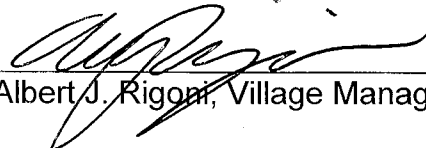


**Memorandum**  
**Manager's Office**

**TO:** The Honorable Mayor and  
Board of Trustees  
Village Clerk  
Corporation Counsel

**FROM:**   
Albert J. Rigoni, Village Manager

**DATE:** March 17, 2011

**SUBJECT: MANAGER'S REPORT BOARD MEETING OF MARCH 21, 2011**

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**A. Downtown Skokie Items.**

Village staff and consultants have continued working on various elements of the Village efforts to improve Downtown Skokie. The items are as follows:

1) Proposed Downtown Sign Code.

A sign code has been developed specifically for the Downtown. The concept has been on the Village web site for approximately two weeks. The consultant and Pete Peyer will present this matter to the Village Board. Following comments and questions from the Village Board and the audience, I recommend this matter be sent to the Village Appearance Commission for further study and hearings. Thereafter the matter can be brought forth to the Village Board for final action.

2) Downtown Design Standards.

Community Development Director Pete Peyer is recommending a consultant contract to JJR, LLC to perform the following tasks: Downtown development guidelines, graphics and wayfinding plan, pedestrian access to public and private property, review of public parking lots and CTA Station landscaping. The amount of the contract is not to exceed \$103,000 and funding will be from the Downtown TIF. I concur with the recommendation and respectfully request Board approval.

3) Road Diet Test.

The Village Board received a presentation last year in regard to a concept called "Road Dieting." In brief, this entails reducing travel lanes on Oakton Street, widening sidewalks, providing better and safer pedestrian access and providing significantly more on-street parking. The matter has received significant public comment both pro and con. It is fair to say the most common concern raised is that the lane reduction will cause traffic problems particularly during rush hour periods. As a result of this concern, the staff is recommending a "Road Diet" test which will mimic the actual road diet if it should be constructed. This will be accomplished by roadway markings, message boards and careful monitoring by staff and the consultant engineer. The cost of the test is \$91,866. The length of time for the test

is May 1 – June 15. Coordination/permits will be required with IDOT and Cook County. I concur in the recommendation and respectfully request Board approval.

4) Downtown Topographical Survey.

A thorough topographical survey of the Downtown does not exist. Staff is recommending this be done for a variety of reasons. The survey is needed regardless of whether the Road Diet is ultimately approved or not. Staff is recommending a contract to Gewalt Hamilton Associates in the amount of \$73,000. I concur with the staff's recommendation and respectfully request Board approval.

**B. Skokie Multi-Use Path – Oakton Street to Village Limit with Lincolnwood Phase 1 & 2 Conceptual Design and Final Engineering Design Services.**

The Village received a \$91,500 Model Communities grant from the Public Health Institute of Metropolitan Chicago, in collaboration with the Cook County Department of Public Health, to promote healthy activities. The grant was approved to obtain Phase 1 and 2 design services for the section of the Skokie Multi-Use Bike and Walking/Jogging Path that will be constructed on ComEd right-of-way and run from Oakton Street south to the Village limit to a merge point with the Village of Lincolnwood path. T.Y. Lin International Great Lakes, Inc. (TYLIN) is currently designing the multi-use path segment between Oakton and Dempster Streets. As the entire design project must be completed by February 2012 to meet the grant requirement it was thought that it would be best to contract with T.Y. Lin. T.Y. Lin is a pre-qualified engineering company for the Village. T.Y. Lin is partnered with Altamanu, Inc., an award winning architecture/landscape architecture firm.

The project was divided into two phases. Phase I is the conceptual design of the multi-use path and landscaping. Phase 2 of the project entails the development of construction drawings, detailed landscape drawings, construction documents for bidding and contract documents. The total cost for these services is \$89,543.20 which will be funded from the grant. At the request of staff, T.Y. Lin also included a proposal for increased landscape design services that will be provided by Altamanu Inc. for a key area between Mulford Avenue and Oakton Street. The cost of the enhanced landscape design is \$31,992.79 and will be funded from the TIF.

I concur with staff's recommendation and respectfully request Mayor and Board approval that a contract for Phase 1 and 2 Engineering & Landscape Design Services for the Skokie Multi-Path from Oakton Street south to the Skokie Village limit, be awarded to T.Y. Lin International Great Lakes, Inc., in the amount not to exceed \$122,000.

**C. Skokie-Dempster Station Area Plan Consulting Services.**

In December 2009, the Village received approval of an RTA grant to provide professional architectural, planning and engineering services for a planning study for the West Dempster Station area. Elements of the study include circulation, land use and zoning analysis, a parking study and specific development options for up to 6 sites. The project is not to exceed \$125,000 and RTA will pay \$100,000 of the project cost with the Village's \$25,000 portion coming from TIF funding. A Request for Proposal (RFP) was issued to three pre-qualified consultants that responded to a Request for Qualifications

for the Downtown. After review by the Village Staff Selection Committee, OKW Architects was determined to be the most qualified to complete the project. A cost proposal was solicited and negotiated for the subject project, and it is recommended that a contract for the Skokie-Dempster Station Area Plan be awarded OKW Architects in the amount not to exceed \$124,628. I concur with staff's recommendation and respectfully request Mayor and Board approval.

