

# EDWARDSVILLE TOWNSHIP BOARD AGENDA

Hays Mallory Community Building, 216 Crane Street, Edwardsville, IL

April 22, 2014, 7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS None

PUBLIC HEARING None

PUBLIC COMMENT

APPROVAL OF MINUTES Minutes of March 25, 2014 Meeting

APPROVAL OF EXPENDITURES Expenditures - March 15, 2014 to April 11, 2014  
List of Bills for Approval

CORRESPONDENCE March 2014 Circuit Clerk Fines Report  
Madison County Township Officials – Notice of Meeting  
Madison County Treasurer – Final Settlement Sheet  
Egyptian Radio Club – Request for use of Township Park

COMMITTEE REPORTS Facility Planning Committee Report

ACTION ITEMS **Motion to Approve** Contract with Gonzales Companies for  
Madison County Municipal Separate Storm Sewer System (MS4)  
**Motion to Accept a Proposal** for Cleaning Service  
**Motion to Approve** Commercial Real Estate Appraisal for  
Township properties at 300 W Park and 216 Crane Street  
**Motion to Approve** Commercial Property Inspection for Township  
facilities at 300 W Park  
**Motion to Approve** Contract for Lawn Care Service

**Resolution 2014-R10** – Setting Meeting Dates for 2014-2015

**Resolution 2014-R11** – Authorizing Supervisor to Apply for Funds through Madison County Sustainability Program

**Resolution 2014-R12** – Authorizing Use of Edwardsville Township Community Park by the Egyptian Radio Club

**Resolution 2014-R13** – Authorizing a Logo Contest

**Ordinance 2014-O05** – Adopting a Tree Planting Dedication Policy

**Ordinance 2014-O02** – A Budget & Appropriation Ordinance for Edwardsville Township

**Ordinance 2014-O03** – A Budget & Appropriation Ordinance for Edwardsville Township Road and Bridge

NEW BUSINESS

OLD BUSINESS

None

SUPERVISOR'S COMMENTS

HIGHWAY COMMISSIONER'S COMMENTS

TOWNSHIP ASSESSOR COMMENTS

EXECUTIVE SESSION

None

ADJOURNMENT

*If prospective attendees require an interpreter or other access accommodations, please contact the Township Supervisor's Office at 618-656-0292 no later than 48 hours prior to the commencement of the meeting to arrange accommodations.*

**Please contact the Township Supervisor's Office at 618-656-0292 with any questions regarding agenda items.**

## Edwardsville Township Meeting Minutes

March 25, 2014

The meeting of Edwardsville Township was called to order by Supervisor Miles at 7:00 p.m. at the Hays Mallory Community Building, Edwardsville, Illinois. Present were Supervisor Miles, Trustees Picarella, Head, Assessor Klopmeier, Highway Commissioner Henschen, Clerk Schulte. Trustee Krumeich was excused and Trustee Kennett was absent.

Trustee Head led the Pledge of Allegiance.

Motion to approve the minutes of the February 25, 2014 meeting made by Trustee Head and seconded by Trustee Picarella. Motion Passed. . Voting "Yes" were Trustees Picarella, Head and Supervisor Miles.

Motion to approve the expenditures of Township and Road District Funds for the month February 15, 2014 to March 14, 2014 made by Trustee Picarella and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Picarella, Head and Supervisor Miles.

Supervisor Miles distributed the Public Hearing Notice from the Madison County Board of Appeals to be held on Thursday 27, 2014 and Wednesday April 2, 2014.

Supervisor Miles distributed the March 2014 Circuit Clerk Fines Report.

Supervisor Miles distributed an Annexation Notice from the City of Edwardsville for 663 East Vandalia Street, Edwardsville, Illinois, 62025.

Supervisor Miles distributed a tax objection from Illinois Bell Telephone Co, case number 14-TX-004-002.

Supervisor Miles reported the Facility Planning Committee met on March 14, 2014. The Committee elected S.J. Morrison Chairman. Three tasks were assigned to the committee, a needs assessment by the Township, a cost estimate for repairs and a real estate appraisal for the land and buildings. The Committee will meet on March 28, 2014.

Supervisor Miles reported the Financial Services Committee met for their final meeting March 13, 2014. The Board will review the recommendations and discuss later in the agenda.

Supervisor Miles received a letter of resignation from Trustee Kennett. Motion to regretfully accept Trustee Kennett's resignation, effective March 25, 2014, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Picarella, Head and Supervisor Miles.

Motion by Supervisor Miles and seconded by Trustee Picarella to appoint Randy Williamson to fill the vacancy on the Town Board of Trustees. Motion Passed. Voting "Yes" were Trustees Picarella, Head and Supervisor Miles.

Supervisor Miles asked Clerk Schulte to administer the Oath of Office to Randy Williamson.

Motion to approve the agenda for the Annual Town Meeting made by Trustee Picarella and seconded by Trustee Williamson. Motion Passed. Voting "Yes" were Trustees Picarella, Head, Williamson and Supervisor Miles.

Motion to approve Resolution No.2014-R06, a resolution authorizing a transfer of appropriations for the General Assistance Fund, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Picarella, Head, Williamson and Supervisor Miles.

Motion to approve Resolution No. 2014-R07, a resolution authorizing a transfer of appropriations from the Permanent Road Fund, made by Trustee Picarella and seconded by Trustee Williamson. Motion Passed. Voting "Yes" were Trustees Picarella, Head, Williamson and Supervisor Miles.

Motion to approve Resolution No. 2014-R08, a resolution authorizing a transfer of appropriations for the Road Fund, made by Trustee Williamson and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Picarella, Head, Williamson and Supervisor Miles.

Motion to approve Resolution No. 2014-R09, a resolution authorizing a transfer of appropriations for the general Town Fund, made by Trustee Picarella and Trustee Head. Motion Passed. Voting "Yes" were Trustees Picarella, Head, Williamson and Supervisor Miles.

Motion to approve Ordinance No. 2014-O04, an Ordinance adopting Financial Policies, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Picarella, Head, Williamson and Supervisor Miles.

Supervisor Miles reported Administrator Jeanne Wojcieszak met at the Glen Carbon Senior Center, on March 21, 2014, with the SW Area Agency on Aging Outreach Team. The purpose was to identify gaps in Senior Services in the Glen Carbon area.

