



Agenda Memo

Crest Hill, IL

Meeting Date: 8/19/24
Submitter: Christine Vershay-Hall
Department: City Clerk
Agenda Item: Approve a Joint Community Shred Event with the Lockport Township Government Office

Summary:
Hello Chris,

I'm reaching out to see if the City of Crest Hill would be willing to partner with Lockport Township for a joint shred event. Here are the proposed details:

Date:

I currently have Saturday, October 26th, 2024, from 9 AM-12 PM booked with Shred-it. The date and time are flexible, and we can consider other days in the fall if preferred. Note that Shred-it requires a 3-hour minimum.

Location:

The City of Crest Hill parking lot would be an excellent central location for both Crest Hill and Lockport Township.

Cost:

Shred events cost between \$1500-\$1700, depending on the final weight of the shredded materials. While splitting the cost would be helpful, I have budget support for city events, especially for Crest Hill, and can cover the full cost if needed.

We are also open to supporting other future events with Crest Hill as well. Most recently, the Township has supported our other municipalities, such as Romeoville's Romeofest and Lockport Canal Days and Car Shows.

Staffing:

As this is a weekend event, we may need some assistance with staffing. The Township can provide one staff member, and it would be greatly appreciated if the City could provide one or two additional staff members. Please note that compensation for City employees working this event would have to be covered by the City, not the Township.

Thank you for considering this request. Please let me know if you have any questions.

Sincerely,

Alex – Lockport TWP Supervisor

Recommended Council Action:

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments: