



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President
Rodney S. Craig

Village Clerk
Kristy Merrill

Trustees
Troy Albuck
Yasmeen Bankole
Jenni Broccolino
Liza Gutierrez
Jon Kunkel
Herb Porter

Interim Village Manager
Courtney Sage

VILLAGE OF HANOVER PARK **PUBLIC NOTICE OF SPECIAL MEETING OF THE VILLAGE BOARD**

Public Notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

Village Board of the Village of Hanover Park

(Name of public body)

HAS SCHEDULED A SPECIAL MEETING FOR *June 30, 2026 AT 4:45 p.m.*

2121 W. Lake Street, Hanover Park, IL 60133, Room 214

(Location)

Agenda Attached

Posted on : _____

(Date)

By _____

Kristy Merrill, Village Clerk



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VILLAGE OF HANOVER PARK

VILLAGE BOARD SPECIAL MEETING

2121 Lake Street, Room 214, Hanover Park, IL 60133

Tuesday, June 30, 2026
4:45 p.m.

AGENDA

1. **CALL TO ORDER – ROLL CALL**

2. **ACCEPTANCE OF AGENDA**

3. **TOWNHALL SESSION**

Persons wishing to address the public body must register prior to Call to Order.
Please note that public comment is limited to 5 minutes.

4. **MOVE TO APPROVE BY OMNIBUS VOTE ITEMS ON THE CONSENT AGENDA.**

Consent Agenda - Omnibus Vote

Illinois law permits municipalities to adopt by one single unanimous roll-call vote of the Board of Trustees and the Village President a group of designated ordinances, orders, resolutions, or motions placed together for voting purposes in a single group.

All items marked with (C.A.) are considered routine and thus are considered to be on the Consent Agenda. Following the motion's second, a brief discussion may be held about any designated item. If lengthier discussion or debate is needed, any Trustee or the Village President may request any item to be removed from the motion and those items will be considered during the regular course of the meeting as they appear on the agenda.

All matters listed under Consent Agenda are considered to be routine by the Village Board and will be enacted by one motion in the form listed above. There will be no further discussion of these items. If discussion is desired, that item will be removed from Consent Agenda and will be considered separately.

4-A.1 **(C.A.)** Motion to authorize out-of-state travel for Trustee Porter to attend the National League of Cities National Black Caucus of Local Elected Officials Summer Conference taking place July 15-18, 2026 in Birmingham, Alabama.

5. **EXECUTIVE SESSION**

- a. Section 2(c)(1) – Personnel - The appointment and employment of a specific individual

6. **ADJOURNMENT**



4-A.1

Hanover Park^{USA}

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Courtney Sage, Interim Village Manager

SUBJECT: Approval of Travel for Village Trustee Porter

ACTION

REQUESTED: ☒ Approval ☐ Concurrence ☐ Discussion ☐ Information

RECOMMENDED FOR CONSENT AGENDA: ☒ Yes ☐ No

MEETING DATE: June 30, 2026

Executive Summary

Trustee Porter has requested to attend the National League of Cities National Black Caucus of Local Elected Officials Summer Conference taking place July 15 - 18, 2026 in Birmingham, Alabama. This travel has not been specifically budgeted for in the FY26 Budget.

Discussion

At the Board meeting of August 3, 2017, the Village Board approved an Elected Official Travel Policy which requires approval by the Village Board for out-of-state, unbudgeted travel.

Trustee Porter has requested to attend an out-of-state conference, which was not budgeted for in the FY26 Budget. It is estimated that the cost will be \$2,640, which includes conference registration, hotel, airfare, ground transportation and per diem. The final cost will be determined at the time of booking and registration, as airfare prices will fluctuate.

The FY26 budget includes funds for each elected official to attend meetings and events. To date, Trustee Porter has utilized some of those funds for other meetings and events.

Recommended Action

Motion to authorize out-of-state travel for Trustee Porter to attend the National League of Cities National Black Caucus of Local Elected Officials Summer Conference taking place July 15-18, 2026, in Birmingham, Alabama.

