# *Village of Holiday Hills Board Meeting Minutes*
# *For August 20, 2025*

**CALL TO ORDER**
President Giles called the meeting to order at 7:00 p.m.

**ROLL CALL**
Board Members present: Mickey Brown, Jake Jensen, Kamil Pawlak, Carol Stingel
Board Members absent: Brian Agrella, Jennifer Keyes
Staff Present: Clerk Tennessen, Attorney Jennifer Gibson, Chief Copp, Director Dzialo

**PLEDGE OF ALLEGIANCE**

**PRESIDENTS REPORT** (J. GILES)
Sewer/Paving Update
President Giles reported that all work should be done by August month-end. All materials and equipment should be removed by then on Pine and Lilac. Any easements by residences should be maintained by the resident/homeowner. President Giles will contact Trine for any additional punch list items. Director Dzialo is compiling a list of punch list items. If any resident has issues, please direct those issues or complaints to Village Clerk, Director Dzialo or to Village Hall. This will get it documented.

Sport Court on Tower/Hickory
President Giles passed around a drawing of possible sport court. The cost of what was shown is $122,000.00. A short discussion followed about the layout and costs. Further discussion on this project is under Maintenance Report.

Motion to accept resignation of Trustee Jennifer Osterman-Keyes
President Giles noted the letter from Trustee Keyes and asked for a motion. Before the vote was taken, Trustee Brown asked if there could be an appointment to fill the position. Attorney Gibson will check on timing.
Motion: Brown
Second: Pawlak
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella, Keyes
Abstain: none
Motion carried

Motion to approve an additional $1000.00 to continue Police Dept rehab
This additional money will cover new window. Jackson Exteriors is time and talent for the window installation. President Giles asked for a motion
Motion: Stingel
Second: Jensen
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella
Abstain: none
Motion carried

**CLERK'S REPORT** (L. TENNESSEN)
Approve minutes for July 16, 2025 Board Meeting
Motion: Stingel
Second: Pawlak
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella
Abstain: none
Motion carried

Motion to accept resignation of Makayla Golden
Clerk Tennessen presented the resignation letter from Ms Golden. Clerk Tennessen asked for a motion.
Motion: Stingel
Second: Brown
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella
Abstain: none
Motion carried

Position opening at Village Hall
Clerk Tennessen led the discussion on replacing the Office Assistant/Collector position now available. The Board decided with verbal approval not to fill the position at this time. Instead, a Board Member will fill in Saturdays as needed. Vehicle Sticker season is winding down and so the Saturday activity will also slow down, resulting in closing on Saturday during the slower times. This will be re-evaluated as needed. A short discussion was held on age requirements for the position. It is 18 years or above for bonding purposes.

**TREASURER'S REPORT** (Katherine Andrus, reported by Trustee Brown)
Approve warrant dated 08/20/2025
Trustee Brown presented the warrant and mentioned that there were no money transfers this month to cover warrant.
Trustee Brown asked for a motion.
Motion: Stingel
Second: Jensen
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella
Abstain: none
Motion carried

Treasurer report (Katherine Andrus, given by Trustee Brown)
Trustee Brown presented the monthly financial report.
No Monies were transferred into the First Mid Bank account

| | |
|---|---|
| First Mid Bank | $34,846.82 |
| IL General | $155,687.20 |
| MFT | $85,450.57 |
| Epay | $47,821.55 |

**BUILDING DEPARTMENT REPORT** (HLR, reported by Pres. Giles)
President Giles reported that there were no issues during the month. President Giles also remarked that permitting is going along okay and the Clerk is doing fine with requests.

**MAINTENANCE REPORT** (D. DZIALO)
Director Dzialo reported that the OSLAD grant is at a standstill for various reasons. Some of the reasons are due to grant questionnaire and essay requirements beyond the capabilities of the Village. A request was forwarded to Baxter and Woodman for assistance and they would charge $20,000.00 to complete the grant paperwork. If that went forward, and application for the grant was made, there would be no guarantee of grant funding because it is a very competitive process. One sticking point is that the Village does not have a Park and Recreation masterplan at this time. The Board verbally agreed to put this process on hold and not go forward mostly due to the $20,000.00 expenditure with no guarantees.

**POLICE DEPARTMENT REPORT** (W. Copp)
Monthly statistics /calls for service
From 7/16 to date, there were 34 calls. 29 stops for traffic with 20 for citation/tickets and 9 warnings and 4 admin tow. There were 3 parking tickets. Sheriff Office (MCSO) made 8 calls.

Chief Copp wants everyone to be very aware of safety issues now that school is back in session. School buses will be in and out of village. Many children will be walking and at bus stops. Officers will be in on early hours to monitor.

Update on Squad card computer/windows 11 issue
Windows 10 supported is being discontinued as of October 14, 2025. Windows 11 options were presented at the last Board meeting. Chief is waiting for additional responses and will get more info.

Discussed at start of meeting in President Giles section.

**REPORTS OF STANDING COMMITTEES:**

**BUILDINGS AND GROUNDS** (K. PAWLAK)
None

**COMMUNITY RELATIONS** (C. STINGEL)
None

**ENVIRONMENTAL** (vacant)
None

**FINANCE** (M. BROWN)
The finances are reported under Treasurer section.

Review and approve: Return to work policy
(as required by insurance company no later than 9/1/25)
Trustee Brown asked for a motion
Motion: Stingel
Second: Brown
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella
Abstain: none
Motion carried

**PLANNING AND DEVELOPMENT** (J. JENSEN)
None

**VILLAGE CODES** (B. AGRELLA)
None
Absent

**OLD BUSINESS**
Trustee Stingel reported that the Library Card signup day on Sept 20, 10am to 2pm will now be covered by Director Dzialo.

**NEW BUSINESS**
President Giles reported the furnace is just about broken and a/c is basically not operational. The a/c quit and an emergency call was processed by Jett's, and fixed by replacing internal fuses. Make-do situation. Jett's also gave quote for installation of both furnace and a/c to be $9713.00. Jett's has an in-house loan at ½ down and ½ at 0% payable over next six months, making payments about $400.00 a month. If the furnace or a/c quits, the Village can authorize fix as an emergency. A vote on installation will take place at next meeting in September.

Also needed is an update to the Village Comprehensive Plan. This should include what the plan is and what our future outlook should be. Director Dzialo will head up this project.

There is a need to find the trustee pay ordinance. This should be revisited to see if the flat fee pay schedule is still appropriate. Also, how many meetings could a trustee miss for payment.

**EXECUTIVE SESSION** (if needed)

**PUBLIC COMMENT**
None

**ADJOURNMENT**
Motion to Adjourn requested by President Giles
Motion: Stingel
Second: Pawlak
Ayes: Brown, Jensen, Pawlak, Stingel
Nays: none
Absent: Agrella
Abstain: none
Motion carried
Meeting adjourned at 7:50 pm

NEXT BOARD MEETING: September 17, 2025

Submitted by
Lesley Tennessen, Village Clerk _____