



Municipal Grounds and Property Committee

Meeting Agenda

May 23, 2023

7:00 p.m.

1. Call to Order
2. Approval of Minutes: April 25, 2023
3. Public Comment – send comments to ajasinski@palosheights.org
4. Director's Report
 - a. Motor Vehicle Maintenance Update
 - b. Harlem Ave Banners
 - i. Request reimbursement approval to Vanessa Sunta for the design hours and artwork for the revised City banners on Harlem Ave in the amount of \$1,500.00-**Voucher**
 - c. Lake Katherine
 - i. Request payment approval to Beaver Den Builder Inc. for the Lake Katherine Overlook project in the amount of \$7,110.00-**Agenda**
 - ii. Request approval with The Door Authority to furnish and install replacement double doors and windows on the outside doors of the auditorium in the amount of \$14,690.00-**Agenda**
 - d. City Hall Renovations
 - i. Wold Architects and Engineers Presentation
 - ii. Request payment approval to Wold Architects and Engineers for the schematic design of the City Hall renovations in the amount of \$7,243.74- **Agenda**
5. Old Business
6. New Business
7. Motion to Adjourn



City of Palos Heights
Municipal Grounds and Property Committee
Tuesday, April 25, 2023
MINUTES

CALL TO ORDER

Chairman Begley called the Municipal Grounds and Property Committee meeting to order at 7:01 p.m. at City Hall. In attendance were Chairman Begley, Alderman Lewandowski, Alderman Bylut, Alderman Basso, Public Works Director Adam Jasinski and recording secretary Ashley Pala.

APPROVAL OF MINUTES

Alderman Begley moved to approve the minutes of the Municipal Ground and Property Committee meeting held on March 28, 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 Update:** The Police Department vehicle maintenance is being completed by one mechanic while the other mechanic has been focusing on lawn mowing equipment to prepare for the season.
- **City Hall Renovations:** A meeting was held with the architects last week. The architects completed their own square footage calculations and examined the proposed layout. They are very close to completing the layout. The Building Department was involved to determine the amount of space necessary to accommodate their work. Another meeting is planned next week with the architects.
- **Channel 4 Signs:** Ron Jankowski of Channel 4 submitted a photo of where he would like the possible sign placed. The Committee discussed in detail and all members came to the conclusion to not proceed with the signage.
- **Harlem Ave Banners:** The Public Arts Commission updated the banners to include the lettering of Palos Heights. Director Jasinski explained the past themes of the banners.

Chairman Begley motioned to approve the art work submission from the Public Arts Commission and to proceed with the Harlem Avenue banners, seconded by Alderman Lewandowski. On a voice vote, the motion passed unanimously.

- **Holiday Outdoor Décor:** For holiday decorations on Harlem Avenue. There was an 8% increase for last year but they agreed to charge the same amount as it did of 2022.

Chairmen Begley motioned to approve Holiday Outdoor Décor for Harlem Ave decorations in the amount of \$8,840.00, seconded by Alderman Basso. On a voice vote, the motion passed unanimously.

- **Surplus Equipment:** There are three walking lawn mowers that have not been started since 2007. All have been replaced with riding mowers since then and there is not a need for them. Requesting to list the three scag walk behind mowers as surplus and to be sold on Ibid.

Chairmen Begley motioned to declare the three scag walk behind mowers as surpluses, seconded by Alderman Bylut. On a voice vote, the motion passed unanimously.

OLD BUSINESS

Director Jasinski provided the Committee with an update on the Lake Katherine deck. The deck was demolished and resurfaced. The materials were originally estimated at \$13,000.00. Currently, the materials total to \$17,000.00. Director Jasinski explained that the old posts were not as thick as the new 4 inch posts and it was in the best interest to ensure durability. The second addition was lighted caps to promote evening events to allow photo opportunities. The price increase by \$2,000.00 which included the wiring and caps.

Alderman Begley would like to discuss the Harvest Room landscaping at the next Committee meeting.

NEW BUSINESS

Alderman Bylut stated he was approached by a retired Shepard art teacher Donna Holmes who has tiles that students made that contains landmarks of Palos Heights. She would like to donate them to the City to be displayed. All agreed that the tiles are very nice and that they could be utilized possibly at City Hall after the renovation. Donna Holmes is working with Quality Plus to frame the tiles.

Alderman Basso presented the committee with the idea of being supplied a list of trees that were cut down within the City. Director Jasinski explained the reasons of why a tree would be taken down within the City. Director Jasinski stated that he can include in his report and the Committee agreed it would be beneficial.

