

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
February 10, 2022  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, February 10, 2022 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Timothy Hoeft; Trustees: Ronda Goldman, Mary Holzkopf, Niko Kanakaris, Curt Kittel, Harry Leopold, and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Deputy Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Tim Farrell, and Village Attorney Betsy Gates-Alford.

**PLEDGE OF ALLEGIANCE:** Mayor Hoeft led the Pledge of Allegiance.

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:**

All items listed under Consent Agenda are considered to be routine by the Village Board and may be approved and/or accepted by one motion with a Roll Call Vote. If further discussion is needed, any member of the Board may request that an item be moved off of the Consent Agenda to Items for Discussion and Consideration.

- a) Consideration – Approval of the January 13, 2022 Village Board Meeting Minutes
- b) Consideration – Approval of the February 10, 2022 Bill List in the Amount of \$378,969.72
- c) Consideration – A Resolution Authorizing a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL) for IL Route 47 Roadway Lighting Feasibility Study
- d) Consideration – A Resolution Authorizing a Professional Services Agreement with Engineering Enterprises, Inc. for the Nutrient Assessment Reduction Plan (NARP) Phase 2 (Modeling) in the Amount of \$70,900

Mayor Hoeft asked if the Village Board had any comments or changes to the Consent Agenda; there were none.

**A MOTION was made to approve the February 10, 2022 Consent Agenda.**

**MOTION:** Trustee Kanakaris  
**SECOND:** Trustee Goldman  
**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg  
**NAYS:** None  
**ABSENT:** None  
**The motion carried: 6-0-0**

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – Appointment of Laura Mraz to the Police Pension Board

Mayor Hoeft reported a vacancy currently exists on the Police Pension Board. After 21 years of service, Nancy Topalovich, has elected to step down. The Pension Board consists of two active police officers, one retiree, and two appointments by the Village President with the advice and consent of the Village Board of Trustees.

Staff Analysis

Mayor Hoeft recommended the appointment of Laura M. Mraz to the Police Pension Board. Laura is the President and Owner of LMM & Associates Inc. located in Huntley. She has a background in taxes, accounting, and financial strategies.

Financial Impact

None.

Legal Analysis

Pursuant to 40 ILCS 5/3-128 (from Ch. 108 1/2, par. 3-128) Board created; A board of 5 members shall constitute a board of trustees to administer the pension fund and to designate the beneficiaries thereof. The board shall be known as the "Board of Trustees of the Police Pension Fund" of the municipality. Two members of the board shall be appointed by the mayor or president of the board of trustees of the municipality involved.

Mayor Hoeft asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to approve the appointment of Laura Mraz to the Village of Huntley Police Pension Board.**

**MOTION:** Trustee Westberg  
**SECOND:** Trustee Kittel  
**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg  
**NAYS:** None  
**ABSENT:** None  
**The motion carried: 6-0-0**

- b) Consideration – A Resolution Authorizing the Village of Huntley to enter into a Multi-Year Letter of Understanding with the Huntley Park District for the use of Village owned property / Donald Drive Field from 2022-2026

Management Assistant Barb Read said the Village is in receipt of a request from the Huntley Park District to use the open space behind the Public Works facility along the east side of Donald Drive. The request includes use of the property for youth soccer and t-ball for the months of April through October. The Park District has used this property previously for smaller soccer fields for the 3 – 8 year old age group.

#### Staff Analysis

The Village has had a Letter of Understanding with the Park District to use the Donald Drive Field since 2017, at no charge, to the Park District for their 3 – 8 year old age soccer and t-ball teams. The current request is to also allow the Park District to schedule use and charge a fee to an affiliate organization. In follow up contact with the Park District the intended user for the use of the field, if needed, would be the Heat United Soccer Club; this is a new request. The times and days of use would remain the same.

