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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** SCOTT KOEPEL, VILLAGE ADMINISTRATOR  
TRACEY CONTI, EXECUTIVE ASSISTANT/VILLAGE CLERK  
**SUBJECT:** RESOLUTION: AUTHORIZING AN EXPENDITURE – ANNUAL ILLINOIS MUNICIPAL LEAGUE CONFERENCE  
**AGENDA:** AUGUST 20, 2024, REGULAR BOARD MEETING  
**DATE:** AUGUST 13, 2024

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**ISSUE**

Should the Village/Board approve attendance, meals, and travel expenses for the 2024 Annual IML Conference.

**DISCUSSION**

The Illinois Municipal League's annual conference provides educational and networking opportunities for municipal officials. This year, the conference will be held at the Chicago Hilton from September 19 to 21, 2024.

Trustee White has indicated he would like to attend the conference. The Local Government Travel Expense Control Act requires that travel, meal, and lodging expenses for a governing board or corporate authorities (Village Board) 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**

The estimated covered costs will be approximately \$1551.50. 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 adopts a resolution to approve attendance, meals, lodging, and travel expenses for the 2024 annual IML Conference.



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

**RESOLUTION NO. 20240820A1**

**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 19 through 21, 2024 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 \$1551.50.

**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 20th day of August, 2024.

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

ATTEST: \_\_\_\_\_  
Tracey R. Conti  
Clerk, Village of Sugar Grove

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



# FYE 2025

## Travel Authorization & Expense Report

### 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/registration program for the event. This form will be return to you upon approval of travel.

<b>Employee Name:</b> Jamie White	<b>Title:</b> Trustee	<b>Department:</b> Board	<b>Account:</b> 01-57-6208
<b>Purpose of Travel:</b> IML Conference 2022		<b>Estimated Travel Expenses:</b>	
<b>Destination:</b> Chicago, Illinois		<b>Transportation:</b>	
<b>xxx days</b>		<b>Lodging:</b> \$ 929.00	
<b>Departure:</b> 9/19/2024		<b>Meals:</b> \$ 197.50	
<b>Return:</b> 9/22/2024		<b>Registration:</b> \$ 325.00	
		<b>Miscellaneous:</b> \$ 100.00	
		<b>Total Estimate:</b> \$ 1,551.50	
<b>Department Head</b> _____ <b>Date</b> _____		<b>Advance Request:</b> \$ -	
<b>Travel Authorization Approved:</b>		<b>Certification of Funds:</b>	
<b>Village Administrator</b> _____ <b>Date</b> _____		<b>Finance Director</b> _____ <b>Date</b> _____	

### Part II. Post-Travel Expense Report

Upon return, complete this section and submit to the Finance Department with appropriate receipts.

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	
<b>Dates:</b>								
<b>Transportation (attach all receipts and mileage confirmations)</b>								<b>Totals</b>
Air								\$ -
Taxi/Rideshare								\$ -
Parking/Tolls								\$ -
Mileage on Personal Vehicle								\$ -
<b>Lodging (attach conference hotel accomodations and receipts)</b>								
Hotel								\$ -
AirBnB								\$ -
<b>Meals &amp; Incidentals (Please attached Per Diem Rates per www.GSA.gov)</b>								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Incidentals								\$ -
Meals & Incidentals Per Diem Rate								\$ -
<b>Conference Expenses (attach registration and receipts)</b>								
Registration Fees								\$ -
Miscellaneous								\$ -
<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								<b>Less Total Paid Directly by Village</b>
								<b>Less Total Paid via Village Credit Card</b> \$ -
								<b>Less Per Diem Advance to Employee</b> \$ -
								<b>Amount Due to Employee</b> \$ -
I certify the above expenses were incurred while conducting Village Business								<b>Approved:</b>
<b>Employee</b> _____ <b>Date</b> _____				<b>Department Head</b> _____ <b>Date</b> _____				
<b>Approved:</b>				<b>Approved:</b>				
<b>Village Administrator</b> _____ <b>Date</b> _____				<b>Finance Director</b> _____ <b>Date</b> _____				



# FY 2024 Per Diem Rates for chicago, Illinois

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25