Supervisor Miles reported the Township is partnering with Edwardsville High School for a Township Logo Contest. The winning logo will best represent the functions of the Edwardsville Township government, the residents of Edwardsville Township, and the geographic area served by the Township. Turn in deadline is Friday May 2, 2014 at 4:30 P.M. The winning logo will be recommended to the Board by three local design professionals- Steve Hartman, Creative Director at Faulk Harrison; Carolyn Green, President of C. Green & Associates; Jan Carpenter, Principal and Art Director at Cork Tree Creative. The board will select the winning logo and be announced at the May 27, 2014 Board Meeting.

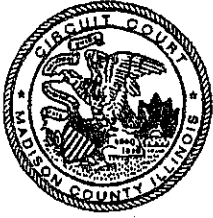
There being no further business to come before this Board, motion made by Trustee Head and seconded by Trustee Picarella to adjourn. Motion Passed.

Attest Fred Schutte

Town Clerk

RECEIVED  
4/15/14

**MARK VON NIDA**  
CLERK OF THE CIRCUIT COURT  
THIRD JUDICIAL CIRCUIT



Madison County Courthouse  
155 N. Main St., Suite 120  
Edwardsville, IL 62025  
(618) 692-6240  
(Fax) 692-0676  
[www.co.madison.il.us](http://www.co.madison.il.us)

April 9, 2014

Dear Mayor/Supervisor:

Enclosed is the Circuit Clerk's report of traffic fines collected on behalf of cities, villages, and townships for the month of March, 2014.

If you would like to start receiving this report via email, please forward your email address to me at the email address at the bottom of this letter.

ACH credit authorization forms are also available, if you would like to receive your fine money in a more timely manner via ACH transmittal.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Carol French  
Chief Finance Officer for  
Mark Von Nida  
Clerk of the Circuit Court

(618)296-4368  
[CJFRENCH@co.madison.il.us](mailto:CJFRENCH@co.madison.il.us)



madcotwnshpoff

MADISON COUNTY TOWNSHIP OFFICIALS

President  
Terry All

Treasurer  
Delmar Korsmeyer

Vice President  
Sandy Strohmeier

Secretary  
Marilyn Hendrick  
8226 Bivens Road  
Dorsey, IL 62021

++++  
The quarterly meeting of the MADISON COUNTY TOWNSHIP OFFICIALS:

Date: Thursday, April 24, 2014

Time: 7:30 p.m.

Place: Pin Oak Township  
I-55 & Route 143  
Tosvosky Road

Program: Walter Hunter  
Madison County Community  
Development

Spouses and Guests welcome  
Please inform your Board  
Refreshments after meeting

Marilyn Hendrick  
Secretary

\*\*\*Please inform Treasurer Delmar Korsmeyer of any deaths on your township board.  
Madison County Township Officials send memorial gifts for township board  
members.

Thank you.



## KURT PRENZLER, CPA

MADISON COUNTY TREASURER  
157 N. Main St. Suite 125  
P.O. Box 729  
Edwardsville, IL 62025-0729

Office: 618. 692.6260  
Fax: 618. 692.7020  
madcotreas@co.madison.il.us  
www.madcotreasurer.org

March 28, 2014



Dear Taxing District Authority,

Enclosed is the **Final Settlement Sheet** for the 2012 Real Estate taxes and 2013 Mobile Home taxes. A description of the **sheet** is enclosed along with ACH letters noting final distributions of taxes.

The information is a summary of the taxes that were due, collected, distributed and adjustments of those transactions.

*Note:* The current distribution amount is for Mobile Home only. The amount of current RE distribution is included in the Previously Distributed Amount. Please refer to enclosed ACH letter for current RE distribution amount.

When looking at the Settlement Sheet there could be a slight adjustment to different funds. This is due to rounding within the tax accounting software.

Any interest earned on collections is a separate distribution for the year and is located under Interest summary.

The information provided in this letter concludes the current RE and mobile home tax cycle.

Taxing districts will receive a letter in April asking about any changes or additions regarding ACH information. If corrections are needed they should be done prior to the new tax season.

The Treasurer's Office anticipates the 2013 tax bill will be mailed no later than the first week of June. Tentative due dates are July 9, September 9, October 9 and December 9.

If you have any questions please email the office at [madcotreas@co.madison.il.us](mailto:madcotreas@co.madison.il.us) or call (618) 692-6260.

Sincerely,

*Kurt Prenzler*

Kurt Prenzler, CPA  
Madison County Treasurer



**Final Settlement Sheet**  
**MADISON County**  
**R14 - EDWARDSVILLE ROAD & BR.**

<b>Current Year Taxes Due</b>		<b>Current Year Taxes Paid</b>		
Original Amount Due	\$820,367.43	+	Real Estate	\$742,092.78
+ Supplements	\$8.30	+	Railroad	\$776.12
- Cancellations	\$1,504.36	+	Mobile Home	\$245.60
- Abatements/Refunds	\$14.04	+	Misc. Adjustments	\$0.00
+ Mobile Home	\$276.61	+	Prior Year Real Estate	\$247.25
+/- Road & Bridge Transfer	(\$75,375.23)	+	Prior Year Mobile Home	(\$0.47)
+ Misc. Adjustments	\$0.00	+	Prior Year Misc. Adjustments	\$49.60
<b>Adjusted Amount Due</b>	<b>\$743,758.71</b>	-	Abatements/Refunds	\$14.04
+ Prior Year Real Estate Tax	\$247.25		<b>Total Collected</b>	<b>\$743,396.84</b>
+ Prior Year Mobile Home Tax	(\$0.47)	+	Hold Back	\$0.00
+ Prior Year Misc. Adjustments	\$49.60	+	County Trustee	\$98.47
<b>Total Amount Due</b>	<b>\$744,055.09</b>	+	Forfeited Tax	\$559.78
			<b>Total</b>	<b>\$744,055.09</b>
			<b>Interest Distribution</b>	
			County Interest	\$20.90
			Township Interest	\$0.00
			<b>Total Interest</b>	<b>\$20.90</b>

**Road and Bridge Summary**

Municipality	Amt. Due	Amt. Distrib.
CITY OF EDWARDSVILLE	\$47,477.93	\$47,436.97
VILLAGE OF GLEN CARBOI	\$27,597.08	\$27,573.19
VILLAGE OF MARYVILLE	\$12.02	\$11.99
VILLAGE OF ROXANA	\$232.25	\$232.03
VILLAGE OF PONTOON BE	\$121.23	\$121.05
<b>Totals</b>	<b>\$75,440.51</b>	<b>\$75,375.23</b>

**Fund Summary**

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
005 - IMRF	\$12,003.21	\$12,001.66	\$1.55	\$0.00	\$0.31	\$0.00
007 - ROAD & BRIDGE GENERAL	\$80,663.08	\$80,642.80	\$20.28	\$0.00	\$3.98	\$0.00
009 - OIL	\$643,014.46	\$642,930.88	\$83.58	\$0.00	\$16.41	\$0.00
047 - SOCIAL SECURITY	\$7,716.09	\$7,715.08	\$1.01	\$0.00	\$0.20	\$0.00
<b>Totals</b>	<b>\$743,396.84</b>	<b>\$743,290.42</b>	<b>\$106.42</b>	<b>\$0.00</b>	<b>\$20.90</b>	<b>\$0.00</b>

MADISON County

T14 - EDWARDSVILLE TOWNSHIP

**Current Year Taxes Due**

	Original Amount Due	\$609,046.22	
+	Supplements	\$6.17	
-	Cancellations	\$1,116.73	
-	Abatements/Refunds	\$10.37	
+	Mobile Home	\$205.35	
+/-	Road & Bridge Transfer	\$0.00	
+	Misc. Adjustments	\$0.00	
	<b>Adjusted Amount Due</b>	<b>\$608,130.64</b>	
+	Prior Year Real Estate Tax	\$181.67	
+	Prior Year Mobile Home Tax	(\$0.26)	
+	Prior Year Misc. Adjustments	\$36.70	
	<b>Total Amount Due</b>	<b>\$608,348.75</b>	

**Current Year Taxes Paid**

	Real Estate	\$606,893.70
	Railroad	\$576.20
	Mobile Home	\$182.34
	Misc. Adjustments	\$0.00
	Prior Year Real Estate	\$181.67
	Prior Year Mobile Home	(\$0.26)
	Prior Year Misc. Adjustments	\$36.70
-	Abatements/Refunds	\$10.37
	<b>Total Collected</b>	<b>\$607,859.98</b>
+	Hold Back	\$0.00
+	County Trustee	\$73.15
+	Forfeited Tax	\$415.62
	<b>Total</b>	<b>\$608,348.75</b>

**Interest Distribution**

	County Interest	\$17.09
	Township Interest	\$0.00
	<b>Total Interest</b>	<b>\$17.09</b>

**Fund Summary**

Fund	Amount Collected	Previously Distributed	Current Distribution	Amount Available	Interest	PY Over Distrib
001 - GENERAL	\$469,827.17	\$469,766.04	\$61.13	\$0.00	\$13.21	\$0.00
005 - IMRF	\$49,725.98	\$49,719.50	\$6.48	\$0.00	\$1.40	\$0.00
047 - SOCIAL SECURITY	\$33,436.52	\$33,432.18	\$4.34	\$0.00	\$0.94	\$0.00
054 - GENERAL ASSISTANCE	\$54,870.31	\$54,863.17	\$7.14	\$0.00	\$1.54	\$0.00
<b>Totals</b>	<b>\$607,859.98</b>	<b>\$607,780.89</b>	<b>\$79.09</b>	<b>\$0.00</b>	<b>\$17.09</b>	<b>\$0.00</b>



## Egyptian Radio Club, Incorporated

Post Office Box 562, Granite City, Illinois 62040

RECEIVED  
3/24/14

Feb. 10, 2014

Edwardsville Township

Frank Miles

Supervisor Parks Dept

Frank,

I am requesting that the Egyptian Radio Club be given permission to use the Edwardsville Township Park for our Field Day on Saturday June 28 and Sunday June 29. This would entail an overnight stay in the park using one of the pavilions close to the restroom facilities. As in previous years, our use of the park pavilion would begin Sat. morning and commence on Sunday shortly after 12 noon. We will clean up after ourselves. Included with this request is a copy of our proof of insurance.

Amateur Radio Field Day is a practice where a group of Amateur Radio Operators set up radio communication on a basis that resembles emergency situations. This is done without power provided by a commercial entity such as UEIP. Our power is derived from generators, battery, or solar to power the radios to complete communications with other groups of operators who are set up in a similar manor.

Thank you,

Michael Phillips N0RSP

Treasurer Egyptian Radio Club

Edwardsville Township  
Facility Planning Committee

COMMITTEE MEETING MINUTES  
For meeting held on March 28, 2014 at 4:30 p.m.  
Hays Mallory Community Building  
216 Crane Street in Edwardsville, Illinois

Committee Members Present: Paul Abert, Jamie Henderson, Paul McNamara, SJ Morrison, and Rod Vaught  
Committee Members Not Present: Al Suguitan, Paul Pitts  
Township Staff Present: April Crew-Kelly

1. Welcome
  - a. Committee Chairman SJ Morrison called the committee meeting to order at 4:35 p.m.
  - b. Committee attendees verified.
  - c. Motion to approve minutes from 3/14/14 Committee Meeting made by Mr. Abert. Motion seconded by Mr. McNamara. Minutes from 3/14/14 Committee Meeting approved.
  - d. SJ Morrison introduced SIUE MPA intern April Crew-Kelly.
2. Committee Objectives
  - a. The committee discussed conditions of Township facilities
    - i. Details of the commercial inspection report, City of Edwardsville code inspection report and use/financial report of the facility were discussed.
    - ii. The 2013 Community Center Rental History report was reviewed.
  - b. The committee discussed identifying stakeholder groups and developing appropriate communication tools as part of overall recommendations.
  - c. The committee discussed identifying a structure and format for the final recommendations to the Board of Directors
    - i. Due date for final recommendations to be based on Township annual budget cycle
3. Committee Plan of Work
  - a. Sub-Committee Reports
    - i. Needs Assessment – no report
    - ii. Estimate of Repairs
      1. The committee discussed estimated renovation costs to be compiled for the HMCC should only include an estimate to complete the necessary repairs to put the facility in compliance with current life safety codes.
    - iii. Real Estate Appraisal subcommittee
      1. Informal realtor assessment of the HMCB structure and land with and without the existing structures scheduled for March 31, 2014 at 7:30 a.m.
  - b. The committee identified five specific reports to be produced:
    - i. Life-Safety Review – Jaimie Henderson
    - ii. Potential Value of all property – Paul McNamara/SJ Morrison
    - iii. Needs assessment – Township Staff
    - iv. Market Survey of comparable use locations – Township Staff
    - v. Stakeholder survey – TBD
  - c. The committee requested the Township provide information regarding the Township annual budget cycle
4. Next Committee Meeting
  - a. Friday, April 11, 2014 at 3:30 p.m. at the Hays Mallory Community Building at 216 Crane Street, in Edwardsville.
  - b. Motion to close the meeting was made by Mr. Abert. Motion seconded by Mr. McNamara. Meeting was adjourned at 5:25 p.m.



**Gonzalez Companies, LLC**  
*Construction Management – Engineering*  
525 West Main Street  
Suite 125  
Belleville, Illinois 62220  
618-222-2221 Fax: 618-222-2225  
[www.gonzalezcos.com](http://www.gonzalezcos.com)

March 24, 2014

Edwardsville Township  
Mr. Hal Henschen  
P.O. Box 386  
Glen Carbon, IL 62034-0386

RE: Agreement for Professional Services  
Madison County MS4 Co-Permittee Group

Dear Mr. Henschen,

Gonzalez Companies proposes to provide professional services to each community in the Madison County Municipal Separate Storm Sewer System (MS4) Co-Permittee Group. These services shall consist of providing assistance in the preparation of the Notice of Intent updates and Annual Reports required by the Illinois EPA General NPDES Permit No. IRL 40.

Two (2) copies of our proposal detailing our scope of services have been attached to this letter. Also, we have attached a copy of our invoice in the amount of \$950 for this year's permit annual report. The fee is requested no later than May 1, 2014 along with one (1) countersigned copy of the proposal.

Please do not hesitate to contact our office if you have any questions regarding the proposal. My phone number is (618) 222-2221 extension 208, and e-mail: [bfecko@gonzalezcos.com](mailto:bfecko@gonzalezcos.com). We look forward to working with your community on this project.

Sincerely,

Gonzalez Companies, LLC.

A handwritten signature in black ink, appearing to read 'Ben J. Fecko', is written over a horizontal line.

Benjamin J. Fecko, P.E.  
Project Manager

Copies: Steven Brendel, Madison County Stormwater Coordinator

Attachments: Agreement for Professional Services (2 copies)  
Invoice for 2014 permit year



St. Louis, MO | Belleville, IL | Chicago, IL | Omaha, NE

Edwardsville Township  
C/O Hal Henschen  
P.O. Box 386  
Glen Carbon, IL 62034-0386

Invoice number 3463  
Date 03/28/2014

Project 14-205 MADISON COUNTY  
STORMWATER

Professional Services for 2014 PERMIT YEAR

Description	Current Billed
MADISON COUNTY MS4 CO. PERMITTEE GROUP- EDWARDSVILLE TOWNSHIP	950.00
Total	950.00
Invoice total:	<u>950.00</u>

*our payment terms are NET 45 days*

*please remit payment to us via the following address*

GONZALEZ COMPANIES, LLC  
ATTN: ACCOUNTING  
1750 S BRENTWOOD BLVD., STE. 700  
ST. LOUIS, MO 63144  
1-866-890-1179



## **Gonzalez Companies, LLC**

*Construction Management – Civil Engineering*

525 W Main Street, Ste. 125

Belleville, IL 62220

618-222-2221 Fax: 618-222-2225

[www.gonzalezcos.com](http://www.gonzalezcos.com)

### **AGREEMENT FOR PROFESSIONAL SERVICES**

To Edwardsville Township  
c/o Mr. Hal Henschen  
P.O. Box 386  
Glen Carbon, IL 62034-0386

Date: March 24, 2014

PROJECT Madison County MS4 Co-Permittee Group – Engineering Services  
PROJECT NO. 14-205  
DEPARTMENT Design Engineering  
PROJECT TYPE Stormwater

#### **SECTION 1 DEFINITIONS AND PARTIES**

This is an AGREEMENT between GONZALEZ COMPANIES, LLC, hereinafter referred to as the ENGINEER, and the EDWARDSVILLE TOWNSHIP hereinafter referred to as the CLIENT.

The CLIENT proposes to engage the ENGINEER to furnish certain professional services in connection with the MADISON COUNTY MS4 CO-PERMITTEE GROUP, which work is hereinafter referred to as the PROJECT.

#### **SECTION 2 SCOPE OF SERVICES**

Gonzalez Companies, LLC is pleased to present this proposal for professional engineering services to the CLIENT, a participant in the Madison County Municipal Separate Storm Sewer System (MS4) Co-Permittee Group. ENGINEER will provide the following services to the CLIENT and Co-Permittee Group in support of the requirements of General NPDES Permit No. ILR 40:

- Task 1. Meetings – ENGINEER will attend one (1) annual planning meeting for the MS4 program and four (4) quarterly meetings, each to be scheduled and facilitated by Madison County.
- Task 2. Update Notice of Intent (NOI) for CLIENT – ENGINEER will collect and review the filed NOI's for CLIENT for the current permit cycle and identify any changes to practices and procedures. ENGINEER will provide assistance with updating NOI as needed.
- Task 3. Prepare and Submit Annual Report for CLIENT – ENGINEER will:
  - a. Collect and review the previous year's annual report
  - b. Report on status of compliance with permit conditions
  - c. Summarize results of monitoring data
  - d. Recommend and summarize stormwater activities for next year in permit cycle
  - e. Compile and submit annual report

The fee to complete tasks 1-3 will be split evenly and billed on a lump sum basis to each individual Co-Permittee group participant. The fee to prepare and coordinate annual MS4 reporting for each community will be billed as a lump sum amount to each individual Co-Permittee group participant.

***ASSUMPTIONS AND CLARIFICATIONS***

CLIENT AND ENGINEER accept this Agreement renews on an annual basis with an annual price escalation of six percent for a base term of three years with an option to renew and extend for two additional years.

This scope of work does not include services related to the Pesticide Application Point Source Discharge permit program (NPDES Permit ILG87)

**SECTION 3 ESTIMATED TIME FOR PERFORMANCE**

The evaluation and permit assistance are anticipated to be completed prior to the June 1 permit deadline for each year this agreement is renewed.

**SECTION 4 COMPENSATION**

The ENGINEER agrees to perform SECTION 2 SCOPE OF SERVICES for a LUMP SUM fee of \$950 dollars (NINE HUNDRED FIFTY AND 00/100 USD) unless scope changes occur. CLIENT will be invoiced for the full contract amount prior to initiating TASK 2 and TASK 3 each year of the contract.

The ENGINEER will use the address listed below for receiving payments from the CLIENT and each co-permittee.

Gonzalez Companies, LLC  
Attn: Accounting  
1750 S Brentwood Blvd., Ste. 700  
St. Louis, MO 63144-1339

The CLIENT will use the address listed below for receiving invoices from the ENGINEER.

Edwardsville Township  
c/o Mr. Hal Henschen  
P.O. Box 386  
Glen Carbon, IL 62034-0386



## SECTION 5 TERMS AND CONDITIONS

### 1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances and locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

### 2. INSURANCE

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$500,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable.

### 3. CONTROLLING LAW

This Agreement is to be governed by the law of the state of Illinois or if agreed in writing with CLIENT/OWNER where ENGINEER'S services are performed.

### 4. SERVICES AND INFORMATION

CLIENT/OWNER will provide all criteria and information pertaining to CLIENT/OWNER's requirements for the project, including objectives, constraints, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. CLIENT/OWNER will also provide copies of any CLIENT/OWNER-furnished Standard Details, Standard Specifications, or other Standard Documents which are to be utilized by or incorporated into the project. CLIENT/OWNER will furnish information about soils/geotechnical, system conditions or other pertinent information that include reports and appropriate professional recommendations as such services are deemed necessary by ENGINEER. The CLIENT/OWNER agrees to bear full responsibility for the technical accuracy and content of CLIENT/OWNER-furnished documents and services.

In performing the services hereunder, it is understood by CLIENT/OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the CLIENT/OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the CLIENT/OWNER's legal and financial interests.

### 5. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. CLIENT/OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by CLIENT/OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at CLIENT/OWNER's sole risk and without liability or legal exposure to ENGINEER, and CLIENT/OWNER will define, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom.

### 6. TERMINATION OF AGREEMENT

CLIENT/OWNER or ENGINEER may terminate the Agreement, in whole, by giving no less than ten (10) business days written notice, if the other party substantially fails to fulfill its obligations under the Agreement through no fault of the terminating party. Where the method of payment is "lump sum", the final invoice will include all services and expenses associated with the project plus a fifteen percent fee mark-up to the final invoice amount.

### 7. INVOICES

ENGINEER will submit invoices for services rendered and CLIENT/OWNER will make prompt payments in response to ENGINEER's invoices.

If CLIENT/OWNER disputes any items in ENGINEER's invoice for any reason, CLIENT/OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice, so as not to hold payment. CLIENT/OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction for the purpose of making payment to the Engineer.

CLIENT/OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER, so invoices which are not paid within thirty-five (35) calendar days from the date of the invoice are classified as late. In the event of late payment, ENGINEER also reserves the right, after seven (7) business days prior written notice, to suspend the performance of its services until all past due amounts have been paid in full.

### 8. CHANGES

The parties agree that a change or modification to the Agreement, or any attachments hereto, shall have force or effect unless the change is not documented into writing, dated, and made part of the Agreement. The execution of the change should be authorized and signed in the same manner as this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined.

### 9. CONTROLLING AGREEMENT

These Terms and Conditions in this Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document or Task Order.

### 10. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under the Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity, and other employment, statutes and regulations.

### 11. HAZARDOUS MATERIALS

CLIENT/OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, CLIENT/OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify CLIENT/OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and that the project site is in full compliance with all applicable laws and regulations.

### 12. EXECUTION

This Agreement and subsequent changes, including the exhibits and schedules made part hereof, constitute the entire agreement between ENGINEER and CLIENT/OWNER, supersedes and controls over all prior written or oral understandings. This agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

### 13. LIMITATION OF LIABILITY

ENGINEER's and its employees' total liability to CLIENT/OWNER for any loss or damage, including but not limited to special and consequential damages arising out of or in connection with the performance of services or any other cause, including ENGINEER's and its employees' professional negligent acts, errors, or omissions, shall not exceed the lesser of \$2,000 or the total compensation received by ENGINEER hereunder, and CLIENT/OWNER hereby releases and holds harmless ENGINEER and its employees from any liability above such amount.

14. **LITIGATION SUPPORT**

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, CLIENT/OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

15. **ESCALATION**

Annual rate escalation of 6% effective on January 1, 2015 and each year thereafter.

16. **PREPAYMENT**

Upon acceptance of this Agreement by the CLIENT/OWNER, a payment of the total fee may be required to initialize the project and may be exercised by ENGINEER at any time.

17. **PROJECT RESTART FEE**

Because of substantial cost incurred by the ENGINEER to stop and restart a project once it is underway, should this project's progress be halted at any time for thirty (30) or more calendar days by the CLIENT/OWNER, for any reason, a project restart fee of 10% of the current total contract fee will be due and payable immediately.

18. **LATE PENALTY SCHEDULE**

All invoices not paid promptly will be subject to the following late payment penalty: 45 to 59 calendar days overdue, \$350; 60 to 89 calendar days overdue, \$650; 90 to 120 calendar days overdue, \$1250.

19. **LIMITATION OF ALTERNATIVES**

The ENGINEER will limit the number of alternatives provided under this contract to one, upon which time the work will be considered complete.

**SECTION 6 ACCEPTANCE**

The parties hereto agree as set forth in the preceeding pages numbered 1 - 104 inclusive. This proposal is valid for thirty (30) calendar days. If this AGREEMENT meets your approval, please sign where noted below and return one (1) copy to our offices. We will treat this as notice to proceed unless instructed otherwise.

This AGREEMENT effective this 24 day of MARCH, 2014.