If authorized by the Village Board, a Letter of Understanding will be presented to the Park District giving permission to use the field behind the Public Works facility on Donald Drive for the years 2022 through 2026 (5-years) under the following, but not limited to the following conditions:

1. The Park District will use the space on Monday-Friday evenings for four regular soccer fields from 5:00 p.m. – 8:00 p.m. during the months of April and May and August through October (the number of fields would change to six if the Park District rents space to Heat United Soccer Club);
2. The Park District will use the space on Monday-Friday evenings for t-ball fields from 5:00 p.m. – 8:00 p.m. during the month of June and July;
3. The Park District agrees to mow the site and mark the fields, as necessary;
4. The Park District will place two port-a-potties on the site;
5. The Park District will place and maintain trash and recycling receptacles on the property;
6. Temporary fencing will be installed behind the goals, as in past years, to prevent soccer balls from crossing Donald Drive as well as a second layer of temporary fencing to provide a walkway between the soccer fields and the parking along Donald Drive;
7. The Park District will encourage parking on the east side of the fields, via signage and parental notification, to minimize the number of vehicles parking on Donald Drive;
8. The Village requires the Park District to notify the participating families that there is no parking in the Green Trees Apartment parking areas and that anyone blocking the entrances to driveways on Donald Drive may be ticketed;
9. The Park District will provide the required waivers and certificates of insurance;
10. The Park District will require Heat United Soccer Club to provide a Certificate of Insurance listing the Village of Huntley as also insured; and
11. If the Park District wishes to allow any other group other than the Heat United Soccer Club to use the field, notification to the Village Manager's Office is required along with a separate Certificate of Liability Insurance listing the Village as also insured;
12. Either party may, with or without cause, terminate this Letter of Understanding upon not less than 60 days written notice.

#### Financial Impact

The Village will see a positive financial impact with the reduction of costs involved in maintaining this area as the Park District will be responsible for its maintenance during its use.

Management Assistant Read said Mr. Scott Crowe, Executive Director of the Park District was in attendance to answer any questions or concerns.

Trustee Kanakaris questioned who would receive the fees charged by the Park District if they subleased the field to another user and stated that he was not in favor of the Park District profiting off of Village owned property.

Trustee Kittel expressed his concern about the parking on Donald Drive and asked that the Park District post signage directing parents to park on the grassy lots along the east side of the fields and to notify parents to encourage safety when dropping or picking their children up from soccer.

Trustee Goldman agreed with Trustee Kittel saying the parking and traffic along Donald Drive needs to improve. Trustee Goldman also said the Park District should be cognizant of the Green Trees development at the corner of Donald Drive and Main Street and to encourage parents to drive safer.

Trustees Westberg and Holzkopf also agreed that the parking and traveling along Donald Drive needs to improve and were not in favor of the Park District charging a fee to a second user.

Executive Director Scott Crowe thanked the Village Board for their input and would look into signage for parking.

Mayor Hoeft concluded the discussion suggesting the Village Board consider the Letter of Understanding in the format as approved in previous years and to not include language allowing the Park District to sublease the fields to another user.

Mayor Hoeft asked if the Village Board had any additional comments or questions; there were none.

**A MOTION was made to approve a Resolution Authorizing the Village of Huntley to enter into a Multi-Year Letter of Understanding with the Huntley Park District for the use of Village owned property / Donald Drive Field from 2022-2026 as amended without including affiliated fees by the Park District subleasing to another user.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Holzkopf**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- c) Consideration – A Resolution Approving and Authorizing Execution of a Property Purchase and Sale Agreement with the Huntley Fire Protection District for 11808 Coral Street (former Fire Station One)

Village Manager Johnson reported that the Village and the Huntley Fire Protection District have negotiated a Purchase Contract for the Village's purchase of the property at 11808 Coral Street (former Fire Station One). The intent of the purchase is to acquire the property and then, subject to the terms and conditions of a separate purchase and sale agreement and redevelopment agreement, convey a portion of the property to a developer for mixed-use development.

### Staff Analysis

Subject to the Village's acquisition of fee title to the Fire District Property at 11808 Coral Street, the Village intends to re-sell a portion of the property for private development. The sale would be subject to a redevelopment agreement that provides for conversion of the existing fire station building into a mixed-use development containing a ground floor restaurant and 18 apartment units (two studio, nine one-bedroom, and seven two-bedroom units on three upper floors).

### 2022-2025 Strategic Plan Alignment

The Strategic Plan identifies "*Strong Local Economy*" as a strategic focus and the following goals: "*Location of Choice for Residents,*" "*Location of Choice for New and Expanding Businesses of all Sizes,*" and "*A Vibrant Downtown Gathering Place.*" The addition of housing units in the downtown would create diversity in available housing options, while the addition of a restaurant will offer new dining opportunities. Additional commercial development in the downtown would also enhance its location as a gathering place and reinforce the economic vitality of the area.

