

**Administration and Public Works Committee Meeting  
Minutes of January 8, 2018  
James C. Lytle Council Chambers – 6:00 p.m.  
Lorraine H. Morton Civic Center**

MEMBERS PRESENT: P. Braithwaite, A. Rainey, T. Suffredin, R. Simmons

MEMBERS ABSENT: C. Fleming

STAFF PRESENT: W. Bobkiewicz, A. King, G. Farrar, E. Storlie, D. Stoneback,  
L. Biggs, E. Sanchez, Chief Scott, S. Flax, L. Hemingway,  
DC Pickett, E. Cano, P. Zalmezak, R. Dahal, T. Nunez, S.  
Clement

PRESIDING OFFICIAL: Ald. Rainey

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**I. DECLARATION OF A QUORUM: ALDERMAN RAINEY, CHAIR**  
A quorum being present, Ald. Rainey called the meeting to order at 6:06p.m.

**II. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 11, 2017**  
Ald. Braithwaite moved to accept the Minutes of December 11, 2017 A&PW meeting as submitted, seconded by Ald. Rue Simmons.

The Minutes of the December 11, 2017 A&PW meeting were approved unanimously 4-0.

**III. ITEMS FOR CONSIDERATION**

<b>(A1)</b> Payroll – November 27, 2017 through December 10, 2017	\$ 2,729,121.27
Payroll – December 11, 2017 through December 24, 2017	\$ 2,737,951.63

<b>(A2.1)</b> Bills List – January 9, 2018 (FY 2017)	\$ 6,621,592.84
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Credit Card Activity (not including Amazon purchases) - Period Ending November 30, 2017	\$ 157,991.71
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**For Action**

**Ald. Suffredin moved to recommend approval of the City of Evanston Payrolls November 27, 2017 through December 10, 2017 in the amount \$2,729,121.27, December 11, 2017 through December 24, 2017 in the amount of \$2,737,951.63, FY 2017 Bills List dated January 9, 2018 in the amount of \$6,621,592.84 and Credit Card Activity (not including Amazon purchases) for the period ending November 30, 2017 in the amount of \$157,991.71, seconded by Ald. Rue Simmons.**

The Committee voted unanimously 4-0 to approve the payrolls, bills and credit card activity.

(A2.2) Amazon Credit Card Activity – Ending November 30, 2017      \$    11,314.94

**For Action**

**Ald. Rue Simmons moved to recommend approval of the Amazon Credit Card activity ending November 30, 2017 in the amount of \$11,314.94, seconded by Ald. Braithwaite.**

**The Committee voted 3-1 to approve the Amazon credit card activity with Ald. Suffredin abstaining.**

(A2.3) Sunshine Gospel Ministries Transactions –  
Ending January 9, 2018      \$    40,000.00

**For Action**

**Ald. Rainey moved to recommend approval of the Sunshine Gospel Ministries transactions ending January 9, 2018 in the amount of \$40,000, seconded by Ald. Braithwaite.**

**The Committee voted 3-1 to approve the Sunshine Gospel Ministries transactions with Ald. Rue Simmons abstaining.**

**(A3.1) Change Order #4 for Gibbs Morrison Site Improvement Project with Copenhaver Construction, Inc.**

Staff recommends that City Council authorize the City Manager to approve Change Order #4 for the Gibbs Morrison Site Improvement Project (Bid No. 17-43) with Copenhaver Construction, Inc. (75 Koppie Drive, Gilberts, IL) which extends the contract deadline from December 28, 2017 to June 15, 2018. There is no additional project funding required as a result of this change order.

**For Action**

**Ald. Braithwaite moved to recommend City Council authorize the City Manager to approve Change Order #4 for the Gibbs Morrison Site Improvement Project (Bid No. 17-43) with Copenhaver Construction, Inc., which extends the contract deadline from December 28, 2017 to June 15, 2018, seconded by Ald. Rue Simmons.**

At Ald. Rue Simmons's inquiry, City Manager Wally Bobkiewicz noted that the City will review future contracts with Copenhaver Construction due to the concerns raised about compliance with LEP policy.