ADJOURNMENT

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

Respectfully Submitted,
Ashley Pala, Recording Secretary

Approved @ April PAC Mtg - M&S

INVOICE

Vanessa Sunta
720 South Wells Street
2811
Chicago, Illinois 60607
United States

7083059017

BILL TO

**City of Palos Heights - Public Arts
Commission**
7606 West College Drive
Palos Heights, Illinois 60463
United States

Invoice Number: PAC April 2023

Invoice Date: April 4, 2023

Payment Due: April 30, 2023

Amount Due (USD): \$1,500.00

[Pay Securely Online](#)

Items	Quantity	Price	Amount
Banner Designs Qty. 9 Banners for City of PH -Multiple rounds of revisions to VS original art w. A.J. from Public Works based on Alderman + City Meeting Feedback -Additional Banner Design + Option -Studies based on Feedback -Multiple Revision Rounds - Communication w. A.J./PW -Coordination of Files for Printing in order for city to send to Print -Coordination Effort w. Outside Artist to retain permission to use Car Classic Art	18.75	\$80.00	\$1,500.00

Total: \$1,500.00

Amount Due (USD): \$1,500.00

Pay Securely Online



ink.waveapps.com/7837v9-63j533



Invoice

5/8/2023	1005

**11009 Louetta Lane
Orland Park, Illinois 60467**

<p>City Of Palos Heights ATT Pat Schramm</p> <p>1-708-417-2631 pschramm@palosheights.org</p>
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Labor and Supplies	LABOR ONLY to redeck deck with TREX Decking approx 10'x26' with ramp approx 12'x 7'	5,860.00
DEMO	Intall TREX Railings with hand rail on ramp only.	
Material	ALL DEMO BY OTHERS	0.00
	ALL material by others	0.00
CHANGES EXTRA,S	Labor To add lighted post	0.00
		1,250.00
		0.00
Call Gary with any questions 708-774-8922or gdeck26@yahoo.com thanks		
	Subtotal	7,110.00
	1% Tax	0.00
	Total():	7,110.00
	Balance Due	7,110.00



ESTIMATE

City of Palos Heights
7607 W College Drive
Palos Heights, IL 60463
Gareth Blakesley

May 9, 2023
Estimate #021523R2
Project Address:
Lake Katherine

Lake Katherine Outside Auditorium Doors: 76" x 81-1/4" \$ 6,790.00

Furnish and install replacement double doors and windows to match existing Aluminum Door and Frames, Finish: Dark Bronze, Standard hardware includes Surface mounted closers, Tubular Push/Pull, 7" Threshold, Flush bolts on Passive Door/Key cylinder on active panel

Additional for 2 panic bars and switch in the panic bar for the operator, locking system will be a concealed vertical rod \$ 2,200.00

Subtotal \$ 8,990.00

Additional for an Automatic Operator on 1 door and 2 wave push plates \$ 4,425.00

******Price increase for the Automatic Operator*** \$ 300.00**

Electrical work to bring electricity to the header of the new doors \$ 975.00

New Total \$14,690.00

Customer Signature indicates approval of estimate

Door Authority - 855 Raintree Drive - Naperville, IL 60540 jim_mclennan@outlook.com 630-248-3860

I n v o i c e



Wold Architects and Engineers

220 North Smith Street Suite 310
Palatine IL 60067

woldae.com | 847-241-6100 | finance@woldae.com

Remit To:

332 Minnesota Street, Suite W2000
Saint Paul MN 55101

Invoice Number: **85811**

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BILL TO:

Adam Jasinski, Public Works Director
City of Palos Heights
7607 West College Drive
Palos Heights IL 60463

Pay This Amount

\$7,243.74

Due Date

May 30, 2023

Terms

30 NET

Project #

233020

Invoice Date

April 30, 2023

Project Name Palos Heights City Hall Renov
Fee Basis Fixed Fee of \$60,000.00 Plus Reimbursables

Description	Billed To Date	Current Billing
Current Billing Through 90% of Schematic Design		7,200.00
Billed to Date Through 90% of Schematic Design	10,800.00	
REIMBURSABLES		
Mileage 43.74		
Current Billing - Reimbursables		43.74
Billed to Date - Reimbursables	56.52	
TOTALS	10,856.52	7,243.74

34-00-532000

Statement Information as of: April 30, 2023

7,243.74	0.00	0.00	0.00	0.00	Total Amount Due
Current	31-60 Days	61-90 Days	Over 90 Days	Finance Charges	7,243.74