



Agenda Memo

Crest Hill, IL

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| Meeting Date: | June 8, 2026 |
| Submitter: | Blaine Wing, City Administrator |
| Department: | Administration |
| Agenda Item: | Discussion on List of Bills & Payroll to be Read by the City Treasurer |

Summary: A few months ago there was a City Council member request to have the “List of Bills” once again read by the City Treasurer. Staff reviewed this request and suggest that City Council also consider Payroll be discussed as well.

As I previously shared with City Council in May, last year when staff and the Clerk’s Office initially looked at the agendas of several nearby communities (Joliet, Shorewood, Channahon, and Romeoville) all of them included paying their bills and payroll with their consent agenda. Thus, that was what was recommended to City Council, later approved, and is currently in place.

And while Crest Hill’s code since 9/6/2022 has the Finance Director as the position that puts together the list of bills together, the Crest Hill’s Code doesn’t say that the City Treasurer cannot read the List of Bills, and thus I do not see an issue with that occurring, if that direction is given by City Council. Text from the Crest Hill code: “C) Management and supervision of month-end processing including but not limited to journal entries, posting revenue and manual items, reviewing accounts payable and clearing accounts, posting payroll and benefits, reconciling all cash and investment accounts, posting all interest earned, reviewing and producing all monthly financial material listed on Council agendas, accounts payable and payroll posting to general ledger.”

As such, staff is seeking direction and guidance from City Council.

Recommended Council Action: Staff is seeking direction and guidance from City Council.