



Meeting Date: Tuesday, January 16, 2026
Meeting Time: 4:00 p.m.
Meeting Location: City Hall
118 Hillsboro Avenue
Edwardsville, IL 62025

FINANCE COMMITTEE AGENDA

Committee Members

Andrea Miracle, Chair

Will Krause

Chris Farrar

- 1) Call to Order
- 2) Citizens wishing to address the Committee
- 3) Approval of Minutes of December 11, 2025, meeting
- 4) Old Business
- 5) New Business
 - a) Claims amount will be announced at the Tuesday, January 20, 2026 Council meeting
 - b) An Ordinance Amending Chapter Two, Article XI, Section 701 – City Official Expense and Reimbursement Policy
 - c) Reports
 - a. Jeanne Wojcieszak, Finance Director
- 6) Next Finance Committee meeting will be held on Tuesday, January 29, 2026 at 4:00 pm in City Hall.

If prospective attendees require an interpreter or other access accommodation, please contact the Edwardsville City Clerk's office at 618-692-7500 no later than 48 hours prior to the commencement of the meeting to arrange the accommodations.

City of Edwardsville
Finance Committee Minutes
December 11, 2025
4:00 p.m.

Alderswoman Miracle called the meeting to order at 4:00 p.m. in the Governor Edwards Conference Room in City Hall, located at 118 Hillsboro Avenue in Edwardsville, Illinois.

Roll Call: Alderswoman Chair Miracle and Aldermen Krause and Farrar were present.

Also Present: Jeanne Wojcieszak, Director of Finance; Eric Williams, City Administrator; Brendan McKee, Fire Chief; Randi Van Wie, Deputy Finance Clerk; Cathy Hensley, Communication Coordinator; Diana Sussman, Director of City Library; and Don Munsch, Edwardsville Intelligencer.

No public comment was made.

Motion by Miracle, seconded by Krause to approve the minutes of the Finance Committee meeting held on November 25, 2025. Motion carried with Miracle, Krause and Farrar voting aye.

Old Business:

Motion by Miracle, seconded by Krause to approve and forward to council an Ordinance Making An Assessment, Levy, and Collection of Taxes within the Corporate Limits of the City of Edwardsville, County of Madison, State of Illinois, for the Tax Year 2025 and for the Corporate Expenses for the Fiscal Year Beginning May 01, 2025 and Ending April 30, 2026. Motion carried with Miracle, Krause and Farrar voting aye.

New Business:

Claims amount will be announced at the Tuesday, December 16, 2025 Council meeting.

Motion by Miracle, seconded by Krause to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principal of and Interest on the General Obligation Bonds Series 2016 of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Krause to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principal of and Interest on the General Obligation Refunding Bonds Series 2019B of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Krause to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principal of and Interest on the General Obligation Refunding Bonds Series 2020A of the City Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Farrar to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principal of and Interest on the General Obligation Refunding Bonds Series 2020B of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Krause to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principal of and Interest on the General Obligation Refunding Bonds Series 2021A of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Farrar to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principle of and Interest on the General Obligation Bonds Series 2021B of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Krause to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principle of and Interest on the General Obligation Bonds Series 2022 of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Motion by Miracle, seconded by Krause to approve and forward to council a Resolution Providing for the Abatement of a Tax Levy Relative to the Payment and Principle of and Interest on the General Obligation Bonds Series 2025 of the City of Edwardsville, Madison County, Illinois. Motion carried with Miracle, Krause and Farrar voting aye.

Finance Committee will meet on Tuesday, December 30, 2025 at 4:00 p.m. in City Hall.

There being no further business, meeting adjourned at 4:12 p.m.

Andrea Miracle, Chairman

JW/saj



DATE: January 12, 2026

ACTION ITEM TITLE: AN ORDINANCE AMENDING CHAPTER TWO, ARTICLE XI, SECTION 701 – CITY OFFICIAL EXPENSE AND REIMBURSEMENT POLICY

ORIGIN: Finance Department

SUMMARY:

Amends the Codified Ordinances to align City Official Expense and Reimbursement Policy with the Personnel Policy governing city employees. Removes reimbursement for meals and provides adherence to section 5.4 Travel Allowance of the City of Edwardsville Personnel Code, which governs the reimbursement of registration fees, round trip transportation, hotel/lodging and per diem, meals, and incidental expenses.

