



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, March 13, 2024 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

DEPARTMENT REPORTS

1. Treasurer Update, Carina Boyd

UNFINISHED BUSINESS

- [2.](#) Motion to discuss/approve **Ordinance 2024-05** An Ordinance of the Village of Poplar Grove, Illinois amending the Village's Code of Ordinances to create a Public Works Committee.
3. Motion to approve the nomination of Jeff Goings to the position of Finance and Public Works Chairperson.
4. Motion to discuss/approve nomination of Jeff Goings to the position of Public Works Chairperson.

5. Motion to discuss/approve Betsy Straw to the position of Finance Chairperson.

NEW BUSINESS

6. Motion to discuss/approve Karen Neibarger as Trustee to fill vacancy of Kristi Richardson to Poplar Grove Village Board.
7. Motion to discuss possible draft of an Ordinance for water/sewer credit for Pacemaker Foods.
8. Motion to discuss/approve **Ordinance 2024-06** An Ordinance of the Village of Poplar Grove, Illinois amending Title 1, Chapter 5, Section 1-5-2 of the Village's Code of Ordinances.
9. Motion to discuss/approve **Ordinance 2024-07** An Ordinance of the Village of Poplar Grove, Illinois amending Title 1, Chapter 5, Section 1-5-2 of the Village's Code of Ordinances.
10. Motion to discuss Travel Reimbursements and Purchasing Policy.
11. Motion to discuss possible Workshop Policy and Procedure.
12. Motion to discuss possible Litigation against "Boone County Illinois Watchdog Group".

EXECUTIVE SESSION

13. Motion to go into executive session 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.

ADJOURNMENT (Voice Vote)

KJ 03/08/2024

ORDINANCE 2024-05

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING
THE VILLAGE’S CODE OF ORDINANCES TO CREATE A PUBLIC WORKS
COMMITTEE**

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

WHEREAS, the Village Code Title 1 “Administration,” Chapter 5 “Village Board of Trustees,” Section 1-5-4 provides for Committees; and

WHEREAS, the Village now desires to amend Section 1-5-4 C. to separate Public Works from Finance and thereby providing for a third Committee; and

WHEREAS, the Village has determined that such amendment is in the best interest of the Village and its citizens.

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

1. The above-recitals are incorporated herein and made a part hereof.
2. That Title 1, Chapter 5, Section 4 of the Village Code, more specifically Sub-section 1-5-4 C. 3. “Public Works” and that Sub-section 1-5-4 C. 2. “Finance” is hereby amended which shall read as follows: (deletions identified by strikethroughs and additions by bold and underline):

“C. The Committee of the Whole, which shall include the following responsibilities.

1. Administration
 - a. Zoning;
 - b. Planning and Development;
 - c. Parks;
 - d. Ordinance; and
 - e. Personnel;
2. Finance;
 - a. ~~Public Works;~~ **Personnel Compensation and Benefits**
 - b. ~~Water and Sewer;~~ and
 - c. ~~Personnel Compensation and Benefits~~
- 3. Public Works**
 - a. Water and Sewer**

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 from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2024

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2024

ATTEST:

CLERK

PRESIDENT

February 25, 2024

To: The Village of Poplar Grove Board of Directors

From: Karen Neibarger
108 West Park Street
Poplar Grove, Illinois
[REDACTED]

Re: Letter of Consideration

I am interested in filling an unexpired term for the Board of Directors of The Village of Poplar Grove.

I have lived in Boone County for the past forty years and worked at Candlewick Lake Association, Inc. for twenty-five of those years. While at Candlewick, I worked as Office Manager and as Secretary to the Board of Directors taking minutes at the monthly meetings, writing board resolutions, assembling the board packages, and creating the board agendas.

After my retirement I applied for and was appointed to the Ida Public Library Board of Directors and served as Secretary of the Board. As an accomplishment I worked with the President to organize and compile a Policy and Procedure Book for the Board. I served for 3 years.

