



## **AGENDA**

**Administration & Public Works Committee**

**Monday, October 24, 2022**

**Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800  
5:00 PM**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/86310981739?pwd=czhWT1pkZllySW42YUFCWjF6eXRTUT09>

**Meeting ID: 863 1098 1739**

**Passcode: 876506**

Those wishing to make public comments at the Administrative & Public Works Committee, Planning & Development Committee or City Council meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk's Office's online form at

[www.cityofevanston.org/government/city-clerk/public-comment-sign-up](http://www.cityofevanston.org/government/city-clerk/public-comment-sign-up)

or by calling/texting 847-448-4311.

Community members may watch the City Council meeting online at [www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16.

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**(I) CALL TO ORDER - COUNCILMEMBER KELLY**

**(II) APPROVAL OF MINUTES OF REGULAR ADMINISTRATION & PUBLIC WORKS COMMITTEE MEETING**

AM1. **Approval of the minutes of the Administration & Public Works Committee meeting of October 10, 2022** 12 - 18

Staff recommends approval of the minutes of the Administration & Public Works Committee of October 10, 2022

**For Action**

[Administration & Public Works Committee - Oct 10 2022 - Minutes](#)

**(III) PUBLIC COMMENT**

Those wishing to make public comments at the Administration & Public Works Committee meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk's Office's online form at <https://www.cityofevanston.org/government/city-clerk/public-comment-sign-up> or by calling/texting 847-448-4311.

Community members may watch the Administration & Public Works Committee meeting online at [www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16.

**(IV) CONSENT CALENDAR**

A1. **Approval of the City of Evanston Payroll, Bills List and Credit Card Activity** 19 - 57

Staff recommends City Council approval of the City of Evanston Payroll for the period of September 26, 2022, through October 9, 2022, in the amount of \$3,041,718.18. Bills List for October 25, 2022, in the amount of \$4,650,692.47.

**For Action**

[Approval of the City of Evanston Payroll, Bills List and Credit Card Activity - Attachment - Pdf](#)

A2. **Approval of BMO Harris Amazon Credit Card Activity** 58 - 59

Staff recommends approval of the City of Evanston's BMO Harris Amazon Credit Card Activity for the period ending August 26, 2022, in the amount of \$5,375.46.

**For Action**

[Approval of BMO Harris Amazon Credit Card Activity - Attachment - Pdf](#)

A3. **Approval of Customer Relationship Management Software with QScend Technologies, Inc.**

60 - 74

Staff recommends City Council authorize the City Manager to enter into a three (3) year agreement, with three one-year options to renew, with QScend Technologies, Inc. (231 Bank Street, Waterbury CT 067,02) for Customer Relationship Management software for a not to exceed expense of \$84,400 for Year 1 and \$52,000 for Years 2-6. The enhanced Customer Relationship Management software will provide a 360-degree view of the customer (residents, businesses, visitors etc.) while ensuring that all relevant privacy and security guidelines are followed. By seamlessly managing operations and data, the City will be able to continue providing an elevated level of service to residents through anticipating and proactively responding to customer needs.

This project will be funded by the General Fund - Information Technologies - Computer Software (Account 100.19.1932.62340), with a requested FY23 budget of \$1,320,000.

**For Action**

[Approval of Customer Relationship Management Software with QScend Technologies, Inc. - Attachment - Pdf](#)

A4. **Approval of \$500,000 in ARPA Funding for Family Focus for a Welcoming Center**

75 - 109

The Social Services Committee and staff recommend approval of a funding request from Family Focus for \$500,000 in ARPA for a Welcoming Center.

Funding Source: American Rescue Plan Act, 170.99.1700.55251

**For Action**

[Approval of \\$500,000 in ARPA Funding for Family Focus for a Welcoming Center - Attachment - Pdf](#)

A5. **Approval of Contracts with Alexander Chemical Corporation, Polydyne Incorporated, and Carus Corporation for FY 2023 Water Treatment Chemicals (Bid 22-54)** 110 - 115

Staff recommends City Council authorize the City Manager to execute agreements with Alexander Chemical Corporation (7593 S. First Road, LaPorte, IN 46350) in the amount of \$735,078.00, Polydyne Incorporated (One Chemical Plant Road, Riceboro, GA 31323) in the amount of \$91,640.00, and Carus Corporation (315 Fifth Street, Peru IL 61354) in the amount of \$379,080.00, for the period of January 1, 2023, to December 31, 2023, for the purchase of water treatment chemicals (Bid 22-54), for a total amount of \$1,205,798.00.

Funding will be provided by the Water Production Bureau Filtration Business Unit (Accounts 510.40.4220.65015 & 510.40.4220.65030), which have a total FY 2023 budget request of \$1,205,798.00.