RATIONALE:

Section 5.4 Travel Allowance of the City of Edwardsville Personnel Code governs travel allowances and reimbursements for employees of the City of Edwardsville. Preference is given to hotel/lodging that is available at the same location as the conference or training workshop. Should lodging not be available at the same location, the maximum allowable reimbursement for lodging shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration in effect at the time the expense was incurred. The maximum allowable for meals and incidental expenses (M&IE) shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration in effect at the time the expense was incurred.

SUGGESTED COUNCIL ACTION:

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER TWO, ARTICLE XI, SECTION 701 – CITY OFFICIAL EXPENSE AND REIMBURSEMENT POLICY

WHEREAS, the City of Edwardsville, Madison County, Illinois (hereinafter “City”) is an Illinois home-rule municipality; and

WHEREAS, the City of Edwardsville previously adopted Ordinance 6705-09-2021 which enacted procedures for the reimbursement of expenses for City elected officials and added Article XI, Section 701 to Chapter Two of the City Code; and

WHEREAS, the City wishes to amend said procedures to align travel reimbursements with the adopted City Personnel Policy; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, ILLINOIS:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. AMENDMENTS.

The Codified Ordinances of the City of Edwardsville, Chapter Two, Article XI, Section 701 – City official Expense and Reimbursement Policy is hereby amended as follows:

(d) Allowable Expenses Subject to City Reimbursement. An allowable expense is defined as “an activity that will serve as a benefit to the City as a body, and at the same time is directly related to the functions of government”. Expenses must be for legitimate City governance purposes. Expenses that are not approved or are inadequately documented will not be reimbursed. If the expense involves airline travel and/or a hotel stay, a Pre-Approval Form must be completed and approved by the City Administrator prior to the event and such travel is subject to the City’s general Travel Policy.

As long as the other requirements of this policy are met, all forms as may be prescribed are completed, any necessary pre-approvals are granted, and the City has budgeted for the expense, the following shall be allowable expenses subject to reimbursement by the City:

~~1. Hotel Stays. Hotel stays, when attending, in the capacity of a City elected official, a meeting, seminar or conference, at a location no closer than 75 miles from City Hall. The City Administrator shall have the discretion to waive the 75 miles restriction in cases of emergency or extenuating circumstances related to the timing of the meeting and/or travel conditions.~~

21. Meals. The following meals may be reimbursed: (1) meals associated with City business when the business meal is with one or more representatives of another local, state or national government agency, who is meeting in their official capacity for that unit of

government, to discuss a policy position of the City that involves the other local, state or national government agency; (2) meals associated with City business when the business meal is with a developer, business owner, or representative of a community organization where the primary purpose is to discuss a City initiative or proposal involving the City and the other party to the meal.; ~~and (3) meals while attending, in the official capacity of a City elected official, a conference, seminar or meeting located outside of Edwardsville subject to the IRS reimbursement rates.~~ Gratuities are limited to a maximum of 20% of the total bill. Unless other criteria are met, meals with other City Elected Officials to discuss City business shall not be subject to reimbursement. The meals of those dining with the elected official shall not be subject to reimbursement by the City.

32. Mileage. Mileage will be reimbursed for elected officials attending, in their capacity of a City elected official, offsite training, seminars, meetings, or other official City business as authorized at the IRS mileage reimbursement rate. However, no reimbursement shall be provided for attendance at City meetings and other official meetings of the City.

43. Parking. Parking will be reimbursed for elected officials attending offsite training, seminars, meetings or other official City business as authorized, provided original receipts are submitted. However, no reimbursement shall be provided for attendance at City meetings and other official meetings of the City that are located at City Hall.

54. General Transportation Costs. Transportation and tolls will be reimbursed for elected officials attending offsite training, seminars, meetings, or other official City business as authorized, provided receipts, cancelled tickets, ticket stubs, or other proof of the incurred expense are submitted. Transportation may include, but is not limited: public transportation, ride sharing services and taxi cabs. However, no reimbursement shall be provided for attendance at City meetings, including City Council and other official meetings of the City.

65. Materials. Educational materials, including books and training materials, related to official capacity of the City elected official.

76. Seminar Costs. Registration fees associated with attending conferences and seminars related to the roles and functions of the elected official and/or the City.

