

EDWARDSVILLE TOWNSHIP BOARD AGENDA

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

**January 28, 2014
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES Minutes of Meeting December 17, 2013

APPROVAL OF EXPENDITURES December 7, 2013 to January 17, 2014

CORRESPONDENCE
Madison County Zoning Board Mtg Notice
December 2013 Circuit Clerk Fines Report
January 2014 Circuit Clerk Fines Report
Madison County Township Officials Meeting
Notice

PUBLIC COMMENT

NEW BUSINESS
Ordinance No. 2013-008
Adopting a Personnel Policy
Proposed Ordinance No. 2014-001
Adopting Bylaws
Resolution No. 2014-R01
Authorizing Deposit of Replacement Tax

Agenda January 28, 2014

Page 2

Financial Services Committee
Report/Minutes

Hayes Mallory Community Building
Committee Report/Minutes

EXECUTIVE SESSION

None

OLD BUSINESS

Supervisor/Trustee/Information

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 QUESTIONS REGARDING AGENDA ITEMS.

Edwardsville Township Meeting Minutes

December 17, 2013

Supervisor Miles called the meeting of Edwardsville Township to order at 7:00 p.m. Present were Supervisor Miles, Trustees Krumeich, Picarella, Kennett, Head, Assessor Klopmeier, Highway Commissioner Henschen and Clerk Schulte.

Trustee Kennett led the Pledge of Allegiance.

Clerk Schulte gave Assessor Klopmeier the Oath of Office for her term of office beginning January 1, 2014

Motion to approve the minutes of the November 26, 2013 meeting made by Trustee Picarella and seconded by Trustee Krumeich. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.

Motion to approve the expenditures of the Township and Highway Funds for the month of November 16, 2013 to December 6, 2013 made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.

Supervisor Miles distributed the Public Hearing Notice from the Madison County Board of Appeals to be held on December 18, 2013.

Supervisor Miles distributed the November 2013 Circuit Clerk Fines Report.

Motion to approve Ordinance No. 2013-006, an Ordinance levying taxes for all Town purposes for Edwardsville Township, Madison County, Illinois for the tax year 2013 payable in 2014, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.

Motion to approve Ordinance No. 2013-007, an Ordinance levying taxes for Road purposes for Edwardsville Township Road and Bridge, Madison County, Illinois for the tax year 2013, collectable in 2014, made by Trustee Kennett and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.


Motion to table Ordinance No. 2013-008, an Ordinance adopting a Personal Policy, made by Trustee Krumeich and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.

Motion to approve Resolution No. 2013-R15, a resolution for Edwardsville Township Holiday Resolution, made by Trustee Kennett and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.

Motion to approve Resolution No. 2013-R16, a resolution authorizing a contract for employee insurance package, made by Trustee Kennett and seconded by Trustee Picarella. Mr. Brent Pieper, of Yaekel and Associates Insurance Services located in Belleville, Illinois, presented the Employee Insurance Package. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Kennett, Head and Supervisor Miles.

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

Attest



Town Clerk

**PUBLIC HEARING NOTICE
MADISON COUNTY ZONING BOARD OF APPEALS
Wednesday, January 8, 2014**

RECEIVED
R 1/7/30/13 D

8:30 A.M. -- The Zoning Board of Appeals will meet in the Office of the Madison County Planning and Development Department and proceed to the sites of the scheduled public hearings. The applicants or interested parties are to meet the board at the SITES. All hearings are open to public comment.

If the weather is inclement to the point that the Board of Appeals cannot reach the site at the below noted date and time, then this hearing will be rescheduled for the 9th day of January 2014, at the same time and location.

9:15 A.M. - File #Z14-0004 - Petition of Garen Carroll, applicant, for owner of record, Carolyn Carroll, requesting an amendment to rezone three tracts of land from M-2 General Manufactured District to R-3 Single Family Residential District. This is located in Chouteau Township, more commonly known as **1342 and 1346 Chouteau Place Road**, Granite City, Illinois PPN#18-2-14-31-03-301-005, 006, 007 (21)

9:55 A.M. - File #Z14-0002 - Petition of Josh Bohnenstiehl, owner of record, requesting Variances as per Article 93.023, Section B, Item 2 of the Madison County Zoning Ordinance in order to construct a residence that will be 15 feet from the east and 15 feet from the west property lines instead of the required 50 feet. This is located in an Agricultural District in Pin Oak Township, more commonly known as **9305 Loos Road**, Marine, Illinois PPN#10-1-16-14-00-000-10.002 (11)

