



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: April 7, 2023

STAFF REPORTS BY DEPARTMENT

Weekly Report for April 3, 2023 – April 7, 2023

City Manager's Office
Weekly Bids Advertised

Community Development
Weekly Zoning Report
Weekly Inspection Report
Monthly CV/Permit Fee Report

Health Department
Weekly Food Establishment Application Report

Law Department
Weekly Liquor License Application Report

Legislative Reading
NWMC Weekly Briefing

Public Works Agency
Memorandum of Understanding

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

Monday, April 10, 2023

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

5:45pm: [Planning & Development Committee - CANCELED](#)

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

Tuesday, April 11, 2023

5:00pm: [Finance & Budget Committee](#)

7:00pm: [Preservation Commission](#)

Wednesday, April 12, 2023

6:30pm: [Northwestern University/City Committee](#)

7:00pm: [Land Use Commission](#)

Thursday, April 13, 2023

8:30am: [Referrals Committee](#)

7:00pm: [Social Services Committee](#)

Friday, April 14, 2023

7:15am: [Utilities Commission](#) (Virtual)



Memorandum

To: Luke Stowe, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week April 3, 2023

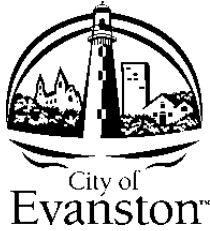
Date: April 7, 2023

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

Bids/RFPs/RFQs sent during the Week of April 3, 2023

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
New Comprehensive Plan & Zoning Code	CD	The City of Evanston's Community Development Department is seeking proposals from experienced firms for the development of a new Comprehensive Plan and also a new Zoning Code (Title VI of the Evanston Municipal Code) to support the implementation of the plan.	\$750,000	05/16	07/10
Parks and Recreation Summer Transportation	Parks & Recreation	The City of Evanston is seeking bids from suitable bus transportation providers for one way, round trip and shuttle services for the City's Summer Camp field trips. The City offers over 50 summer camps to more than 2,000 youth throughout the summer. Our summer camp offerings include sports camps, ecology, art camps, aquatic camp, ice skating, counselor in	\$124,100	05/02	05/22

		training, preschool, special recreation, and various other day camps. Camps are located in a variety of parks, recreation centers and District 65 schools and provide both full and half day options.			
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Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: April 7, 2023

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, zoning district, the type of application submitted, a description of the project, date received, and current status.

Please contact me at (224) 296-4489 or ewilliams@cityofevanston.org if you have any questions or need additional information.

Cases Received and Pending, March 30, 2023 - April 5, 2023

Backlog (business days received until reviewed): 7

Volume (number of cases pending staff review): 25

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1710 Sherman Avenue	D2	Building Permit	Interior renovation (Varsity Theater)	02/08/23	pending additional information from the applicant
1	2346 Sherman Avenue	R1	Zoning Analysis	Remove existing deck and paver walk, construct new deck	03/07/23	pending additional information from the applicant
1	1732 Sherman Avenue	D2	Building Permit	Interior remodel (Jamba Juice)	03/15/23	pending staff review, Administrative Review Use
1	1930 Sherman Avenue	R5	Building Permit	Remodel of multi-family dwelling	04/03/23	pending staff review
1	1304 Forest Avenue	R1	Building Permit	Interior and exterior rebuild and repairs due to storm damage	04/05/23	pending staff review
2	1516 Florence Avenue	R3	Building Permit	Paver patio and pergola	06/07/22	pending additional information and revisions from the applicant
2	1326 Hartrey Avenue	R4	Building Permit	Asphalt driveway	09/08/22	pending additional information from the applicant
2	1623 Crain Street	R3	Building Permit	Pergola	09/29/22	non-compliant, pending revisions from the applicant
2	1504 Ashland Avenue	R3	Building Permit	Open porch and concrete patio	10/17/22	pending revisions from the applicant
2	1800 Greenwood Street	R3	Building Permit	New 3-car garage/coach house	11/21/22	non-compliant, pending revisions from the applicant
2	1806 Dempster Street	B1	Building Permit	Interior remodel of existing commercial space	11/23/22	pending submittal of a special use application from the applicant
2	1516 Dempster Street	R3	Building Permit	Additions, demolish existing garage, build new detached garage with ADU	03/10/23	non-compliant, pending revisions and/or variation application from the applicant
2	1613 Greenwood Street	R3	Building Permit	Interior remodel, renovate porches and garage	03/21/23	non-compliant, pending revisions from the applicant
2	1114 Florence Avenue	R3	Building Permit	New 2-story 2-bedroom ADU	03/27/23	pending staff review
2	1809 Crain Street	R3	Building Permit	New 2-car garage	03/27/23	pending staff review
2	1727 Lee Street	R3	Zoning Analysis	2nd story addition and enclosed front porch	03/30/23	pending staff review
2	1333 Church Street	R1	Building Permit	Remove/replace existing driveway, new brick patio, walk, reset brick border and flagstone areas	03/31/23	pending staff review
2	1137 Dewey Avenue	R3	Building Permit	Rooftop solar panels	04/05/23	pending staff review
2	1227 Dodge Avenue	C1	Zoning Analysis	Establish live-work use	04/05/23	pending staff review
3	1032 Michigan Avenue	R1	Building Permit	Remove portion of walk, new stone patio	06/29/22	non-compliant, pending submittal of minor variation application from the applicant
3	819 Judson Avenue	R5	Building Permit	New 9-unit multi-family dwelling	07/08/22	non-compliant, pending revisions from the applicant
3	1221 Hinman Avenue	R1	Zoning Analysis	Demolish existing roofed deck, construct new roofed deck and greenhouse	02/22/23	pending additional information from the applicant
3	1225 Forest Avenue	R1	Building Permit	Remove existing walk, expand existing rear patio	03/17/23	pending additional information from the applicant
3	713 Sheridan Road	R1	Building Permit	Addition and renovation	03/30/23	pending staff review

