



Municipal Grounds and Property Committee

Meeting Agenda

April 25, 2023

7:00 p.m.

1. Call to Order
2. Approval of Minutes: March 28, 2023
3. Public Comment – send comments to ajasinski@palosheights.org
4. Director's Report
 - a. Motor Vehicle Maintenance Update
 - b. City Hall Renovations
 - c. Channel 4 Signs
 - d. Harlem Ave Banners
 - e. Request approval with Holiday Outdoor Decor for Harlem Ave decorations in the amount of \$8,840.00. **Agenda**
 - f. Request declaration of the following equipment as surpluses:
 - i. Three (3) Scag walk behind mowers
5. Old Business
6. New Business
7. Motion to Adjourn



City of Palos Heights
Municipal Grounds and Property Committee
Tuesday, March 28, 2023
MINUTES

CALL TO ORDER

Chairman Begley called the Municipal Grounds and Property Committee meeting to order at 7:00 p.m. at City Hall. In attendance were Chairman Begley, Alderman Lewandowski, Alderman Basso, Public Works Director Adam Jasinski, recording secretary Morgan Pukula and 2 students from Trinity Christian College: Moriah and Alexander.

APPROVAL OF MINUTES

Chairman Begley moved to approve the minutes of the Municipal Ground and Property Committee meeting held on January 24, 2023, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously.

PUBLIC COMMENT

None.

DIRECTOR'S REPORT

Public Works Director Adam Jasinski presented the following reports/considerations:

- **Motor Vehicle Maintenance Update:** Some of the police vehicles that had winter tires were replaced with all-season tires. We were able to find a used tire at a lower cost that has the same tread to replace the tire on the front end loader. This expense was a little more than \$1,000.00. We installed an inverter on the water vein for the ability of the water operator to pump down any valve vaults and use a grinder or tool in order to make any repairs. We started setting up the chipper for the season and are doing a pre chip on the chipper truck. The chipper service will start next week Monday, April 3rd. We have also started to put away the snow plows because we are not anticipating any heavy snow in the near future.
 - Adam requested declaration of the loader forks as surplus. The current loader fork we use, does not have the same connection point, so we are looking to declare it a surplus and potentially sell it on IBID. Chairman Begley motioned to declare the loader forks as surplus, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously. —**AGENDA**
 - Adam requested resolution approval for local appropriations for phase 2 engineering for the Cal-Sag Trail link/trailhead parking improvements at Lake Katherine. Chairman Begley motioned to approve phase 2 engineering for the Cal-Sag Trail link/trailhead parking improvements, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously. — **AGENDA**
- **City Hall / Channel 4 Remodeling Update:** On March 27th, we had a kickoff meeting with the architectural group to begin the design and remodel of City Hall. We discussed the proposed layout and they received all of our proposed plans for the entire building. The plan is to get the architecture done by the end of July.

- Request sign installation approval with Sign Outlet to install a 72" x 52" aluminum panel with decorative post sign for Channel 4 in the amount of \$3,705.00. Chairman Begley requested the aldermen table this decision pending more information from Ron Jankowski for the official approval. – **AGENDA**
 - Request approval with Garland/DBS, Inc to replace two skylights at the Channel 4 Building in the amount of \$5,842.00. Chairman Begley motioned to approve the two skylights at Channel 4 in the amount \$5,842.00, seconded by Alderman Basso. On a voice note, the motion passed unanimously. – **AGENDA**
- Request approval for with Quality Door Tech, Inc to repair the north garage door in the Public Works garage in the amount of \$5,917.00. Chairman Begley motioned to approve the repair of the north garage door at Public Works in the amount of \$5,917.00, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously. – **AGENDA**
 - Request approval with Amber Mechanical Contractors, Inc to replace one-unit heater in Public Works garage in the amount of \$5,575.00. Chairman Begley motioned to approve the replacement of the unit heater for the Public Works garage in the amount of \$5,575.00, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously. – **AGENDA**
 - Request payment approval to Artistic Holiday Design for the Lights in the Heights decorations in the amount of \$13,919.28. Chairman Begley motioned to approve payment to Artistic Holiday Design for the Lights in the Heights in the amount of \$13,919.28, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously. – **AGENDA**
 - Request approval with CNC Landscape to supply and install annual summer flowers on the east side of 71st Ct and west side of 72nd Ct in the amount of \$2,675.00. Chairman Begley motioned to approve the installation of the flowers on 71st Ct and 72nd Ct in the amount of \$2,675.00, seconded by Alderman Basso. On a voice note, the motion passed unanimously. – **AGENDA**
 - Request approval with Country Landscape & Supply, Inc to replant and install eighteen hanging flower baskets on 123rd St & Harlem Ave in the amount of \$6,140.00. Chairman Begley motioned to approve Country Landscape & Supply Inc to replant and install eighteen flower baskets in the amount of \$6,140.00, seconded by Alderman Basso. On a voice note, the motion passed unanimously. – **AGENDA**
- **Welcome to Palos Heights Signs:** Mayor Straz contacted Public Works Director Adam requesting additional flowers and color to the welcome signs entering Palos Heights. Adam has compiled two estimates from CNC Landscape and Vince's Landscaping and Lawn Maintenance. Both are in similar price ranges of each other but will offer different designs of plants and flowers. Adam recommended Vince's Landscaping and Lawn Maintenance and for the entire project, 6 welcome signs, to not exceed \$7,000.00. Adam stated we do have the funds in our capital improvement project for miscellaneous landscape work. Alderman Basso stated the design features plants that will not attract unwanted debris, which is great in terms of maintenance.
 - Chairman Begley motioned to approve hiring Vince's Landscaping and Lawn Maintenance to install landscaping to the welcome signs at College Drive, north Harlem Ave, Ridgeland Ave, McCarthy Rd, south Harlem Ave and 127th St, not to exceed \$7,000.00, seconded by Alderman Basso. On a voice note, the motion passed unanimously.