**After discussion, the Committee voted unanimously 4-0 to approve the change order.**

**(A3.2) Extension of Intergovernmental Agreement for FY 2018 Solid Waste Agency of Northern Cook County Disposal Fees**

Staff recommends that City Council authorize the City Manager to execute an extension of the intergovernmental agreement for 2018 refuse disposal fees to Solid Waste Agency of Northern Cook County (SWANCC) in the not to exceed amount of \$750,000 for operations and maintenance transfer fees. Funding will be provided by the Solid Waste Fund (Account 520.40.4310.62405), which has a

budget of \$750,000 for FY 2018.

**For Action**

**Ald. Suffredin moved to recommend City Council authorize the City Manager to execute an extension of the intergovernmental agreement for 2018 refuse disposal fees to Solid Waste Agency of Northern Cook County (SWANCC) in the not-to-exceed amount of \$750,000 for operations and maintenance transfer fees, seconded by Ald. Rue Simmons.**

**The Committee voted unanimously 4-0 to approve the agreement.**

**(A3.3) Contract with E-Town Tennis, Inc. for Tennis Program at the Chandler-Newberger Community Center**

Staff recommends that the City Manager be authorized to execute an agreement with E-Town Tennis, Inc. (320 S. Butterfield Road, Libertyville, IL 60048) for the City of Evanston Tennis Program run through Chandler-Newberger Community Center. The contract is for three (3) years with a mutual option to renew for two (2) additional one (1) year options. The contract period will run from January 1, 2018 through December 31, 2020. Revenue from program registrations are deposited into General Fund – Chandler/Recreation Program Fees Account 100.30.3035.53565 and instruction expenses are paid from 100.30.3035.62505. Compensation from the vendor is based on percentages of resident rate revenues collected from program registrations.

**For Action**

**Ald. Rue Simmons moved to recommend the City Manager be authorized to execute an agreement with E-Town Tennis, Inc. for the City of Evanston Tennis Program run through Chandler-Newberger Community Center, seconded by Ald. Suffredin.**

Ald. Rainey has received various complaints of dissatisfaction from residents including low enrollment and instructor concerns. She suggested amending the contract to 2 years instead of 3 years.

Parks, Recreation and Community Services (PRCS) Director Lawrence Hemingway explained that the administrative functions of program promotions and registrations will be supported in-house by the PRCS department so that E-Town can focus on teaching. He added that the purpose of the in-house support is to increase efficiency in scheduling and communication with the participants.

Ald. Rainey moved to amend the contract with E-Town Tennis, Inc. to 2 years, seconded by Ald. Rue Simmons.

**After discussion, the Committee voted unanimously 4-0 to approve the contract as amended.**

**(A3.4) Authorization to Renew Line of Credit for Howard Ridge and West Evanston Tax Increment Finance Districts**

Staff recommends that City Council authorize the City Manager to renew the agreement with First Bank and Trust to have access to a Line of Credit up to an

amount of \$2.2 million for the West Evanston Tax Increment Finance District (TIF) and establish a line of credit for \$3.5million for the Howard/Ridge TIF.

**For Action**

**Ald. Rainey moved to recommend City Council authorize the City Manager to renew the agreement with First Bank and Trust to have access to a Line of Credit up to an amount of \$2.2million for the West Evanston Tax Increment Finance District (TIF) and establish a line of credit for \$3.5million for the Howard/Ridge TIF, seconded by Ald. Rue Simmons.**

**PUBLIC COMMENT**

Carlis B. Sutton asked for more information about the letter of credit. What is the area affected and how will the funds be used?

Interim CFO/Treasurer Ashley King explained that this renewal would separate the letters of credit for Howard Ridge and West Evanston. The West Evanston TIF includes rehabbed properties at Church and Darrow.

Economic Development Manager Paul Zalmezak explained that there have been no changes to the West Evanston plan. There are no funds available to spend from the TIF.