GONZALEZ COMPANIES, LLC

EDWARDSVILLE TOWNSHIP

  
\_\_\_\_\_

\_\_\_\_\_  
authorized client representative

Anthony A. Gonzalez-Angel  
\_\_\_\_\_

\_\_\_\_\_  
print name

Senior Managing Partner  
\_\_\_\_\_

\_\_\_\_\_  
print title

03/25/2014  
date

\_\_\_\_\_  
date

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## Responses Received for the Request for Proposals for Cleaning Service

(in order they were received)

Company	Cost	References
Pristine Cleaning 1995 Treasure Drive Edwardsville, Illinois 62025 <a href="http://www.pristine-cleaning.biz">www.pristine-cleaning.biz</a>	\$125.00 per week (\$6,500/year)	SSM Healthcare Keith Short Law Office Team Industrial Services
B&R Cleaning P.O. Box 304 Edwardsville, Illinois 62025 <a href="http://www.bandrcleaningllc.com">www.bandrcleaningllc.com</a>	\$1,040 per month (\$12,480/year)	Cordell & Cordell Law Firm 881UFCW Dr. Brent Wholford
Goshen Building Care 539 Sunset Drive Edwardsville, Illinois 62025	\$120.00 per week (\$6,240/year)	Edwardsville Public Library Dr. Michael Beatty Chicago Title Company

**Request for Proposal  
for  
Cleaning Services for Edwardsville Township**

Edwardsville Township, a local unit of government, seeks proposals for cleaning services for facilities located in Edwardsville, Illinois. Facilities include the Township office building, located at 300 W Park, and the Hays Mallory Community Building, located at 216 Crane Street.

Service will be provided once per week during non-working hours (after 6:00 p.m.) to the enclosed specifications. All paper products, hand soap, and trash liners will be provided by Edwardsville Township. All cleaning chemicals and equipment will be provided by the provider. The initial term of the contract will be for one year. All work must be performed by employees of the provider, who must complete adequate employee background checks.

Proposals will be accepted until 4:30 p.m. on April 16, 2014. Proposals should include three (3) references and proof of insurance, bond, workman's compensation insurance and business license. Those interested may tour the facilities before submitting a proposal.

Please forward proposals to:  
Edwardsville Township  
300 W. Park  
Edwardsville, Illinois 62025

Questions may be directed to Jeanne Wojcieszak, Township Administrator, at 618-656-0292.

## Cleaning Specifications for Edwardsville Township

<b>Entrance, Lobby, Private Office Areas, &amp; General Office Areas</b>	<b>Weekly</b>	<b>Monthly</b>
1. Detail vacuum all open carpeted areas with special attention to traffic areas, corners, and along the walls	X	
2. Sweep and damp mop all tile floors	X	
3. Spot clean all entryway glass and glass doors	X	
4. Dust all office furniture including bookcases, credenzas, filing cabinets, and all horizontal surfaces	X	
5. Clean and sanitize all telephones	X	
6. Remove all cobwebs	X	
7. Vacuum under all desks	X	
8. Dust all window sills, door frames, baseboards, and blinds		X
9. Damp wipe all office furniture including bookcases, credenzas and filing cabinets		X
10. Damp wipe exposed desk tops	X	
11. Empty trash cans and replace liners	X	
12. Dust ceiling fans		X
13. Damp wipe legs of desk chairs		X
14. Vacuum entry mats	X	
15. Dust chandelier	X	

<b>Hays Mallory Community Building</b>	<b>Weekly</b>	<b>Monthly</b>
1. Sweep and damp mop all floors with special attention to traffic areas, corners, and along the walls	X	
2. Spot clean all entryway glass and glass doors	X	
3. Remove all cobwebs	X	
4. Vacuum entry mats	X	
5. Dust all horizontal surfaces	X	
6. Dust all window sills, door frames, baseboards, and blinds		X
7. Vacuum/sweep front porch (weather permitting)	X	

<b>Kitchen and Lunchroom (Office and Community Building)</b>	<b>Weekly</b>	<b>Monthly</b>
1. Clean microwave inside and out	X	
2. Clean and sanitize all counter tops	X	
3. Damp clean and sanitize table top	X	
4. Spot clean all chairs	X	
5. Scour and sanitize sink	X	
6. Detail vacuum all carpeted areas	X	
7. Damp wipe exterior side of refrigerator and stove	X	
8. Empty trash cans and replace liners	X	
9. Damp clean cabinet fronts	X	

<b>Washrooms (Office and Community Building)</b>	<b>Weekly</b>	<b>Monthly</b>
1. Clean and sanitize all porcelain fixtures; sinks, toilets, urinals and counter tops	X	
2. Clean and polish all chrome faucets and fixtures	X	
3. Damp clean and sanitize both sides of the toilet seats	X	
4. Damp clean all mirrors	X	
5. Refill all soap, towel and tissue dispensers	X	
6. Sweep and damp mop all floors with disinfectant	X	
7. Wash all partitions, walls behind toilets, walls around sinks, dispensers and urinals	X	
8. Spot clean all partitions and walls as needed	X	
9. Dust tops of all partitions	X	
10. Empty trash cans and replace liners	X	

<b>All Contracted Areas</b>	<b>Weekly</b>	<b>Monthly</b>
1. Clean and sanitize all water fountains	X	
2. Spot clean doors, door frames, light switches, walls, kick and push plates as needed	X	
3. Dust all picture frames and glass	X	
4. High dusting	X	
5. Janitor's closet will be kept clean and orderly	X	

**Agreement for Lawn Care Service**

An agreement to provide lawn care services by KS Lawn Service, located at 614 Roanoke Drive, Edwardsville, Illinois 62025 for Edwardsville Township located at 300 West Park, Edwardsville, Illinois (hereinafter referred to as "Customer").