**For Action**

[Approval of Contracts with Alexander Chemical Corporation, Polydyne Incorporated, and Carus Corporation for FY 2023 Water Treatment Chemicals \(Bid 22-54\) - Attachment - Pdf](#)

A6. **Approval of Contract with Suburban Tree Consortium for the Purchase of Trees and Planting Services for Fall 2022** 116 - 120

Staff recommends that City Council authorize the City Manager to execute a contract with Suburban Tree Consortium (STC) for the purchase and planting of 142 trees in the amount of \$46,178.95.

Funding for this purchase is provided from two general fund accounts. The purchase of the 142 trees is \$27,998.00 and is provided from General Fund (Account 100.40.4320.65005), which has an approved FY 2022 budget of \$115,000 with \$30,656.21 remaining. The cost of planting is \$18,180.95 and is provided from General Fund (Account 100.40.4320.62385), which has an approved FY 2022 budget of \$125,000.00 with \$39,305.14 remaining.

**For Action**

[Approval of Contract with Suburban Tree Consortium for the Purchase of Trees and Planting Services for Fall 2022 - Attachment - Pdf](#)

A7. **Approval of a Contract Award with Ballard Marine Construction, LLC for the 1909 Raw Water Intake Replacement (Bid 22-35)**

121 - 130

Staff recommends the City Council rescind its prior action of July 25, 2022 authorizing the City Manager to issue a Notice of Intent to Award the contract for the 1909 Raw Water Intake Replacement Project (Bid 22-35) to IHC Construction Companies, LLC and, instead, authorize the City Manager to issue a Notice of Intent to Award the contract for the 1909 Raw Water Intake Replacement Project (Bid 22-35) to Ballard Marine Construction, LLC (727 S. 27th Street, Washougal, WA 98671) in the amount of \$47,202,200.00, and contingent upon receiving the appropriate loan funding from the Illinois Environmental Protection Agency (IEPA), authorizing the City Manager to execute the Loan Agreement with IEPA and the Contract with Ballard.

Funding is to be provided from a combination of loans from the EPA and IEPA that will be routed through the Water Fund, Capital Improvement (Account 513.71.7330.65515 - 719001), which has an approved FY 2022 budget of \$33,036,000.00, and a YTD balance of \$17,917,275.20. The 1909 Raw Water Intake Replacement has an FY 2022 budget allocation of \$7,210,000.00.

**For Action**

[Approval of a Contract Award with Ballard Marine Construction, LLC for the 1909 Raw Water Intake Replacement \(Bid 22-35\) - Attachment - Pdf](#)

A8. **Approval of a Contract Award with Standard Printing Company, Incorporated. dba Information Outsource for FY 2023, 2024, & 2025 Utility Bill Print and Mail Services (RFP 22-44)**

131 - 136

Staff recommends the City Council authorize the City Manager to execute an agreement with Standard Printing Company, Incorporated dba Information Outsource (3540 W. Lincoln Street, Phoenix, AZ 85009) to provide utility bill print and mail services for the period of January 1, 2023 to December 31, 2025 in the not-to-exceed amount of \$139,050.00.

Funding for the mailing of the bills is provided by the Water Fund annually in the amount of \$25,000.00, and from the Sewer Fund in the amount of \$6,850.00. The printing of the bills is provided by the Water Fund in the amount of \$12,800.00 and from the Sewer Fund in the amount of \$3,700.00. A detailed funding table is included in the attached memo.

**For Action**

[Approval of a Contract Award with Standard Printing Company, Incorporated. dba Information Outsource for FY 2023, 2024, & 2025 Utility Bill Print and Mail Services \(RFP 22-44\) - Attachment - Pdf](#)

- A9. **Approval of 3-year Contract Extension with Groot Industries for the Residential Refuse and Residential Yard Waste Franchises** 137 - 154

Staff recommends the City Council authorize the City Manager to execute an agreement with Groot Industries (2500 Landmeier Rd, Elk Grove Village, IL 60007) for the Residential Refuse and Residential Yard Waste Franchises.

Funding for Residential Refuse Franchise is provided from the Solid Waste Fund (Account 520.40.4310.62415), which has an approved FY 2022 budget of \$1,731,350 and a YTD balance of \$296,870.00. FY2023 has a projected budget of \$1,791,947. Funding for Residential Yard Waste Franchise is provided from the Solid Waste Fund (Account 520.40.4310.62417), which has an approved FY 2022 budget of \$718,000 and a YTD balance of \$130,699.23. FY2023 has a proposed budget of \$743,130.

