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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** BRENT EICHELBERGER, VILLAGE ADMINISTRATOR  
ALISON MURPHY, ASSISTANT TO THE VILLAGE ADMINISTRATOR/  
VILLAGE CLERK  
**SUBJECT:** RESOLUTION: AUTHORIZING AN EXPENDITURE - ANNUAL ILLINOIS  
MUNICIPAL LEAGUE CONFERENCE  
**AGENDA:** SEPTEMBER 6, 2022 REGULAR BOARD MEETING  
**DATE:** AUGUST 24, 2022

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**ISSUE**

Shall the Village Board approve attendance, meals, and travel expenses for the 2022 Annual IML Conference.

**DISCUSSION**

The Illinois Municipal League's (IML) Annual conference provides educational and networking opportunities for municipal officials. This year's conference will be held from September 15 thru September 17, 2022. The conference is held at the Chicago Hilton.

Trustees White has indicated that he would like to attend the conference. The Local Government Travel Expense Control Act requires that the approval of travel, meal and lodging expenses for a governing board or corporate authorities (Village Board), must be approved by a roll call vote at an open meeting. The Act does not require formal approval for registration fees, but they are included in the attached Resolution for transparency purposes.

Should the schedule of other Board members change, this resolution can be amended to allow for attendance as registration remains open until the week of the conference.

**COST**

It is estimated that covered costs will be approximately \$890.00. This estimate includes registration fees, travel, meals and lodging. This is a budgeted expense in 01-57-6208 GF Boards and Commission, Training and Memberships.

**RECOMMENDATION**

That the Village Board by adopts a resolution to approve attendance, meals, lodging and travel expenses for the 2022 Annual IML Conference.



**VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**RESOLUTION NO. 20220906B**

**RESOLUTION AUTHORIZING AN EXPENDITURE  
ANNUAL ILLINOIS MUNICIPAL LEAGUE CONFERENCE**

**BE IT RESOLVED**, by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois as follows:

**WHEREAS**, the Village of Sugar Grove (“Village”) is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution, and accordingly, seeks to act pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

**WHEREAS**, the corporate authorities of the Village find it appropriate for Village Board members to pursue training opportunities to improve their knowledge as an elected official.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois as follows:

**SECTION ONE:** That the Village Board hereby approves the attendance of Trustee James F. White at the Illinois Municipal League Annual Conference to be held September 15-17, 2022 in Chicago, Illinois.

**SECTION TWO:** That the Village Board hereby also approves that conference travel (mileage or public transportation) and meals at the current GSA rates, and all registration expenses are approved approximating \$890.00.

**SECTION THREE:** That the Village Clerk is hereby, authorized and directed to assist in conference registration and travel related arrangements as required.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 6<sup>th</sup> day of September, 2022.

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Jennifer Konen  
President of the Board of Trustees of the  
Village of Sugar Grove, Kane County, Illinois

ATTEST: \_\_\_\_\_  
Alison Murphy  
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____
Trustee Ryan Walter	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____



**VILLAGE OF SUGAR GROVE**  
**TRAVEL AUTHORIZATION & EXPENSE REPORT**

**2022**

Vendor # \_\_\_\_\_

**PART I. AUTHORIZATION TO TRAVEL**

Complete this section prior to travel and submit to your Department Head and Finance Department for approval. Include a descriptive brochure or program for the event. This form will be returned to you upon approval of travel.			
<b>EMPLOYEE NAME:</b> James F. White		<b>TITLE:</b> Trustee	<b>DEPARTMENT:</b> Board <div style="float: right;"> <b>ACCT. #:</b> 01-57-6208         </div>
<b>PURPOSE OF TRAVEL:</b> IML Conference 2022		<b>ESTIMATED EXPENSE:</b>	
<b>DESTINATION:</b> Chicago, IL	<b>NUMBER OF DAYS:</b>	TRANSPORTATION:	\$ 56.00
	<b>DEPARTURE DATE:</b> 09/15/22	LODGING:	\$ 325.00
	<b>RETURN DATE:</b> 9/16/22	MEALS:	\$ 118.50
<b>TRAVEL AUTHORIZATION RECOMMENDED:</b>		REGISTRATION:	\$ 310.00
_____ Department Head Date		MISCELLANEOUS:	\$ 80.00
<b>TRAVEL AUTHORIZATION APPROVED:</b>		TOTAL ESTIMATE:	\$ 889.50
_____ Village Administrator Date		ADVANCE REQUEST:	\$ 0.00
		<b>CERTIFICATION OF FUNDS:</b>	
		_____ Finance Director Date	

**PART II. EXPENSE REPORT**

Upon return, complete this section and submit to the Finance Department with appropriate receipts.								
	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTALS
<b>DATES:</b>								
<b>TRANSPORTATION</b>								
AIR:								\$0.00
GROUND:								\$0.00
PARKING AND TOLLS:								\$0.00
MILEAGE ON PERSONAL VEHICLE:								\$0.00
<b>LODGING:</b>								\$0.00
<b>MEALS &amp; INCIDENTALS</b> (Please attach Per Diem Rates per www.GSA.gov)								
BREAKFAST:								\$0.00
LUNCH:								\$0.00
DINNER:								\$0.00
INCIDENTALS:								\$0.00
FULL DAY M&I PER DIEM:								\$0.00
<b>REGISTRATION FEES:</b>								\$310.00
<b>MISCELLANEOUS:</b>								\$0.00
<b>TOTALS:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00
<b>LESS TOTAL PAID DIRECTLY BY VILLAGE:</b>								\$310.00
<b>LESS TOTAL PAID VIA VILLAGE CREDIT CARD:</b>								
<b>LESS ADVANCE:</b>								\$0.00
<b>AMOUNT DUE:</b>								\$0.00
I certify the above expenses were incurred while conducting Village Business.  _____ Employee Date					<b>APPROVED:</b>  _____ Department Head Date			
<b>APPROVED:</b>  _____ Finance Director Date					<b>APPROVED:</b>  _____ Village Administrator Date			