

ORDINANCE 2026-19

AN ORDINANCE ADOPTING THE AMENDED VILLAGE OF POPLAR GROVE EMPLOYEE HANDBOOK AND AMENDING TITLE I ADMINISTRATION, CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES, ARTICLE J REIMBURSEMENT FOR TRAINING/CLASS(ES)/TRAVEL, SECTION 1-6J-1 ELECTED OFFICIAL, OFFICERS, AND EMPLOYEE TRAVEL REIMBURSEMENT OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE

WHEREAS, the Village of Poplar Grove (“Village”) has adopted a Code of Ordinances (“Code”); and

WHEREAS, the Village has adopted an Employee Handbook (“Handbook”); and

WHEREAS, elected official, officer, and employee travel reimbursement is governed by Article 8 of the Handbook and Section 1-6J-1 of the Village Code; and

WHEREAS, the Village wishes to amend Title I “Administration,” Chapter 6 “Village Officers and Employees,” Article J “Reimbursement for Training/Class(es)/Travel,” Section 1-6J-1 “Elected Official, Officers, and Employee Travel Reimbursement” in accordance with amendments to the Handbook; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to adopt the amended Employee Handbook and approve amendments to the Chapter of the Village Code of Ordinances regarding travel reimbursement for Village Elected Officials, Officers, and Employees.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. Section 1-6J-1 “Elected Official, Officers, and Employee Travel Reimbursement” of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~striketroughs~~ and new language as **bold** and **underlined**):
3. 1-6J-1. - ELECTED OFFICIAL, OFFICERS, AND EMPLOYEE TRAVEL REIMBURSEMENT.

Elected officials, officers, and employees should refer to the Article 8 “Professional Development,” of the Village of Poplar Grove Employee Handbook as amended from time to time and adopted herein for travel reimbursement procedures.

~~Before a training session, seminar, or class begins, any member of the corporate authorities must submit to the Village President 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, golfing events, group dinners, group lunches, or any other place of public or private entertainment or amusement.~~

~~All training, seminars and classes must be approved by the Village Board, with a roll call vote, 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. See (50 ILCS 150/) Local Government Travel Expense Control Act. Prior to the approval of such expenses, the following minimum documentation must be submitted:~~

~~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~~

~~The name of the individual who is requesting or received the travel, meal, or lodging expense; and~~

~~The office of the individual who is requesting or received the travel, meal, or lodging expense; and~~

~~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 and receipts (*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 \$1,500.00 per class or conference. Meal costs are subject to the following per day maximum reimbursement limits. Breakfast—\$12.00, lunch—\$15.00, dinner—\$25.00. 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 Clerk or Treasurer. 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 by the Village Board. 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.~~

~~Friends, or family members are not authorized for these expenses.~~

4. The Village hereby adopts and approves the revised Employee Handbook, as amended from time to time. Such revisions to the Village of Poplar Grove Employee Handbook are hereby attached as Exhibit A.

5. Except as amended by this Ordinance, all other provisions and terms of the 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.
6. 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 _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A-EMPLOYEE HANDBOOK