3	833 Michigan Avenue	R5	Zoning Analysis	Convert existing porch into habitable space, 1-story addition, new porch and stair	03/31/23	pending staff review
3	604 Judson Avenue	R1	Building Permit	Garage	04/04/23	pending staff review
4	901 Maple Avenue	R5	Building Permit	Rooftop canopy	10/26/22	pending additional information from the applicant, DAPR
4	1015 Dempster Street	R5	Building Permit	Patio, steppers, and bluechip area	01/30/23	pending additional information from the applicant
4	1019 Dempster Street	R5	Building Permit	Remove and replace asphalt parking lot	03/24/23	pending additional information from the applicant
4	717 Main Street	B2/oDM	Building Permit	Interior remodel of existing commercial space for a massage therapy establishment	03/31/23	pending staff review
4	900 Church Street	RP	Zoning Analysis	Zoning verification letter (Church Street Plaza, 900-950 Church Street)	04/03/23	pending staff review
5	2201 Dewey Avenue	MXE	Building Permit	Remove brick paver walk, install concrete parking pad	05/20/22	pending additional information from the applicant
5	2216 Foster Street	R3	Building Permit	Concrete parking pad	06/25/22	pending additional information from the applicant
5	2216 Foster Street	R3	Building Permit	Pergola	06/30/22	pending additional information from the applicant
5	1819 Hovland Court	R3	Building Permit	Parking pad and driveway	08/27/22	pending additional information from the applicant
5	1920 Asbury Avenue	R5	Building Permit	Rebuild porch	09/22/22	pending additional information from the applicant
5	819 Foster Street	R5	Building Permit	Replace a/c	10/24/22	pending additional information from the applicant
5	1820 Brown Avenue	R3	Building Permit	Install pavers and shed	10/25/22	pending additional information from the applicant
5	1740 Hovland Court	R3	Building Permit	Pavers	12/30/22	pending additional information from the applicant
5	2017 Jackson Avenue	R5	Zoning Analysis	New multiple-family building with 24 dwelling units including 2 affordable units	02/27/23	non-compliant, pending revisions and additional information from the applicant
5	1739 Brown Avenue	R3	Building Permit	New single-family detached residence	03/13/23	non-compliant, pending revisions and minor variation application from the applicant
5	2110 Darrow Avenue	R3	Building Permit	New single-family detached residence with detached garage	03/22/23	non-compliant, pending revisions from the applicant
5	1735 Grey Avenue	R3	Building Permit	Garage	03/28/23	pending staff review
5	2124 Foster Street	R3	Building Permit	Shed	04/04/23	pending staff review
6	2417 Thayer Street	R1	Building Permit	Patio	04/02/22	pending revisions from the applicant
6	2634 Lawndale Avenue	R1	Building Permit	Garage	06/10/22	non-compliant, pending revisions from the applicant
6	3700 Glenview Road	R1	Building Permit	Concrete slabs	08/17/22	pending additional information from the applicant
6	2146 McDaniel Avenue	R1	Building Permit	Garage, 18x20	10/07/22	non-compliant, pending minor variation application from the applicant

6	806 Lincoln Street	R1	Building Permit	Shed	10/21/22	pending additional information from the applicant
6	2639 Central Park Avenue	R1	Building Permit	Install generator	11/07/22	non-compliant, pending revision from the applicant
6	2632 Gross Point Road	B1a/oCS	Building Permit	Concrete patio (Skarkis)	11/17/22	non-compliant, pending revisions from the applicant
6	2210 Forestview Road	R1	Building Permit	Interior remodel, replace 3-season room with new addition	02/03/23	pending additional information/revisions from the applicant
6	2801 Central Street	B1a/oCS	Building Permit	Replace gravel with concrete to expand driveway	02/20/23	pending additional information from the applicant
6	3605 Thayer Street	R2	Building Permit	Replace existing patio	02/22/23	pending additional information from the applicant
6	3600 Hillside Road	R2	Building Permit	Addition (internal ADU)	02/28/23	non-compliant, pending minor variation application from the applicant
6	2623 Hartzell Street	R1	Building Permit	2.5 story addition	03/02/23	pending additional information from the applicant
6	2748 Bennett Avenue	R1	Building Permit	Remove and replace steps to front stoop, paver walk	03/07/23	pending additional information from the applicant
6	2649 Crawford Avenue	R2	Zoning Analysis	1-car garage or carport	03/07/23	pending additional information/revisions from the applicant
6	2625 Elgin Road	R1	Building Permit	Detached garage	03/09/23	non-compliant, pending revisions from the applicant
6	2822 Central Street	B1a/oCS	Zoning Analysis	Dance Studio (Studio North Academy of the Performing Arts - SNAP)	03/10/23	pending additional information from the applicant
6	3440 Thayer Street	R2	Building Permit	New detached garage	03/21/23	pending additional information from the applicant
6	2512 Hartzell Street	R1	Building Permit	New 24'x24' detached garage	03/22/23	pending additional information from the applicant
6	2311 Prospect Avenue	R1	Building Permit	Brick patio	03/28/23	pending staff review
6	3320 Harrison Street	R1	Zoning Analysis	Detached garage	03/31/23	pending staff review
6	2708 Harrison Street	R1	Zoning Analysis	In-ground hot-tub	04/04/23	pending staff review
7	1219 Noyes Street	R1	Building Permit	Shed	05/26/22	pending additional information from the applicant
7	1130 Colfax Street	R1	Building Permit	Kitchen remodel, convert garage to sitting room, deck	06/14/22	non-compliant, pending revisions from the applicant
7	2202 Hartrey Avenue	R1	Building Permit	Paver patio	07/09/22	pending additional information/revisions from the applicant
7	2129 Pioneer Road	R1	Building Permit	Shed	09/13/22	pending revisions from the applicant
7	2636 Green Bay Road	C2/oCSC, R4	Zoning Analysis	Planned Development, new 5-story multi-family dwelling with 51 dwellings, parking and 3 new 4-story townhomes along Prairie Avenue	10/18/22	pending additional information from the applicant
7	2653 Broadway Avenue	R1	Building Permit	Garage	11/09/22	pending additional information from the applicant
7	2122 Noyes street	R1	Building Permit	2nd story addition	02/17/23	non-compliant, pending minor variation from the applicant