Attachments: Schedule
Travel Policy

Budgeted Item:	☐ Yes ☒ No
Budgeted Amount:	\$1,500 (Stipend)
Actual Cost:	\$2,640 (Estimated)
Account Number:	10-10-1100-403-473

Agreement Name: _____

Executed By: _____

Special Board Meeting
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Schedule at a Glance *(subject to change)*

Wednesday, July 15

Conference Registration

1:30 – 5:30 PM

**NBC-LEO Membership Committee Meeting/ NBC-LEO
Policy Committee Meeting/ Board Meeting**

3:30 – 5 PM

City of Birmingham Welcome Reception

6:30 – 7:30 PM

Thursday, July 16

Conference Registration

7:30 AM – 4:30 PM

Breakfast

8:30 – 9 AM

General Session: Past, Present & Looking Foward to the Future

9 – 10 AM

Public Safety Workshop 101: From Fragmentation to Coordination

10:15 – 11:30 AM

Interactive Opening Luncheon Session: Building Safer, More Resilient Communities

11:45 – 1 PM

Public Safety Workshop 1012: Designing Prevention Through Systems Change

1:15 – 2:30 PM

Site Visits

2:45 – 4:45 PM

(Dinner on your own)

Friday, July 17

Conference Registration

8 AM – 1:30 PM

Open Breakfast

9 – 9:30 AM

Issues and Solutions Breakfast: The Courage to Build (Leading Through Resistance in Housing Policies

9:45 – 10:45 AM

Affordable Housing Workshop 101: Moving Beyond Units to Systems

11 AM – 12 PM

Open Lunch

12 – 1 PM

Affordable Housing Workshop 1012: Applying the Policy & Systems Change Compass

1:15 – 2:15 PM

Site Visit

2:30 – 4:30 PM

NBC-LEO Night Out Event

8 – 11:30 PM

Saturday, July 18

Conference Registration

8 – 11 AM

Open Breakfast

9 – 9:30 AM

NBC-LEO General Membership Meeting

9:45 – 10:30 AM

From Policy to Prosperity Workshop 101 &102: Building Inclusive Local Ecosystems to Design Policy for Inclusive Growth

10:45 AM – 12:00 PM

Lunch on your own

12:30 – 2 PM

ADMINISTRATIVE POLICY

HANOVER PARK, ILLINOIS



DIRECTIVE: 011

SUBJECT: **Elected Official Travel for Village Business**

POLICY: The Village, in its efforts to advance the training of elected officials and promote the Village, recognizes that in-state and out-of-state travel may be required. This policy explains the guidelines, policies, procedures and approval process needed for travel by elected officials. The regulations contained within this policy are applicable for all travel expenses incurred on behalf of the Village by Elected Officials.

PURPOSE: To establish guidelines, policy, procedures and the approval process for elected officials traveling on official Village business for both in-state and out-of-state business.

DEFINITIONS:

Elected Official: Village President, Village Clerk or Village Trustee

I. General Overview

- A. Elected Official Travel must have a clear and direct connection to the individuals' role as an elected official for the Village. The elected official, upon return, shall provide the Village Manager and the Village Board with a report, either in writing or verbally at a public meeting, on the purpose of the meeting/conference and what they learned. Such report shall share a clear connection to the Village and the elected official's role.
- B. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives and subject to the provisions listed below will be reimbursed by the Village.

Expenses that generally will be reimbursed include the following:

- Airfare or trainfare for travel in coach or economy class or the lowest available fare.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi or limousine fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation or Village pool car is not available.
- Cost of conference hotel accommodations or standard accommodations in low to

mid-priced hotels, motels, or similar lodgings.

- Cost of meals, subject to the limitations described below.
- Tips not exceeding 15% of the total cost of a meal or transportation.
- Personal entertainment and personal care items are not reimbursed.