When I moved to Poplar Grove, I was out of the district and so no longer qualified to be on the Library Board. I then volunteered at the Boone County Museum of History and was subsequently appointed to the Society Board serving as Secretary and then Treasurer. While Secretary I worked on bringing the Funderburg House on-line as a treasured artifact of the Museum. While Treasurer I worked with our accountant to update our accounting program. I am still a member of the board and am currently working on a Policy and Procedure Book for the Museum.

While volunteering at the museum, I was approached by the Belvidere Cemetery Board and subsequently appointed to complete one of the open positions on the board. I then was appointed to my own 6-year term. I have served as Secretary and am now a member of the Administrative Board.

As you can see, I have board experience. I have also attended several of the Poplar Grove Village Board Meetings over the past 5 years and believe I would be a valuable member of the board during this next year.

Thank you,

Karen Neibarger

History Detail Report

Friday, March 8, 2024

Item 7.

1/2

Location ID: [REDACTED]
Account #: [REDACTED]
Service Address: 13517 ROUTE 76
Customer Name: PACEMAKER COUNTRYSIDE MARKET

Posted	Created	Action	Item - or - User	Amount	Balance
		Read	Usage	Other Info	
02/28/24	02/28/24 11:11	Bill Calculated	01/16/24-02/15/24	\$637.69	\$702.82
02/27/24	02/26/24 16:23	Payment Posted	R24-130175	\$700.10	\$65.13
02/22/24	02/22/24 10:13	Past Due Notice Sent	Past Due=\$765.23		\$765.23
02/22/24	02/22/24 10:09	Penalty		\$0.00 \$65.13	\$765.23
02/16/24	02/19/24 14:09	Meter Read	Water		\$700.10
		1723000	38000	Auto	
01/30/24	01/30/24 11:50	Bill Calculated	12/16/23-01/15/24	\$651.34	\$700.10
01/29/24	01/29/24 13:57	Payment Posted	R24-128664	\$487.54	\$48.76
01/24/24	01/24/24 9:23	Past Due Notice Sent	Past Due=\$536.30		\$536.30
01/24/24	01/24/24 9:18	Penalty		\$0.00 \$48.76	\$536.30
01/18/24	01/18/24 14:31	Meter Read	Water		\$487.54
		1685000	39000	Auto	
12/28/23	12/28/23 11:07	Bill Calculated	11/16/23-12/15/23	\$487.54	\$487.54
12/19/23	12/19/23 14:23	Payment Posted	R23-126717	\$610.39	\$0.00
12/14/23	12/15/23 13:56	Meter Read	Water		\$610.39
		1646000	27000	Auto	
11/29/23	11/29/23 10:01	Bill Calculated	10/16/23-11/15/23	\$610.39	\$610.39
11/20/23	11/20/23 15:47	Meter Read	Water		\$0.00
		1619000	36000	Auto	
11/20/23	11/20/23 9:49	Payment Posted	R23-125260	\$583.09	\$0.00
10/31/23	10/31/23 11:21	Bill Calculated	09/16/23-10/15/23	\$583.09	\$583.09
10/18/23	10/18/23 13:01	Payment Posted	R23-123534	\$514.84	\$0.00
10/17/23	10/17/23 13:28	Meter Read	Water		\$514.84
		1583000	34000	Auto	
09/28/23	09/28/23 11:32	Bill Calculated	08/16/23-09/15/23	\$514.84	\$514.84
09/21/23	09/21/23 13:39	Payment Posted	R23-122373	\$528.49	\$0.00
09/15/23	09/15/23 14:19	Meter Read	Water		\$528.49
		1549000	29000	Auto	
08/31/23	08/31/23 12:36	Bill Calculated	07/16/23-08/15/23	\$528.49	\$528.49
08/21/23	08/21/23 8:45	Payment Posted	R23-120710	\$542.14	\$0.00
08/16/23	08/16/23 15:57	Meter Read	Water		\$542.14
		1520000	30000	Auto	
07/28/23	07/28/23 13:34	Bill Calculated	06/16/23-07/15/23	\$542.14	\$542.14
07/18/23	07/18/23 14:50	Payment Posted	R23-118913	\$487.54	\$0.00