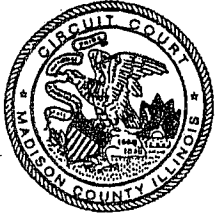
11:15 A.M. - File #Z14-0006 - Petition of Craig Kombrink with Premier Ag LLC., owner of record, requesting two Special Use Permits as per Article 93.023, Section D, Item 3 & 5 of the Madison County Zoning Ordinance in order to permit animal feed, storage, preparation, grinding, and mixing whole sale and retail, limited to a seed and grain distribution operation. Also, in order to have the fertilizer sales, including bulk storage and mixing. This is located in an Agricultural District in Helvetia Township, more commonly known as **33 State Route 160**, Trenton, Illinois PPN#01-1-24-31-00-000-014.005 (01)

12:05 P.M. - File #Z14-0001 - Petition of Andrew and Julia Conner, owners of record, requesting a Variance as per Article 93.023, Section B, Item 1 of the Madison County Zoning Ordinance in order to create a tract of land that will have 80 feet of property width instead of the required 150 feet. This is located in an Agricultural District in Hamel Township, more commonly known as **7500 Conner Lane**, Edwardsville, Illinois PPN#11-1-10-31-00-000-007 (03)

12:20 P.M. - File #Z14-0005 - Petition of Klueter Brothers Concrete Products, owner of record, requesting an amendment to rezone a tract of land that consists of 4 acres from B-3 Highway Business District and Agricultural District to M-1 Limited Manufacturing District. This is located in Hamel Township, more commonly known as **5257 N. State Route 157**, Edwardsville, Illinois PPN#11-1-10-29-00-000-013 (03)

MARK VON NIDA
CLERK OF THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT

RECEIVED
12/13/13



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

December 10, 2013

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 November, 2013.

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

MARK VON NIDA
MADISON COUNTY CLERK OF THE CIRCUIT COURT
EDWARDSVILLE, ILLINOIS

Monthly Report - General Account
Collection from Traffic, Misdemeanor, Ordinance Violation, Conservation Violation, and Felony Cases

FOR: November 2013

	FINE	FINE YTD	DUI FINE	DUI YTD	DRUG FINE	DRUG FINE YTD	SUPR VEH	SUPR VEH YTD	E-CITATION	E-CITATION YTD	FTA WARRANT	FTA WARRANT YTD
ALTON	8,619.24	117,627.67	933.40	10,202.74	148.98	4,809.45	2,281.00	27,537.82	394.58	5,624.00	560.00	8,890.00
BETHALTO	723.32	11,741.98	100.00	977.80	0.00	611.72	317.00	3,877.00	48.00	658.00	70.00	1,610.00
COLLINSVILLE	3,759.96	57,719.69	461.34	7,759.30	90.98	2,388.84	797.00	11,053.25	140.00	2,122.00	0.00	700.00
EAST ALTON	1,000.69	19,985.53	6.00	612.44	0.00	55.49	506.00	4,852.00	74.00	764.00	0.00	630.00
EDWARDSVILLE	4,773.52	51,566.75	684.20	6,004.59	0.00	574.27	2,285.00	27,400.45	272.00	3,496.00	70.00	1,890.00
FAIRMONT CITY	61.41	1,723.52	0.00	0.00	0.00	0.00	40.00	380.00	0.00	58.00	0.00	0.00
GLEN CARBON	3,605.74	23,082.81	146.00	2,270.76	0.00	351.49	814.00	8,629.00	102.00	1,270.00	0.00	490.00
GODFREY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRANITE CITY	4,154.27	66,627.69	380.00	5,323.81	79.00	2,076.47	1,176.54	19,992.18	210.00	3,387.34	70.00	560.00
GRANT FORK	121.93	1,038.20	0.00	80.00	0.00	0.00	80.00	476.00	14.00	68.00	0.00	0.00
HAMEL	182.45	2,997.11	0.00	18.00	0.00	0.00	120.00	713.00	12.00	100.00	0.00	70.00
HARTFORD	330.72	3,576.93	41.60	290.00	0.00	0.00	140.00	1,100.00	20.00	188.00	0.00	0.00
HIGHLAND	1,908.55	26,812.80	100.00	1,812.00	0.00	68.98	395.00	4,113.00	70.00	782.00	70.00	1,890.00
LIVINGSTON	31.59	380.46	0.00	0.00	0.00	578.00	0.00	60.00	2.00	12.00	0.00	0.00
MADISON	893.34	9,486.01	0.00	0.00	0.00	0.00	100.00	1,820.73	20.00	358.00	70.00	630.00
MARINE	17.36	883.35	0.00	100.00	0.00	0.00	20.00	560.00	2.00	70.00	0.00	0.00
MARYVILLE	2,494.63	28,095.92	172.00	1,236.60	0.00	216.49	1,076.00	12,328.00	156.00	1,802.30	70.00	1,190.00
NEW DOUGLAS	89.00	97.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PONTOON BEACH	1,737.36	32,232.89	0.00	350.60	0.00	315.98	703.00	11,004.18	112.00	1,872.00	210.00	2,730.00

