



City of Palos Heights
Municipal Grounds and Property Committee
Tuesday, August 23, 2022
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 Bylut, Public Works Director Adam Jasinski, City Administrator David Strohl and recording secretary Ashley Pala. Absent was Alderman Basso.

APPROVAL OF MINUTES

Alderman Begley moved to approve the minutes of the Municipal Ground and Property Committee meeting held on June 28, 2022, 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:** There was damage to the Chipper which will result in repairs exceeding \$15,000.00. Homeowners placed bushes which was incorporated with flagstone. The flagstone damaged the drum, blades, and shoots of the chipper. Director Jasinski advised Public Works staff to thoroughly inspect prior to adding into the chipper. If the staff notices rocks/flagstone within the pick-up pile, they have been instructed to take pictures to send to Administrative Assistant Katie Blood and skip the house until the homeowner removes the materials. Alderman Begley questioned the process if the City can ban residents from chipper service. Director Jasinski stated we do not have a policy to ban residents from the chipper service. Alderman Begley stated we cannot legally ban the residents and questioned if insurance could cover the chipper repairs. Director Jasinski stated there is insurance for the chipper but the claim would not be approved as Public Works staff inadvertently caused the damages.
- **Vehicle Lift Delivery:** The vehicle lift has been delivered and is not installed. The next step is to hire a company to install the lift. The invoice for the vehicle lift will be presented at the next Committee meeting.

- **Chipper Service:** Chipper services is currently on pause for the day of August 23, 2022 and possibly August 24, 2022, due to the air breaks leaking air. Repairs are currently taking place. Director Jasinski stated to advise residents they are two days behind but once the repair is made, work will continue as scheduled.
- Request approval to sealcoat the City Hall parking lot and the Municipal parking lot in the amount of \$8,900.00 with Seal-Rite Asphalt Maintenance. Seal-Rite has sealed the City Hall parking lot and municipal parking lot in previous years. Director Jasinski spoke with City Administrator David Strohl in regards to repaving the parking lot in 2023. Sealing the parking lot allows it to in good condition for the winter and celebrations in 2023. The seal lasts roughly a year.

Alderman Begley motioned to approve sealcoating in the City Hall parking lot and the Municipal parking lot in the amount of \$8,900.00 with Seal-Rite Asphalt Maintenance, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously.

—**AGENDA**

- **City Hall/ Southwest Central Dispatch Remodeling:** Public Works Director Jasinski presented remodeling plans to the Committee after immense thought and discussions with City Administrator David Strohl and staff. The plans consist of Channel 4 moving from City Hall into the vacated building previously known as Southwest Central Dispatch. This would allow Director of Channel 4 Ron Jankowski to obtain more space for Channel 4's studio, a waiting area for interviewees, a kitchenette for interviewees, and his own office to conduct business. The building currently contains power, electrical outlets within the floors, and sound dampening panels. The lower level of the building will be utilized for other City needs. The cost to renovate the building would be a maximum of \$20,000.00 as the building needs new carpet, new ceiling tiles, new doors, and repairs to HVAC equipment. Public Works Director Jasinski and City Administrator Strohl collaborated and came to the conclusion that, for a better customer service experience, the building department should be moved next to the existing main vestibule area in City Hall where the Mayor, City Administrator, and Deputy City Clerks offices are. This would allow all customers to enter through one door to conduct all business matters instead of the current procedure of walking around the City Hall building to access the Building Department. The Mayor, City Administrator, and Deputy City Clerk would relocate to where the current Building Department sits. The plans include remodeling the bathrooms to ensure they are ADA compliant and adding a unisex bathroom. The City Hall renovation also includes walls being moved and/or added and ceilings to be raised in conference rooms. This project would be completed in stages. Stage 1 would consist of relocating Channel 4. The estimate for this project is currently \$727,000.00. The timeline for this project includes a bid letting in spring of 2023, which would allow construction to begin by the end of 2023 into 2024. Director Jasinski requested this proposal be introduced at City Council in order to provide feedback.

Alderman Begley motioned to introduce the City Hall/ Southwest Central Dispatch remodeling proposal at the September 6 City Council meeting, seconded by Alderman Lewandowski. On a voice note, the motion passed unanimously. —**AGENDA**

OLD BUSINESS

- **City Hall Bike Rack:** To be deferred until next Committee meeting when all Alderman are present.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business, Alderman Begley moved to adjourn, seconded by Alderman Lewandowski. All in favor. Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Ashley Pala, Recording Secretary