

**Administration & Public Works Committee Meeting
Minutes of March 11, 2019
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

MEMBERS PRESENT: C. Fleming, T. Suffredin, A. Rainey, P. Braithwaite

MEMBERS ABSENT: R. Rue Simmons

STAFF PRESENT: D. Stoneback, W. Bobkiewicz, E. Storlie, V. Benson, H. Desai, S. Flax, T. Nunez, D. King, E. Thomas-Smith, P. D’Agostino, Chief Cook, S. Ciolek

PRESIDING OFFICIAL: Ald. Suffredin

I. DECLARATION OF A QUORUM: ALDERMAN SUFFREDIN, CHAIR
A quorum being present, Ald. Suffredin called the meeting to order at 5:59p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 25, 2019
Ald. Braithwaite moved to accept the Minutes of February 25, 2019 A&PW meeting as submitted, seconded by Ald. Fleming.

The Minutes of the February 25, 2019 A&PW meeting were approved unanimously 4-0.

III. CONSENT CALENDAR

All matters listed under the Item III (3), Consent Calendar, are considered by the Committee to be routine and will be enacted in one motion without discussion. If discussion is desired, that item may be removed and considered separately.

(A1) Payroll – February 4, 2019 through February 17, 2019 \$ 3,122,700.75

(A2) Bills List – March 12, 2019 \$ 3,030,105.51
Credit Card Activity (not including Amazon purchases) -
Period Ending January 26, 2019 \$ 153,068.53

For Action

(A5) Contract with Landscape Concepts Management, Inc., for Green Bay Road Landscape Maintenance

Staff recommends City Council authorize the City Manager to execute a contract for the 2019 Green Bay Road Landscape Maintenance contract to the low bidder, Landscape Concepts Management, Inc., (31745 Alleghany Rd., Grayslake, IL, 60030) in the amount of \$25,117.30. Funding for this project is included in the proposed FY 2019 General Fund budget (Account 100.40.4330.62195), which has a total allocation of \$142,000.00.

For Action

(A7) Contract with Visu-Sewer of Illinois, LLC for the 2019 CIPP Sewer Rehabilitation Contract A Project

Staff recommends that City Council authorize the City Manager to execute a contract for the 2019 CIPP Sewer Rehabilitation Contract A (Bid No. 19-01) with Visu-Sewer of Illinois, LLC (9014 S Thomas Avenue, Bridgeview, IL 60455) in the amount of \$332,121.00. Funding for this project is from Sewer Fund (Account No. 515.40.4535.62461–419004), which has an FY 2019 budget of \$700,000 for this work, all of which is remaining.

For Action

(A8) Sole Source Purchase of Hot Mix Asphalt from Builders Asphalt

Staff recommends that City Council authorize the City Manager to execute a one-year single source contract for the purchase of Hot Mix Asphalt with Builders Asphalt (4413 Roosevelt Road Suite 108, Hillside, IL 60162) in the amount of \$48,700. Funding will be provided by three separate accounts, which are detailed on the corresponding transmittal memorandum.

For Action

(A9) Sole Source Contract for Purchase of Concrete and Flowable Fill with Ozinga Ready Mix Inc.

Staff recommends the City Council authorize the City Manager to execute a one year single source contract for the purchase of concrete and flowable fill with Ozinga Ready Mix Concrete Inc. (2222 South Lumber Street, Chicago, IL) in the amount of \$45,000. Funding will be provided by three separate accounts, which are detailed on the corresponding transmittal memorandum.

For Action

(A13) 2019 Non-Park Special Events

Staff recommends approval of the 2019 non-park special events, contingent upon compliance of all requirements as set forth by the Special Event Policy & Guidelines. Costs for city services provided for events require a 100% reimbursement from the sponsoring organization or event coordinator. These fees are waived for City events and City co-sponsored Events.

For Action

(A14) Resolution 22-R-19, Nine Month Lease for Studio 109 at Noyes Cultural Arts Center

Staff recommends approval of Resolution 22-R-19 authorizing the City Manager to enter into an agreement for a nine (9) month lease term with new tenants and Evanston residents, Jane Rickard and Rimma Mitchell, to lease studio 109 at the Noyes Cultural Arts Center.

For Action

(A15) Resolution 23-R-19, Nine Month Lease for Studio B12 at the Noyes Cultural Arts Center

Staff recommends approval of Resolution 23-R-19 authorizing the City Manager to enter into an agreement for a nine (9) month lease term with new tenant and

Evanston resident Tina Rohde, to lease vacant studio B12 at the Noyes Cultural Arts Center.

For Action

(A16) Resolution 17-R-19, One-Year Lease Agreement for Office Space at the Lorraine H. Morton Civic Center

Staff recommends City Council adoption of Resolution 17-R-19 authorizing the City Manager to negotiate the lease of office space with Mental Health America of the North Shore (MHA) at the rate of \$142.50 per month for 12 months beginning April 2, 2019 for 142.5 square feet of space on the ground floor of the Lorraine H. Morton Civic Center, Suite G204.

