



**CITY OF PALOS HEIGHTS
FINANCE COMMITTEE MEETING
Tuesday, February 10, 2026
6:30 P.M.**

AGENDA

1. Roll Call
2. Finance Committee Meeting Minutes 01/13/26
3. Morris Bills
4. Approval of Thomas Brown Bill
5. Approval of Laner Muchin Bill
6. Approval of Hiskes Dillner Bills
7. Liquor License Fee Discussion
8. Biggby Sign Grant
9. Old Business
10. New Business
11. Questions or comments from the audience
12. Adjournment



515 Warrenville Rd, Lisle, Illinois 60532
Tel. (630) 271-0770 Fax (630) 271-0774

**CITY OF PALOS HEIGHTS
SUMMARY BREAKDOWN**

FINANCE COMMITTEE

February 4, 2026

Job #	Description	Invoice #	Invoice Amount
25-PH-4013	Culvers PUD Submittal	26-10958	867.00 <i>OK</i>
26-PH-4001	12555 S 76th Ave	26-10959	247.50 <i>NO\$</i>
			<hr/>
			\$1,114.50



Morris Engineering, Inc.

515 Warrenville Rd
Lisle, IL 60532, United States
Tel: 630-271-0770 Fax: 630-271-0774
info@ecivil.com
www.ecivil.com

Palos Heights Finance Comm
7607 College Drive
Palos Heights, IL 60463

INVOICE

INVOICE DATE: 2/4/2026
INVOICE NO: 26-10958
BILLING THROUGH: 2/1/2026

25-PH-4013 | Culvers PUD Submittal

Managed By: AURIMAS SPUCYS

Billing Period: 01/05/26 - 02/01/26

Billing For:
- Plan Review
- Not Approved Letter 01/12/26

PROFESSIONAL SERVICES

TITLE	HOURS	RATE	AMOUNT
Senior Project Manager	5.00	\$162.00	\$810.00
Administration	1.00	\$57.00	\$57.00
TOTAL SERVICES	6.00		\$867.00
		SUBTOTAL	\$867.00
		AMOUNT DUE THIS INVOICE	\$867.00

This invoice is due on 2/19/2026

Thank you for your business!



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Palos Heights, IL 60463

INVOICE

INVOICE DATE: 2/4/2026
INVOICE NO: 26-10959
BILLING THROUGH: 2/1/2026

26-PH-4001 | 12555 S 76th Ave

Managed By: AURIMAS SPUCYS

Billing Period: 01/01/26 - 02/01/26

Billing For:
- Plan Review
- Approved Letter 01/13/26

PROFESSIONAL SERVICES

TITLE	HOURS	RATE	AMOUNT
Senior Project Manager	1.00	\$162.00	\$162.00
Administration	1.50	\$57.00	\$85.50
TOTAL SERVICES	2.50		\$247.50
		SUBTOTAL	\$247.50
		AMOUNT DUE THIS INVOICE	\$247.50

This invoice is due on 2/19/2026

Thomas A. Brown
12602 S. Harlem Avenue
Palos Heights, IL 60463

Invoice submitted to:
City of Palos Heights 7607 W. College Drive Palos Heights, IL 60463

<i>Invoice Date</i>	<i>Invoice Number</i>	<i>Last Bill Date</i>
January , 2026	Retainer	

February

In Reference To: Retainer

Professional Services

~~January~~ Retainer

February

Balance due

Amount

1,800.00

\$1,800.00



515 North State Street, Suite 2400
 Chicago, IL 60654
 (312) 467-9800
 www.lanermuchin.com

January 1, 2026

CITY OF PALOS HEIGHTS
 MR. ADAM JASINSKI, CITY ADMINISTRATOR
 7607 W. COLLEGE DRIVE
 PALOS HEIGHTS, IL 60463

Invoice No. 714288
 Client No. 1870
 Billing Attorney: MWB

JAN@PALOSHEIGHTS.ORG

INVOICE SUMMARY

For Professional Services Rendered for the period ending: December 20, 2025.

Client: 1870

RE: CITY OF PALOS HEIGHTS

Retainer January, 2026	\$ 1,291.67
Total Expenses	<u> \$.00</u>
TOTAL DUE THIS INVOICE	\$ 1,291.67



Michael J. Marovich

Timothy C. Lapp

Scott D. Dillner

*John A. Hiskes**

*J. David Dillner**

*John O'Donnell**

**Retired*

Of Counsel

Chris J. Heaney

ATTORNEYS AT LAW

January 15, 2026

City of Palos Heights
7607 W. College Drive
Palos Heights, IL 60463

Sent by E-mail to jan@palosheights.org

Re: Retainer
Our File #05008.019-MJM

PROFESSIONAL SERVICES RENDERED:

Retainer for February 1, 2026, through February 28, 2026: \$5,000.00

TOTAL BILL DUE: \$5,000.00



TO: Finance Committee
FROM: Aimee Ingalls
DATE: February 5, 2026
RE: Sign Grant Application for Biggby Coffee 11845 Southwest Highway

Biggby is a new business in Palos Heights. They are a national coffee franchise with local ties to the community.

