

**Administration and Public Works Committee Meeting  
Minutes of May 14, 2018  
James C. Lytle Council Chambers – 6:00 p.m.  
Lorraine H. Morton Civic Center**

MEMBERS PRESENT: T. Suffredin, R. Simmons, A. Rainey, C. Fleming, P. Braithwaite (arrived at 6:50pm)

STAFF PRESENT: K. Richardson, W. Bobkiewicz, E. Storlie, A. Mackey, H. Desai, P. D’Agostino, D. Stoneback, DC Pickett, DC Hohl, S. Ciolek, K. Danczak-Lyons, T. Williams, S. Flax, K. Jensen, L. Hemingway, P. Zalmezak, J. Leonard, Mayor Hagerty

PRESIDING OFFICIAL: Ald. Fleming

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**I. DECLARATION OF A QUORUM: ALDERMAN FLEMING, CHAIR**  
A quorum being present, Ald. Fleming called the meeting to order at 6:10p.m.

**II. APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 23, 2018**  
Ald. Rainey moved to accept the Minutes of April 23, 2018 and the A&PW meeting as submitted, seconded by Ald. Rue Simmons.

**III. PUBLIC SERVICE AWARDS**  
Mayor Hagerty and Assistant City Manager Erika Storlie presented Public Service Awards to employees that have completed 25 years of service or more: Deputy Chief James Pickett - 25 years, Sergeant Tracy Williams – 25 years, Deputy Chief Dwight Hohl – 25 years, Larry Daniels – 30 years, Paul D’Agostino – 30 years, Kevin Ward – 30 years, Alvin Veasley – 30 years, PA Choksi – 35 years.

Library Director Karen Danczak Lyons was presented with her 5 year service award. She also presented two employees from the Library with awards: Connie Heneghan – 30 years, Marlene Meyer – 35 years

**IV. ITEMS FOR CONSIDERATION**

**(A1)** Payroll – April 2, 2018 through April 15, 2018 \$ 2,771,899.38

Payroll – April 16, 2018 through April 29, 2018 \$ 3,193,928.62

**For Action**

**Ald. Suffredin moved to recommend approval of Payroll April 2, 2018 through April 15, 2018 in the amount of \$2,771,899.38 and Payroll April 16, 2018 through April 29, 2018 in the amount of \$3,193,928.62, seconded by Ald. Rainey.**

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

(A2) Bills List – May 15, 2018 \$ 4,156,673.45

Bank of America February 2018 Credit Card Activity  
(items held at April 23 City Council meeting) \$ 1,716.90

**For Action**

**Ald. Rue Simmons moved to approve the bills through May 15, 2018 in the amount of \$4,156,673.45 and Bank of America credit card activity February 28, 2018 in the amount of \$1,716.90 (items held at April 23 City Council Meeting), seconded by Ald. Suffredin.**

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

**(A3.1) Purchase of Three Vehicles for the Public Works Agency**

Staff recommends City Council approval for the purchase of three (3) vehicles for operations in the Public Works Agency (Water Production Bureau and Public Services Bureau). The following vehicles will be purchased: Ford F-350 XP from Currie Motors Inc. (9423 W. Lincoln Highway, Frankfort, IL 60423) in the amount of \$36,995.00; a Crane Carrier Model LET2-44 from National Fleet Auto Group (490 Auto Center Drive, Watsonville, CA 95076) in the amount of \$267,825.00; and a Kenworth T440 Cab/Chassis from Standard Equipment Company (2033 W. Walnut Street, Chicago, IL 60612) in the amount of \$369,116.58. Funding will be as follows: \$36,995 from the Water Fund (Account 510.40.4230.65550), with a budget of \$62,200; \$369,116.58 from the Sewer Fund (Account 515.40.4530.65550), with a budget of \$460,300; and \$267,825 from four Accounts within the Solid Waste Fund.

**For Action**

**Ald. Rainey moved to recommend City Council approval for the purchase of three (3) vehicles for operations in the Public Works Agency (Water Production Bureau and Public Services Bureau): Ford F-350 XP from Currie Motors Inc. in the amount of \$36,995.00; a Crane Carrier Model LET2-44 from National Fleet Auto Group in the amount of \$267,825.00; and a Kenworth T440 Cab/Chassis from Standard Equipment Company in the amount of \$369,116.58, seconded by Ald. Rue Simmons.**

At Ald. Braithwaite's inquiry, Fleet and Facilities Manager Sean Ciolek explained that although the current vehicle has just under 17,000 miles, the continuous idling for sewer cleanup is the equivalent of 250,000 miles. If the vehicle is purchased now there would be a savings of \$72,000 with the value of the trade in. Public Works Agency Director Stoneback explained that these vehicles are in service every day cleaning sewer mains and drainage structures. There have been past issues with vehicle failures so a replacement schedule has been created. The most economical way to make these purchases is to alternate so as to keep both vehicles in service at all times.