### Financial Impact

Purchase price of the property is \$375,000. The Village will pay \$187,500 at closing and will make five annual payments of \$37,500 with the first payment to be made in 2023. A budget amendment will be required.

### Legal Analysis

The Village Attorney has prepared the resolution for Village Board consideration.

Mayor Hoeft asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to approve a Resolution Approving and Authorizing Execution of a Property Purchase and Sale Agreement with the Huntley Fire Protection District for 11808 Coral Street (former Fire Station One).**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Goldman**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- d) Consideration – A Resolution Regarding Potential Disposition of Property Within the Huntley Downtown TIF District and Inviting Submission of Alternative Bids And Proposals, 11808 Coral Street

Village Manager Johnson reported subject to the Village's acquisition of fee title to the Fire District Property at 11808 Coral Street, the Village intends to sell a portion of the property to a developer. The sale would be subject to a redevelopment agreement that provides for conversion of the existing fire station building into a mixed-use development containing a ground floor restaurant and 18 apartment units (two studio, nine one-bedroom, and seven two-bedroom units on three upper floors).

### Staff Analysis

The property has been for sale since the Fire District relocated its headquarters and Station One to the 11118 Main Street location in 2020. A developer approached the Village last year regarding interest in acquiring the property and repurposing it as described above subject to TIF assistance. Consistent with Section 74.4-4(c) of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-4(c), the Village is required to notice other interested parties, if any, of the opportunity to submit alternative proposals or bids for the purchase and redevelopment of the property. The deadline for submission of alternative proposals is February 24<sup>th</sup>.

### 2022-2025 Strategic Plan Alignment

The Strategic Plan identifies *“Strong Local Economy”* as a strategic focus and the following goals: *“Location of Choice for Residents,” “Location of Choice for New and Expanding Businesses of all Sizes,”* and *“A Vibrant Downtown Gathering Place.”* The addition of housing units in the downtown would create diversity in available housing options, while the addition of a restaurant will offer new dining opportunities. Additional commercial development in the downtown would also enhance its location as a gathering place and reinforce the economic vitality of the area.

### Financial Impact

None.

### Legal Analysis

The Village Attorney has prepared the required resolution regarding submittal of alternative proposals or bids for the property at 11808 Coral Street.

Mayor Hoeft asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to approve a Resolution Regarding Potential Disposition of Property Within the Huntley Downtown TIF District and Inviting Submission of Alternative Bids And Proposals, 11808 Coral Street.**

**MOTION: Trustee Goldman**  
**SECOND: Trustee Kittel**  
**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**  
**NAYS: None**  
**ABSENT: None**  
**The motion carried: 6-0-0**

- e) Conceptual Review – Billitteri Enterprises, LLC for Redevelopment of the Fire District Station One Property at 11808 Coral Street for Restaurant and Apartments

Village Manager Johnson stated Joe Billitteri of Billitteri Enterprises LLC, Larry Farhenkopf Architect, Jon Curtis Developer, and Dan Hart owner of DC Cobbs were in attendance this evening and that they will be available to answer the Village Board questions following the concept review.

Village Manager David Johnson reviewed a power point presentation stating the Village Board approved the Downtown Revitalization Plan in September, 2010 and has worked diligently to implement the plan, including the establishment of a Tax Increment Finance (TIF) District for the area. A fundamental component of the Downtown Plan is the redevelopment of properties within the TIF District. The plan identified the Fire Protection District property as a key redevelopment parcel appropriate for a mixed-

use development that includes retail or dining uses on the ground floor and multi-family units above. The proposal by Billitteri Enterprises includes a restaurant space of approximately 5,000 square feet on the ground floor and the addition of three stories of apartment units above. The building is currently still under the ownership of the Huntley Fire Protection District. It is the intent of the Village, subject to certain terms and conditions, to purchase the property from the Fire District and in turn sell a portion of the property to the developer subject to a purchase and sale agreement and a redevelopment agreement.