Eligible projects can be approved to receive 50% of the cost of design, construction, and installation of a sign up to a maximum of \$2,000.

The total project cost is \$6,310

The eligible grant amount for this project is \$2000.

Sign Grant Program Application

Prior to completing this application please review the City of Palos Heights Sign Grant Program information packet in order to ensure compliance with program guidelines.

Applicant Information	
Name <u>Emmanuel Garcia</u>	Address <u>395 Country Square Rd Palos Heights</u>
Phone <u>(708) 699-9391</u>	Email <u>store1151@bigby.com</u>

Property Information		
Business Name <u>Elena's Coffee LLC</u>	Address <u>11845 Southwest Hwy</u>	PIN# <u>23-24-300-198-000</u>
Owner <u>Emmanuel Garcia</u>	Year Purchased/Leased <u>2024</u>	Lease Expiration Date <u>2034</u>

Description of Sign & Lighting Improvements:

Store front signage overall height 32", overall length 205". Total square ft 46 ft.

Cost Estimate Breakdown:

<u>Store front signage</u>	<u>(1)</u>	<u>\$5,460.00</u>
<u>Pylon sign inserts</u>	<u>(2)</u>	<u>\$550.00</u>

Contractor Information		
Firm Name <u>Opimize Design</u>	Contact Name <u>Dean Murrar</u>	
Address <u>12339 S. Harlem Ave Palos Heights</u>	Phone	Email <u>opimize.com</u>

Please attach the following information: legal description, color photos of storefront, survey plat, owner permission letter (if different than applicant), drawing of proposed improvements, and any other pertinent information.

I, Emmanuel Garcia, hereby make application to the City of Palos Heights for a Sign Reimbursement Grant in the amount of \$ 2,500.

I understand that my application must be approved by the City and that it must conform to City codes and agreed upon design guidelines, as well as specific design recommendations of the City of Palos Heights. I have read a copy of the Sign Grant Program Agreement provisions. If approved, I understand that all work performed is subject to development, building, permit, and agreement provisions. The City and the Owner/Lessee do hereby agree as follows:

provisions of this Agreement, or complete all improvements in accordance with the approved plans and specifications will be deemed a breach of this Agreement.

Section 6: UNRELATED IMPROVEMENTS –

Nothing contained in this Agreement is intended to limit, restrict, or prohibit the Owner/Lessee from undertaking additional work in or about the subject premises, which is unrelated to the approved improvements provided for in this Agreement.

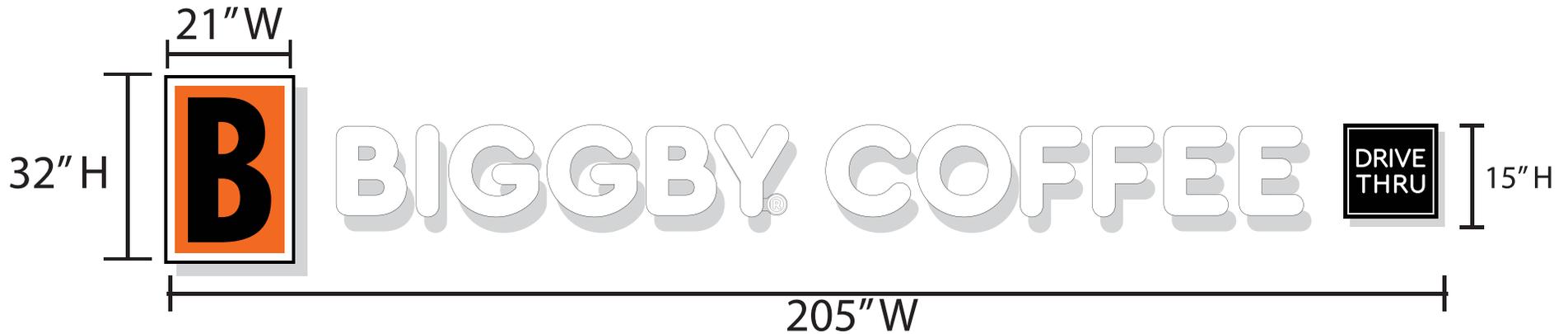

Applicant Signature

10-9-2024
Date

Please return completed application to:
Community Development Coordinator
The City of Palos Heights
7607 W. College Drive
Palos Heights, IL 60463