- **Lake Katherine Overlook Rebuild:** Adam stated we attempted to solicit three quotes to complete the overlook. Gareth Blakesley from Lake Katherine has requested that we rehab the overlook to have the same material and look that leads up to the Nature Center. Unfortunately, Public Works cannot take on this job, as we are working on the renovations at the pool at the same time as well as do not have the expertise to complete work over the water, so we have gathered quotes from experienced contractors. We will still purchase the material from Schillings, Inc but have requested Beaver Den Builders to complete the labor.
 - Request approval to rebuild Lake Katherine’s overlook with Beaver Den Builders in the amount of \$5,860.00 (labor only) and request approval for an estimated material cost from Schillings, Inc in the amount of \$13,000.00. Chairman Begley motioned to approve the labor by Beaver Den Builders in the amount of \$5,860.00 and the estimated material cost from Schillings, Inc in the amount \$13,000.00, seconded by Alderman Basso. On a voice note, the motion passed unanimously. – **AGENDA**
- **Harlem Avenue Banners:** Adam asked the Public Arts Commission to design new banners for the city. Currently, the banners are too crammed with lettering and you cannot read them driving down the street. The new design was requested to space the artwork out more. They came up with 11 designs that feature all different aspects of what Palos Heights has to offer. Last year, each banner was \$130.00 and we are anticipating the new banners to be \$140.00 this year. Total we are looking at approximately \$4,000.00 for 22 banners. The only criticism the committee and Adam had was the lack of a bold Palos Heights branding. The banners consisted of great artwork but was not prominent in mentioning the city. A suggestion was made to add “PALOS HEIGHTS” down the side of each banner to incorporate the city. Adam stated he would go back to the team and discuss adding Palos Heights to each banner with the designs.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business, Chairman Begley moved to adjourn, seconded by Alderman Basso. All in favor. Meeting adjourned at 7:44 p.m.

Respectfully Submitted,
Morgan Pukula, Recording Secretary



Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 4/3/2023
Expiration Date 5/31/2023
Quote Number 00012646

Prepared By Robb Tweedy
Email rtweedy@holidayoutdoordecor.com

Bill to Phone 708-480-3030
Email ajasinski@palosheights.org

Bill To Name Adam Jasinski
Bill To 7607 W COLLEGE DR
Palos Heights, Illinois 60463
United States

Ship To Name Adam Jasinski
Ship To 7607 W COLLEGE DR
PALOS HEIGHTS, Illinois 60463
United States

Quote To United States

Ship To Phone 708-480-3030

Product Code	Product	Product Line Description	Price	Quantity	Total Price
INSTALLATION	White Glove Premium Package -- Install, Removal, Storage & Maintenance	White Glove Premium Package -- Install, Removal, Storage & Maintenance	\$112.00	65.00	\$7,280.00
INSTALLATION	White Glove Premium Package -- Install, Removal, Storage & Maintenance	White Glove Premium Package -- Install, Removal, Storage & Maintenance	\$24.00	65.00	\$1,560.00

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.

Subtotal \$8,840.00
Total Price \$8,840.00
Grand Total \$8,840.00

Account Terms 2% March 3rd 2023 Net upon receipt

- 15% Restocking fee on all returns
- No returns without proper authorization
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature: _____

Name: _____

Title: _____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>
- Promo Deal: Additional 2% off with prepaid order