07/17/23	07/18/23 8:37	Meter Read 1490000	Water 31000	Auto	\$487.54
06/29/23	06/29/23 11:57	Bill Calculated	05/16/23-06/15/23	\$487.54	\$487.54
06/19/23	06/19/23 9:02	Payment Posted	R23-117313	\$453.63	\$0.00
06/15/23	06/15/23 14:37	Meter Read 1459000	Water 27000	Auto	\$453.63
05/30/23	05/30/23 14:40	Bill Calculated	04/16/23-05/15/23	\$453.63	\$453.63
05/19/23	05/19/23 15:12	Meter Read 1432000	Water 37000	Auto	\$0.00
05/17/23	05/17/23 9:05	Payment Posted	R23-115757	\$513.03	\$0.00
04/26/23	04/26/23 12:19	Bill Calculated	03/16/23-04/15/23	\$513.03	\$513.03
04/15/23	04/14/23 12:13	Meter Read 1395000	Water 30000	Auto	\$0.00
04/14/23	04/14/23 15:21	Payment Posted	R23-114065	\$499.78	\$0.00
03/30/23	03/30/23 11:47	Bill Calculated	02/16/23-03/15/23	\$499.78	\$499.78
03/20/23	03/20/23 10:30	Payment Posted	R23-113055	\$566.03	\$0.00
03/15/23	03/15/23 14:47	Meter Read 1365000	Water 29000	Auto	\$566.03
02/28/23	02/28/23 13:04	Bill Calculated	01/16/23-02/15/23	\$566.03	\$566.03
02/17/23	02/17/23 16:03	Payment Posted	R23-111360	\$526.28	\$0.00
02/14/23	02/14/23 15:54	Meter Read 1336000	Water 34000	Auto	\$526.28
01/30/23	01/30/23 12:13	Bill Calculated	12/16/22-01/15/23	\$526.28	\$526.28
01/18/23	01/18/23 14:03	Payment Posted	R23-109864	\$560.36	\$0.00
01/13/23	01/13/23 11:21	Meter Read 1302000	Water 31000	Auto	\$560.36

Total Usage: 452,000.00

Report Generated: 3/8/2024 11:00 AM
 Report Options: Posted From: 1/1/2023 To: 3/8/2024



Saving the planet one gallon at a time

MIDWEST BEST WATER, INC.
 (888) 644-4016
 www.naturalpuredrinkingwater.com
 accounting@naturalpuredrinkingwater.com

Invoice # 8019651
 Thu, Jan 04 2024, 11:01AM
 Driver: Steve Brown
 Rte-Day-Stop: ROB-W03-OFF

Account # [REDACTED]
 COUNTRYSIDE MARKET
 13517 IL-76
 POPLAR GROVE IL 61065



Item	Qty	Price	Amount
BULK	2890 @	0.210	606.90
Beginning Reading: 132790			
Ending Reading: 135680			

Sales	606.90
Subtotal	606.90
Sales Tax	0.00
INVOICE TOTAL	606.90

Received By: [REDACTED]



Jamie

---Please pay from this invoice---
Terms Net 15 Days
 1% interest will be charged if not
 paid in full

Remit payment to:
 Midwest Best Water, Inc.
 10107 University Avenue NE
 Blaine, MN 55434

**Please include your account number
 or invoice number(s) on remittance**



Saving the planet one gallon at a time

MIDWEST BEST WATER, INC.
(888) 644-4016
www.naturalpuredrinkingwater.com
accounting@naturalpuredrinkingwater.com

Invoice # 8019651
Thu, Jan 04 2024, 11:01AM
Driver: Steve Brown
Rte-Day-Stop: R08-W03-OFF

Account # [REDACTED]
COUNTRYSIDE MARKET
13517 IL-76
POPLAR GROVE IL 61065

Item	Qty	Price	Amount
BULK	2890 @	0.210	606.90
Beginning Reading: 132790			
Ending Reading: 135680			
Sales			606.90
Subtotal			606.90
Sales Tax			0.00
INVOICE TOTAL			606.90

Received By: [REDACTED]

