



City of Palos Heights
License, Permits, & Franchises Meeting
Tuesday, August 8, 2023
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:00 p.m. In attendance were Alderman McGrogan, Alderman Basso, City Administrator David Strohl, Building Commissioner Frank Giordano, and recording secretary Ashley Pala. Absent was Alderman McGovern.

APPROVAL OF MINUTES

Alderman Lewandowski moved to approve the minutes of the July 11, 2023, meeting, seconded by Alderman McGrogan. On a voice note, the motion passed unanimously.

PERMIT & CODE ENFORCEMENT REPORT

Chairman Lewandowski referred to the permit report in the agenda packet. There were 83 permits issued from July 5, 2023, to August 1, 2023, totaling \$20,352.40. For the permit period from January 1, 2023, to August 1, 2023, the City has collected \$143,783.92 with 526 permits issued. From January 1, 2023, to August 1, 2023, the City has collected \$800.00 in re-inspection fees. There were 9 code enforcement cases and 20 code enforcement inspections from July 5, 2023, to August 1, 2023. From January 1, 2023, to August 1, 2023, there have been 99 code enforcement cases and 133 inspections.

VEHICLE STICKER REPORT

For the period from May 18, 2023, to August 2, 2023, approximately 6,360 stickers were sold and \$135,285.00 was collected.

NEW BUSINESS

Discussion was had in regards to the Building Department's files located on the second floor of City Hall. The files are in need of organization and to eventually be available electronically. Building Commissioner Frank Giordano approached the Committee and stated searching for documents to provide for a FOIA request can take hours if it is not scanned. The proposal from Bradford Systems would be phase one of this project that consists of file inventory and labeling of documents. This would allow for documents to be destroyed that fall under the record retention schedule.

Alderman Lewandowski motioned to approve proposal for inventory and organization of building plans and permit documents from Bradford Systems in the amount of \$13,910.00, seconded by Alderman McGrogan. On a voice vote, the motioned passed unanimously.

OLD BUSINESS

Alderman Basso requested clarification of the Ordinance that was passed in regards to grass and weeds. Building Commissioner Frank Giordano responded that it provided stronger language in order to enforce the policies.

PUBLIC COMMENT**ADJOURNMENT**

There being no further business, Chairman Lewandowski made a motion to adjourn, seconded by Alderman McGrogan. All in favor.

Meeting adjourned at 7:14 p.m.

Respectfully submitted,

Ashley Pala, Recording Secretary