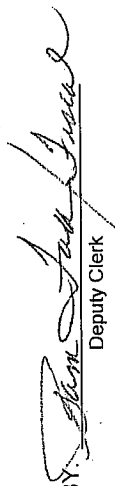
MARK VON NIDA
MADISON COUNTY CLERK OF THE CIRCUIT COURT
EDWARDSVILLE, ILLINOIS

Monthly Report - General Account
Collection from Traffic, Misdemeanor, Ordinance Violation, Conservation Violation, and Felony Cases

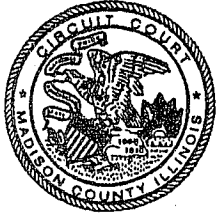
FOR: November 2013

	FINE	FINE YTD	DUI FINE	DUI YTD	DRUG FINE	DRUG FINE YTD	SUPR VEH	SUPR VEH YTD	E-CITATION	E-CITATION YTD	FTA WARRANT	FTA WARRANT YTD
STATE DRUG FINE	11.62	3,263.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALTON OVERWEIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALTON & SOUTHERN RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICC POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00
ILLINOIS STATE POLICE	0.00	0.00	621.58	6,538.15	0.00	0.00	5,938.00	69,038.07	976.00	11,418.40	70.00	1,190.00
ISP - STATE DRUG FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
METH RESPONSE TEAM	0.00	0.00	0.00	0.00	0.00	1,507.00	0.00	0.00	0.00	0.00	0.00	0.00
NORFOLK SOUTHERN RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	6.00	0.00	0.00
SEC. OF STATE POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	576.00	2.00	96.00	0.00	0.00
TERMINAL RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	2.00	0.00	0.00
UNION PACIFIC RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
U.S. RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSX RAILROAD	0.00	0.00	0.00	0.00	0.00	0.00	20.00	100.00	2.00	14.00	0.00	0.00
CITY OF MADISON O.W.	0.00	32,233.47	0.00	0.00	0.00	0.00	0.00	380.00	0.00	70.00	0.00	0.00
TOTALS:	96,834.03	1,435,611.36	4,887.56	55,567.47	1,349.90	41,215.35	21,910.54	272,760.86	3,420.58	45,588.04	1,750.00	31,562.00

Mark Von Nida
Clerk of the Circuit Court

BY: 
Deputy Clerk

MARK VON NIDA
CLERK OF THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT



RECEIVED
1/17/14

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

January 14, 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 December, 2013.

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,

A handwritten signature in cursive script, appearing to read "Carol French".

