

**CITY OF VIENNA  
CITY COUNCIL MEETING  
VIENNA CITY HALL**

**February 1, 2017  
6:30 P.M.**

**AGENDA**

1. Mayor Calls Meeting to Order.

2. Roll Call:

Hill\_\_\_\_ Evans\_\_\_\_ Myrick\_\_\_\_ Owen\_\_\_\_ Racey\_\_\_\_ Williams\_\_\_\_

3. Omnibus Consent Agenda

- Approval of the 01-18-17 City Council Meeting Minutes
- Approval of the Warrant

**Motion**\_\_\_\_ **Seconded**\_\_\_\_\_

Hill\_\_\_\_ Evans\_\_\_\_ Myrick\_\_\_\_ Owen\_\_\_\_ Racey\_\_\_\_ Williams\_\_\_\_

**PUBLIC COMMENT/ADDITION TO THE AGENDA**

**NEW BUSINESS**

4. Authorization and Approval to purchase a gas scrubber. Estimated cost: \$1,050.00, Utility Sales and Service. (This will reduce natural gas odor east of town)

**Motion**\_\_\_\_ **Seconded**\_\_\_\_\_

Hill\_\_\_\_ Evans\_\_\_\_ Myrick\_\_\_\_ Owen\_\_\_\_ Racey\_\_\_\_ Williams\_\_\_\_

5. Authorization and Approval of Ordinance 17-01, and Ordinance Establishing a Travel Reimbursement Policy for the City of Vienna in accordance with the Local Government Travel Expense Control Act.

**Motion**\_\_\_\_ **Seconded**\_\_\_\_\_

Hill\_\_\_\_ Evans\_\_\_\_ Myrick\_\_\_\_ Owen\_\_\_\_ Racey\_\_\_\_ Williams\_\_\_\_

6. **City Elected and Appointed Officials:**

- Jon Simmons, Mayor
- Aleatha Wright, City Clerk- Southern Five Meeting, Electricity Aggregation Rates,  
**Fourth of July Event**-\*Consent and Approval for amount  
to rent bounce houses
- Josh Stratemeyer, City Attorney
- Shane Racey, City Superintendent
- Brent Williams, Fire Chief
- Jim Miller, Chief of Police
- Michelle Meyers, Treasurer
- Phil Morris, Depot- August 2017 Eclipse Event
- Margaret Mathis, City Librarian
- City Council

7. **Executive Session: If necessary**

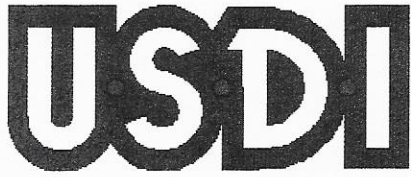
8. **Adjournment:**

Motion\_\_\_\_\_Seconded\_\_\_\_\_

Hill\_\_\_\_\_Evans\_\_\_\_\_Myrick\_\_\_\_\_Owen\_\_\_\_\_Racey\_\_\_\_\_Williams\_\_\_\_\_

POSTED: 01-30-17

BY: 



Utility Safety & Design, Inc.  
1927 Miller Drive  
PO Box 276  
Olney, IL 62450  
P (618) 392-5502 F (618)392-2261

January 26, 2017

Troy Kerley,  
City of Vienna  
P.O. Box 1442  
Vienna, IL 62995

Dear Troy:

We are providing the following cost estimate for a YZ Large Volume Gas Scrubber.

Total projected cost:           \$1,050.00

Should you have any questions please call.

Sincerely,

Gary Compton



ORDINANCE NO. 17-\_\_\_\_\_  
THE CITY OF VIENNA, ILLINOIS

**AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT  
POLICY FOR THE CITY OF VIENNA IN ACCORDANCE WITH THE LOCAL  
GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

A. WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

B. WHEREAS, pursuant to the Act, all non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses;

C. WHEREAS, the City Council of the City of Vienna finds it to be in the best interest of the City to adopt a Travel Expense Reimbursement Policy in order to comply with the Local Government Travel Expense Control Act.

