

ORDINANCE NUMBER: 17-12

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AMENDING CHAPTER SIX OF THE CODE OF ORDINANCES ADDING ARTICLE J,
SECTION 1-6J-1 TO PROVIDE FOR REGULATIONS INVOLVING ELECTED
OFFICIAL TRAVEL REIMBURSEMENT**

WHEREAS, the Village of Poplar Grove, Illinois ("Village") previously adopted ordinances, providing for certain benefits to full-time employees of the Village, except as provided otherwise by a collective bargaining agreement; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to amend the current Village of Poplar Grove Code of Ordinances adding a new Article J, Section 1-6J-1 to provide for provisions regarding elected official travel and reimbursement to coincide with recent changes in Illinois law.

NOW THEREFORE, be it ordained by the Village President and Village Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. Chapter 6 of the Village of Poplar Grove Code of Ordinances shall be amended as follows to add a new Section 1-6J-1 as follows:

ARTICLE J - REIMBURSEMENT FOR TRAINING/CLASS(ES)/TRAVEL

Before a training session, seminar, or class begins, any member of the corporate authorities must submit to the Village Administrator or his or her designee documentation regarding the training, seminar or class along with the anticipated costs associated therewith. At the time of review, and before attendance is approved or denied, consideration will be given to mileage, food, attendance fees and wages. No member of the corporate authorities will be reimbursed for any entertainment expense, which includes shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

All training, seminars and classes must be approved by the Village Board before the training, seminar or class begins. Approval for training and classes is at the discretion of the Village Board and will only be approved if the training or class is necessary for the employee or elected official to perform his/her duties.

Prior to the approval of such expenses, the following minimum documentation must be submitted:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; and

(2) the name of the individual who is requesting or received the travel, meal, or lodging expense; and

(3) the office of the individual who is requesting or received the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense will be or was expended. Backup documentation (*meal stubs, parking, toll slips, mileage readings) is required for actual reimbursement of expenses.

Classes and conferences are the only types of official business for which travel, meal, and lodging expenses are allowed. The maximum allowable reimbursement for travel, meal, and lodging expenses is set at \$800.00 per class or conference. Meal costs are subject to the following per day maximum reimbursement limits: Breakfast - \$8.00, Lunch - \$12.00, Dinner - \$20.00. If a meal or meals is provided with the training class attended, reimbursement will not be provided by the Village meals. The Village will not reimburse for any alcohol expenses of any kind. A form for submission of travel, meal, and lodging should be obtained from the Village Administrator. Approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses, will only be approved in the event of an emergency or other extraordinary circumstances. Expenses for travel, meals and lodging of any member of the corporate authorities that exceeds the maximum reimbursement allowed under the regulations adopted under this paragraph may only be approved by a roll call vote at an open meeting of the corporate authorities of the Village.

3. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY Quimby

SECONDED BY Miller

BY ROLL CALL VOTE THIS 16th DAY OF August, 2017

AS FOLLOWS:

VOTING "AYE": Erickson, Goings, Miller, Ramdass
Quimby, Walsh

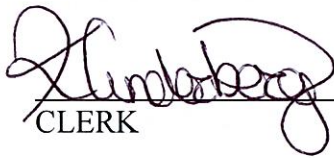
VOTING "NAY": 0

ABSENT, ABSTAIN, OTHER

0

APPROVED: 6-0

ATTEST:


CLERK


VILLAGE PRESIDENT

