



Meeting Date: Thursday, January 29, 2026
Meeting Time: 5:00 P.M.
Meeting Location: Council Chambers
118 Hillsboro Avenue

ADMINISTRATIVE AND COMMUNITY SERVICES COMMITTEE AGENDA

Committee Members

Elizabeth Grant, Chair

Will Krause

Andrea Miracle

-
1. Roll Call
 2. Approval of Minutes from the January 15, 2026 ACS meeting [Pg. 3](#)
 3. Public Comment
 4. New Business
 - A. Approval to Award the 246 N Main St. Asbestos Abatement to Cempro Services of IL, LLC in the amount of \$57,230.00 [Pg. 5](#)
 - B. Approval of an Ordinance Amending Chapter Two, Article XI, Section 701 – City Official Expense and Reimbursement Policy – [Second Reading Pg. 7](#)
 5. Old Business
 6. Correspondence & Announcements:
 7. Boards & Commissions:
 - A. Plan Commission
 - B. Zoning Board of Appeals
 - C. Human Relations Committee
 - D. Historic Preservation Commission
 - E. Edwardsville Environmental Commission
 - F. Bicycle and Pedestrian Advisory Committee
 - G. Recreation, Arts and Special Events Board
 - H. Library Board

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.

I. Band Board

8. Next ACS Meeting: **Thursday, February 12, 2026 at 5:00 p.m.** in City Hall Council Chambers,
118 Hillsboro Ave

9. Adjournment

CITY COUNCIL MEETING: Tuesday, February 3, 2026 at 7:00 p.m. in City Hall Council Chambers,
118 Hillsboro Ave

Administrative and Community Services Committee Minutes

January 15, 2026 5:00 P.M. at City Hall

Approved Date: _____

Signature: _____

PRESENT:

Elizabeth Grant
Andrea Miracle
Will Krause
Eric Williams
Ryan Zwijack
James Arnold

Breana Buncher
Cathy Hensley
John Falcone
Don Munsch
Jaime Eads

EXCUSED

1. Roll Call
2. Approval of Minutes from the December 11, 2025 ACS meeting – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
3. Public Comment
4. New Business
 - A. Approval of an Ordinance Amending Chapter 1243 – Planned Unit Developments of the Codified Ordinances of the City of Edwardsville – **Second Reading** – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - B. Resolution Approving Tru-Home2 Dual Brand Hotel Preliminary Subdivision Plat – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - C. City of Edwardsville Commercial Building Façade Application for C.W. Byron Properties at 122, 124, 126 N Main St. in the amount not to exceed \$11,068.98 – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - D. Approval of an Ordinance Amending Chapter Two, Article XI, Section 701 – City Official Expense and Reimbursement Policy – **First Reading** – Motion to approve (Grant), seconded (Miracle) and votes all ayes to forward to Council
5. Old Business
6. Correspondence & Announcements:
 - A. December Building Permit Report
 - B. Letter from the Plan Commission regarding Preliminary Subdivision Plat for Tru-Home2 Dual Brand Hotel
7. Boards & Commissions:
 - A. Plan Commission – December 3, 2025, December 17, 2025
 - B. Zoning Board of Appeals
 - C. Human Relations Committee
 - D. Historic Preservation Commission – November 12, 2025
 - E. Edwardsville Environmental Commission

- F. Bicycle and Pedestrian Advisory Committee – December 3, 2025
- G. Recreation, Arts and Special Events Board
- H. Library Board
- I. Band Board

- 9. Next ACS Meeting: Thursday, January 29, 2026 at 5:00 p.m. in City Hall Council Chambers, 118 Hillsboro Ave.
- 10. Adjournment – Motion to adjourn (Grant), seconded (Miracle)

CITY COUNCIL MEETING: Tuesday, January 20, 2026 at 7:00 p.m. at City Hall Council Chambers, 118 Hillsboro Ave.



DATE: January 27, 2026

ACTION ITEM TITLE: Approval to award the 246 N Main St. Asbestos Abatement to Cempro Services of IL, LLC in the amount of \$57,230.00

ORIGIN: Public Works Department

SUMMARY:

This item is to approve the award the 246 N Main St. Asbestos Abatement to Cempro Services of IL, LLC. This contract consists of the abatement of asbestos currently in place at this address.

RATIONALE:

This contract will include proper abatement, removal, and disposal of asbestos containing materials throughout the existing structure. This work must be completed prior to rehabilitation of the site.

Multiple sealed bids were received and Cempro was the lowest responsible bidder.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN:

Not Applicable

SUGGESTED COUNCIL ACTION:

Approval

246 N Main Asbestos Abatement

Bid Opening: January 22, 2026 at 2:00 PM

Attended By: Desiree Gerber, David Sirko, Toni Odelehr, Avery Caselton, Jay Geisler (Alloy), Johnny Schnettgueche(Great Western)

	Cenpro Services of IL, LLC	Great Western Abatement, Inc.	AC Environmental, Inc.	Alloy Group	Midwest Service Group
Bid =	\$57,230.00	\$134,070.00	\$58,535.00	\$89,100.00	\$68,900.00



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.