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

(618)296-4368
CJFRENCH@co.madison.il.us

MARK VON NIDA
MADISON COUNTY CLERK OF THE CIRCUIT COURT
EDWARDSVILLE, ILLINOIS

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FOR: December 2013

	FINE	FINE YTD	DUI FINE	DUI YTD	DRUG FINE	DRUG FINE YTD	SUPR VEH	SUPR VEH YTD	E-CITATION	E-CITATION YTD	FTA WARRANT	FTA WARRANT YTD
ALTON	7,613.28	125,240.95	697.56	10,900.30	1,213.00	6,022.45	3,024.00	30,561.82	542.00	6,166.00	770.00	9,660.00
BETHALTO	756.06	12,498.04	57.40	1,035.20	0.00	611.72	303.00	4,180.00	42.00	700.00	70.00	1,680.00
COLLINSVILLE	5,441.35	63,161.04	672.66	8,431.96	35.49	2,424.33	1,050.00	12,103.25	240.00	2,362.00	0.00	700.00
EAST ALTON	970.39	20,955.92	4.00	616.44	0.00	55.49	419.00	5,271.00	60.00	824.00	0.00	630.00
EDWARDSVILLE	3,434.49	55,001.24	914.40	6,918.99	0.00	574.27	2,364.00	29,764.45	264.00	3,760.00	210.00	2,100.00
FAIRMONT CITY	149.77	1,873.29	0.00	0.00	0.00	0.00	0.00	380.00	2.00	60.00	0.00	0.00
GLEN CARBON	1,644.74	24,727.55	380.00	2,650.76	15.49	366.98	709.18	9,338.18	100.00	1,370.00	0.00	490.00
GODFREY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRANITE CITY	4,297.96	70,925.65	355.60	5,679.41	0.00	2,076.47	1,395.03	21,387.21	254.00	3,641.34	0.00	560.00
GRANT FORK	43.17	1,081.37	0.00	80.00	0.00	0.00	80.00	556.00	6.00	74.00	0.00	0.00
HAMEL	123.26	3,120.37	90.00	108.00	0.00	0.00	20.00	733.00	4.00	104.00	0.00	70.00
HARTFORD	98.37	3,675.30	0.00	290.00	0.00	0.00	120.00	1,220.00	14.00	202.00	0.00	0.00
HIGHLAND	2,738.55	29,551.35	18.00	1,830.00	0.00	68.98	360.00	4,473.00	66.00	848.00	210.00	2,100.00
LIVINGSTON	0.00	380.46	0.00	0.00	0.00	578.00	20.00	80.00	2.00	14.00	0.00	0.00
MADISON	529.18	10,015.19	0.00	0.00	0.00	0.00	157.00	1,977.73	28.00	386.00	70.00	700.00
MARINE	12.90	896.25	0.00	100.00	0.00	0.00	20.00	580.00	4.00	74.00	0.00	0.00
MARYVILLE	1,868.60	29,964.52	191.00	1,427.60	53.98	270.47	880.00	13,208.00	134.00	1,936.30	350.00	1,540.00
NEW DOUGLAS	0.00	97.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PONTOON BEACH	3,039.74	35,272.63	0.00	350.60	0.00	315.98	829.00	11,833.18	184.00	2,056.00	70.00	2,800.00

MARK VON NIDA
MADISON COUNTY CLERK OF THE CIRCUIT COURT
EDWARDSVILLE, ILLINOIS

Monthly Report - General Account
Collection from Traffic, Misdemeanor, Ordinance Violation, Conservation Violation, and Felony Cases

FOR: December 2013

	FINE	FINE YTD	DUI FINE	DUI YTD	DRUG FINE	DRUG FINE YTD	SUPR VEH	SUPR VEH YTD	E-CITATION	E-CITATION YTD	FTA WARRANT	FTA WARRANT YTD
STATE DRUG FINE	0.00	3,263.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALTON OVERWEIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALTON & SOUTHERN RR	68.10	68.10	0.00	0.00	0.00	0.00	60.00	60.00	8.00	8.00	0.00	0.00
ICC POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00
ILLINOIS STATE POLICE	0.00	0.00	704.20	7,242.35	0.00	0.00	6,875.50	75,913.57	1,074.00	12,492.40	0.00	1,190.00
ISP - STATE DRUG FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
METH RESPONSE TEAM	0.00	0.00	0.00	0.00	0.00	1,507.00	0.00	0.00	0.00	0.00	0.00	0.00
NORFOLK SOUTHERN RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	6.00	0.00	0.00
SEC. OF STATE POLICE	0.00	0.00	0.00	0.00	0.00	0.00	40.00	616.00	8.00	104.00	0.00	0.00
TERMINAL RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	2.00	0.00	0.00
UNION PACIFIC RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
U.S. RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSX RAILROAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	14.00	0.00	0.00
CITY OF MADISON O.W.	0.00	32,233.47	0.00	0.00	0.00	0.00	0.00	380.00	0.00	70.00	0.00	0.00
TOTALS:	87,510.91	1,523,122.27	5,280.42	60,847.89	2,568.45	43,783.80	23,226.71	295,987.57	3,783.34	49,371.38	2,520.00	34,082.00

Mark Von Nida
Clerk of the Circuit Court

BY: *Steve Jell*
Deputy Clerk

J
GET TO
KENNY - Add to
AGENDA FYI only
Ⓟ

RECEIVED
R 03/14

MADISON COUNTY TOWNSHIP OFFICIALS

President
Terry Allan

Treasurer
Delmar Korsmeyer

Vice President
Sandy Strohmeier

Secretary
Marilyn Hendrick
8226 Bivens Road
Dorsey, IL 620

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

Date: Thursday, January 23, 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.