Ald. Suffredin asked staff to provide a comparison of the cost to repair the current vehicle vs. purchase a new vehicle.

Ald. Braithwaite asked for a comparison of purchases in 2016, 2017 and what is expected in 2018.

City Manager Bobkiewicz explained that when he came to Evanston 9 years ago the fleet was in bad shape. Staff is working to be responsible with the budget as well as proactive about maintenance and purchases. He noted that this could call for some policy decisions from the Council.

**The Committee voted 4-1 with Ald. Suffredin opposed to approving the purchases.**

**(A3.2) Revised Purchase of One Vehicle for the Public Works Agency**

Staff recommends City Council approval for the purchase of one (1) vehicle, a 2019 Peterbilt Model 348, for operations in the Public Works Agency - Public Services Bureau. The vehicle will be purchased from JX Peterbilt (42400 Hwy 41, Wadsworth, IL 60083) in the amount of \$206,258.00 through the National Joint Powers Alliance contract. Funding for the vehicle will be from the Equipment Replacement Fund (Account 601.19.7780.65550), which has a budget of \$1,522,977. This recommended vehicle purchase was originally approved for an incorrect amount at the Administration and Public Works Meeting on April 9, 2018.

**For Action**

**Ald. Fleming moved to recommend City Council approval for the purchase of one (1) vehicle, a 2019 Peterbilt Model 348, for operations in the Public Works Agency - Public Services Bureau. The vehicle will be purchased from JX Peterbilt in the amount of \$206,258.00 through the National Joint Powers Alliance contract, seconded by Ald. Rue Simmons.**

At Ald. Suffredin's inquiry, Fleet and Facilities Manager Ciolek explained that this item was originally approved by the Committee at the April 9, 2018 meeting. This is a correction to the amount of the previous item, which only included a partial quote. This is a dump truck with a radius spreader used for snow removal and street maintenance.

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

**(A3.3) Contract Renewal with Krave Concession LLC for 2018 Lakefront Concession**

Staff recommends that City Council authorize the City Manager to execute a one year contract renewal between the City of Evanston and Krave Concession LLC for the Church and Clark Street food & drink stands and the lakefront mobile concessions (Lighthouse, Clark St., Greenwood St., South Blvd. and Lee St.) for the 2018 season. Krave Concession LLC is now owned by Brian Fogle, 5313 West 123<sup>rd</sup> Place, Alsip, Illinois 60803. Krave Concession LLC will pay the City \$10,000 for the privilege of the 2018 permit.

**For Action**

**Ald. Rainey moved to recommend City Council authorize the City Manager to execute a one year contract renewal between the City of Evanston and**

**Krave Concession LLC for the Church and Clark Street food & drink stands and the lakefront mobile concessions (Lighthouse, Clark St., Greenwood St., South Blvd. and Lee St.) for the 2018 season, seconded by Ald. Rue Simmons.**

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

**(A3.4) Contract with First Student for Parks, Recreation & Community Services Department 2018 Summer Bus Transportation**

Staff recommends City Council authorize the City Manager to execute a contract with First Student (1717 Park Street, Naperville, IL 60563) in the amount not to exceed \$30,175. First Student was the lowest responsive bidder for the Parks, Recreation and Community Services Department 2018 summer bus transportation. They submitted a base bid of \$26,175 and a \$50.00 per hour cost for any additional trips that may be necessary. Staff recommends adding a \$4,000 contingency amount to the base bid for additional trips or when either a city owned bus is out of service or a driver is not available to work. Funding will be from various Accounts depending on the type of program/facility location, which are detailed on the corresponding transmittal memorandum.

**For Action**

**Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a contract with First Student in the amount not to exceed \$30,175, seconded by Ald. Rue Simmons.**

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

**(A3.5) First Quarter Financial Report for Fiscal Year 2018**

Staff recommends City Council accept and place the First Quarter Financial Report for FY 2018 on file.

**For Action: Accept and Place on File**

**Ald. Rue Simmons moved to recommend City Council accept and place the First Quarter Financial Report for FY 2018 on file, seconded by Ald. Rainey.**

CFO/Treasurer Hitesh Desai presented the first quarter financial report for FY 2018. He highlighted the above normal expenses in Police and Fire due to actual pension reporting. The expenses for capital are lower than the target because projects are scheduled later in the year. We have received the first installment of property taxes, which translates to higher than projected revenues in the first quarter. As of March 31, 2018, we have only received one month of actual sales tax from the State. The Water Fund also shows higher than anticipated revenues and expenses due to bond proceeds received and expensed.

