

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: IML Expenses for Board

Date: July 1, 2025

Meeting: COTW

Prepared by: Anne Hanson

Department: Administration

Overview/Background Information

The Illinois Municipal League's (IML) Annual Conference is the premier educational and professional development event for all municipal officials in Illinois. The conference, held at the Hyatt Regency Chicago, 151 East Wacker Drive, attracts more than 2,000 elected officials from cities, villages and towns of all sizes. Over three days, officials and staff will be provided with an opportunity to not only learn from industry experts, but also exchange ideas and build relationships with their municipal colleagues.

This year the annual conference will be September 18, 19 & 20, 2025. Included is the conference program for newly elected officials. The program details the conference tracks specified for elected officials. Additional information can be found here: <https://www.iml.org/conference>

The estimated cost per elected official to attend Thursday and Friday, which includes a one-night hotel stay/parking, mileage and per diem, is just under \$1,000 per attendee. The estimated cost per elected official to attend Thursday, Friday and Saturday, which includes a two-night hotel stay/parking, mileage and per diem, is just under \$1,400 per attendee. There is also an option to register for one day only for approximately \$500 depending on the day and the meals provided. In 2024, Administrator Kurlinkus was the only attendee from the Village of Roscoe.

No dollars were appropriated in 2025 from the elected official's department for conferences/trainings (01-018-5530).

Once the Board identifies and approves the attendees and applicable expenditures, conference registration will be completed by Anne Hanson using the Village Credit Card. Hotel reservations should be made by the attendee(s) allowing room preference to be made by individuals. All other reimbursements should be made per the approved travel policy which is also included in the packet.

Conference registration cut off is September 5, 2025 at 4:30 pm. Hotel rooms are available on a first come basis and the hotel is already accepting reservations.

Attachments

Current Travel Policy, Conference Program, Fact Sheet, Itemized Cost and IML 2025 Registration Form.