



ORDINANCE NO. 929

**AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW
MUNICIPAL CODE SID MUNICIPAL CODE BEING ORDINANCE
NO.513 OF THE VILLAGE OF MACKINAW TO PROVIDE
AMENDMENTS RELATING TO LOCAL GOVERNMENT TRAVEL
EXPENSE CONTROL ACT**

Published in pamphlet form by authority of the Village President and
Board of Trustees of the Village of Mackinaw

NOVEMBER 28, 2016

STATE OF ILLINOIS)
COUNTY OF TAZEWELL) SS
VILLAGE OF MACKINAW)

CERTIFICATE OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of the Village of Mackinaw, Tazewell County, Illinois (the "Issuer"), and as such official I am the keeper of the records and files of its President and Board of Trustees (the "Corporate Authorities").

I do further certify the foregoing constitutes a full, true and complete excerpt from the proceedings of the regular meeting of the Corporate Authorities held on the **28TH day of NOVEMBER 2016**, insofar as same relates to the adoption of **Ordinance No. 929**, entitled:

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

A true, correct and complete copy of which ordinance (the "Preliminary Ordinance" or "Ordinance") as adopted at such meeting appears in the transcript of the minutes of such meeting. The Preliminary Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify the deliberations of the Corporate Authorities on the adoption of such Preliminary Ordinance were taken openly and was on the agenda at least 48 hours before the meeting at which it was adopted, that the adoption of such ordinance was duly moved and seconded, that the vote on the adoption of such ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such Act and such Code and their procedural rules in the adoption of such ordinance.

The pamphlet form of **Ordinance No.929**, including the ordinance and a cover sheet thereof, was prepared and a copy of such Ordinance was posted for public inspection in the municipal building, the Mackinaw United States Post Office, and the Mackinaw Library commencing on **NOVEMBER 29, 2016** and continuing for at least ten days thereafter. The original ordinance was adopted by the Board of Trustees of the Village of Mackinaw at a regular meeting, attended by six members of the Board, and approved by the President, as said Ordinance appears on file in my office and as the same is recorded in the Book of Ordinances of said Village.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the official seal of said Village of Mackinaw, Illinois, this 8TH DAY OF DECEMBER, 2016.



Village Clerk

ORDINANCE NO. 929

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW, TAZEWELL COUNTY, ILLINOIS:

SECTION 1: Title III of the Village Code of the Village of Mackinaw is hereby amended by inserting a new Chapter 36 which shall be as follows:

CHAPTER 36 LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

§36.001 DEFINITIONS.

As used in this Chapter, the following terms shall have the meanings hereinafter set forth unless the context clearly requires otherwise:

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.

TRAVEL: Means any expenditure directly incident to official travel by employees and officers of the Village of Mackinaw or by wards or charges of the Village of Mackinaw involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

§36.002 APPROVAL OF TRIPS.

All elected and appointed officials and employees of the Village shall obtain approval of the Village Board of the Village of Mackinaw prior to any trip or travel on Village business that would require reimbursement of personal expenses from the Village funds. Emergency exceptions to this policy may be granted by the Village President or by the Superintendent of Public Works for travel of Public Works personnel; The Chief of Police for travel of police personnel; and the Village Clerk for personal travel and travel of administrative personnel, subject to a report by the person approving the travel at the next scheduled of the Village Board as to the nature of the travel and the reason for the emergency approval.

§36.003 TRAVEL AND EXPENSE VOUCHER REQUIRED.

All elected and appointed officials and employees of the Village of Mackinaw who seek reimbursement of personal expense for travel, lodging, food or incidentals in

the conduct of Village business shall execute a standardized Village of Mackinaw form for submission of travel, meal and lodging expenses supported by the minimum required documentation being attached with receipts and shall explain fully and factually the purpose of the travel, period of travel, places visited, and the exact cost to the individual for travel, lodging, meals and incidentals and attach thereto receipts for the same. The completed standardized request form shall be forwarded to the Village Clerk within ten (10) days following the completion of the travel. The Village Clerk shall in turn present the completed standardized request form to the individual or individuals whose approval is required prior to reimbursement.

§36.004 APPROVAL PRIOR TO REIMBURSEMENT.

Prior to reimbursement provided for in this Chapter, approval for payment of personal expenses claimed on the Village standardized request form seeking reimbursement for Village travel and expenses shall be as follows:

- (A) Expenses of Public Works Department personnel must be approved by the Superintendent of Public Works and one (1) member of the Streets and Allies Committee.
- (B) Expenses of Police Department and personnel must be approved by the Chief of Police and one (1) member of the Police Committee.
- (C) Expenses of administrative personnel must be approved by the Village Clerk and by one (1) member of the Finance Committee.

§36.005 REIMBURSEMENT FOR AUTOMOBILE TRAVEL: COMBINING OF TRIPS REQUIRED.

Reimbursement for use of private automobiles by Village officials or employees for travel beyond the Village will be at a rate established from time to time by the Internal Revenue Service. Whenever possible trips shall be combined when two (2) or more persons are traveling to the same area, conference, meeting or town.

§36.006 TYPES OF PERMISSABLE TRAVEL.

The types of official business for which travel, meal and lodging expenses are allowed is generally limited to only that travel necessary appropriate or advisable for the employer officer in connection with and in fulfillment of their official duties and responsibilities to the Village of Mackinaw. Examples of permissible travel shall include but not be limited to the following:

- (A) Travel to and from meetings of professional associations or organizations.
- (B) Continuing education programs.

(C) Professional trainings or certification classes.

(D) Professional trainings or certification exams.

(E) Meetings with individuals or entities which meetings cannot be conveniently be located within the Village limits.

§36.007 MAXIMUM ALLOWABLE REIMBURSEMENT.

Notwithstanding any other provision of this Chapter to the contrary the maximum allowable reimbursement without the advanced vote of the Board of Trustees of the Village of Mackinaw shall be \$500.00 for any single official travel trip by any employer office of the Village of Mackinaw.

§36.008 REIMBURSEMENT FOR ENTERTAINMENT EXPENSES PROHIBITED.

The Village of Mackinaw shall not reimburse any governing Board Member, employee of officer for any entertainment expense.

§36.009 APPROVAL OF TRAVEL EXPENSES FOR MEMBER OF THE CORPORATE AUTHORITES.

No member of the Village Board shall be eligible to have travel expenses reimbursed pursuant to the terms of this policy. Any member of the Village Board may only have expenses for travel, meals, and lodging approved by a roll call vote at the open meeting of the Village Board of Trustees.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall take effect 10 days after publication thereof as provided by law.

SECTION 4: Ordinance No. 513 of the Village of Mackinaw, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 513 shall remain in force and effect except as modified by this Ordinance


PASSED in due form on a roll call vote by the Board of Trustees of the Village of Mackinaw at a duly held meeting on the 28th day of November, 2016.

APPROVED:



President of the Board of Trustees of
The Village of Mackinaw

ATTEST:



Village Clerk

AYES:	<u>4</u>
NAYS:	<u>0</u>
ABSENT:	<u>3</u>