**For Action**

[Approval of 3-year Contract Extension with Groot Industries for the Residential Refuse and Residential Yard Waste Franchises - Attachment - Pdf](#)

- A10. **Approval of increase in Purchase Order #2022-156 by \$3,710 for Soccer Programming at Chandler-Newberger Community Center** 155 - 166

Staff recommends the City Council authorize the City Manager to approve the increase in Purchase Order #2022-156 by \$3,710 for tennis programming at Chandler-Newberger Community Center with Evanston Soccer Association.

Expenses will be charged to (Instructor Services) 100.30.3035.62505 which has a YTD negative balance of \$104,184.96. This line item is underfunded and offset by revenues in 100.30.3035.53565 which has an annual budget of \$700,000 with a current balance of \$740,876.44. The additional revenue will offset these additional expenses.

**For Action**

[Approval of increase in Purchase Order #2022-156 by \\$3,710 for Soccer Programming at Chandler-Newberger Community Center - Attachment - Pdf](#)

- A11. **Approval of Change Order No. 1 to the Agreement with CDM Smith Inc. for Lead Service Line Replacement Plan and Pilot Implementation (RFP 21-29)** 167 - 174

Staff recommends the City Council authorize the City Manager to execute Change Order No. 1 to the agreement with CDM Smith Inc. (125 South Wacker, Suite 700, Chicago, IL 60606) for Lead Service Line Replacement Plan and Pilot Implementation (RFP 21-29) in the amount of \$48,867.00. This will increase the overall contract amount from \$1,140,940.00 to \$1,189,807.00. This change order includes a time extension of 215 days, extending the contract completion date from May 3, 2023 to December 4, 2023.

Funding is provided from the Water Fund (Account No. 513.71.7330.62145 – 421031), which has an approved FY 2022 budget of \$3,460,000.00 and a YTD balance of \$2,514,023.81.

**For Action**

[Approval of Change Order No. 1 to the Agreement with CDM Smith Inc. for Lead Service Line Replacement Plan and Pilot Implementation \(RFP 21-29\) - Attachment - Pdf](#)

- A12. **Approval of Change Order No. 1 to the Agreement with Benchmark Construction Co., Inc. for the Large Diameter Sewer Rehabilitation – Greenleaf Street (Bid No. 21-35)** 175 - 183

Staff recommends the City Council authorize the City Manager to execute Change Order No. 1 to the agreement with Benchmark Construction Co., Inc. (2260 Southwind Blvd., Bartlett, IL 60103) for the Large Diameter Sewer Rehabilitation – Greenleaf Street (Bid No. 21-35) in the amount of \$30,506.51. This will increase the overall contract amount from \$1,188,060 to \$1,218,566.51.

Funding is provided from Sewer Fund, Capital Improvement Account 515.40.4535.65515, which has a FY 2021 budget of \$3,195,000 and a YTD balance of \$1,486,940.

Staff obtained a loan from the IEPA through the State Revolving Fund (SRF) Water Pollution Control Loan Program (WPCLP) for an amount up to \$1,223,702 for construction of this project. With this funding, all eligible construction costs will be funded by a loan repaid over 20 years at 1.11% interest.

**For Action**

[Approval of Change Order No. 1 to the Agreement with Benchmark Construction Co., Inc. for the Large Diameter Sewer Rehabilitation – Greenleaf Street \(Bid No. 21-35\) - Attachment - Pdf](#)

A13. **Report on Emergency Replacement of Two (2) Boilers at Noyes Cultural Arts Center by Great Lakes Plumbing and Heating Company**

184 - 189

Staff recommends the City Council accept and place on file this report that describes the emergency replacement of two existing boilers at the Noyes Cultural Arts Center. A recent inspection found that two boilers were in need of immediate replacement; two of the three are needed to be working at all times. Due to the urgency of the repairs as temperatures are already cooling and winter is approaching, staff received immediate approval from the City Manager to move forward with the emergency replacement with Great Lakes Plumbing and Heating Company (4521 W. Diversey Ave., Chicago, IL 60639). The vendor had the required boilers in stock and quoted at the lowest price of \$147,782.

This project will be funded by the Capital Improvement Fund 2022 General Obligation Bond issue from the Facilities Contingency line item (Account 415.40.4122.65515 - 622013). This item was budgeted at \$600,000 for FY 2022 and has a remaining budget of \$248,939.