KS Lawn Service and Customer agree as follows:

1. The initial term of this Agreement shall be from April 23, 2014 through March 31, 2015.
2. KS Lawn Service will provide lawn care services as described in the attached specifications which are hereby made a part of this agreement. Such services will be performed at 300 West Park, Edwardsville, Illinois and 216 Crane Street, Edwardsville, Illinois.
3. All lawn care services rendered under this agreement will be performed by Kyle Schreiber, owner of KS Lawn Service. KS Lawn Service will carry public liability insurance and will furnish Customer will proof of such insurance.
4. KS Lawn Service will provide weekly lawn service which will include mowing, edging, and blowing at 300 West Park and 216 Crane Street beginning April 23, 2014 and concluding upon notice from Edwardsville Township.
5. In consideration of the performance by KS Lawn Service of the lawn care services set forth above, Customer will pay KS Lawn Service \$45.00 for weekly service, billed monthly by KS Lawn Service.
6. Any services to be performed by KS Lawn Service for Customer which are outside of the specifications of this agreement are subject to additional charges which are to be agreed upon between the parties. Such agreement will be in writing.
7. This agreement may be canceled during its original term by either party by giving thirty days written notice of cancellation. This written notice shall be made by registered mail.
8. In the event of termination of the agreement, final payment will be payable five (5) days from such date of termination.
9. KS Lawn Service agrees to furnish all equipment, tools and paraphernalia necessary for the performance of the duties. Customer warrants asbestos, hazardous materials, hazardous waste materials and indemnify and hold harmless KS Lawn Service from any and all liability for its personnel's exposure to such hazardous or harmful conditions.

KS Lawn Service

Customer – Edwardsville Township

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION NO. 2014-R10**

**A RESOLUTION SETTING MEETING DATES FOR THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP**

**WHEREAS**, the Edwardsville Township Board shall set the Regular Board Meeting Dates for the year.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of Edwardsville, Madison County, Illinois as follows:

**SECTION 1:** That the following dates have been set as the Edwardsville Township Board Meeting Dates for the 2014-2015 year:

May 27, 2014	Regular Board Meeting
June 24, 2014	Regular Board Meeting
July 22, 2014	Regular Board Meeting
August 26, 2014	Regular Board Meeting
September 23, 2014	Regular Board Meeting
October 28, 2014	Regular Board Meeting
November 25, 2014	Regular Board Meeting
December 16, 2014	Regular Board Meeting
January 27, 2015	Regular Board Meeting
February 24, 2015	Regular Board Meeting
March 24, 2015	Regular Board Meeting
April 14, 2015	<i>Annual Town Meeting</i>
April 28, 2015	Regular Board Meeting

**SECTION 2:** That the Board Meetings are held at the Hays Mallory Community Building, 216 Crane Street, Edwardsville, Illinois at 7:00 p.m.

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_  
that the Resolution be adopted and approved by \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

**PASSED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 22<sup>nd</sup> OF APRIL, 2014.**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**Township Clerk**

\_\_\_\_\_  
**Township Supervisor**



**RESOLUTION NO. 2014-R11**

**A RESOLUTION AUTHORIZING THE SUPERVISOR  
TO APPLY FOR FUNDS FROM THE MADISON COUNTY SUSTAINABILITY PROGRAM**

**WHEREAS**, Edwardsville Township proposes to apply for funds from the Madison County Sustainability Program for the following project:

Edwardsville Township seeks funding for the purchase of equipment and materials to improve energy efficiency at Edwardsville Township Community Park, located at 6368 Center Grove Road in Edwardsville. Specifically, the funding will be used to purchase and install one solar panel, one electric car charger, one multi-unit device charger, and LED lighting; and

**WHEREAS**, the Madison County Sustainability Program will fund 80% of project costs up to \$15,000, therefore Edwardsville Township agrees to fund the completion of the project from another source.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of Edwardsville, Madison County, Illinois as follows:

**SECTION 1:** That the Board of Trustees of Edwardsville Township authorizes the filing of the above listed application to Madison County in adherence to all applicable rules and regulations of the Madison County Sustainability Program; and

**SECTION 2:** That the Board of Trustees of Edwardsville Township hereby directs and designates the Chief Elected Official to act as the authorized representative in connection with the filing of the aforementioned application and all concurrent meetings and hearings associated with the project approval process.

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_  
that the Resolution be adopted and approved by \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

**PASSED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON  
COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 22<sup>nd</sup> OF April, 2014.**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**Township Clerk**

\_\_\_\_\_  
**Township Supervisor**

**RESOLUTION NO. 2014-R12**

**A RESOLUTION AUTHORIZING THE USE OF EDWARDSVILLE TOWNSHIP COMMUNITY PARK BY THE EGYPTIAN RADIO CLUB**

**WHEREAS**, Edwardsville Township owns and operates Edwardsville Township Community Park, located at 6368 Center Grove Road in Edwardsville, Illinois; and

**WHEREAS**, the Egyptian Radio Club has requested the use of Edwardsville Township Community Park for their Amateur Radio Field Day on Saturday, June 28 and Sunday, June 29, which entails an overnight stay in the park using the pavilion closest to the restroom facilities. The Amateur Radio Filed Day is an opportunity for amateur radio operators to set up radio communication on a basis that resembles emergency situations without power provided by a commercial utility provider. Use of the park pavilion would begin the morning of Saturday, June 28 and would commence on Sunday, June 29; and

**WHEREAS**, Edwardsville Township wishes to permit the use of the Edwardsville Township Community Park by the Egyptian Radio Club for the Amateur Radio Field Day.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of Edwardsville, Madison County, Illinois as follows:

**SECTION 1:** That the Board of Trustees of Edwardsville Township authorizes the Egyptian Radio Club to use Edwardsville Township Community Park from Saturday, June 28 to Sunday, June 29 for the Amateur Radio Field Day.

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_  
that the Resolution be adopted and approved by \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

**PASSED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 22<sup>nd</sup> OF APRIL, 2014.**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**Township Clerk**

\_\_\_\_\_  
**Township Supervisor**

**RESOLUTION NO. 2014-R13**

**A RESOLUTION AUTHORIZING A LOGO CONTEST**

**WHEREAS**, Edwardsville Township does not have a logo to visually represent the services provided by the Township; and

**WHEREAS**, Edwardsville Township wishes to engage the youth of the Township and provide opportunities to the youth that increase the youth's awareness of and the services provided by the Township; and

**WHEREAS**, Edwardsville Community Unit School District 7 has agreed to partner with Edwardsville Township for a logo contest for students, groups, or organizations at Edwardsville High School; and

**WHEREAS**, three local design professionals - Steve Hartman, Creative Director at Falk Harrison; Carolyn Green, President of C. Green & Associates; and Jan Carpenter, Principal and Art Director at Cork Tree Creative – have agreed to serve as a panel of judges for the contest; and