**After discussion, the Committee voted 3-1 with Ald. Suffredin voting no to renew the agreement.**

**(A4) Resolution 1-R-18, Adopting the City of Evanston Sexual Harassment Policy**

Staff recommends that City Council adopt Resolution 1-R-18, adopting a City of Evanston Sexual Harassment Policy that conforms to Illinois Public Act 100-0554, which mandates that all Illinois governmental units adopt by January 15, 2018 legislation that sets forth a policy prohibiting sexual harassment with numerous requirements.

**For Action**

**Ald. Rue Simmons moved to recommend City Council adopt Resolution 1-R-18, adopting a City of Evanston Sexual Harassment Policy that conforms to Illinois Public Act 100-0554, which mandates that all Illinois governmental units adopt by January 15, 2018 legislation that sets forth a policy prohibiting sexual harassment with numerous requirements, seconded by Ald. Braithwaite.**

**The Committee voted unanimously 4-0 to adopt the resolution.**

**(A5) Resolution 38-R-17, Appointing a Director and Alternate Director to the Solid Waste Agency of Northern Cook County**

Staff recommends that City Council adopt Resolution 38-R-17 appointing Mayor Hagerty as a Director on the Board of Directors of the Solid Waste Agency or Northern Cook County and City Manager Bobkiewicz as the Alternate Director.

**For Action**

**Ald. Rainey moved to recommend City Council adopt Resolution 38-R-17**

appointing Mayor Hagerty as a Director on the Board of Directors of the Solid Waste Agency or Northern Cook County and City Manager Bobkiewicz as the Alternate Director, seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to adopt the resolution.

(A6) **Ordinance 2-O-18, Authorizing the City Manager to Execute a Lease of Property Located at 2525 Church Street for Recreational Uses**

Staff recommends City Council adopt Ordinance 2-O-18 authorizing the City Manager to execute a 50-year lease agreement with the Metropolitan Water Reclamation District of Greater Chicago for the real property located at 2525 Church Street. The City will pay \$10.00 rent per year. The City Council approved funding of \$400,000 for this project in the 2018 Capital Improvement Program. Staff will seek grants, future CIP funding and other funding sources to assist with the costs related to restoring the property to greenspace and adding recreational amenities over the course of time. Sewer Funding may also be allocated in future years for the rain garden installation with an approximate cost of \$80-\$100k. A two-thirds majority of City Council is required to adopt Ordinance 2-O-18.

**For Introduction**

**Ald. Braithwaite moved to suspend the rules and recommend City Council adopt Ordinance 2-O-18 authorizing the City Manager to execute a 50-year lease agreement with the Metropolitan Water Reclamation District of Greater Chicago for the real property located at 2525 Church Street at a rental rate to the City of \$10.00 per year, seconded by Ald. Rue Simmons.**

**PUBLIC COMMENT**

James Engelman is in favor of this item. He would love to see the children enjoy the waterfall and park.

The Committee voted unanimously 4-0 to suspend the rules and adopt the ordinance.

(A7) **Ordinance 8-O-18, Amending City Code Section 10-11-16(B) "Designation of Truck Routes and Bike Routes"**

Staff recommends that City Council adopt Ordinance 8-O-18, which would amend Section 10-11-16, Schedule XVI (B) 1 and (B) 2 of the City Code to amend designated bike routes on Chicago Avenue, Sheridan Road, Sheridan Place, Euclid Place, Ingleside Place, Central Street, Church Street and Davis Street. The ordinance would amend the title of Schedule XVI (B) 1 and (B) 2 to correct an error. Funding for additional signage and markings were included as part of the related CIP projects.

**For Introduction**

**Ald. Suffredin moved to recommend City Council adopt Ordinance 8-O-18, which would amend Section 10-11-16, Schedule XVI (B) 1 and (B) 2 of the City Code to amend designated bike routes on Chicago Avenue, Sheridan Road, Sheridan Place, Euclid Place, Ingleside Place, Central Street, Church Street and Davis Street to correct an error, seconded by Ald. Rue Simmons.**

The Committee voted unanimously 4-0 to adopt the ordinance.