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

[Report on Emergency Replacement of Two \(2\) Boilers at Noyes Cultural Arts Center by Great Lakes Plumbing and Heating Company - Attachment - Pdf](#)

**(V) ITEMS FOR CONSIDERATION**



A14. **Resolution 63-R-22, Recognizing the Public Benefit of the City Paying Private Sewer Repair Line Costs in Excess of \$15,000 Per Repair For A Residential Property**

190 - 195

At the request of several community members and based on comments made during the August 8, 2022, A&PW meeting, the staff is presenting a revised Resolution 63-R-22, Recognizing the Public Benefit of the City Paying Private Sewer Repair Line Costs in Excess of \$15,000 Per Repair For A Residential Property, for the A&PW Committee and City Council consideration.

An unknown amount would need to be funded for the repair of private sewer repairs in excess of \$15,000. Funding would come from the Sewer Fund account 515.40.4535.65515, which has a budget allocation of \$75,000 to pay for emergency sewer repairs of the public sewer system.

**For Action**

[Resolution 63-R-22, Recognizing the Public Benefit of the City Paying Private Sewer Repair Line Costs in Excess of \\$15,000 Per Repair For A Residential Property - Attachment - Pdf](#)

A15. **Resolution 73-R-22, Authorizing the Mayor to sign an Illinois Department of Transportation Resolution for Maintenance of Streets and Highways in order to transfer funds previously allocated in the 2022 Fiscal Year Budget from the Motor Fuel Tax fund to the General Fund for the General Maintenance of Streets**

196 - 201

Staff recommends City Council approval of Resolution 73-R-22, Authorizing the Mayor to sign an Illinois Department of Transportation Resolution for Maintenance of Streets and Highways in order to transfer funds previously allocated in the 2022 Fiscal Year Budget from the Motor Fuel Tax fund to the General Fund for the General Maintenance of Streets.

**For Action**

[Resolution 73-R-22, Authorizing the Mayor to sign an Illinois Department of Transportation Resolution for Maintenance of Streets and Highways in order to transfer funds previously allocated in the 2022 Fiscal Year Budget from the Motor Fuel Tax fund to the General Fund for the General Maintenance of Streets - Attachment - Pdf](#)

- A16. **Resolution 112-R-22, Authorizing the City Manager to hire Participatory Budgeting Staff** 202 - 208

The Participatory Budgeting Committee recommends that the City Council adopt Resolution 112-R-22, Authorizing the City Manager to hire Participatory Budgeting Staff.

This position will be funded by ARPA funds (Account No. 170.99.9971.61010).

**For Action**

[Resolution 112-R-22, Authorizing the City Manager to hire Participatory Budgeting Staff - Attachment - Pdf](#)

- A17. **Resolution 113-R-22 Authorizing Canal Shores to Enter Into an Agreement with Last Call Tavern Group LLC to Host a University of Ohio Alumni Tailgate on November 5, 2022** 209 - 218

Staff recommends adoption of Resolution 113-R-22 authorizing Canal Shores to enter into an agreement with Last Call Tavern Group LLC to host a University of Ohio alumni tailgate on November 5, 2022 at the Evanston Wilmette Golf Course on hole #3 (corner of Girard and Central St.). The tailgating will be allowed 3 hours prior to the start of the football game and conclude 1 hour after the completion of the football game.

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**

[Resolution 113-R-22 Authorizing Canal Shores to Enter Into an Agreement with Last Call Tavern Group LLC to Host a University of Ohio Alumni Tailgate on November 5, 2022 - Attachment - Pdf](#)

- A18. **Resolution 114-R-22 Approving Extended Hours for One Day Liquor License for Last Call Tavern Group for November 5, 2022** 219 - 225

Councilmember Revelle recommends City Council approval of Resolution 114-R-22 approving extended hours for the one day liquor license for Last Call Tavern Group for November 5, 2022.

**For Action**

[Resolution 114-R-22 Approving Extended Hours for One Day Liquor License for Last Call Tavern Group for November 5, 2022 - Attachment - Pdf](#)

**(VI) ITEMS FOR DISCUSSION**

D1. **Discussion on Removal of Dead Trees and Limbs on Private Property** 226 - 227

Discuss and provide staff with direction relating to Councilmember Burns' request to have clear language added to the City Code that would require the City of Evanston to remove dead or dying trees or limbs on private property after providing the property owner a 30-day notice to remedy the situation.

**For Discussion**

[Discussion on Removal of Dead Trees and Limbs on Private Property - Attachment - Pdf](#)

D2. **Discussion on the Code Enforcement Inspectors Complaint Process** 228 - 229

Discuss and provide staff with direction regarding Councilmember Burns' request to expand the misconduct complaint process in the City Code by adding add a section that includes code enforcement officers in the parking, property standards, and possibly the building divisions.

**For Discussion**

[Discussion on the Code Enforcement Inspectors Complaint Process - Attachment - Pdf](#)

**(VII) ITEMS FOR COMMUNICATION**

**(VIII) ADJOURNMENT**