

**SITING, RULES & ORDINANCE SUB-COMMITTEE MEETING**  
**February 2, 2017**  
**5:30 P.M.**

**MEMBERS PRESENT**

Jerry Potts  
Matt Brown  
Patty Cox  
Helena Buckner  
Pat Dawson (arrived @ 5:35)  
Tim Dudley

**COUNTY PERSONNEL PRESENT**

Mike Baggett, State's Attorney's Office

**MEMBERS NOT PRESENT**

Rachel Joy

Jeannie Durham, County Board Office

The meeting was called to order by Chair Jerry Potts at the Macon County Office Building.

**MINUTES**

Motion to approve the minutes of prior meeting, 10/27/16, made by Ms. Cox, seconded by Mr. Brown and motion carried 5-0.

**CITIZEN'S REMARKS** - None

**OLD BUSINESS** - None

**NEW BUSINESS** -

*Macon County Board Ordinance Enacting the Macon County Travel Expense Control Ordinance*  
Mr. Baggett explained that the committee had the proposed text for a new section 33.03 of the County Code regarding travel expense control. The General Assembly passed the Local Government Travel Expense Control Act last year. When it went into effect, it required each local government, including counties, to adopt a local Travel Expense Control Ordinance effective January 1. It is February, so we are a little late. Mr. Baggett said he had the work done in October, but failed to ask for a meeting to be called.

The text of the proposed ordinance is consistent with the model ordinance sent out by UCCI as well as the text of the Travel Expense Control Act. A lot of this, we are required to adopt as it is stated in the Statute. Chairman Potts has brought a concern he has to attention. Beginning on page 3, line 41, sub-paragraph C regarding the maximum allowable reimbursement for expenses. This language was pulled from a model ordinance. It refers to the reimbursement schedule of the Governor's Travel Control Board. The reason that was included was so that the county would not have to, on an annual, semi-annual, bi-annual timeframe, meet and determine the appropriate rates for reimbursement, but could instead, rely on the Governor's Travel Control Board which studies these and mandates regulations which are in effect for all state employees, or at least all Executive Branch employees. The goal was to refer to that which would be updated on a continuing basis and let the Governor's office do the work as opposed to the county. Chairman Potts has pointed out that information was looked for regarding the Travel Control Board online and it was not easy

to find what their permissible or allowable expenses are. That may be a concern that needs to be addressed before this goes to the full board. The numbers Chairman Potts was able to locate may not have been promulgated by the Travel Control Board, but the numbers he had found appeared to be a bit lower than any reasonable person would expect to incur. For example, a breakfast had a maximum allowable rate of \$5.50. That is something that needs to be looked into, but does not necessarily prohibit moving forward tonight. It is something that can be looked into and shared with the Chairman and the committee or it could be tabled and brought back before SRO before taking it to the full board. That would require another meeting.

Mr. Dudley asked if it would be out of line to pass as is and then amend. Mr. Baggett said it is fine. The Board's rules say that it has to be in final form when it gets to the County Board. The committee can pass it subject to this being looked into or possible revisions being made. There is no need for an amendment. If the Board wants to consider it and amend it on the floor, it can, but the preference would be to find the Travel Control Board's site and identify the rates and satisfy the Chairman that they are there and can be found. Alternatively, if the committee wants to table it and bring it back later, it can be done either way. Mr. Dudley asked about time constraints. Mr. Baggett explained that this was supposed to have been in effect by January 1. Whether we are late at 2/9 or 3/9, late is late. Either way the committee wants to do it is fine.

Ms. Dawson commented that even though she doesn't use the travel plan, she does get the information. She said that she could ask someone where the information is found online. Ms. Cox said they had just passed it at the township and it listed the costs out. They are low. Mr. Baggett agreed saying that what he had found earlier had struck him as being low too, but he felt it was based on, in large part, a state employee getting a discount at certain chains that the state has been able to negotiate. He was not sure if the rate would be applicable at the county level, but at the same time, expressed hesitation before placing a burden on the County Board to have to come back and analyze the prices and set them on any type of consistent basis. Ordinances can easily slide by. It may be 15 years before it is looked at again. He said he preferred the idea of referencing an external control that the state is on top of just like we do with building codes. He went on to say that if the board wanted their own numbers, he would be happy to do that as well. Ms. Buckner found the link on her cell. The travel guide was printed off.

Chair Potts said he was not very happy with recommending the ordinance until we know exactly what the figures are. He said he had copied something off CMS (Central Management Services) and that is where the \$5.50 for breakfast, \$17 for dinner, \$28 per per diem and motels (downstate) were \$60. We don't get that state discount.

Mr. Brown asked if we thought that was too low and wanted to set our own, would it work to use that as a base and make ours 50% more than or 25% more than. Mr. Baggett said that if the State raised theirs, we could have a significant problem.

Chair Potts referred to DuPage, Kane, Lake, Henry & Will where the rates were \$80 for a night's stay, but central state Illinois, including Macon is \$70 and then downstate is \$60. Chicago is \$132. He said that is what worries him. It is awfully low. Ms. Cox said that the county association runs deals to match those prices sometimes. She said their township association gets state prices for motels. Mr. Baggett said that when he has stayed at conferences, he has presented

his county ID and gotten the state & local government discount. Some may list it on their website as a state discount, but Mr. Baggett said he has never had a problem getting a state employee discount when attending conferences. It's just a matter of showing the ID at check-in.

Mr. Baggett explained that if they reference an external control, you are married to it. If the state raises their significantly then ours go up and if they lower, they go down unless we set something in the ordinance itself. Then we have to go back to it on a regular basis. Possibly an ad hoc committee would have to be established to do a study and call around to find out what the appropriate rates are.

Ms. Cox asked what would happen if the rates were adopted, and then they went higher, do they go to their own committee to get it approved. Mr. Potts agreed asking if this isn't decided in committee. Ms. Dawson said that when the state's rate changes, they get a memo saying so. Ms. Cox said that if an employee goes out to a conference and they can't get these rates and it costs them more? Ms. Dawson said it is a case by case basis then. If it is found to be that you cannot get that rate at anyplace or all the hotels are sold out, then it is determined individually. She wondered if the ordinance could be worded to say that. Ms. Cox asked if they should go to the committee before and make them aware. Mr. Potts said he liked the idea of a percentage where if you use their rates, but end up within 10% or 20% of that baseline, that could give a little fluctuation of what we could do as far as motels, etc...

Ms. Dawson commented that mileage had gone down to. It is set by the IRS rates.

Mr. Dudley said he felt it should be tabled until it is ironed out and made a motion to table until the next meeting, seconded by Mr. Brown. Mr. Baggett said that was fine. He said he would work as many of the committee's concerns in as possible, but Chairman Potts has had the most concerns, so he asked him to meet with him before the next meeting so there won't be a lot of work to do at the next meeting. Mr. Dudley asked that the Chairman, Mr. Baggett and Jeannie work together to get that out to everyone so it can be looked at and seen what changed, it would be helpful.

Mr. Potts had another point to bring up. On page 1, above C on Entertainment, it is basically saying that we can pay for that if it is necessary, but on the 2<sup>nd</sup> page under F, it says NO employee or officer of the County shall be reimbursed by the County for any entertainment expenses. He said he was concerned about that also. Mr. Baggett said he would look at it and get back with him.

The motion carried 6-0.

### **CLOSED SESSION**

None

### **ADJOURNMENT**

Motion to adjourn made by Mr. Brown, seconded by Ms. Cox, motion carried 6-0 and the meeting adjourned at 5:55 p.m. Minutes submitted by Jeannie Durham, Macon County Board Office