Jamie

---Please pay from this invoice---
Terms Net 15 Days
1% interest will be charged if not paid in full

Remit payment to:
Midwest Best Water, Inc.
10107 University Avenue NE
Blaine, MN 55434

Please include your account number or invoice number(s) on remittance



Saving the planet one gallon at a time

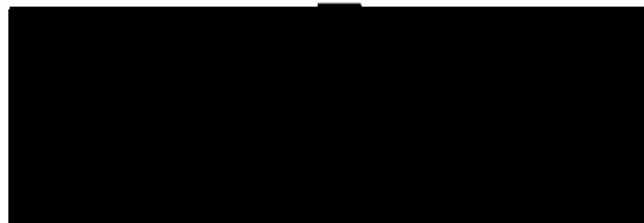
MIDWEST BEST WATER, INC.
(888) 644-4016
www.naturalpuredrinkingwater.com
accounting@naturalpuredrinkingwater.com

Invoice # 8019652
Thu, Jan 04 2024, 11:02AM
Driver: Steve Brown
Rte-Day-Stop: RO8-W03-OFF

Account # [redacted]
COUNTRYSIDE MARKET (IN-STORE USE)
13517 IL-76
POPLAR GROVE IL 61065

Table with 4 columns: Item, Qty, Price, Amount. Rows include OTHER METER, Beginning Reading, Ending Reading, Sales, Subtotal, Sales Tax, and INVOICE TOTAL.

Received By:



Jamie

Please pay from this invoice
Terms Net 15 Days
1% interest will be charged if not paid in full

Remit payment to:
Midwest Best Water, Inc.
10107 University Avenue NE
Blaine, MN 55434

Please include your account number or invoice number(s) on remittance

ORDINANCE 2024-06

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING TITLE 1, CHAPTER 5, SECTION 1-5-2 OF THE VILLAGE'S CODE OF ORDINANCES

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

WHEREAS, the Village Code Title 1 "Administration," Chapter 5 "Village Board of Trustees," Section 1-5-2 provides for Electronic Attendance at Meetings; and

WHEREAS, the Village now desires to amend Section 1-5-2 B. to add unexpected childcare obligations as a permissible reason to attend electronically in adherence to 5 ILCS 120/7(a); and

WHEREAS, the Village now desires to amend Section 1-5-2 C. to reflect a more detailed procedure the Board must follow when a member has requested to attend electronically; and

WHEREAS, the Village has determined that such amendments are in the best interest of the Village and its citizens.

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

1. The above-recitals are incorporated herein and made a part hereof.
2. That Title 1, Chapter 5, Section 2 of the Village Code, is hereby amended which shall read as follows: (deletions identified by strikethroughs and additions by bold and underline):

"1-5-2. - ELECTRONIC ATTENDANCE AT MEETINGS.

A member of the corporate authorities of the Village of Poplar Grove (hereinafter "member") may attend any open meeting of the corporate authorities via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with this section and with any applicable laws.

- A. A member wishing to attend a meeting electronically should notify the Village Clerk at least 24 hours prior to the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for electronic attendance. Upon receiving the electronic attendance request, the Village Clerk shall inform the Village President of the request.
- B. A member may only attend an open meeting electronically if that member is unable to physically attend because of: (1) personal illness or disability; (2) employment purposes or Village business; ~~or~~ (3) a family or other emergency; **or**

(4) unexpected childcare obligations. A member who is appearing at an open meeting electronically may not attend any portion of that meeting that is closed pursuant to the Illinois Open Meetings Act.

B. Acceptance or rejection of a request by a member to electronically attend a meeting of the village board shall be determined in accordance with the following procedures:

- 1. After establishing that a quorum is physically present at the meeting which the member of the village board desires to electronically attend and establishing that the communications equipment necessary to permit participation in the manner prescribed by this section is functioning properly, the presiding officer shall state that:**
 - a. A member of the village board has requested permission to electronically attend the meeting; and**
 - b. The member will be authorized to electronically attend the meeting unless a motion objecting to the member's electronic attendance is made, seconded, and approved by majority of the members of the village board physically present at the meeting.**
- 2. If a motion objecting to the member's participation is made and approved by a majority of the members of the village board physically present at the meeting, the member making the request may not electronically attend the meeting. If no such motion is made and seconded or if any such motion is made and seconded but not approved by a majority of the members of the village board physically present at the meeting, then the request by the member to electronically attend the meeting shall be deemed approved by the village board and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the authority of a member to electronically participate may not be withdrawn by the village board for that meeting.**

~~In order for a member to attend a meeting electronically a quorum of the Board must be physically present throughout the meeting and a motion authorizing the member's electronic presence is made, seconded, and approved by two-thirds of the members physically present at the meeting. If said motion achieves the required vote by the members physically present at the meeting, then the request by the member to attend the meeting electronically shall be approved, and the Village Clerk shall announce the member present electronically at the time the result of the vote is announced by the presiding Officer. If said motion fails to achieve the required vote by the members physically present at the meeting, then the request by the member to attend the meeting electronically shall be denied, and the Village Clerk shall declare the requesting member absent. After the results~~

~~of the vote on said motion is announced by the presiding Officer, the question of a member's electronic attendance may not be reconsidered.~~

- D. The member participating electronically must be able to communicate effectively with all other participants in the meeting, and members of the audience must be able to hear all communications at the meeting site.
- E. Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.
- F. Reserved.
- G. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Village Clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.”

- 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 from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2024

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2024

ATTEST:

CLERK

PRESIDENT

ORDINANCE 2024-07

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING TITLE 1, CHAPTER 5, SECTION 1-5-2 OF THE VILLAGE'S CODE OF ORDINANCES

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

WHEREAS, the Village Code Title 1 "Administration," Chapter 5 "Village Board of Trustees," Section 1-5-2 provides for Electronic Attendance at Meetings; and

WHEREAS, the Village now desires to amend Section 1-5-2 A. to add procedural steps required of the Village Clerk when a request for electronic participation is received and to state that permission will not be given without a permissible reason for electronic attendance is provided; and

WHEREAS, the Village has determined that such amendments are in the best interest of the Village and its citizens.

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

1. The above-recitals are incorporated herein and made a part hereof.
2. That Title 1, Chapter 5, Section 2 of the Village Code, is hereby amended which shall read as follows: (deletions identified by strikethroughs and additions by bold and underline):

"1-5-2. - ELECTRONIC ATTENDANCE AT MEETINGS.

A member of the corporate authorities of the Village of Poplar Grove (hereinafter "member") may attend any open meeting of the corporate authorities via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with this section and with any applicable laws.

- A. A member wishing to attend a meeting electronically should notify the Village Clerk at least 24 hours prior to the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for electronic attendance. Upon receiving the electronic attendance request, the Village Clerk shall inform the Village President ~~of the request~~ **and members of the board what specific permissible reason for the attendance request was given by the member. If a permissible reason was not given by the member or if the Village President and members of the board physically present were not provided a permissible reason for the attendance request prior to a vote on a motion to authorize the request, the Board cannot approve the request.**

- B. A member may only attend an open meeting electronically if that member is unable to physically attend because of: (1) personal illness or disability; (2) employment purposes or Village business; or (3) a family or other emergency. A member who is appearing at an open meeting electronically may not attend any portion of that meeting that is closed pursuant to the Illinois Open Meetings Act.
 - C. In order for a member to attend a meeting electronically a quorum of the Board must be physically present throughout the meeting and a motion authorizing the member's electronic presence is made, seconded, and approved by two-thirds of the members physically present at the meeting. If said motion achieves the required vote by the members physically present at the meeting, then the request by the member to attend the meeting electronically shall be approved, and the Village Clerk shall announce the member present electronically at the time the result of the vote is announced by the presiding Officer. If said motion fails to achieve the required vote by the members physically present at the meeting, then the request by the member to attend the meeting electronically shall be denied, and the Village Clerk shall declare the requesting member absent. After the results of the vote on said motion is announced by the presiding Officer, the question of a member's electronic attendance may not be reconsidered.
 - D. The member participating electronically must be able to communicate effectively with all other participants in the meeting, and members of the audience must be able to hear all communications at the meeting site.
 - E. Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.
 - F. Reserved.
 - G. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Village Clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.”
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 from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2024

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2024

ATTEST:

CLERK

PRESIDENT

In reviewing some of our ordinances on expenses.