ORDINANCE NO. 2013-008

AN ORDINANCE ADOPTING A PERSONNEL POLICY

WHEREAS, Edwardsville Township, Madison County, Illinois has various employment positions; and

WHEREAS, a personnel policy is needed to maintain uniform treatment and to guide the Township in administrating the employees of Edwardsville Township; and

WHEREAS, the present personnel policies are not formalized nor adequate.

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 employee benefits and employment policies are repealed and the attached Personnel Policy is adopted as the policy governing the terms of employment for the employees of Edwardsville Township.

SECTION 2: That the policies provided by the Personnel Policy are not to be construed as an employment contract, but are intended to guide the Township and its employees in expectations regarding the employer-employee relationship.

SECTION 3: That additions and modifications to the Personnel Policy may be made by motion and passage shall be by a majority affirmative vote of the Township Board. Notice of the addition or modification of the Personnel Policy shall be served in writing to the employees employed at the time of passage. Upon service in writing to the said employees, the addition or modification of the Personnel Policy shall be effective upon said employees and all subsequently employed personnel.

SECTION 4: That this ordinance shall be in full force and effect on February 1, 2014, as provided by law.

ADOPTED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 28TH OF JANUARY, 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

ORDINANCE NO. 2014-001

AN ORDINANCE ADOPTING BY-LAWS

WHEREAS, it is reasonable for the Edwardsville Township Board of Trustees to have Bylaws to guide the proceedings and actions of the Board of Trustees; and

WHEREAS, the Board wishes to adopt Bylaws.

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

SECTION 1: That the Bylaws attached hereto are hereby adopted as the Bylaws of Edwardsville Township.

SECTION 2: That the attached Bylaws replace and supersede all other motions, resolutions, or ordinances previously passed by this Board regarding the proceedings and actions of the Board of Trustees.

SECTION 3: That this ordinance shall be effective immediately upon its passage and approval.

ADOPTED BY THE TOWNSHIP BOARD OF EDWARDSVILLE TOWNSHIP, MADISON COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 25th OF FEBRUARY, 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 By-Laws and Procedures

ARTICLE I – MEETINGS OF THE TOWNSHIP BOARD OF TRUSTEES

SECTION 1: All meetings of the Edwardsville Township Board of Trustees shall be held upon notice given by the Township Supervisor, which said notice shall conform to the Open Meetings Act as provided for in state statutes.

SECTION 2: All meetings of the Edwardsville Township Board of Trustees shall be open to the public and held in conformance to Robert's Rules of Order, latest edition.

SECTION 3: Regular meetings of the Edwardsville Township Board of Trustees are held on the fourth Tuesday of each month at 7:00 PM.

SECTION 4: Special meetings shall be called by the Township Clerk on the written request of the Supervisor or of any two members of the Board of Trustees, on at least 48 hours written notice to each member of Board of Trustees, served personally or left at his usual place of residence.

No business shall be transacted at any special meeting of the Edwardsville Township Board of Trustees except for which it is called, as set out in the notice of such meeting.

SECTION 5: If a "bona fide" emergency situation requires the calling of an emergency meeting, the Township will give notice of the emergency meeting as soon as practicable.

SECTION 6: Any member who has any conflict of interest in any matter before the Edwardsville Township Board of Trustees shall remove themselves from consideration of any matter which will come before the Board.

SECTION 7: The Township Supervisor shall have the power to cancel or continue meetings, as may be necessary or convenient for the transaction of the Board's business.

SECTION 8: No meetings shall be conducted without a quorum physically present. A quorum shall consist of a majority of the Board of Trustees.

SECTION 9: Meetings of the Edwardsville Township Board of Trustees shall proceed substantially as follows:

Call to Order

The Township Supervisor officially calls the meeting to order by announcing the date and time.

Roll Call

The Township Clerk takes a roll call of the Board members present beginning with the senior Trustee first and the newest Trustee last and a quorum is determined.