87. Community Luncheons. Registration and/or fees associated with attending luncheons or dinners sponsored by community, business and/or economic development groups, where the City elected official attends as a representative of the City.

And by adding the following Section:

(j) Travel Allowance. To attend a professional conference or training workshop, an elected official must adhere to section 5.4 Travel Allowance of the City of Edwardsville Personnel Code, which governs the reimbursement of registration fees, round trip transportation, hotel/lodging and per diem, meals, and incidental expenses. Hotel stays, when attending, in the capacity of a City elected official, a meeting, seminar or conference, at a location no closer than 75 miles from City Hall. The City Administrator shall have the discretion to waive the 75 miles restriction in

cases of emergency or extenuating circumstances related to the timing of the meeting and/or travel conditions.

Section 3. In the event a court of competent jurisdiction finds this ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this ordinance and the application thereof to the greatest extent permitted by law.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the City prior to the effective date of this ordinance.

Section 5. This Ordinance shall be in full force and effect immediately after its passage and approval.

ADOPTED this _____ day of _____, 202__, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this _____ day of _____, 202_____.

BY: _____

Art Risavy, Mayor

ATTEST, this _____ day of _____, 202_____.

BY: _____

Michelle Boyer, City Clerk

5 SPECIAL ALLOWANCES

5.1 Uniform

The City will provide uniform and accessory allowances for an employee whose position requires the use of same. The City will provide uniform and accessory allowances for a union employee, as specified in his or her collective bargaining agreement.

5.2 City Property

An employee in possession or control of City property shall be personally responsible for its proper care, use and security. Damage or loss resulting from negligence may be chargeable to the employee, and may subject the employee to disciplinary action.

5.3 Training and Conferences

Upon approval of attendance by a Department Head, an employee will be paid under the requirements of the FLSA for attending a professional conference or training workshop. A written request for attendance must be submitted to the Department Head.

5.4 Travel Allowance

Travel Allowance form provided by Finance Department.

To attend a professional conference or training workshop, an employee must submit a written request to his or her Department Head for approval. Each request shall include the conference schedule, registration information, and all anticipated costs including travel and hotel if applicable.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Any request for advance travel allowance shall be in the initial application to the Department Head.

In the event an employee is required to travel outside the City on official business, reimbursement shall be approved as follows:

- 1) Registration fee;
- 2) Round trip transportation.

Employees shall use a vehicle owned by the City when possible. If a personal vehicle is approved for use by the Department Head, the employee will be reimbursed at the current rate per mile allowed by the IRS. When claiming mileage, reimbursement will be calculated using the employee's normal workplace as the starting point and using the most direct route.

If travel necessitates the use of air travel or train travel, the lowest reasonable available fares for such travel shall be selected.

- 3) Hotel/Lodging

Preference shall be given to hotel/lodging that is available at the same location of the professional conference or training workshop. Should lodging not be available at the same location, the maximum allowable reimbursement for an employee shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration in effect at the time the expense was incurred.

Lodging taxes are not included in the per diem lodging rate and are reimbursable as miscellaneous travel expenses.

4) Per Diem, meals, and incidental expenses

Unless otherwise excepted below, the maximum allowable reimbursement for an employee shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration for travel per diem, meals, and incidental expenses in effect at the time the expense was incurred.

Taxes and tips are included in the meals and incidental expense rate. Incidental expenses are defined as: fees and tips given to porter, baggage carriers, and hotel staff.

5) Approval and Documentation of Expenses

The City Administrator must approve any expense of any employee that exceeds the maximum permitted by Section 5.4 (above) or that resulted from an emergency or extraordinary circumstance. In the event that an emergency or extraordinary circumstances will require an employee to accrue more expenses than the maximum amounts set forth herein, the employee shall, as soon as practicable, provide an estimate of the expected costs to their Department Head.

No employee of the City shall be reimbursed for any entertainment expense which includes, but is not limited to, alcoholic beverages, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, late checkout and room upgrades, parking ticket or other traffic tickets, meals or travel expenses for spouse/guest, unless ancillary to the purpose of the program or event, and as further defined pursuant to Illinois law, codified at 50 ILCS 150/5 et seq., as amended.

Before any reimbursement for travel, including meals or lodging, may be approved employees shall complete the standardized reimbursement form provided by the Director of Finance and provide the appropriate documentation of their expenses, including receipts and other supporting documentation.