**WHEREAS**, Edwardsville Township wishes to provide a cash prize in the amount of \$500.00 to the designer of the logo that best represents the functions of Edwardsville Township government, the residents of Edwardsville Township, and the geographic area served by the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of Edwardsville, Madison County, Illinois as follows:

**SECTION 1:** That Edwardsville Township will hold a logo design contest in partnership with Edwardsville High School.

**SECTION 2:** That the winning logo will be selected by the panel of local design professionals indicated above.

**SECTION 3:** That Edwardsville Township will award the designer of the winning logo a cash prize of \$500.00.

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_  
that the Resolution be adopted and approved by \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

**PASSED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 22<sup>nd</sup> OF APRIL, 2014.**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**Township Clerk**

\_\_\_\_\_  
**Township Supervisor**

**ORDINANCE NO. 2014-005**

**AN ORDINANCE ADOPTING A TREE PLANTING DEDICATION POLICY**

**WHEREAS**, Edwardsville Township owns and operates Edwardsville Township Community Park located at 6368 Center Grove Road in Edwardsville, Illinois; and

**WHEREAS**, the Board of Trustees is responsible for setting the policies for the Edwardsville Township Community Park; and

**WHEREAS**, the Board wishes to establish a Tree Planting Dedication Policy for Edwardsville Township Community Park; and

**WHEREAS**, the Board affirms that the purpose and objectives stated in the attached policy are in the best interest of Edwardsville Township.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Board of Edwardsville, Madison County, Illinois as follows:

**SECTION 1:** That as of the effective date of this ordinance, all previous ordinances and resolutions regarding tree planting dedication policies are repealed and the following attached policy is adopted as the policy governing the tree planting dedications at Edwardsville Township Community Park.

**SECTION 2:** That additions and modifications to this policy may be made by motion and passage shall be by a majority affirmative vote of the Township Board.

**SECTION 3:** That if any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

**SECTION 4:** That this ordinance shall be in full force and effect after its adoption as provided by law.

**ADOPTED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 22<sup>nd</sup> OF APRIL, 2014, PURSUANT TO A ROLL CALL VOTE.**

<u>BOARD OF TRUSTEES</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Township Supervisor

## **EDWARDSVILLE TOWNSHIP TREE PLANTING DEDICATION POLICY**

Edwardsville Township manages the Edwardsville Township Park. The park includes trees in parkways, median strips, public areas and other related parkland areas.

It is the policy of the Township to accept donations for planting dedication trees and to accept donations of trees that meet the Township's minimum requirements and conditions for planting. The Township Supervisor shall approve a location for planting, taking into consideration the site requirements and desirable tree species as described herein.

Edwardsville Township will make all diligent efforts for the tree's growth, but will not be held responsible should the tree die or become diseased. Should a tree become diseased or die, the Township shall cause its removal.

Dedication trees can be donated to celebrate the birth of a child, to celebrate a special event, to honor a special person in your life, in memory of the deceased, etc. The planting of dedication or donation trees is not limited to these purposes.

Anyone wishing to donate funds or to donate dedication trees shall first complete a Dedication Tree Planting application. The program is available only to Edwardsville Township residents.

Applicants will be notified of available sites for planting and the variety of tree(s) desirable at those sites. Applicants will be given an option to purchase a tree for planting, or to donate funds for a tree to be purchased by the Township.

The Township Supervisor will schedule tree planting upon approval of the application and acceptance of the donation by the Township Board.

Each donation will be recognized by the issuance of a card of acknowledgement to both the applicant and the honoree or the honoree's family when the tree is planted.

### **Tree Species**

New trees shall generally be of the same species as the predominate species located within the park. If the existing species type is determined to be inappropriate, then a similar, compatible species shall be planted that preserves the aesthetic qualities of the existing trees located in the park.

Among other relevant factors, the size of the tree at maturity and ongoing tree maintenance shall be considerations for all tree species selection.

### **Minimum Planting Size**

Trees shall be single stemmed trees, 1½" caliper (or larger) measured at breast height.

Minimum container size shall be a 24" box for trees specified as 1½" caliper.  
The standard tree size shall be 6-10 feet in height.

The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from being in a container too long.

Additionally, all trees shall be disease free, have a symmetrical, well-balanced crown and be capable of standing on their own without the nursery stake upon final inspection.

### **Planting Site**

Planting sites shall be determined by the Township Supervisor. The planting site must meet the following minimum requirements.

- 1.) Adequate spacing (both above ground and under ground) must be present to allow healthy growth to maturity.
- 2.) Location must be conducive to good management practices and does not significantly disrupt maintenance activities or utilities within the park.
- 3.) Water must be reasonably available for the maintenance of the tree.
- 4.) Trees shall not be planted where they would interfere with the growth of other trees in the immediate area or be overshadowed by an existing tree.
- 5.) The planting site shall allow five feet minimum distance from gas, electric or water meters.
- 6.) Location shall be fifteen feet from street lights, ten feet from fire hydrants, and five feet from walkways, driveways or other hardscape features such as pavilion areas.
- 7.) Site shall not be within 75-feet of the point of intersection of streets.

EDWARDSVILLE TOWNSHIP APPLICATION FOR  
TREE PLANTING DEDICATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

This Tree Planting is dedicated to: \_\_\_\_\_

Tree Species Preference: (Tree preference must meet the minimum tree selection/criteria in the policy. Sites must also be pre-approved)

Preferred Tree Species: \_\_\_\_\_

Preferred Planting Site Location: \_\_\_\_\_

Applicant acknowledges the following minimum requirements and conditions on the tree planting:

- 1) Tree size is a minimum 24" box size 1/1/2 minimum caliper
- 2) Selection and planting sites shall be determined by the Township Supervisor in consideration of applicant preference
- 3) Applicant will be given option of donating a tree that meets the minimum requirements or a donation to the park

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant will be notified of the availability of the tree planting site(s) and tree variety for planting as soon as possible. Once the location and species has been determined, applicant will be given an opportunity to donate the tree or to make a monetary donation for its purchase and planting.

**Office Use Only**

**Application Received:**

**Tree Species:**

**Check received:**

**Confirmation Letter sent:**

**Comments:**

**Reviewed:**

**Site:**

**Donation accepted:**