7	12 Milburn Park	R1	Building Permit	Expand sport court, new terraces	02/21/23	pending additional information from the applicant
7	2742 Garrison Avenue	R1	Building Permit	2-story addition, demolish existing 1-car detached garage and construct new 1-car detached garage, remove patio	03/13/23	pending revisions from the applicant
7	2214 Grant Street	R1	Building Permit	Mini split inverter system	03/28/23	pending additional information from the applicant
7	2637 Stewart Avenue	R1	Building Permit	Convert multi-family dwelling to single-family dwelling, new porch, and addition	03/30/23	pending staff review
7	1701 Central Street	B1a/oCS	Building Permit	Interior remodel of existing commercial space for a massage therapy establishment	03/31/23	pending staff review
8	1314 Brummel Street	R4	Building Permit	Concrete pad	07/28/22	pending additional information from the applicant
8	713 Case Street	R5	Building Permit	Patio	08/09/22	non-compliant, pending revisions from the applicant
8	2021 Autobarn Place, Unit C	I2	Building Permit	Interior remodel for new offices and food production (Whole and Free Foods)	11/16/22	pending revisions from the applicant
8	2102 Dobson Street	R2	Building Permit	New garage	11/21/22	non-compliant, pending revisions from the applicant
8	2201 Autobarn Place	I2	Zoning Analysis	2 signs for Autobarn Nissan	01/09/23	pending additional information from the applicant
8	420 Dewey Avenue	R1	Building Permit	Replace concrete stairs	04/04/23	pending staff review
9	2224 Cleveland Street	I1	Building Permit	Pave over gravel parking lot	06/15/22	pending additional information from the applicant
9	822 Wesley Avenue	R3	Building Permit	Install 12 antennas and cabinets	06/21/22	non-compliant, pending revisions from the applicant
9	1224 Washington Street	R3	Building Permit	Replace brick patio with pavers	10/07/22	pending additional information and revisions from the applicant
9	732 Ridge Avenue	R2	Building Permit	Roof mounted solar panels	02/10/23	pending additional information from the applicant
9	822 South Boulevard	R1	Building Permit	Detached garage	03/07/23	pending revisions from the applicant
9	910 Monroe Street	R1	Building Permit	New porch, replace roof, install siding, and replace windows	03/21/23	pending additional information from the applicant
9	2105 Seward Street	R2	Building Permit	Replace garage	03/24/23	non-compliant, pending revisions from the applicant
9	2017 Seward Street	R2	Building Permit	Mudroom addition, covering deck	03/29/23	pending staff review
9	1206 Cleveland Street	R2	Building Permit	7'x7' gravel pad	03/29/23	pending staff review
9	705 Reba Place	R5	Building Permit	Interior remodel	03/31/23	pending staff review
9	2031 Keeney Street	R2	Building Permit	Garage, 18x24	03/31/23	pending staff review

Pending building permit and zoning analysis reviews older than 6 months where there has not been activity are periodically removed from the zoning report.

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621 Chicago Avenue	D4	Planned Development	15-story mixed-use building with ground floor retail, 140 dwelling units, and 57 parking spaces in an enclosed parking garage	12/28/22	pending P&D, date to be determined

1	710 Church Street	D3	Special Use	Special use for a Resale Establishment	02/14/23	pending staff review
3	1243 Chicago Avenue	B1	Text Amendment, Special Use, and Major Variation	Text Amendment to add Performance Venue as a special use in the B1 district, Special Use for a Performance Venue in the B1 district, and major variation to eliminate a required loading dock (Union Pizzeria and SPACE)	01/24/23	pending City Council decision 04/10/23
4	620 Grove Street	D2	Special Use	Convenience Store	07/25/22	Pending new application from the applicant
4	1566 Oak Street	R6	Special Use	Special Use for a Rooming House (Connections for the Homeless, Margarita Inn)	09/28/22	pending LUC 04/26/23
4	1555 Oak Avenue	R6	Special Use	Special Use with use determination to LUC for an Apartment Hotel	10/18/22	pending P&D 04/24/23
5	1801-1805 Church Street	B2/oWE	Subdivision, Special Use, and Major Variation	Special Use for a religious institution, new 3-story building with off-site leased parking spaces	11/15/22	pending CC 04/10/23
5	1811-1815 Church Street	B2/oWE	Subdivision and Major Variation	New 5-story mixed-use building with ground floor retail and 44 dwelling units above, enclosed ground floor and underground parking with 46 spaces	11/15/22	pending CC 04/10/23
5	2000 Simpson Street	OS	Major Variation	Floor Area Ratio (FAR), building height, parking location, and loading in order to construct a new 3-story K-8 school with parking and athletic field (Dist. 65 5th Ward School)	03/16/23	pending DAPR 04/11/23, LUC 04/19/23
6	3434 Central Street	R2	Planned Development	New 2-story, 24,916 sf building for a Daycare center - Child (Kensington School)	02/10/22	pending LUC 05/10/23
6	3600 Hillside Road	R2	Minor Variation	Front yard setback for 1-story and 2nd-story additions, 2nd story addition is an internal ADU	03/27/23	determination after 04/18/23
6	2146 McDaniel Avenue	R1	Minor Variation	Building lot coverage for constructing a 18'x20' detached garage	03/31/23	determination after 04/25/23
7	1501 Central St	U2	Text Amendment	Modification to U2 uses to allow additional concerts and community events	01/27/23	pending LUC
7	2122 Noyes Street	R1	Minor Variation	Interior side yard setback at 2nd story addition	03/22/23	determination after 04/12/23
8	100 Chicago Avenue	B3	Special Use	Special Use for Cannabis Dispensary and a Type-2 Restaurant, bakery with seating	03/07/23	pending LUC 4/12/23



To: Luke Stowe, City Manager

From: Gary Gerdes, Interim Building and Inspection Services Division Manager

Subject: Weekly Field Inspection Report

Date: April 7, 2023

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 ggerdes@cityofevanston.org if you have any questions or need additional information.

