



Agenda Memo

Crest Hill, IL

Meeting Date: July 13, 2026
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Executive Conference Room Use Discussion

Summary: City Council has asked to once again discuss using the Executive Conference Room for some or all Executive Session topics. Staff have confirmed the capacity of the room being 20 individuals in the room. Additionally, staff have worked with IT and the Clerk's Office to make sure that digital recordings are able to be made and kept confidential.

As such, staff are prepared to discuss and even recommend the use of the Executive Conference Room for specific topics (especially those that will have remote participation). If there are other concerns or questions pertaining to the use of the Executive Conference Room for closed session topics during Executive Sessions, please let Ashley, Blaine, or Attorney Stiff know.

Recommended Council Action: Discuss and possibly even use the Executive Conference Room in the near future.

Financial Impact: Undetermined.

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachment: None.