**(A8) Ordinance 1-O-18, Amending City Code Section 4-4-2, "Amendments," Requiring Fire Protection Systems Testing Records on an Annual Basis**

Staff recommends City Council adoption of Ordinance 1-O-18, amending City Code Section 4-4-2, "Amendments," requiring fire protection systems testing records on an annual basis.

**For Introduction**

**Ald. Rue Simmons moved to recommend City Council adoption of Ordinance 1-O-18, amending City Code Section 4-4-2, "Amendments," requiring fire protection systems testing records on an annual basis, seconded by Ald. Braithwaite.**

The Committee voted unanimously 4-0 to adopt the ordinance.

**IV. ITEMS FOR DISCUSSION**

**(APW1)Utility Bill Reimbursement Policy**

Staff recommends City Council review the reimbursement policy for charges on the City's Utility bill, which can be for overpayment of the water / sewer portion of the bill or for the sanitation portion of the bill.

**For Discussion**

Ald. Braithwaite recommended the City refund utility overpayments as far back as the overpayment exists. Currently, the City only refunds for 1 year.

Public Works Agency Director David Stoneback explained that when it is discovered that a resident has underpaid for a service the chargeback year is only 1 year. He added that it is the property owner's responsibility to review bills received for accuracy. He asked for direction on both over and underpayments.

Ald. Braithwaite suggested limiting reimbursements to \$5,000. Director Stoneback noted that the total amount of reimbursements is usually under \$5,000 for the year. He will present a formal policy to the Committee at a future meeting.

**(APW2)Evanston Rental Program to Address Affordable Housing Needs**

At its meeting on October 30, 2017, City Council referred the Evanston Rental Program proposed by Alderman Rainey to the Administration and Public Works Committee for review. Staff seeks direction on next steps for this program.

**For Discussion**

Ald. Rainey proposes a pilot project to subsidize housing financed by the affordable housing fund for 3 years. The Housing Authority of Cook County vouchers have limits. She would like to work with staff to develop the framework of a successful program to provide stability to families in need of affordable housing in Evanston.

Housing and Grants Manager Sarah Flax explained that the City has provided limited assistance in the past in the form of emergency assistance. Staff needs to

identify funding as an ongoing source of support for a voucher-type program. Ald. Rue Simmons suggested a program to support for independent landlords that provide affordable housing. She would like to explore grant options for income-qualifying improvement guidelines. Housing Manager Flax explained that affordable housing funds could be used to support improvements, but ongoing funding would need to be identified to ensure it is viable. She noted that Home Funds of \$500,000 provided 22 families with two years of support.

Community Development Director Johanna Leonard suggested staff present a proposal for committee review and input at the next meeting.

**(APW3)Steps Toward Homeownership: First-Time Homebuyer Programs, Mortgage Products and Other Strategies to Expand Homeownership for Moderate and Middle Income Households**

City Council requested a report on homeownership assistance programs, including mortgage products that combine acquisition and rehab of homes and first time homebuyers programs, at its meeting on October 30, 2017. Other strategies the City can pursue to expand ownership among moderate and middle income households are also included.

**For Discussion**

Ald. Rue Simmons is interested in the City providing support to landlords who need to upgrade their affordable units to improve living conditions. She suggested an income-based grant program for landlords and tenants that are providing, seeking or living in affordable housing.

Housing and Grants Coordinator Flax suggested developing a program similar to the storefront modernization grant program. She mentioned a previous income-based program the City implemented, but participants were unable to qualify for a mortgage. She also suggested zoning revisions to permit more properties on a single parcel to increase the density of affordable housing.

Ald. Braithwaite asked City Manager Bobkiewicz to compile a list of recommendations including rental vouchers, assistance for landlords and homeownership strategies for a larger discussion.

City Manager Bobkiewicz explained that the City needs to develop sustainable programs with sustainable funding. Staff will come back in two weeks with a proposal to discuss at the January 29, 2018 City Council meeting.

**V. COMMUNICATIONS**

**VI. ADJOURNMENT**

**Ald. Rue Simmons moved to adjourn the meeting, seconded by Ald. Braithwaite. The meeting adjourned at 7:35pm.**