THEREFORE, BE IT ORDAINED by the Vienna City Council and the Mayor of the City of Vienna, Illinois as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City of Vienna in order to carry out the responsibilities of City business.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City of Vienna or by wards or charges of the City of Vienna involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The City of Vienna shall provide reimbursement for eligible public business expenses incurred by City of Vienna employees, appointed officials, and elected officials while traveling on public business. Prior to incurring any travel expenses for public business, registration information and/or projected travel expenses must be submitted to the employee's supervisor or Vienna City Council for verification of funds availability, justification for attendance, and approval.

Section 4. No reimbursement of travel, meal or lodging expenses incurred by a City of Vienna employee, appointed official, or elected official shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto and made a part hereof, has been submitted to and approved by the City Council. All reimbursements for travel, meals, and lodging expenses incurred by its employees while traveling on public business shall have sufficient budget appropriation in order to be approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 5. Reimbursable Expenses.

A. Registration fees. Registration fees for meetings, seminars, or conventions. Documentation is required including agenda if available.

B. Transportation costs. The most economical mode of transportation shall be selected. Criteria to be considered include the length of the trip, travel time, and cost. Allowable transportation costs include:

1. City vehicle: Actual expenses for gas, oil, repairs, and other operating expenses will be reimbursed upon presentation of receipts.
2. Personal vehicle: Mileage reimbursement shall be in accordance with applicable IRS guidelines. Employees must submit actual beginning and ending odometer readings to substantiate mileage. Alternately, mileage may be substantiated by an internet mapping service which calculates the mileage by the most direct route possible.
3. Air travel: Air travel shall be at the lowest available fare, and, if possible, planned in advance to take advantage of the most economical rates. Receipts are required.
4. Other transportation costs: Rental of automobiles, taxis, or public transportation are reimbursed at cost with verification of receipts.

C. Lodging. Reimbursement for lodging expenses shall be for the actual expenses incurred and shall only cover the minimum number of nights required for the event. The lodging shall be reasonable in accommodations and expense.

D. Meals. Receipts must substantiate the cost of meals. Meals shall be reasonable in expense.

Section 6. Non-reimbursable Expenses.

A. The City of Vienna shall not reimburse any City employee, appointed official, or elected official for any travel activities which would be considered entertainment. However, activities which would otherwise be considered



entertainment, but which are ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

B. Expenses related to a traveling spouse or guests are not eligible for reimbursement.

C. Alcohol is specifically excluded from reimbursement.

Section 7. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 8. This ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Passed this 1<sup>st</sup> day of February pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAYES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED this 1<sup>st</sup> day of February, 2017.

\_\_\_\_\_  
Jon Simmons, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk, Aleatha Wright

I, Aleatha Wright, Clerk of the City of Vienna, Johnson County, Illinois, do hereby certify that I am the legal custodian of the records and ordinances of said City of Vienna; that the foregoing is a true and complete copy of Ordinance 17-\_\_\_\_ of said City of Vienna, being an Ordinance Establishing a Travel Reimbursement Policy for the City of Vienna in Accordance with the Local Government Travel Expense Control Act, was fully passed and approved by the City Council of said City of Vienna at a meeting held on February 1, 2017; that the same was approved and signed by Jon Simmons, Mayor of the City of Vienna and that said Ordinance is now in full force and effect; all as appears from the records and file of said office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said City of Vienna this 1<sup>st</sup> day of February, 2017.

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Aleatha Wright, Clerk for the City  
of Vienna

## TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved by the City of Vienna, the following minimum documentation must first be submitted, in writing, to the Vienna City Council.

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name of Employee or Officer

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Commissioners in considering your request for reimbursement. In the discretion of the Board of Commissioners, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Commissioners with respect to the reimbursement request.

\_\_\_\_\_  
Employee/Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date