### Staff Analysis

Per Village Board direction on September 23, 2021, Staff began discussions with Billitteri Enterprises for a redevelopment agreement to accommodate the redevelopment of the property for commercial and residential uses as described above. The current proposal includes the renovation and re-use of the existing building for a restaurant with outdoor seating in the area adjacent to Coral Street and the addition of three floors of apartment units as follows: two studio, nine one-bedroom, and seven 2-bedroom units for a total of 18 units. The restaurant operator is Dan Hart, who will be operating a DC Cobbs. Mr. Hart owns DC Cobbs restaurants in East Dundee, McHenry and was the original owner in Woodstock; owns the Hart's Garage restaurant in Pingree Grove, Hart's Saloon in Hebron, and is a partner in Clasen's Tavern in Union.

### *Proposed Building – Elevations and Interior Features*

The proposed modifications to the existing building would add three additional stories to the structure, thus creating a four-story building that would have an overall height of 50'-5". The proposed elevations would keep the building's existing brick and add two additional overhead doors to the south elevation, facing Coral Street. The overhead doors would access the restaurant's outdoor patio. The proposed patio would include the use of a retractable roof structure, similar to the one at DC Cobb's McHenry location, which would be enclosable to allow use of the patio through the cooler months of the year. The upper three stories of the building would include a combination of face brick to match the existing building and LP Smart Siding (engineered wood siding). Each of the apartments would include a balcony that would be located on either the north or south elevations of the building. Access to the apartments would be provided on the west elevation of the building and the restaurant's entrance would be located on the south elevation, facing Coral Street.

The apartment units will include upgraded features such as stainless steel appliances, granite or quartz counter tops, and in-unit washers and dryers. The anticipated monthly rent is expected to range between \$1,200 to \$1,600 per month.

### *Parking Lot Improvements*

Parking to accommodate the redevelopment would be provided on the north side of the building (existing parking lot to be reconstructed) and in a new lot to be constructed on the parcel to the east, which fronts Woodstock Street. The developer has a contract to purchase the residence at 11011 Woodstock Street to allow for the expanded parking lot. The parking area would be combined into one lot that would provide 41 parking spaces. The parking lot would also serve to provide off-street parking for the Post Office. Construction of a parking lot at this location was originally proposed as a 2020 project in the FY20 Budget but was deferred due to Covid concerns. The Village would maintain ownership of the parking lot, which would be accessed primarily from Woodstock Street. The access from Coral Street is proposed to be one-way northbound so that westbound traffic on Coral Street has access to the parking lot.

The proposed screening of the new parking lot is designed based on discussions with the neighboring homeowner to the north. The proposed screening includes an 8-foot-tall wood/wood-looking composite privacy fence that would run the full length of the adjoining lot line. In addition to the fence, landscaping is proposed on the south side of the fence.

The dumpster enclosure would be located at the northwest corner of the site and would be constructed to match the existing enclosures within the downtown (behind Parkside, Sal's, and on the east side of the fire station building). The enclosure would provide sufficient space for the trash receptacles required for the restaurant and the apartment units.

#### 2022-2025 Strategic Plan Alignment

The Strategic Plan identifies *"Strong Local Economy"* as a strategic focus and the following goals: *"Location of Choice for Residents," "Location of Choice for New and Expanding Businesses of all Sizes,"* and *"A Vibrant Downtown Gathering Place."* The addition of housing units in the downtown would create diversity in available housing options, while the addition of a restaurant will offer new dining opportunities. Additional commercial development in the downtown would also enhance its location as a gathering place and reinforce the economic vitality of the area.

#### Financial Impact

The property is located in the Downtown TIF. The preliminary estimated value of the project is approximately \$5 million, with an estimated TIF increment of \$1,306,000 generated through the end of the TIF in 2036. Per the proposed redevelopment agreement terms, at least 60% of the incremental property tax revenue generated by the project would be retained by the Village's TIF Fund, and up to 40% of the increment would be used to reimburse TIF-eligible developer expenses until such time as the developer has received the amount of \$386,000. At that time, projected to occur in 2032, the Village would receive 100% of the incremental tax revenue. Additionally, under the proposed redevelopment agreement, the TIF Fund would reimburse up to \$150,000 of eligible expenses related to build-out of the restaurant space. Since the building is currently owned by the Fire District, the property is tax exempt and generates no property tax revenue. In addition to the property tax revenue, the restaurant will generate sales tax revenue and video gaming revenue.