II. Pre-Approval Requirement

- A. All training must be preapproved by the Village Manager.
- B. Elected Officials traveling in-state overnight and any travel outside of the State of Illinois shall also receive pre-approval from the Village Board.
- C. Whenever possible, decisions regarding all Elected Official travel expenses should be made through the budget process. All travel expenses incurred on behalf of Elected Officials, therefore, should be appropriated for in the Village budget document.
- D. If circumstances arise creating the need for unbudgeted or overbudgeted travel expenses, advanced approval by the Village Board is required prior to making travel arrangements.
- E. Once travel has been approved, the elected official shall coordinate with the Executive Assistant in the Village Manager's Office, who will make the needed travel arrangements.
 1. Elected officials shall complete the Training Expense Form for all pre- and post-travel.

III. Adoption of Rates

- A. The rates contained in the most recent Department of the Treasury, Internal Revenue Service Publication 1542 Per Diem Rates shall be the maximum rate allowed for reimbursement of per diem for meals and incidental expenses. Mileage reimbursement rates shall be the maximum allowed for privately owned vehicles under the U. S. General Services Administration, Travel and Transportation Management Policy Division.

IV. Transportation

A. Air Travel

1. All air travel arrangements shall be coordinated and made by the Executive Assistant in the Village Manager's Office. Air reservations are limited to "coach" or "economy" fares. Any additional fees, such as extra charges for special seats (i.e. exit rows, front of plane, etc.), upgrades, or changes to flights after they have been confirmed shall be covered personally by the Elected Officials.
2. In order to secure the best possible rate, air fare shall be made in as far in advance as possible, and no less than fourteen (14) days prior to travel.
3. It should be noted that it may be required for an Elected Official to leave a conference early, or stay an additional night, if the airfare rate is significantly more to select a time after which the conference ends, or if it would be more cost efficient to fly home the following day after the conference ends.

B. Driving

1. Elected Officials should use a vehicle from the Village fleet whenever possible for local travel while on official Village business. When a vehicle from the Village fleet is not available, you may use your own private vehicle for travel on Village business.
2. Reimbursement for use of your private vehicle shall be at the rate established above, plus any toll charges, if the round-trip does not exceed 250 miles or is within the State of Illinois. When you choose to drive your vehicle on a longer trip, reimbursement shall be limited to the fare for air travel, or the current rate

per mile, whichever is lower. In such cases, no reimbursement shall be made for any hotel, meal or other expenses incurred en route, or for parking charges at the destination.

3. When two or more employees travel in the same private vehicle, reimbursement shall be made only to the owner of the vehicle.

C. Other

1. It is anticipated that Elected Officials may need to take a taxi to/from the airport to get to the conference location, events, and potential off-site meetings. Receipts will be required for reimbursement of those expenses. In addition, rental vehicles will not be reimbursed unless circumstances are such that a vehicle will be needed, and in which case will need to be approved by the Village Manager.

V. Lodging

- A. All hotel reservations will be made by the Executive Assistant in the Village Manager's Office. When possible, the Executive Assistant will pre-pay room and tax. Elected Official will need to provide the hotel with their personal credit card and pay for incidentals (in-room movies, health club charges, dry cleaning, etc.). A final detailed receipt for lodging must be obtained and submitted to the Executive Assistant in the Manager's Office.
- B. Reservations will be limited to the minimum number of nights required to conduct the assigned Village business. If an Elected Official chooses to arrive earlier or stay later, the additional lodging and other expenses incurred from the individual's decision to do so will be considered personal expenses to be paid for by the individual.
- C. Various hotels/motels offer special discounts to government employees. This rate shall be utilized when making reservations, unless the regular or group rate being offered is less.

VI. Per Diem

- A. For travel requiring overnight lodging, the Village provides for a per diem allowance to cover meals and other incidental travel expenses incurred in a day. Elected officials will

not be reimbursed for any expenses which exceed the per diem allowance. Receipts are not required for expenses covered by the per diem. The types of costs covered by the per diem allowance includes three meals and incidentals (tips, phone calls, etc.).

- B. The Village uses Per Diem rates established by the U.S. General Services Administration (GSA). GSA establishes the per diem rates for the lower 48 Continental United States, which are the maximum allowances to be reimbursed for expenses incurred while on official travel. The per diem allowance for the days of departure and return will be reduced by the appropriate meal allowance(s) not required for that day.
- C. When a conference registration fee includes one or more daily meals, the per diem allowance will be reduced by the appropriate meal allowance as provided for.