



Agenda Memo

Crest Hill, IL

Meeting Date:	June 23, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	City Administrator Updates

Summary: It has been almost three (3) full weeks since I started as the new City Administrator for the City of Crest Hill. During that time, I have met with several Council members and most of the Department Directors. My plan is to continue meeting during the month of June and into July.

I am not yet ready to formally bring any items to City Council yet; I feel that Work Sessions are the appropriate time to discuss and get direction and guidance. Thus, on Monday, June 23, 2025, while not all of the items that I am thinking about, I do plan to bring the following topics up:

- 2025 IML Event
- Placement of the Municipal Plaque
- Updating the City's Website
- Adding a Projector, Screen, Electricity, etc.
- Staffing – DPW Director Update, Economic & Community Development Director Update, Assistant Administrator/HR position, Planner, etc.
- Structure of Departments
- Adding a Consent Portion to City Council Agendas
- How to handle emergency purchases

Recommended Council Action: Discussion only.

Financial Impact:

Funding Source: N/A