Weekly Field Inspection Report

7-Apr-23

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	Contractor was contacted regarding a dumpster and construction lift which are encroaching into the traffic lane. Contractor was reminded of flagger requirements during deliveries and construction activity that impacts the traffic lanes.	4/6/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage is in good condition. No construction fence at this time.	4/6/2023
2	2030 Greenwood Street	Multi-Family Building	The contractor has been contacted regarding the condition of the construction fence. Other site conditions are good.	4/6/2023
4	718 Main Street	Mixed Use Building Residential/Retail	The crane has been moved further onto the property to lessen any obstruction to Main Street. The developer was contacted regarding the use of flaggers during deliveries and crane activity at the property line. A flagger was present and barricades were set up at the time of the inspector's visit. Fence and fabric and in good condition around the site.	4/6/2023
8	100 Chicago Avenue Gateway	Mixed Use Building Residential/Retail	A small amount of concrete debris remains on the north end of the property. Equipment has been removed. Site is in good condition.	4/6/2023
1	710 Clark Street	Office Building	Construction fence, fabric and silt fence are in good condition. Streets and alley around the project are clean and clear. Concrete pours have been completed for now.	4/6/2023
5	Emerson and Jackson Demolition Site	Residential	Fire Department training exercises continue at the site. Water and sewer disconnect applications for the seven houses have been received and are under review.	4/6/2023



To: Luke Stowe, City Manager

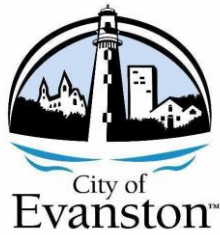
From: Gary Gerdes, Interim Building and Inspection Services Manager

Subject: Monthly Construction Valuation and Permit Fee Report

Date: April 7, 2023

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2022.

Please contact me at ggerdes@cityofevanston.org if you have any questions or need additional information.



DATE: April 7, 2023
 TO: Luke Stowe, City Manager
 FROM: Gary Gerdes, Interim Building and Inspection Services Division Manager
 SUBJECT: Construction Valuation and Permit Fee Report for March, 2023

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of March 2023	\$ 477,704
Total Permit Fees Collected Fiscal Year 2023	\$ 886,496
Total Permit fees Collected for the Month of March 2022	\$ 284,447
Total Permit Fees Collected Fiscal Year 2022	\$ 804,548

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR MARCH 2023	\$ 24,828,811
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2023	\$ 41,166,605
TOTAL CONSTRUCTION VALUE FOR MARCH 2022	\$ 19,560,742
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2022	\$ 44,285,847



Memorandum

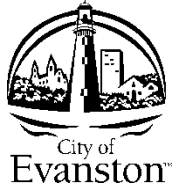
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: April 7, 2023

Ward	Property Address	Business Name	Date Received	Current Status
5	830 Foster St	Foster Food & Deli	4/3/2023	Pending Building Permit Issuance
8	100 Chicago Ave	West Town Bakery – Evanston	3/27/2023	Pending Building Permit Issuance
1	1732 Sherman Ave	Jamba Juice	3/16/2023	Pending Building Permit Issuance
8	321 Howard St	Howard Grocery & Deli	3/9/2023	Pending Building Permit Issuance
2	1707 Maple Ave	Bitter Blossom/Evanston Games and Café	1/11/2023	Pending Building Permit Issuance
4	620 Grove St	Grove Street In and Out	12/8/2022	Pending Zoning
6	3330 Central St	Subway	11/17/2022	Change of Ownership – Pending Inspections
2	1160 Dodge Ave	Buffalo Wild Wings Go	8/11/2022	Building Permit Issued – Pending Inspections
4	950 Church St	Big Wig Tacos	7/22/2022	Building Permit Issued – Pending Inspections
2	1711 Maple Ave	Sky Zone/Circus Trix	7/13/2022	Pending Building Permit Issuance
1	720 Clark St	Mas Salud	7/7/2022	Building Permit Issued – Pending Inspections
4	1500 Sherman Ave	Good Wolf	06/22/2022	Pending Building Permit Issuance
5	1831 Emerson St	La Michoacana	5/01/2022	Pending Building Permit Issuance
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Building Permit Issued – Pending Inspections
8	633 Howard St	Estacion	2/4/2020	License Approved – Pending Issuance



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: April 7, 2023

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, date received and current status.

Please contact me at liquorlicense@cityofevanston.org if you have any questions or need additional information.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of April 7, 2023

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
4	Bitter Blossom	1707 Maple Ave. Evanston, IL 60201	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Application will be reviewed at the Liquor Review Board on April 24th



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING APRIL 7, 2023

NWMC Board to Receive Leadership Slate, Consider FY23-24 Budget

The NWMC Executive Board met Wednesday to set the agenda for the April 12 Board meeting. As a reminder, the meeting will begin at 7:00 p.m. and will be held at the NWMC office and via Zoom. Highlighting the agenda will be consideration of the FY2023-2024 Budget and announcement of the slate of officers for the coming year.

The Board will also receive an update on legislative activity in Springfield, including plans to advocate for restoration of the Local Government Distributive Fund via the [Invest in Communities Coalition](#) (see article below). We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

Time to #InvestInCommunities for LGDF Restoration

From the desk of DuPage Mayors and Managers Conference Policy Analyst Kimberly White:

The Conference has once again joined forces with the Metropolitan Mayors Caucus (MMC), Illinois State Association of Counties (ISACo), and 9 other regional councils of government to launch the *Invest In Communities* campaign to restore the Local Government Distributive Fund (LGDF). The Illinois Municipal League is also engaged with us again on this top legislative priority. By demonstrating to our state lawmakers and Governor Pritzker the need to *Invest In Communities*, we work to achieve restoration of LGDF in the FY2024 State Budget and beyond.

