



Meeting Date: Tuesday, January 29, 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 January 15, 2026, meeting
- 4) Old Business
 - a) Second Reading of an Ordinance Amending Chapter Two, Article XI, Section 701 – City Official Expense and Reimbursement Policy
- 5) New Business
 - a) Claims amount will be announced at the Tuesday, February 03, 2026 Council meeting
 - b) Reports
 - a. Jeanne Wojcieszak, Finance Director
- 6) Next Finance Committee meeting will be held on Thursday, February 12, 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

January 15, 2026

4:00 p.m.

Alderman 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: Alderwoman Miracle, Chairman, Aldermen Krause were present. Aldermen Farrar was excused.

Also Present: Jeanne Wojcieszak, Director of Finance; Randi Van Wie, Deputy Director of Finance; Eric Williams, City Administrator; Cathy Hensley, Communication Coordinator; Don Munsch, Edwardsville Intelligencer.

No public comment was made.

Motion by Krause, seconded by Miracle to approve the minutes of the Finance Committee meeting held on December 11, 2025. Motion carried with Miracle, and Krause voting aye.

Old Business:

None

New Business:

Claims amount will be announced at the Tuesday, January 20, 2026 Council meeting.

Motion by Miracle, seconded by Krause an Ordinance Amending Chapter Two, Article XI, Section 701 – City Official Expense and Reimbursement Policy. Motion carried with Miracle, and Krause voting aye.

Finance Committee will meet on Thursday, January 29, 2025 at 4:00 p.m. in City Hall.

There being no further business, meeting adjourned at 4:15 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