How can Chicago maintain its edge in transportation and logistics while advancing policies to reduce congestion and our carbon footprint?

The event will be held at the Wintrust Grand Banking Hall, 231 S. LaSalle Street in Chicago. Doors will open at 3:30 p.m. with the panel discussion and Q&A beginning at 4:00 p.m., followed by a cocktail reception. Please visit Wintrust’s [Eventbrite](#) page for more information and to RSVP. *Staff contact: Mark Fowler*

Newsy Items of the Week

Daily Herald: [Where's my Metra train? Railroad updates progress of installing digital signs, ticket machines](#)

Block Club Chicago: [1 In 5 Chicagoans Will Lose Access To CTA, Pace, Metra If State Doesn't Fund Public Transit, RTA Says](#)

Governing: [What Fire Trucks Tell Us About Purchasing Problems in General](#)

Daily Herald: [Taxes on haircuts and miles instead of gas? Amid transit crisis, new funding ideas spring up](#)

Chicago Tribune: [Federal government to pull back \\$125 million in COVID money from Illinois health departments](#)

Crain's Chicago Business: [Illinois EV sales surged, fueled by incentives](#)

Meetings and Events

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, April 8 at 10:30 a.m. at the NWMC office and via videoconference.

NWMC Executive Board will meet on Wednesday, April 9 at 8:30 a.m. via videoconference. **Please note date change.**

NWMC Board of Directors will meet on Wednesday, April 16 at 6:00 p.m. at the NWMC office and via videoconference. **Please note date change.**

NWMC Staff

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