Here is where we need your assistance:

Newsletter Drop-in:

We have prepared the attached draft article for use in municipal newsletters, which can also be [accessed online here](#). We ask that you consider emphasizing the importance of this revenue source in your newsletter and/or website. This is also an opportunity for you to share your individual municipal fact sheet. Examples are [available here](#). If you don't yet have one, you could utilize the [statewide fact sheet](#). Anything to connect this revenue stream to the betterment of your community would be of value.

Website:

A website has been created to engage citizens and legislators on LDGF. Please check out [InvestInCommunities.org](#) and consider using social media and other outlets to direct your citizens to this data source. The website features community fact sheets, information on how to contact legislators, and social media posts that can be easily shared.

Social Media:

To keep up the momentum, we also want to establish a strong social media presence that will help educate your residents and inform lawmakers about the importance of LGDF to our communities. [Click here to access the Invest In Communities social media toolkit](#), which we encourage you to utilize on your platforms and encourage your residents to share using #InvestInCommunities.

Thank you for supporting the campaign to *Invest In Communities*. Please let us know if you have any questions and continue to share with us any feedback you receive from legislators or residents. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Still Time to Register Vehicles for the April 18 NWMC Auction

Thank you to *Evanston, Lincolnwood, Richton Park and Tinley Park* for registering vehicles to be sold at the April 18 NWMC Surplus Vehicle and Equipment Auction. The event will begin at noon at America's Auto Auction in Crestwood. Please note that vehicles and equipment can be listed for disposal at the NWMC auction 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

help support the operations of the organization. For questions or additional information, please contact staff or Berry Ellis, 312-371-5993 or berry.ellis@americasautoauction.com. *Staff contact: Ellen Dayan*

Still Time to Enroll in the NWMC Employee Assistance Program

As previously reported, the Northwest Municipal Conference is again pleased to offer the opportunity to enroll in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. TELUS Health (formerly LifeWorks) is the current EAP provider and offers confidential, cost free referrals and assessment services 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.

As part of the contract renewal, TELUS Health requested an 8% inflationary increase. This represents the first requested increase since 2018, during which time TELUS Health/LifeWorks has made significant operational and service improvements. On March 15, the NWMC Board of Directors approved the contract renewal with the increase to be divided evenly between participating entities and the NWMC. Therefore, the fee will increase by 4% to \$24.44 per employee per year. The effective date of the agreement is May 1, 2023 to April 30, 2024.

If your community is not currently a member of the EAP program and would like to join or obtain additional information, please contact Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org. Enrollment information and participation forms were sent to all members on March 22. *Staff contact: Marina Durso*

Pace Outlines Kennedy Expressway Alternatives

From the desk of Pace Suburban Bus Community Relations Section Manager Steven Andrews:

A three-year construction project along the Kennedy Expressway in Chicago just started--and that means added congestion for the region's commuters. Pace Bus offers suburban commuters several options to bypass that traffic and use public transportation to get to/from Chicago. Plus, using public transportation saves you money compared to the costs of fuel, parking, and tolls.

Thanks to Pace's ability to use the shoulder to operate [Expressway-Based Service](#) on the Jane Addams Memorial Tollway (I-90) and Edens Expressway (I-94), buses bypass traffic to provide reliable, affordable service to and from the CTA Blue, Yellow, Purple, and Red Lines and many Metra stations. Pace encourages commuters to check out these options using the [Trip Planner](#) or by calling the RTA's Travel Information Center at 847-836-7000. For smartphone users on the go, Pace has partnered with the [Transit app](#) and it is Pace's recommended tool for trip planning.

Traveling across the region is now even easier thanks to new pass and fare products that save money and make transferring between services quick and convenient. The [Regional Connect Pass](#) provides Metra Monthly Pass holders unlimited rides all month on CTA and Pace with no day or time restrictions. Many Pace routes connect with the UP-NW Line, MD-N Line, and NCS Line. The Regional Connect Pass can be purchased from Metra ticket agents or in the Ventra app.

Pace and the CTA have also made it even more convenient to transfer between services with [new and less expensive pass products](#). Many Pace services connect to the CTA Blue Line at Rosemont, Cumberland, Harlem, and Jefferson Park. For those who enjoy the convenience and affordability of unlimited ride passes, a new Pace/CTA 1-Day Pass for \$5 and a new Pace/CTA 3-Day Pass for \$15 are now available. Additionally, the Pace/CTA 7-Day Pass is now only \$20. All of these passes offer unlimited rides on Pace and CTA buses and trains. Existing 30-Day Passes are also still available.

For those who pay for rides using a [Ventra](#) account, transfers from one Pace bus to another Pace bus are now free! To take advantage of free transfers, passengers must use a Ventra Card or Ventra-linked smart device and the second or additional rides must occur within two hours of the first ride. *Staff contact: Eric Czarnota*

Apply by May 30 for US DOT's EV Infrastructure Grant Program

As previously reported, the U.S. Department of Transportation (USDOT) has issued a Notice of Funding Opportunity (NOFO) for the Charging and Fueling Infrastructure (CFI) Discretionary Grant Program. This round of funding makes up to \$700 million available to strategically deploy Electric Vehicle (EV) charging and other alternative

vehicle-fueling infrastructure projects in publically accessible locations in urban and rural communities, as well as along designated Alternative Fuel Corridors (AFCs).

The CFI is divided into two distinct categories. The Community Program will provide funding to strategically deploy publicly accessible EV charging infrastructure and infrastructure for hydrogen, propane or natural gas fueling in communities. The Corridor Program will provide funding to strategically deploy publicly accessible EV charging infrastructure and hydrogen, propane, and natural gas fueling infrastructure along designated AFCs. A full list of eligible applicants and projects for both categories are outlined in the [NOFO](#). Please note that applications are due by Tuesday, May 30. *Staff contact: Eric Czarnota*

Join Mayor Craig for the Move with the Mayor Spring Challenge!

