



## Agenda Memo

Crest Hill, IL

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| <b>Meeting Date:</b> | July 27, 2026                                         |
| <b>Submitter:</b>    | Blaine Wing, City Administrator                       |
| <b>Department:</b>   | Administration                                        |
| <b>Agenda Item:</b>  | Draft Executive Conference Room Use Policy Discussion |

**Summary:** Recently staff presented City Council with a preliminary draft Executive Conference Room Use Policy. Direction was given and the previous document was adjusted. During staff review, it was noted that occasionally there could be exceptions to the room being used, and those were identified and included in the updated draft. In discussing who would make the decision, a process was created and is contained within the draft.

**Recommended Council Action:** Obtain comments and guidance from City Council.

**Attachment:** Draft Executive Conference Room Use Policy