



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
TRACEY CONTI, EXECUTIVE ASSISTANT & VILLAGE CLERK

SUBJECT: RESOLUTION: AUTHORIZING AN EXPENDITURE – ANNUAL ILLINOIS
MUNICIPAL LEAGUE CONFERENCE ATTENDANCE

AGENDA: 8/19/2025

DATE: 8/15/2025

ISSUE

Trustee Heidi Lendi would like to attend the Illinois Municipal League 2025 Annual Conference, which requires Village Board approval of expenses related to attendance.

DISCUSSION

The Illinois Municipal League's annual conference provides educational and networking opportunities for municipal officials. The conference will be held at the Hyatt Regency Chicago from September 18 to 20, 2025.

Trustee Lendi would like to attend the conference utilizing the single-day registration option for Thursday, September 18. 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 \$412.00. This estimate includes registration fee, travel, meals, and incidentals. This is a budgeted expense in 01-57-6208 GF Boards and Commission, Training, and Memberships.

ATTACHMENTS

Resolution 20250819 AD2

RECOMMENDATION

That the Village Board adopts Resolution 20250819 AD2 approving attendance, meals, and travel expenses for the 2025 annual IML Conference for Trustee Heidi Lendi.



VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS

RESOLUTION NO.: 20250819 AD2

**A RESOLUTION AUTHORIZING AN EXPENDITURE FOR THE
2025 ILLINOIS MUNICIPAL LEAGUE CONFERENCE**

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 elected officials.

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 Heidi Ledi at the Illinois Municipal League Annual Conference on September 18, 2025, 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 at approximately \$412.00.

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 the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 19th, day of August 2025.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Matthew Bonnie	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Sean Michels	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Anthony Speciale	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Nora London	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Michael Roskopf	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



FY 2025 per diem rates for chicago, Illinois

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Chicago	Cook / Lake	\$92	\$23	\$26	\$38	\$5	\$69.00



FYE 2026

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.					
Purpose of Travel:			Estimated Travel Expenses:		Paid By:
Trustee Heidi Lendi IML Conference Attendance			Transportation:		Employee
			\$ 70.00		
Destination:		Number of Days:	Lodging:		Village
Chicago, Illinois		1	\$ -		
		Departure:	Meals:		Employee
		9/18/2025	\$ 69.00		
		Return:	Registration:		Village
		9/18/2025	\$ 223.00		
Travel Authorization Recommended:			Miscellaneous:		
			\$ 50.00		
			Total Estimate:		AP Date:
			\$ 412.00		Post Date:
			Employee Reimbursement		
Department Head			Advance Request:		
Date					
Travel Authorization Approved:			Certification of Funds:		
Village Administrator			Finance Director		
Date			Date		

Part II. Post-Travel Expense Report								
Upon return, complete this section and submit to the Finance Department with appropriate receipts.								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Dates:					9/18/2025			
Transportation (attach all receipts and mileage confirmations)								Totals
Air								\$ -
Taxi/Rideshare								\$ -
Parking/Tolls								\$ -
Mileage on Personal Vehicle					100.00			\$ 70.00
Lodging (attach conference hotel accomodations and receipts)								
Hotel								\$ -
AirBnB								\$ -
Meals & Incidentals (Please attached Per Diem Rates per www.GSA.gov)								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Incidentals					\$ 50.00			\$ 50.00
Meals & Incidentals Per Diem Rate					\$ 69.00			\$ 69.00
Conference Expenses (attach registration and receipts)								
Registration Fees				\$ 223.00				\$ 223.00
Miscellaneous								\$ -
Totals	\$ -	\$ -	\$ -	\$ 223.00	\$ 219.00	\$ -	\$ -	\$ 412.00
								Less Total Paid Directly by Village
								\$ -
								Less Total Paid via Village Credit Card
								\$ 223.00
								Less Per Diem Advance to Employee
								\$ -
								Amount Due to Employee
								\$ 189.00
I certify the above expenses were incurred while conducting Village Business				Approved:				
Employee				Department Head				
Date				Date				
Approved:				Approved:				
Village Administrator				Finance Director				
Date				Date				