



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: 8/18/2026

DATE: 7/31/2026

ISSUE

Trustee Heidi Lendi would like to attend the Illinois Municipal League 2026 Annual Conference, which requires Village Board approval of attendance-related expenses.

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 17-20, 2026.

Trustee Lendi would like to attend the conference using the total conference package, which allows attendance on all days. The Travel Expense Control Act requires that travel, meals, 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 \$739.80. 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 20260818 AD1

RECOMMENDATION

That the Village Board adopts Resolution 20250819 AD2 approving attendance, meals, and travel expenses for the 2026 annual IML Conference for Trustee Heidi Lendi.



VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS

RESOLUTION NO.: 20260818 AD1

**A RESOLUTION AUTHORIZING AN EXPENDITURE FOR THE
2026 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 17 – 20, 2026, in Chicago, Illinois.

SECTION TWO: The Village Board hereby also approves that conference, registration, travel (mileage or public transportation), and meals at the current GSA rates are approved at approximately \$739.80.

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 18, day of August 2026.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____
Trustee Anthony Speciale	_____	_____	_____	_____	_____
Trustee Nora London	_____	_____	_____	_____	_____
Trustee Michael Roskopf	_____	_____	_____	_____	_____



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: Trustee Heidi Lendi IML Conference Attendance			Estimated Travel Expenses:		Paid By:
			Transportation: \$ 52.00		Employee
Destination: Chicago, Illinois			Number of Days: 1		Post Date:
			Lodging: \$ -		Village
Departure: 9/17/2026			Return: 9/20/2026		
			Meals: \$ 312.00		Employee
			Registration: \$ 325.00		Village
Travel Authorization Recommended:			Miscellaneous: \$ 50.00		
			Total Estimate: \$ 739.00		AP Date: Post Date:
			Employee Reimbursement		
Department Head Date			Advance Request:		
Travel Authorization Approved:			Certification of Funds:		
Village Administrator Date			Finance Director 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:	9/20/2026				9/17/2026	9/18/2026	9/19/2026	
Transportation (attach all receipts and mileage confirmations)								Totals
Air								\$ -
Train/Taxi/Rideshare	\$ 13.00				\$ 13.00	\$ 13.00	\$ 13.00	\$ 52.00
Parking/Tolls								\$ -
Mileage on Personal Vehicle	11.00				11.00	11.00	11.00	\$ 30.80
Lodging (attach conference hotel accomodations and receipts)								
Hotel								\$ -
AirBnB								\$ -
Meals & Incidentals (Please attached Per Diem Rates per www.GSA.gov)								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Incidentals					\$ 20.00			\$ 20.00
Meals & Incidentals Per Diem Rate	\$ 69.00				\$ 69.00	\$ 87.00	\$ 87.00	\$ 312.00
Conference Expenses (attach registration and receipts)								
Registration Fees				\$ 325.00				\$ 325.00
Miscellaneous								\$ -
Totals	\$ 93.00	\$ -	\$ -	\$ 325.00	\$ 113.00	\$ 111.00	\$ 111.00	\$ 739.80
								Less Total Paid Directly by Village
								\$ -
								Less Total Paid via Village Credit Card
								\$ 325.00
								Less Per Diem Advance to Employee
								\$ -
								Amount Due to Employee
								\$ 414.80
I certify the above expenses were incurred while conducting Village Business					Approved:			
Employee Date					Department Head Date			
Approved:					Approved:			
Village Administrator Date					Finance Director Date			

REGISTER

*After 4:30 p.m. on September 4, 2026, all IML Annual Conference registrations will be

TOTAL CONFERENCE PACKAGE

Includes

- Thursday through Saturday Conference Sessions
- Get Acquainted Reception
- One ticket for the Saturday Awards Luncheon
- One ticket for the Saturday President's Reception and Annual Banquet
- Access to the Exhibit Expo
- Option to attend Thursday Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar (with MCLE credit)

Conference Program

\$325 / \$375 on-site*

Municipal Official
(elected, appointed, direct employees)

\$425 / \$475 on-site*

Other Governmental or Non-profit
(contract employees, retained attorneys, engineers, township/county/state officials, charitable organizations)

\$525 / \$575 on-site*

Non-governmental or Private/Corporate

EXTRAS



U.S. General Services Administration

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