**D. Resolutions Approving the Local Match for Illinois Transportation Enhancement Program Grant Applications.**

The Chicago Metropolitan Agency for Planning (CMAP) is currently accepting applications from municipalities for funding through the Congestion Mitigation and Air Quality (CMAQ) Improvement Program. Village staff is recommending applying for grant funding for three new bike trails.

1. Multi-Use Path on the south side of Old Orchard Road between Skokie Boulevard and Gross Point Road. Total cost of this project is \$635,000.
2. Multi-Use Path on the Skokie Valley Bike Trail Corridor between Oakton Street and South Village Limits. Total cost of this project is \$680,000.
3. Funding towards the Gross Point Road (Golf Road to Old Orchard Road) Roadway Improvement Project. Total cost of this project is \$950,584.

I concur with the staff's recommendation and respectfully request Mayor and Board approval of the attached Resolutions authorizing the grant application.

**\* E. TIF Payment to School District 69.**

The Village of Skokie currently has three tax increment financing (TIF) districts. These include the Downtown TIF District, the Downtown Science + Technology TIF District and the West Dempster TIF District. All three TIFs impact School District 69 since 100% of the properties in the first two TIFs are within this school district's boundaries, and more than half of the West Dempster TIF encompasses properties within the school district. Last year, school district officials inquired as to whether TIF could assist them with the costs of maintaining a School Resource Office (SRO) at Lincoln Junior High School. School District 69's costs to provide the SRO were \$77,610 for the year. The Village's TIF consultant advised staff that payments to cover the cost of a municipal police officer, even in a school located within a TIF District, were ineligible. However, the Illinois TIF legislation allows funding of various rehab expenses for buildings located within the TIF boundaries. Therefore, it was recommended that if we wanted to assist the school district through the TIF, we should consider rehab reimbursement instead. The school later completed a water intrusion repair program at Lincoln Junior High costing \$108,569. They have requested TIF assistance in the amount of \$77,610, representing their cost of the SRO, as partial reimbursement for the water intrusion repair project.

Given School District 69's cooperation and support for our TIF efforts in recent years, staff recommends that TIF assistance in the amount of \$77,610 be provided to the school district. I concur with staff's recommendation and respectfully request Mayor and Board approval of the attached Resolution.

\* F. **Bid Report – Underground Storage Tanks Removal – Tecnica Environmental Services, Chicago, IL - \$47,560.**

Nine bid responses were received for the above contract. The West Dempster TIF account will provide funding for the demolition and removal of five underground storage tanks on Village owned property located at 4829 W. Dempster Street. The property was most recently a transmission repair business and a gas station prior to the 1980's. The Village purchased this property with the knowledge of the environmental issues and a credit was obtained from the seller for the environmental remediation. It is recommended that the bid be awarded to Tecnica Environmental Services, in the amount of \$47,560. Although the Village has not worked with Tecnica in the past, they have very good references from several Environmental Consultants. I concur with staff's recommendation and respectfully request Mayor and Board approval.

\* G. **2011 Crack Sealing Services – North Suburban Asphalt - \$31,000.**

The Village has historically performed this maintenance by participating in a joint contract through the Northwest Municipal Conference (NWMC). This program stopped following the 2008 construction season. Last year, Glenview, Morton Grove, Wilmette and Winnetka jointly bid this work as a multi-year contract. Those communities have extended an offer to Skokie and other surrounding communities to participate in the remaining two years of the current contract. The Village has budgeted \$31,000 in the proposed FY12 Capital Improvement Program using Local Fuel Tax funds. Staff is requesting approval for the use of Village funds budgeted for crack sealing for the existing multi-community contract. Once approved, Village staff will coordinate this work with the contractor, North Suburban Asphalt. I concur with staff's recommendation and respectfully request Mayor and Board approval.

\* H. **Bid Report – Downtown Landscaping and Fixture Maintenance, and Holiday Décor Services – K.G.I. Landscaping, Skokie IL – \$43,560.**

The work performed under this contract is divided into two parts. One part is the regular landscape maintenance of Krier Plaza and seven Downtown municipal parking lots, and the maintenance of streetscape fixtures. The second part includes the installation and removal of all holiday décor and lighting throughout the Downtown. There were four bids received for the above contract. It is recommended that a contract be awarded to K.G.I. Landscaping, the lowest responsive and responsible bidder, in the amount of \$43,560. The Village has worked successfully with K.G.I. in the past. I concur with staff's recommendation and respectfully request Mayor and Board approval.

\* I. **Bid Report – 2011 Non-Arterial Street Resurfacing Program – Peter Baker & Son, Co, Lake Bluff, IL - \$735,278.35.**

Seven bid responses were received for the above contract. The purpose of the contract is to provide for the bituminous resurfacing of 1.2 miles of residential streets using Motor Fuel Tax and Local Fuel Tax funds. It is recommended that a contract be awarded to Peter Baker & Son, the lowest responsive and responsible bidder, in the amount of \$735,278.35. This firm is pre-qualified by the Illinois Department of Transportation and has worked satisfactorily with the Village on a number of resurfacing projects. I concur with the staff's recommendation and respectfully request Mayor and Board approval.

\* J. **Bid Report – Fire Apparatus Refurbishment – Renewed Performance, Inc., Tipton, IN - \$77,842.**

The FY 2011 Capital Improvement Program budget includes funding for the refurbishment of the 1997 Pierce Manufacturing Pumper. Two bid responses were received for the above contract. It is recommended that a contract be awarded to Renewed Performance Inc., the lowest responsive and responsible bidder, in the amount of \$77,842. I concur with staff's recommendation and respectfully request Mayor and Board approval.