At Ald. Suffredin's inquiry, CFO/Treasurer Desai will confirm if there are enough Parking funds to complete a comprehensive parking analysis.

**The Committee voted unanimously 4-0 to accept and place the report on file.**

### **(A3.6) Disposition of Waste Transfer Tipping Fees / Station Project Funding**

Staff recommends City Council: 1) receive update on waste transfer tipping fees; 2) authorize the City Manager to pursue cost proposals for an environmental monitoring study at the waste transfer station operated by Advanced Disposal at 1711 Church Street and to purchase the environmental monitoring equipment needed for the study. The study is estimated to cost \$25,000 and the equipment costs are estimated to be \$167,500, for a total estimated cost of \$192,500. Staff recommends that \$200,000 of 2018 GO Bond funds be provided for this work.

#### **For Action**

**Ald. Suffredin moved to recommend City Council 1) receive update on waste transfer tipping fees; 2) authorize the City Manager to pursue cost proposals for an environmental monitoring study at the waste transfer station operated by Advanced Disposal at 1711 Church Street and to purchase the environmental monitoring equipment needed for the study at a total estimated cost of \$192,500, seconded by Ald. Rue Simmons.**

#### **PUBLIC COMMENT**

Junad Rizki inquired if the Council allowed the settlement funds to be deposited to the General Fund.

Janet Alexander Davis expressed concern about the tipping fees being placed in the wrong account. She also supports original vote to purchase equipment for the environmental study.

Ald. Braithwaite spoke of his expectation that the settlement funds be available for relief for homeowners in the immediate area of the transfer station. He does not support bonding to purchase the \$200,000 for equipment for the environmental study.

Ald. Rue Simmons felt that it was an environmental injustice to not move forward with the planned project.

City Manager Bobkiewicz referenced Page 186 of the packet regarding a recommendation made at the May 23, 2016 Council meeting to transfer the \$1.2 million to the General and Capital Improvement Funds. The item was held in committee. The funds are still in the General Fund balance and can be expended at the Council's direction.

At Ald. Rue Simmons' inquiry, Sustainability Coordinator Kumar Jensen explained that the original timeline which included community meetings, soil samples and monitoring equipment was scheduled between January and April 2018.

Ald. Braithwaite would like the balance of the funds to be designated to the homeowners within a 2 block proximity of the waste transfer station.

Ald. Rue Simmons moved to amend the motion to move the settlement funds to a designated sub fund of solid waste fund and deduct the \$192,500 to cover the

environmental study and equipment for a total of \$1,070,747 to be transferred to the sub fund, seconded by Ald. Braithwaite.

Ald. Rue Simmons requested a report that contains all of the notes from the walkthrough of the affected area with herself, Ald. Braithwaite and Director Stoneback. Ald. Braithwaite felt the environmental study is important, but he does not want to limit the fund usage to just capital projects. He requested a new schedule and timeline of the project.

**The Committee voted unanimously 5-0 to approve the amended motion to transfer of the settlement funds to a subfund less the amount to cover the study and equipment.**

**(A4) Resolution 33-R-18, Appointing Hitesh Desai as the City of Evanston's Delegate for the Intergovernmental Personnel Benefit Cooperative**

Staff recommends City Council adopt Resolution 33-R-18, appointing Hitesh Desai as Delegate for the Intergovernmental Personnel Benefits Cooperative.

**For Action**

**Ald. Rue Simmons moved to recommend City Council adopt Ordinance 33-R-18, appointing Hitesh Desai as Delegate for the Intergovernmental Personnel Benefits Cooperative, seconded by Ald. Suffredin.**

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

**(A5) Resolution 28-R-18, Letter of Understanding with Evanston Foreign Fire Insurance Board to Fund the Purchase of Firefighter Gear**

Staff recommends that the City Council adopt Resolution 28-R-18 authorizing a letter of understanding with the Evanston Foreign Fire Tax Board for a joint purchase of ninety-three (93) sets of firefighter personal protective equipment. The vendor will be Air One Equipment, Inc., (360 Production Drive, South Elgin, IL 60177) and the total cost, spread over a 5-year period, will be \$221,805. Funding will be from the General Fund (Account 100.23.2315.65625) in an amount not to exceed \$17,892 per year, for a total of \$89,438. Additional funding of \$132,367/60% of the cost is from the Evanston Firefighters Foreign Tax Board.

