



Agenda Memo

Crest Hill, IL

Meeting Date:	July 6, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	IML Conference and Training Policy for Elected Officials

Summary: At the October 6, 2025, City Council meeting it was requested that the recent IML Conference expenses be discussed. We then had the discussion on October 13th. That meeting concluded with Council requesting that before the next IML Conference, that agreement is obtained before registering for the 2026 IML Conference.

Following the June 22nd work session discussion, the following policy points for elected officials (Mayor, Council, Clerk, and Treasurer) regarding registering, attendance, reimbursement, stipends, expenditures, etc. should be considered for approval and adoption.

- As of July 6, 2026, the policy would have ALL registrations for training and conferences run through the Administrative Assistant position (currently Marybel). Marybel will register all of the above people for conferences and training, hotels, and parking, per their emailed request to register or cancel.
- All transportation (train, bus, uber, taxi, uber, and mileage; up to \$100 per day) would be by reimbursement.
- Expense receipts for food, snack, and incidental expenses receipts are needed for reimbursement up to \$100 per day, with a \$300 limit for IML Conferneces.
- If someone needs to cancel, for a non-emergency reason, the specific elected official shall reimburse the City for all expenses. (The City will attempt to cancel without incurring expenses.)
- If someone chooses not to attend a training or conference for at least two (2) days, that person would need to reimburse the City.
- If someone leaves the conference or training early (not meeting the minimum two (2) days, except for an emergency), they shall reimburse the City for the conference or training, hotel, and parking costs, on a pro rata basis.
- A final report of all expenses will be created by the Finance Department and presented to City Council within 45 days of the training or conference.
- Any requests for exceptions would be discussed and voted on (approved or not) by City Council.

Recommended Council Action: Approve and implement the elected official training and conference policy as bullet pointed above.

Financial Impact: Up to \$10,000 depending on the number of elected officials who attend.

Funding Source: General Fund

Budgeted Amount: \$10,000.00

Cost: Not yet finalized.

Attachments: No attachments