



Municipal Grounds and Property Committee

Meeting Agenda

October 24, 2023

7:00 p.m.

1. Call to Order
2. Approval of Minutes: September 26, 2023
3. Public Comment – send comments to ajasinski@palosheights.org
4. Director's Report
 - a. Motor Vehicle Maintenance Update
 - b. Purchase of an Administration Vehicle
 - i. Request approval to forgo the bid process to purchase an administration vehicle. -**Agenda**
 - ii. Request to purchase a 2024 Toyota Rav4 not to exceed the amount of \$33,000.00. -
Agenda
 - c. City Hall Remodel
 - i. Request payment approval to Wold Architects and Engineers for the design development for the City Hall renovations in the amount of 3,256.00- **Voucher**
 - ii. Request approval for Phase I City Hall Remodel Bid Solicitation-**Agenda**
5. Professional Services
6. Public Arts Commission Bylaws
7. Old Business
8. New Business
9. Motion to Adjourn



City of Palos Heights
Municipal Grounds and Property Committee
Tuesday, September 26, 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 Bylut, Public Works Director Adam Jasinski, recording secretary Morgan Pukula and one member of the public.

APPROVAL OF MINUTES

Chairman Begley moved to approve the minutes of the Municipal Ground and Property Committee meeting held on August 22, 2023, seconded by Alderman Bylut. On a voice note, the motion passed unanimously.

PUBLIC COMMENT

None.

DIRECTOR'S REPORT

Public Works Director Adam Jasinski presented the following report:

- **Motor Vehicle Maintenance Update:** This month focused on delivering vehicles to the safety lane. Every six months we have to drive our vehicles to the safety lane to ensure they are in compliance. The crew also purchased tires for vehicles, tractors and other equipment, especially for use at Lake Katherine.
We received quotes to work on the recreational vans and hope to restore some of the paint since it is extremely hard to purchase new vehicles. The committee previously approved Ford Explorers, but with the General Motors strike, other departments have been purchasing different vehicles and from other dealers. If we are open to looking at other vehicles that can be purchased with the state purchase price, even from other states, we can receive new recreational vehicles. Adam stated he can bring proposals to the next committee meeting if the committee wishes to explore new options.
- **MWRD Lease Renewal:** We collected all the documents for the green infrastructure and to renew the lease regarding the expansion of the parking lot and Lake Katherine. MWRD requires an environmental assessment of the site which we were able to provide. They also require green infrastructure around the site in order to provide infiltration for storm water, which is also complete. With all of the requirements complete, MWRD passed the lease renewal for 50 years for the city of Palos Heights. The city attorney, city administrator and the Lake Katherine director have reviewed the lease renewal. The fee of the renewal is \$10.00 but they receive 20% of profits we obtain from Lake Katherine. They also requested we do an environmental assessment every 10 years, which costs around \$20,000.00.
At the last city council meeting, the council agreed to a negotiation with MWRD to renew the lease, but this approval will be for the agreement of the lease renewal for the next 50 years.
 - Chairman Begley motioned to authorize the mayor to enter into agreement for the approval of the MWRD lease renewal, seconded by Alderman Bylut. On a voice note, the motion passed unanimously.

Alderman Bylut questioned the next steps of Lake Katherine. Adam stated, currently, Phase I engineering is complete. IDOT has approved the plans and we are now engaging Christopher Burke for the start of Phase II engineering. In Phase II, IDOT has required multiple forms and signoffs because of the rarity of the project. We currently have the funds to pay for our 20% from MWRD as long as we have green infrastructure. MWRD's goal is to create infiltration and less runoff, so they require the green infrastructure. All the funds have been established for the projects, it is just completing the paperwork for IDOT. With the new development at Tiffany Square, the Economic Development Coordinator, Ken Busse, is negotiating a secondary entrance/permanent easement to Lake Katherine, so there will be no longer a turnaround in the parking lot by the Nature Center. If IDOT approves everything, 2024 is the projected time for completion. Public Works will be patching parts of the Lake Katherine parking lot for winter.

Alderman Bylut stated the city has an agreement with the owner of 7450 College Drive where we can use the parking lot as overflow. The city may have to contact the owner in terms of advertising the use of the other parking lot while this construction takes place.

- **City Hall:** Adam prepared a plan of Phase I of the construction at City Hall. Phase I includes a full set of construction documents that are ready for bid. Adam expressed that since we are in the middle of budgeting, we can reevaluate the funds for the project. In previous discussions, the total renovation was settled at \$500,000.00 – \$800,000.00. Now, the renovation estimate for just Phase I is \$975,000.00. As soon as we start the first renovation, Phase II and Phase III will need to be completed. Phase I will be preparing a new building department, updating the bathrooms, the HVAC system and the plumbing. Completing Phase I will bring us to ADA code but only completing this phase, leaves the mayor and city administrator offices in the back of the building. Chairman Begley stated the payment for the design should be held off until we have a more definite answer on the budget for the entire remodel.
 - Chairman Begley motioned to approve payment to Wold Architects and Engineers for the design development for the City Hall renovations in the amount of \$16,053.37, seconded by Alderman Bylut. On a voice note, the motion passed unanimously. – **AGENDA**
- **Channel 4:** Chairman Begley motioned to approve work with Garland/DBS, Inc for the replacement of the skylights in the Channel 4 building in the amount of \$5,842.00, seconded by Alderman Bylut. On a voice note, the motion passed unanimously. – **AGENDA**
- **Professional Services:** Chairman Begley motioned to approve payment for professional engineering services to Christopher B. Burke Engineering, Ltd for the Cal-Sag Trail at Lake Katherine, Phase II project in the amount of \$5,455.55, seconded by Alderman Bylut. On a voice note, the motion passed unanimously. – **AGENDA**

OLD BUSINESS

None.

NEW BUSINESS

Alderman Bylut asked about the Menominee Project, and conversation was had about revisiting it in the spring after restoration.

ADJOURNMENT

There being no further business, Chairman Begley moved to adjourn, seconded by Alderman Bylut. All in favor. Meeting adjourned at 7:19 p.m.

Respectfully Submitted,
Morgan Pukula, Recording Secretary

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: **88759**

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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

\$3,256.00

Due Date

October 30, 2023

Terms

30 NET

Project #

233020

Invoice Date

September 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 100% of Contract Documents		3,199.80
Billed to Date Through 100% of Contract Documents	60,000.00	
REIMBURSABLES		
Mileage	56.20	
Current Billing - Reimbursables		56.20
Billed to Date - Reimbursables	598.50	
TOTALS	60,598.50	3,256.00

Statement Information as of: September 30, 2023

3,256.00	16,053.37	0.00	0.00	0.00	Total Amount Due
Current	31-60 Days	61-90 Days	Over 90 Days	Finance Charges	19,309.37