**For Action**

**Ald. Rainey moved to recommend City Council adopt Resolution 28-R-18 authorizing a letter of understanding with the Evanston Foreign Fire Tax Board for a joint purchase of ninety-three (93) sets of firefighter personal protective equipment at a total cost, spread over a 5-year period of \$221,805, seconded by Ald. Rue Simmons.**

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

**(A6) Resolution 31-R-18, Request Volume Cap Allocation for Private Activity Bonds from the State of Illinois Governor's Office**

Staff recommends City Council approval of Resolution 31-R-18 authorizing the City of Evanston to request volume cap allocation for Private Activity Bonds (PAB) from the State of Illinois Governor's Office in the amount of \$7,821,030 for

2018. This authorizes the City to request its allocation of PAB volume cap only; City Council would have to approve any project proposed for PABs separately following receipt of its volume cap reservation from the State of Illinois. The City has three years to allocate its PAB to a project or projects and any unallocated volume cap reverts to the State of Illinois for reallocation.

**For Action**

**Ald. Suffredin moved to recommend City Council approval of Resolution 31-R-18 authorizing the City of Evanston to request volume cap allocation for Private Activity Bonds (PAB) from the State of Illinois Governor's Office in the amount of \$7,821,030 for 2018, seconded by Ald. Rue Simmons.**

The Committee voted unanimously to adopt the resolution.

**(A7) Resolution 27-R-18, Terminate Lease for City-Owned Real Property Located at 2222 Oakton Street with Smylie Brothers**

Staff recommends City Council adopt Resolution 27-R-18, "Authorizing the City Manager to Execute a Mutual Termination of Lease Agreement for City-Owned Real Property Located at 2222 Oakton Street with Smylie Brothers Draft and Package LLC". Staff also requests direction on next steps for the property.

**For Action**

**Ald. Fleming moved to recommend City Council adopt Ordinance 60-O-18, authorizing the City Manager to enter into a five-year lease of City-owned real property located at 727 Howard Street, Evanston, Illinois with Hip Circle Empowerment Center. For tenant improvement allowance component of the lease agreement, staff recommends a total of up to \$25,000 from the Howard/Ridge Tax Increment Financing Fund, seconded by Ald. Braithwaite.**

**PUBLIC COMMENT**

Jonathan Shepherd, First Ascent Climbing, expressed interest in the property at 2222 Oakton. First Ascent is a rock climbing, fitness and yoga gym with over 1,000 members in the Chicagoland area. They would love to bring their business to Evanston.

Junad Rizki, expressed concern that 2222 Oakton has become a storage facility for City vehicles. He also mentioned that the Fountain Square project will not be completed by the end of the month.

Andy Stein, Clark Street Real Estate (representing First Ascent Climbing) expressed interest in 2222 Oakton.

Community Development Director Johanna Leonard discussed repurposing the property and going out for RFQ/RFP with a 12-18 month timeline for new occupancy.

Assistant City Attorney Alex Mackey stated there is no opt out early clause in the lease. The City Council would have to vote to terminate the lease, otherwise they are to scheduled to pay rent on the property beginning July 1<sup>st</sup>.

Ald. Rainey moved to hold this item in Committee, seconded by Rue Simmons.

City Manager Bobkiewicz suggested coming back to the Committee on May 29<sup>th</sup> with potential next steps for the property and expediting the RFP process. The City will engage Smylie Brothers in negotiations about lease terms and coming back to the Committee with an update on the closure of the current agreement.

**The Committee voted unanimously 4-0 to hold this item in Committee.**

**(A8) Resolution 19-R-18, Extension of a License to Comcast, Allowing Maintenance of a Building and Fence in the Public Right-of-Way of Mulford Street and Park Land in James Park**

Staff recommends City Council adoption of Resolution 19-R-18, authorizing the City Manager to execute a four (4) year extension, until May 31, 2022, of the license to Comcast for facilities in James Park. Total revenue for the license extension agreement will be \$95,616.

**For Action**

**Ald. Braithwaite moved to suspend the rules and recommend City Council adopt Ordinance 57-O-18, adding Hitesh Desai as a depository signature to City accounts, seconded by Ald. Rue Simmons.**

**The Committee voted unanimously 5-0 to suspend the rules and adopt the ordinance.**

**(A9) Ordinance 62-O-18, Amending Hours of Alcohol Service**

Local Liquor Commissioner recommends City Council adoption of Ordinance 62-O-18, amending Evanston City Code Subsection 3-4-9 to allow for extended hours of alcohol service. The Ordinance permits the Local Liquor Commissioner discretion to extend hours of lawful service per written order.

**For Introduction**

**Ald. Rainey moved to recommend City Council adopt Ordinance 25-O-18 amending Title 7, Chapter 1 of the Evanston City Code, "Public Works Agency" and codify the Block Party permit processe, seconded by Ald. Rainey.**

**The Committee voted unanimously 5-0 to adopt the ordinance.**

**V. ITEMS FOR DISCUSSION**

**V. COMMUNICATIONS**

**VI. ADJOURNMENT**

**Ald. Braithwaite moved to adjourn, seconded by Ald. Suffredin. The Committee adjourned at 7:56pm.**