Authorized by City of Palos Heights


Mayor Robert S. Straz



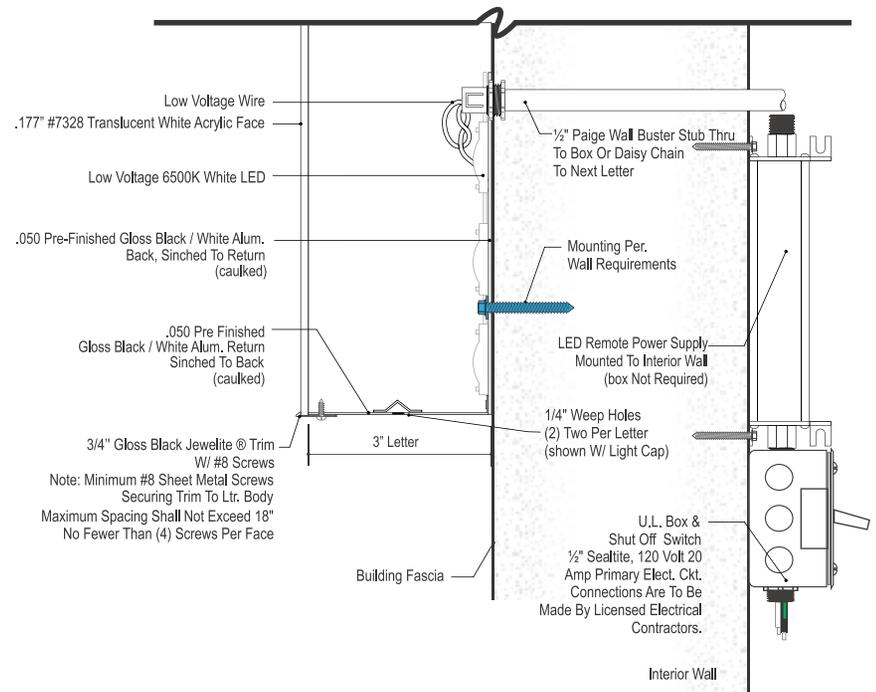
A Front-Lit, Plex-Face Channel Letters w/ LED, Remote Mounted
 SCALE: 0/0" = 1' 0" • For Production / For Presentation

CHANNEL LETTERS - FRONTLIT WITH WHITE L.E.D.

QUANTITY: ONE (1)
Overall Height: 32"
Overall Length: 205"
Total Sq.Ft.: 46 ft²
Returns: BLACK
Backs: BLACK
Trimcap: BLACK
Face: VINYL DETAIL - TRANSLUCENT ORANGE - OPAQUE BLACK
First-surface vinyl:

Raceway:
Illumination: LED WHITE

NOTES:



OPINIZE

12339 S. Harlem Ave.
 Palos Heights, IL 60463
 Tel: 708.361.5555
www.opinize.com



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INVOICE

Opinize Design
12339 S Harlem Ave
Palos Heights, IL 60463-1432

info@opinize.com
+1 (708) 361-5555
www.opinize.com



Bill to
Manny
Biggby Coffee - Palos Heights, IL (Store 1151)
11845 SW Hwy
Unit 1
Palos Heights, IL 60463

Ship to
Manny
Biggby Coffee - Palos Heights, IL (Store 1151)
11845 SW Hwy
Unit 1
Palos Heights, IL 60463

Invoice details

Install Date: 2/25/2025

Invoice no.: 8950
Terms: Due on receipt
Invoice date: 12/23/2024
Due date: 01/01/2025

Date	Product or service	Description	Qty	Rate	Amount
	Set up, Print, Install	Qty 1 Storefront Signage - Does not include pylon sign inserts REMOTE MOUNTED Set up - print - manufacture - install Note: *Does not include permits fees or any electrical work. Electric needs to be within 5' from sign	1	\$6,360.00	\$6,360.00
	custom	Procurement and permit fees	1	\$400.00	\$400.00
	Set up, Print, Install	64.5" w X 28.75 " h Pylon Sign Inserts Set up - print - install	2	\$640.00	\$1,280.00

Ways to pay

BANK

Subtotal	\$8,040.00
Discount	-\$480.00
Total	\$7,560.00
Payment	-\$7,560.00

Balance due

\$0.00

Paid in Full



Inspection Report

7607 College Drive
Palos Heights, IL 60463

Permit # P24-2033 Date: 02/05/20 Time: 11:01A

Address: 11845 S/W Hwy Unit #1

Contact Person: Manny Phone: 708-695-9351

	Pass	AWC	Fail		UG	Rough	Final	Service	Pass	AWC	Fail
Footing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>						
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>						
Post Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric	<input type="checkbox"/>						
Slab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Failed Inspections REQUIRE reinspections (fees apply).

Notations MUST be corrected prior to continuance.

AWC - Approved with Comments

Final
Sign.

Approved

unable to locate switch
please verify and send photo.

Inspector: [Signature]

Rec'd by: [Signature]

(708) 361-1804 building@palosheights.org (709) 923-7112 fax

