



## Agenda Memo

Crest Hill, IL

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**Meeting Date:** June 15, 2026

**Submitters:** Blaine Wing, City Administrator  
Claudia Gazal, City Council  
Darrell Jefferson, City Council

**Departments:** Administration & Events Committee

**Agenda Item:** Lockport Township Back-to-School Fair Programs

**Summary:** The City received a request (see attachments) from the Lockport Township Supervisor, Alex Zapien to be a co-sponsor of their Back-to-School Fair (specifically the event that will be held in Crest Hill). Depending on the number of participants, the space would be in the Community Room, the Council Chambers, and/or the rooms together on July 31<sup>st</sup>.

On May 25<sup>th</sup> the City's Event Committee met and discussed the request and they are supportive of the City providing the space and financial support up to \$750.

Based on past outreach and general observation, Supervisor Zapien would estimate about 20 kits would likely be requested by Crest Hill residents outside the Township, though planning for up to 30 kits would provide a safe buffer. That would place the City's contribution between \$500 and \$750, respectively. There is some flexibility depending on the level of outreach. For example, if outreach outside the Township is extensive, demand could trend closer to 30 kits. Historically, the Township received around 10-15 calls from non-Township residents with minimal outreach beyond Township borders, so the final number could land closer to that range. If the City prefers to commit to a specific number of kits or funding level, Lockport Township can also cap participation at that amount and maintain a private waitlist if demand exceeds the cap.

**Recommended Council Action:** Approve partnering, hosting, and financially supporting up to \$750, depending on the number of Crest Hill participants.

**Attachments:**

- Lockport Township Back-to-School Program
- Edu Kit Information