From the desk of Metropolitan Mayors Caucus Director of Environmental Initiatives Edith Makra:

Join mayors across the country who are encouraging residents to protect and improve their health and who are making their communities more active and accessible. There is no cost to participate. The National Forum for Heart Disease & Stroke Prevention provides communications toolkits with talking points, social media posts, and press release templates; policy recommendations; resource emails with funding opportunities; [case studies](#) (including Hanover Park); and other tools to help mayors improve residents' cardiovascular health and health equity. By hosting an event, mayors are encouraging their community members to be more physically active, which will help residents lower their chances of heart disease and its risk factors like high cholesterol, high blood pressure, and diabetes.

The Spring Challenge runs from April 15th to May 31st. Mayors are asked to host at least one physical activity event during that timeframe. For those who are familiar with Move with the Mayor, the Spring Challenge was added last year and may be slightly easier than the Fall Challenge because there is no "Step It Up! Success Roadmap" to complete in the spring. So far, mayors from 15 Illinois communities have signed up to participate in the Spring Challenge, including these communities in our region: Campton Hills, Countryside, Elburn, Evergreen Park, Frankfort, Glendale Heights, Hampshire, *Hanover Park*, Manhattan, Richton Park, Romeoville, West Chicago, and Wood Dale.

For more information, visit the [Move with the Mayor website](#). If you are ready to sign up, please contact Move with the Mayor Community Engagement Coordinator Michelle Snyder at michelle.snyder.ic@nationalforum.org or 618-534-9018. Michelle can also help with planning events, creating marketing materials (e.g., flyers, social media posts, etc.), and connecting you with other partners and resources. *Staff contact: Mark Fowler*

IDOT Hosts Kickoff Webinar for VRU Safety Assessment and New Online Tool

At the end of March, the Illinois Department of Transportation (IDOT) hosted a kickoff [webinar](#) that provided an overview of the Vulnerable Road User (VRU) Safety Assessment. One of the key aspects of the assessment is stakeholder consultation, which involves identifying safety concerns and developing strategies to improve VRU safety. As part of this consultation process, IDOT created an [interactive tool](#) that allows the public to identify locations that may be unsafe for VRUs and suggest areas that need improvements. For further information, please contact DOT.VRUSafety@illinois.gov. *Staff contact: Eric Czarnota*

Last Call to RSVP for Wintrust's Public Sector Merchant Processing Presentation

On Wednesday, April 12 from noon to 1:00 p.m., Wintrust Government Funds will host virtual presentation entitled "A Discussion on Economic Growth, Inflation and Interest Rates." Wintrust Financial Corporation Senior Vice President and Chief Economist Venkat Veeramani will discuss "the current state of the U.S. economy and the outlook for the coming quarters. This seminar is designed to help local governments navigate inflation, economic growth and ever-changing interest rates." Please visit the [registration page](#) to RSVP and for more information. *Staff contact: Mark Fowler*

Last Call to RSVP for the "Prolonging the Life of Infrastructure" Presentation

As previously reported, NWMC staff and Robinson Engineering have collaborated on an educational opportunity for members and other local governments entitled "Prolonging the Life of Infrastructure with a Coating Maintenance Program". Here is a description provided by Robinson:

"Corrosion affects all types of steel and concrete structures, pipes, and equipment. Failure to address corrosion in its

early stages can result in infrastructure loss and potential catastrophic failure. Robinson Engineering, Ltd. will present strategies to extend the useful life of all types of infrastructure with the proper surface preparation and application of protective coatings and introduce the Corrosion Illinois Network (CIN) is a nonprofit concierge service meeting the needs of community infrastructure assets including drinking water and wastewater system owners and operators. The Corrosion Illinois Network (CIN) focuses on educational programs, technical assistance, and training opportunities in corrosion prevention and mitigation.”

This free presentation will be held on Wednesday, April 12, 10:00 a.m. to 11:00 a.m. at the *Hanover Park Village Hall*, 2121 W. Lake Street. Please RSVP to stacy.connelly@reltd.com. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Finance Committee meeting, scheduled for Wednesday, April 12, **has been cancelled.**

NWMC Board of Directors will meet Wednesday, April 12 at 7:00 p.m. at the NWMC offices and via videoconference.

NWMC Bicycle & Pedestrian Committee will meet Tuesday, April 18 at 10:30 a.m. at the NWMC offices and via videoconference.

North Shore Council of Mayors Technical Committee will meet Thursday, April 20 at 8:30 a.m. via videoconference.

NWMC Legislative Committee will meet Wednesday, April 26 at 8:30 a.m. via videoconference. **Please note date change.**

NWMC Transportation Committee will meet Thursday, April 27 at 8:30 a.m. at the NWMC offices and via videoconference.

Northwest Council of Mayors Technical Committee will meet Friday, April 28 at 8:30 a.m. at the *Barrington Village Hall*.

NWMC Staff

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Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

Phone: 847-296-9200 www.nwmc-cog.org



Memorandum

To: Luke Stowe- City Manager
From: Brian Zimmerman- Solid Waste Coordinator
CC: Edgar Cano - Public Works Agency Director
Noel Rodriguez- Public Works Bureau Chief
Subject: Approval of Signing Memorandum of Understanding

Recommended Action:

Staff recommends the City Manager execute a memorandum of understanding with Glass King (28955 W. State Rte, 173, Antioch, IL., 60002) for the utilization of space at 1800 Maple Avenue for the staging of containers for the Don't Trash Glass program.

Funding Source:

No funding is expected to be needed.

