



Memo – Administration Report

Crest Hill, IL

Meeting Date:	October 5, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Winter Lighted Decorations

Summary: At the IML event, there were at least three (3) holiday vendors. Some specialized in banners, lighted decorations, etc. Attached is a proposal from Holiday Outdoor Décor (HOD), which is giving a 25% discount for IML attendee organizations.

On September 28th City Council was requested to select three (3) of the snowflake designs, so that four (4) of each, for a total of 12 snowflakes, could be ordered. Those selections were forwarded to HOD and the updated and attached quote was generated.

As was stated in the meeting, the plan is to use donations that are and will be coming in for the City's Winter Fest event, to be the primary funding source. Currently, the City has received a total of \$7,000 in sponsorships; however, the City anticipates up to \$30,000 to be received through sponsorships, donations, and grants this year.

As there are not yet sufficient donated funds, in order to proceed with the order (ensuring they arrive and can be installed), it is recommended using City funds and then replenishing those funds with the donations.

Budget Impact: \$7,972.75

Attachment: HOD Quote # 00028789