#### Legal Analysis

A property purchase and sale agreement and redevelopment agreement would be required to establish the terms and conditions of the sale and redevelopment of the property. The site is zoned B-2, which allows restaurants and multi-family dwelling above first floor business uses as special uses. The site would be developed as a planned unit development (PUD) to address required relief from the B-2 bulk regulations (i.e. parking, height, setbacks, etc.).

#### Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.



The Village sent out courtesy notices to 31 surrounding property owners to inform them of the Village Board meeting and concept review discussion.

Village Manager Johnson introduced Mr. Joe Billitteri of Billitteri Enterprises LLC to answer any questions of the Village Board. Mr. Billitteri said he has been working with the Huntley Fire Department for a couple of years and is excited to become part of the downtown revitalization. The proposed apartment building will not have a community room or pool but that also helps keep the rent lower than that of the larger company apartment buildings. The building will be equipped with an elevator which broadens the tenant base and helps with seniors and disabled tenants.

Trustee Kanakaris asked who would be installing the fence next to the parking lot adding that he would like to see it made from a composite material. Village Manager Johnson said the Village would install the fence adding that staff has discussed the fence with the property owner to the north and they said they would prefer a wood fence, but could also be open to a composite material as well. Mr. Billitteri added that a fence will be added on the side of the building to match the Village fence being installed to maintain continuity.

Trustee Kanakaris asked if all the mechanicals would be on the roof of the building including the air conditioning units and exhaust for the restaurant. Mr. Billitteri said yes the HVAC units and exhaust will be on the roof. Trustee Kanakaris asked how deliveries will be made to the restaurant. Village Manager Johnson said they most likely would be made in the front of the restaurant on Coral Street. Trustee Kanakaris said he likes the concept.

Trustee Leopold said he is looking forward to seeing the building redeveloped and having another restaurant in town. Trustee Kittel agreed saying it is a great use for the space and is glad to see more apartments downtown.

Trustee Westberg asked why the parking lot entrance is curved and if the pole would be removed by the post office driveway. Village Manager Johnson said the pole will be removed. He added that the curve does not change the number of parking spaces and is in the parking lot to act as a buffer for the neighbor to the north and to be able to maintain the crosswalk and light pole on Woodstock Street and to not incur the expense to move the pole.

Trustee Westberg then asked about the greenspace behind the existing apartment building. Village Manager Johnson said discussions have taken place with the property owner of the building to the east of the fire station about the freezer for the restaurant to be located in the rear section of the property. The freezer will be fenced in and landscaped by the developer to match the other landscaping downtown. The grassy area will remain the backyard for the tenants in the apartment building east of the fire station. The developer will also install a sidewalk along side the building for the tenants to get to the parking lot.

Trustee Goldman asked if there was a name proposed for the development. Mr. Billitteri said the Huntley Fire House. Trustee Goldman was not in favor of the name and said she will provide some ideas at a later date. Trustee Holzkopf asked if there was a separate trash enclosure for the restaurant and tenants and how many dumpsters were proposed. Mr. Billitteri said there are three 2½ yard dumpsters in the enclosures and they are for the restaurant and tenants. Mr. Billitteri said if more pickups are needed to accommodate the trash, then he will arrange for more frequent pickups.

Trustee Holzkopf asked if pets were allowed in the apartments and if subsidized voucher rent checks could be used. Mr. Billitteri said that no cats and just one dog per apartment up to 40 pounds are allowed. He added that voucher checks are allowed but tenants will need to meet the full cost of rent. He has utilized the voucher system in his other buildings and has not had any problems.

Mayor Hoeft asked if red trim could be added to the three panels on the patio enclosure to make them match what the garage doors will look like. He said he does not want to hide what is being done on the garage doors and would like to see a rendering showing the color being added. Mr. Billitteri said he would ask the manufacturer about adding color and provide a rendering.

Mr. Billitteri thanked Mayor Hoeft and asked Mr. Dan Hart to come forward to introduce himself. Mr. Hart said he is owner of DC Cobbs and has locations in Woodstock, McHenry and East Dundee. He anticipates approximately 75 jobs being created with the new restaurant.