For Action

(A17) Resolution 24-R-19, One-Year Lease Agreement for the Apartment located at 1223 Simpson Street

Staff recommends City Council adopt Resolution 24-R-19, authorizing the City Manager to execute a lease between the City of Evanston and Diane Kerston and Omar Lockhart for 12 months beginning May 1, 2019 through April 30, 2019 for the apartment located at 1223 Simpson Street. The monthly rent will be \$1,500 per month.

For Action

(A19) Ordinance 19-O-19, Sale of Surplus Property Fleet Vehicles

Staff recommends that City Council adopt Ordinance 19-O-19, directing the City Manager to offer the sale of vehicles owned by the City through public auction at the Northwest Municipal Vehicle Auction being sponsored by America's Auto Auctions on Tuesday, March 26, 2019 or any other subsequent America's Online Auction. These vehicles have been determined to be surplus as a result of new vehicle replacements being placed into service or vehicles that had to be taken out of service for safety reasons with the intention of eventual replacement.

For Introduction

Ald. Rainey moved to recommend City Council approval of the consent agenda, seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 to approve the consent agenda.

IV. ITEMS FOR CONSIDERATION

(A6) Contract with Cleanslate Chicago, LLC, for 2019 Mowing Services

Staff recommends City Council authorize the City Manager to execute a contract award for the 2019 Mowing Services to the low bidder, Cleanslate Chicago, LLC (1540 South Ashland, Chicago, IL), in the amount of \$30,896.25. Funding for this project is included in the proposed FY 2019 General Fund budget (Account 100.40.4330.62195), which has a total allocation of \$142,000.00.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a contract award for the 2019 Mowing Services to the

low bidder, Cleanslate Chicago, LLC, in the amount of \$30,896.25, seconded by Ald. Fleming.

At Ald. Braithwaite's inquiry, Environmental Services Coordinator Paul D'Agostino explained that this contract was jointly bid with Skokie in 2017. The City invited a list of local landscapers for this project, but they did not bid. He will provide the list to the Committee.

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

(A12) Sole Source Agreement with Robothink, LLC for Youth Classes and Camps

Staff recommends City Council approval of the sole source agreement with Robothink, LLC (37 Sherwood Ter., Suite 122, Lake Bluff, IL 60066) for instruction of youth robotic and coding classes and camps. Instructional expenses are paid from the Chandler-Newberger Fund (Account 100.30.3035.62505), which has a \$125,900 budgeted allocation. Compensation for the vendor is based on the following amount of revenue collected. For 2019, staff is projecting \$29,000 in revenues and \$22,000 in expenses.

For Action

Ald. Fleming moved to recommend City Council approval of the sole source agreement with Robothink, LLC for instruction of youth robotic and coding classes and camps, seconded by Ald. Braithwaite.

At Ald. Braithwaite's inquiry, Parks, Recreation & Community Services Director Lawrence Hemingway explained that the City provides other STEM programming with local bidders, but this company specializes in robotics. He noted that local bids began going out last year over a 3-4 year cycle for different programs. This program is scheduled to be bid out in 2020.

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

(A3) Amazon Credit Card Activity – Ending January 26, 2019 \$ 5,574.50

For Action

Ald. Rainey moved to recommend approval of the Amazon Credit Card activity for the period ending January 26, 2019 in the amount of \$5,574.50, seconded by Ald. Fleming.

The Committee voted 3-0 with Ald. Suffredin abstaining.

(A4) Contract with Chicagoland Paving for Lovelace Park – Tennis Court Rehabilitation

Staff recommends City Council authorize the City Manager to execute a contract for the Lovelace Park – Tennis Court Rehabilitation with Chicagoland Paving (225 Telser Rd., Lake Zurich, IL 60047) in the amount of \$124,000.00. This contract is part of a bid advertised by the Municipal Partnering Initiative (MPI). Funding will be provided from the CIP Fund 2019 General Obligation Bonds (Account 415.40.4119.65515 – 518006), which has a budget allocation of \$250,000, all of which is remaining.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a contract for the Lovelace Park – Tennis Court Rehabilitation with Chicagoland Paving in the amount of \$124,000.00, seconded by Ald. Fleming.

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

(A10) Purchase/Lease of City Vehicles

Staff recommends City Council approval of the purchase of eight (8) vehicles for operations in the Public Works Agency and Administrative Services Department and the lease of four (4) vehicles for operations in the Administrative Services Department. The following vehicles will be purchased: two (2) 2019 Ford Pickups from Currie Motors Fleet (10125 W. Laraway, Frankfort, IL 60423) in the amount of \$81,384.00; one (1) John Deere Tractor from Buck Bros., Inc. (29626 N. Highway 12, Wauconda, IL 60084 in the amount of \$47,703.03; two (2) Vermeer Chippers from Vermeer-Illinois, Inc. (2801 Beverly Drive, Aurora, IL 60504) in the amount of \$154,480.00; one (1) Falcon Asphalt Recycler/Hot Box from Midwest Paving Equipment, Inc. (575 DuPage Blvd., Suite 2387, Glen Ellyn, IL 60137) in the amount of \$40,473.00; one (1) Hamm Roller from Roland Machinery Co. (816 N. Dirksen Parkway, Springfield, IL 62702 in the amount of \$69,280.00; and one (1) 2019 Ford Transit Connect Van from Kunes Country Ford of Antioch (104 Route 173 W. Antioch, IL 60002) in the amount of \$21,707.00. The following vehicles will be leased to own: four (4) 2019 Nissan Rogue SUVs from Nissan Autobarn of Evanston (1012 Chicago Ave, Evanston, IL 60202) in the amount of \$107,091.36 (to be spread out over 3 years). Funding will be from the Equipment Replacement Funds (Account 601.19.7780.65550 and Account 601.19.7780.62402) and the Parking Fund (Account 505.19.7005.65070). Further details can be found on the corresponding transmittal memorandum.