CARP Focus:

Zero Waste

Summary:

The Don't Trash Glass Program (DTG) is a partnership of the Glass Packaging Institute (GPI) and Glass King to pilot and model commercial glass container recovery and recycling outside the commingled single-stream recycling or waste collection system. The program is expected to target commercial bars, restaurants, and hospitality venues for diversion practices. The material will be collected by customers in secured gaylord containers. The gaylord containers will be swapped out for service by Glass King at least once a week and staged behind the 1800 Maple Garage in a space roughly the size of a normal parking space. The DTG program collects glass material and transfers it to a central location in McHenry County for aggregation and transfer to glass processing in Wisconsin.

Analysis:

The Don't Trash Glass program is currently collecting commercial glass in gaylord containers from bars, restaurants, and hospitality venues in the greater Chicagoland area. Establishing additional staging locations in and around Evanston would increase the efficiency of collections and assist in expansion to more communities in northern Cook County.

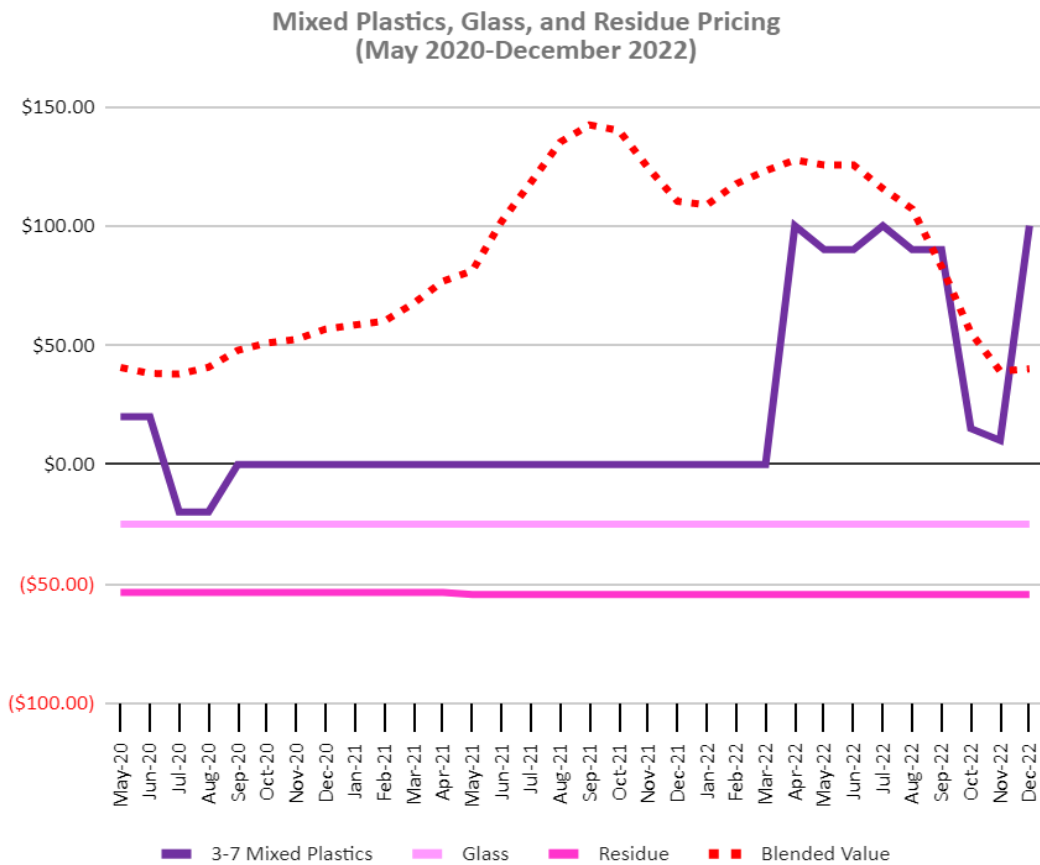
The program helps communities reach diversion and waste management goals by collecting glass from major users such as bars and restaurants to divert this material from landfills. While glass is currently accepted in most single-stream recycling programs in the Chicagoland area and Evanston, glass is a known irritant in the collection system. Glass is abrasive on equipment and sorting machines. Also, due to higher levels of contamination in the single-stream system, most glass that is sorted out at single-stream material recovery facilities (MRFs) needs to be reprocessed to clean up the end product. This additional processing is done to make the glass more marketable, but that additional processing typically requires higher costs. Even with that cleanup, the commodity price for glass collected through single-stream recycling has been negative or comes with a cost to get rid of (Figure 1.). Due to the low-cost, glass use can often end up in less than ideal recycled uses such as fiberglass, roadbed use, or alternative daily cover for landfills. By segregating this material, the intent is that the glass is cleaner and more desirable for end market users to turn back into beverage containers that are used in our local Chicagoland markets. This can also have other benefits for our Commercial Municipal Solid Waste Exclusive Franchise Hauler LRS as less glass being collected through their service could help extend the life of their equipment, helping maintain service levels. LRS is also searching for ways to help bridge invoicing for this new service through their own system to help make it easier for businesses to join and receive only one bill, which Glass King and GPI have noted could be enough of a deterrent for businesses to join the program.

The program's goal is to become a long-term service for the area, but the current memorandum is only for a 5-year term to allow for synergy with the Commercial Municipal Solid Waste Franchise. The agreement is able to be terminated at any time by either party. The diversion of glass from landfill has the potential to save commercial establishments on their waste management costs and tax and ratepayers, depending on the volume of glass and current service levels of the establishment. The program also produces net GHG savings in the region, slows the filling of landfill sites, and promotes a circular economy in Northern Illinois.

The City will have limited requirements as detailed in the memorandum of understanding. The City's primary role will be allocating the requisite space to allow for more efficient service and helping promote the program. Staff will also seek to engage specific restaurants to help garner interest to help make the program successful. Staff will also seek to potentially utilize the re-invented Sustain Evanston Business Grant program to help further lower costs for businesses to see the potential value of the service. Staff believe these are necessary steps to try and create more circular waste systems that benefit our local end markets for wasted materials.