I would like to add this discussion to our agenda.

Update to our verbiage for travel and purchasing:

For Discussion:

All Travel Expenses should be submitted with a signed expense report stating:

1. Location travelled to
2. Detailed reason for the travel
3. Agenda and description of travel
4. Original receipts
5. Approvals if required (note the date of minutes from meeting when pre-approval was given) .

Definition of original receipt:

An original receipt is a written acknowledgement that the vendor has been paid for providing goods or services. For a receipt to be considered original it must show:

- The name & address of the vendor providing the goods or services.
- The date that the specific services were received, or items were purchased.
- Itemization of the services and/or goods and pricing- not just total receipt
- Final amount due and evidence that it was paid.

Credit Card Purchases that are not travel related and done by a Department Head on a Village Credit Card should be submitted by the card holder at the end of the month in a statement format showing what they were for and what they are used for. IE: Tires required for XXX and the funding to apply that expense to and the prior approval if required. This statement should be in the form of an expense report and signed as true and correct and used for the village.

Event s –the purpose of hosting a Village sponsored event, Official Function, or educational program such as workshop, working lunch, etc., with multiple attendees

from both inside and outside the village. Would require notification and all employees, and trustees to be notified.

- a. Pre-Approval request: Description – provide a business justification for event expenses to be incurred and estimates for the costs and specify what type of event will be held and why. How many attendees anticipated. If food will be served, indicate breakfast, lunch, or dinner. Indicate whether a fee will be collected from attendees.

- b. When the event is finished, a final accounting and listing of vendors. This narrative should be reviewed with the board, stating who attended. And a review of the event with a narrative on what worked what did not work.

Example:

Event: Tree Lighting

Notice given: Email and posting dates.

Dinner Provided (List of food)

Attendees: Board XXX, Employees XXX, General public XXX

Expenses:

Requested: Food \$..... Actual \$ Etc..

Description of event and impact of event. Any changes if done again to be noted. What worked what did not?

Total cost: Approved: Nov 12 , 20xx minutes

The above would be done for all events over \$100.00

Travel Meals:

Meal claims must be actual, reasonable, and necessary and represent the actual amount spent. For a claim to be reimbursed more than the maximum amount, an itemized receipt or charge card credit slip (tear tabs are not acceptable) must be provided and there must be documentation that the cost was incurred outside of the traveler’s control. The maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for all meals. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred. An employee is eligible for a higher meal reimbursement rate when traveling out of state.

MEALS: In-State Breakfast \$ 9.00 Lunch \$ 11.00 Dinner \$ 21.00

Out-Of-State Breakfast \$ 10.00 Lunch \$ 15.00 Dinner \$ 25.00

EXAMPLES OF EXPENSES NOT REIMBURSABLE* -- Alcoholic Beverages -- Spouse or family members' travel costs -- Cancellation charges (unless fully justified) -- Lost/stolen cash or personal property -- Personal items, e.g., toiletries, luggage, clothing, etc. -- Traffic citations, parking tickets and other fines -- Excessive mileage charges incurred for personal reasons e.g., sightseeing, side trips, etc. -- Parking costs at the assigned workplace -- Repairs, towing service, etc., for personal vehicle -- Additional charges for late checkout -- Taxi fares to and from restaurants -- Meals included in the cost of registration fees, airfare, or included as part of lodging (e.g., hotel continental breakfast) -- Flight insurance -- Pay for view movies in motel room; personal entertainment -- Child care costs and kennel costs -- Charges to modify airline seat selection, or to select premium airline seats. This list is not complete.

All expense reports must be submitted within 60 days of travel and 30 days of travel if using a village credit card.

Village credit cards can only be held by Department heads and must be sub and control accounts with separate card numbers.