For Action

Ald. Braithwaite moved to recommend City Council approval of the purchase of eight (8) vehicles for operations in the Public Works Agency and Administrative Services Department and the lease of four (4) vehicles for operations in the Administrative Services Department, seconded by Ald. Rainey.

The Committee voted unanimously 4-0 to approve the purchases.

(A11) Service Provider Agreement with YWCA Evanston/North Shore

Staff recommends City Council authorize the City Manager to sign a six-month Service Provider Agreement with the YWCA Evanston/North Shore (1215 Church Street, Evanston, IL), which will cost \$75,000. The service agreement will supplement current victim services with training for law enforcement, 24 hour crisis intervention, and set aside 2 beds for a victim of Domestic violence. Funds will be provided from the Health and Human Services–Service Agreements Fund (Account 100.24.2445.62509), with a YTD budget and balance of \$75,000. The City Council previously approved to fund two current fulltime victim advocate

positions for six months, and eliminates one vacant victim advocate position.

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to sign a six-month Service Provider Agreement with the YWCA Evanston/North Shore, which will cost \$75,000, to supplement current victim services with training for law enforcement, 24 hour crisis intervention, and set aside 2 beds for a victim of domestic violence, seconded by Ald. Braithwaite.

Ald. Fleming expressed concern about duplication of services provided by the YWCA and the City's Victim Services Advocates. Ald. Rainey stated that although we are fortunate to have the YWCA in our town, with the exception of reserving an additional bed for Evanston residents, this contract looks like we are paying for services we already support. She added the City should pay the YWCA for any services above and beyond the statistics proposed in the CDBG proposal. We should not pay for what they are already providing. She also hopes we are coordinating services between the YWCA and Evanston Police Department.

Health and Human Services (HHS) Department Director Evonda Thomas-Smith explained that the City Council approved \$75,000 in funding to provide complimentary services for the two Victim Services Advocates during talks of position elimination. She noted that the Advocates do not provide 24 hour coverage or crisis intervention. The YWCA has committed 1 bed to the Evanston Police Department and an additional bed outside of times the Advocates are working. Often, the Advocates are in court and will need coverage from the YWCA. The YWCA will also provide additional and necessary training, assessment crisis intervention assessment and case management to the Advocates and Police Department at the request of Chief Cook.

YWCA President/CEO Karen Singer explained that they are at capacity. The YWCA cannot add services without additional staffing. YWCA Director of Domestic Violence Residential and Community Services Sandy Williams added that they are expanding their services to provide interventions for perpetrators and at-risk youth with advocates through a prevention program.

At Ald. Rainey's inquiry, City Manager Bobkiewicz noted that the City needed additional resources for 6 months to continue providing the expected level of services. He will return with a mid-year report and proposal after a social services review around June or July.

At Ald. Fleming's inquiry, Police Chief Demetrious Cook confirmed that his department participates in ongoing training for domestic violence. Ald. Rainey asked for the expenses for the past two years of domestic violence training in the Police Department.

The Committee voted 3-1 with Ald. Fleming opposed to approval of the contract.

(A18) Resolution 18-R-19, Loan Agreement with Police Chief, Demitrous Cook

Staff recommends City Council adoption of Resolution 18-R-19 approving a loan to Police Chief, Demitrous Cook. Funding will be from the General Fund (Account 100.12230). As this is a loan, the expense is being booked to a receivable account and the money will be repaid into the same account upon his departure.

For Action

Ald. Rainey moved to recommend City Council adoption of Resolution 18-R-19 approving a loan to Police Chief, Demitrous Cook, seconded by Ald. Braithwaite.

Ald. Suffredin noted that there are currently 2 employees with this agreement. He asked for recommendations to expand or discontinue this practice. He is interested in holding a discussion on incentivizing key current and prospective employees to relocate to Evanston. City Manager Bobkiewicz explained that in other municipalities the City Manager, Police and Fire Chief all live within the community they serve.

Ald. Rainey suggested surveying employees to determine whether they are interested in an incentive to relocate to Evanston. Ald. Braithwaite is concerned about budget constraints of offering assistance to employees. Also, would the City assist with rentals and home purchases?

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

VI. COMMUNICATIONS

VII. ADJOURNMENT

Ald. Braithwaite moved to recommend adjournment, seconded by Ald. Fleming. The meeting adjourned at 6:49pm.

**Respectfully Submitted,
Janella Hardin, PHR**