Glass King will be responsible for providing all collection equipment for the program, help report impacts to businesses on their impact through the program and have to adhere to all operational requirements that other haulers have to abide by in the City Code. They will not operate in the City of Evanston outside of the hours of 7AM-8PM Monday through Saturday and not be able to operate on Sundays. Glass King will also help promote the role of Evanston in the success of this program, intending to showcase the City's ability to try new programs and initiatives to help further waste diversion practices.

Figure 1. Commodity Pricing Data from May 2020 to December 2022



Approved by:

Luke Stowe

 Luke Stowe, City Manager

Purpose

This Memorandum of Understanding ("MOU") is entered into this 22 day of February, 2023, by Glass King (hereinafter referred to as "GK") and the City of Evanston ("Evanston") for the purpose of increasing recycling of glass bottles and containers at bars and restaurants in the greater Chicagoland area with the Don't Trash Glass Program.

Overview Program information

The Don't Trash Glass Program (DTG) is a partnership of the Glass Packaging Institute (GPI) and GK to pilot and model commercial glass container recovery and recycling outside the commingled single-stream recycling or waste collection system. DTG is currently collecting commercial bar and restaurant glass in gaylord containers from bars, restaurants, and hospitality venues in the greater Chicagoland area. The DTG program collects glass material and transfers it to a central location in McHenry County for aggregation and transfer to glass processing in Wisconsin. Establishing additional staging locations in and around Evanston would increase the efficiency of collections and assist in expansion to more communities. The program helps communities reach diversion and waste management goals by collecting glass from major glass container users like bars and restaurants to divert this material from the landfill. It is the goal for this program to eventually become a long-term service for the area. The diversion of glass from landfill at a cost less expensive than landfill disposal saves commercial establishments on their waste management costs, and/or tax and ratepayers, depending on the financing of the waste management system in a particular jurisdiction. The program produces net GHG savings as well in the region, slows the filling of landfill sites and promotes a circular economy in Northern Illinois.

Roles

Glass King / DTG

- GK will be responsible for the logistics of collecting, transporting, and staging empty and full glass gaylords in Evanston for use with commercial venues in the surrounding area.
- GK will provide its own collection truck, pallet jack and personnel to operate these assets.
- GK and DTG allies will promote the role of Evanston in the success of this program.
- GK asks for access to an area (preferably paved or packed gravel) capable of allowing truck traffic, loading and unloading and short-term storage of equipment and a parking space for the collection truck. (Maple Avenue Garage)
- DTG will keep track and report on volumes of collections from Evanston periodically (monthly/quarterly)
- DTG can offer collection bins for public glass drop off at the site if desired
- GK and DTG will adhere to the following hours of operation, 7 AM-8 PM Monday-Saturday. No operations on Sundays. GK and DTG are able to deviate from hours of operation only after receiving written approval from either the City of Evanston's Public Works Agency Director or City Manager.
- GK and DTG will adhere to all City of Evanston Ordinances as applicable.

Evanston

- Evanston agrees to provide access to a staging area for the DTG program purposes.
- Evanston will allow the overnight staging of empty and full containers of DTG equipment and occasional overnight parking for a small collections truck (no more than 18 foot stake-bed vehicle) .

- If additional access needs to be restricted to certain hours or days, beyond that specified above, – those restrictions are known and must be given to GK and DTG in writing in advance.
- Evanston agrees to promote the DTG program to its commercial businesses and include promotional messaging to hospitality oriented commercial venues and larger-scale venues that use higher percentages of glass about the program.
- Evanston will provide contact information for high volume or sustainability – minded commercial establishments to DTG.
- Evanston will assist DTG in encouraging Lakeshore Recycling Systems (LRS) to establish a joint billing system for commercial clients that have DTG service but request one recycling service bill. Evanston will not be responsible for any part of the financial arrangement between LRS and DTG.
- (placeholder here if you have ever considered some sort of financial incentive / tax break or license fee discount to businesses that help with diversion of tons)

Responsibilities

- Parties shall indemnify, defend and hold each other harmless from and against any and all claims from any third party, including but not limited to employees, residents, or property owners, of liability or loss from personal injury, property damage or other causes resulting from or arising out of its negligent actions or omissions associated with its performance of this MOU.
- In no event will any party be liable to another party for any punitive, special, indirect, incidental or consequential damages, including without limitation loss of profits, loss of use or loss of contract.
- Either Party may terminate this MOU at any time provided said Party gives (90) days written notice or, in the event of a material breach by the other party, provided said Party gives thirty (30) days written notice. In the event of a termination for material breach, the Party in breach shall have thirty (30) days to cure the breach.

Term

- The term of this MOU will be for a 5 year period. The MOU can be extended for an additional period by the Parties by written agreement.

Luke Stowe

 Luke Stowe
 City of Evanston

Rose King

 Rose King
 Glass King

Approved as to form:

Nicholas E. Cummings

Nicholas E. Cummings
 Corporation Counsel

Title	MOU with The Don't Trash Glass Program for Glass Container...
File name	Glass King MOU & Memo.pdf
Document ID	95badf2c91e20d3707e875a80f1d60d6c5d6ec23
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

04 / 06 / 2023

08:52:52 UTC-5

Sent for signature to Nicholas Cummings (ncummings@cityofevanston.org) and Luke Stowe (lstowe@cityofevanston.org) from lthomas@cityofevanston.org
IP: 66.158.65.76



VIEWED

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08:56:21 UTC-5

Viewed by Nicholas Cummings (ncummings@cityofevanston.org)
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SIGNED

04 / 06 / 2023

08:56:39 UTC-5

Signed by Nicholas Cummings (ncummings@cityofevanston.org)
IP: 73.50.97.132



VIEWED

04 / 06 / 2023

21:09:51 UTC-5

Viewed by Luke Stowe (lstowe@cityofevanston.org)
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SIGNED

04 / 06 / 2023

21:11:19 UTC-5

Signed by Luke Stowe (lstowe@cityofevanston.org)
IP: 73.22.112.51



COMPLETED

04 / 06 / 2023

21:11:19 UTC-5

The document has been completed.