There were no further questions or comments.

Mayor Hoeft concluded saying that it has been a positive experience working with the developer and his team and looks forward to seeing the project get started.

**A MOTION was made to approve a Resolution Authorizing Continued Negotiation of a Redevelopment Agreement with Billitteri Enterprises, LLC for the former Fire Station Property (11808 Coral Street).**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- f) Consideration – A Resolution Authorizing Staff to Distribute a Request for Proposals (RFP) for Retail Market Analysis and Recruitment Plan

Deputy Village Manager Lisa Armour reported the Village Board approved the 2022 Economic Development Work Plan on January 27<sup>th</sup>. One of the work plan action items is to seek proposals for retail sector analysis and recruitment services. As discussed, a draft Request for Proposals (RFP) has been prepared for Village Board approval prior to distribution.

Staff Analysis

As stated in the RFP, work to be performed includes conducting a site assessment of the Village’s market trade area and profiling the customer’s buying habits, lifestyle characteristics and media habits. The results of the assessment will be used to guide decisions and use of resources to grow the Village’s retail sector and to shape goals for the recruitment of new retail businesses.

2022-2025 Strategic Plan Priority

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus “*Location of Choice for New and Expanding Businesses of all Sizes*” as a goal.

Financial Impact

The cost for the study would be funded through the Economic Development Line Item 100-70-00-6387.

Legal Analysis

None required.

Mayor Hoeft asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to approve a Resolution Authorizing Staff to Distribute a Request for Proposals (RFP) for Retail Market Analysis and Recruitment Services.**

**MOTION: Trustee Leopold**  
**SECOND: Trustee Holzkopf**  
**AYES: Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg**  
**NAYS: None**  
**ABSENT: None**  
**The motion carried: 6-0-0**

- g) Consideration – A Resolution Waiving the Formal Bidding Process and Approving the Purchase of Holiday Wreaths from Holiday Outdoor Décor (formerly Temple Outdoor Display) for Downtown Light Poles

Management Assistant Barb Read stated that beginning in 2007, Fleur de Lis decorations were set up yearly on the downtown decorative light poles during the Holiday seasons. With the redevelopment of the downtown in 2015, decorative light poles were added and the holiday decorations were put on every other light pole. In 2020, with many of the Fleur de Lis no longer working properly, 50 holiday wreaths were purchased from Temple Outdoor Display to place on the decorative light poles (two wreaths per pole).

Staff Analysis

At this time, Holiday Outdoor Décor has holiday decorations discounted 33%. To have wreaths on all the downtown decorative light poles an additional 82 wreaths are required (two wreaths per light pole). The wreaths have LED lamps and red bows as seen on the attached.

Staff is in the process of working with outdoor display companies to come up with a holiday decoration master plan for the rest of the Downtown and Route 47 and will be brought before the Village Board at a later date.

Financial Impact

Expense for the purchase of 82 additional wreaths (including shipping) is \$23,235.50, Capital Projects and Improvements Fund: 400-00-00-8000. A budget amendment will be brought forward in the future.

Legal Analysis

Waiver of bid requires an affirmative vote of four.

Mayor Hoeft asked if the Village Board had comments or questions; there were none.

**A MOTION was made to approve a Resolution Waiving the Formal Bidding Process and Approving the Purchase of Holiday Wreaths from Holiday Outdoor Décor (formerly Temple Outdoor Display) for Downtown Light Poles.**

**MOTION:** Trustee Leopold  
**SECOND:** Trustee Westberg  
**AYES:** Trustees: Goldman, Holzkopf, Kanakaris, Kittel, Leopold, and Westberg  
**NAYS:** None  
**ABSENT:** None  
The motion carried: 6-0-0

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:** None

**VILLAGE PRESIDENT’S REPORT:** Mayor Hoeft announced that McCOG will be held February 23<sup>rd</sup> at the Dole Mansion and asked the Trustees to notify Barb Read if they plan on attending.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**POSSIBLE ACTION ON ANY CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

There being no further items to discuss, a **MOTION** was made to adjourn the meeting at 7:53 p.m.

**MOTION:** Trustee Westberg  
**SECOND:** Trustee Holzkopf  
The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahan  
Village Clerk