Pledge

The Supervisor shall designate one of the audience or a Board member to lead the pledge of allegiance. All present rise and face the flag for the pledge.

Presentations

Any formal recognitions, presentations, etc. are made at this time, as requested.

Communications

Letters from the public or directed to the Township will not appear on the Board agenda as individual matters for discussion but will be distributed as part of the Board agenda packet with a cover sheet identifying the author and subject matter and will be listed under "Communications". All communications shall be simply deemed received without any formal action by the Board. A Trustee may refer a communication for action, if appropriate, or prepare an action item for placement on a future agenda.

Public Hearing

Any required formal public hearings are called as necessary. Relative public commentary is heard.

Citizen Participation

The public is invited to present commentary at will regarding any item not on the agenda. Each person addressing the Board shall first give their name and address in an audible tone of voice for the record. All remarks shall be addressed to the Board as a body and not to any member thereof. No one other than the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without the permission of the Supervisor.

Consent Agenda

The Township Supervisor introduces the Consent Agenda by announcing that items on the Consent Agenda have been deemed non-controversial by the Supervisor and Town Clerk. No item will be discussed unless a Trustee specifically requests that it be removed from the agenda for that purpose. Any citizen wishing to address the Township on any of these items must advise the Clerk prior to the reading of the Consent Agenda. Once the items are removed the Town Clerk proceeds to read the remaining items on the Consent Agenda. The Supervisor requests a motion to approve the Consent Agenda and the Town Clerk takes a roll call vote. Items removed are then discussed individually with the Town Clerk announcing each item. Discussion/action follows until all items are addressed.

Committee Reports

Any Standing Committee or Special Committees that have been appointed may make their report at this time.

Agenda Items under New Business

The Supervisor introduces all agenda items as listed under New Business. Discussion follows with consideration and motions are made to approve such items as necessary.

Agenda Items under Old Business

Once the Supervisor has announced that the Board has completed all items under New Business, items listed are discussed and action is taken if necessary.

Supervisor's and Trustee Comments

The Supervisor may wish to make announcements or address pertinent issues at this time and Trustees may make comments on pertinent issues.

Highway Commissioner Comments

The Township Highway Commissioner may wish to make announcements or address pertinent issues at this time.

Township Assessor Comments

The Township Assessor may wish to make announcements or address pertinent issues at this time.

Executive Session

The Township Board may recess to meet in private to discuss matters such as personnel, land acquisition and collective bargaining and in the motion going into Executive Session such stipulation must be addressed. No final action is ever taken in Executive Session. The Board must reconvene back into regular session where they may take action on the matters discussed in Executive Session.

Adjournment

The Township Supervisor officially calls for a motion to adjourn the meeting. A vote is taken and the meeting concludes.

SECTION 10: Township Actions

The Edwardsville Township Board of Trustees shall act only by ordinance, resolution, or motion. All legislative enactments shall be in the form of ordinances. All other actions, except as herein provided, may be in the form of resolutions or motions. A true copy of every ordinance, and resolution hereafter adopted shall be numbered and recorded in the official records of the Township.

SECTION 11: Motions and Precedence of Motions - When a question is before the Board, no motion shall be entertained except:

- a) To adjourn,
- b) To fix the hour of adjournment,
- c) To lay on the table,
- d) For the previous question,
- e) To postpone to a certain day,
- f) To refer,
- g) To amend,
- h) To substitute, and
- i) To postpone indefinitely.

These motions shall have precedence in order indicated. Any such motion, except a motion to adjourn, amend, or substitute, shall be put to a vote without debate.

ARTICLE II – ABSENCES AND VACANCIES

SECTION 1: If a Trustee cannot attend a Board meeting, they shall notify the Township Supervisor of their intended absence in order to obtain an excused absence. Any Trustee who fails to attend five meetings consecutively without an excused absence, shall be deemed absent from the Board, and the Township Supervisor shall then fill the vacancy by appointment with consent of the Board.

SECTION 2: The following absences will be considered excused:

- a) personal illness or disability,
- b) a family or other emergency, or
- c) the business of the Township.

SECTION 3: The Board of Trustees shall annually designate a Supervisor Pro-Tem to serve in the absence of the Supervisor. The Supervisor Pro-Tem shall act only to conduct the business of the Township at the meeting on the absence of the Supervisor. The Supervisor Pro-Tem shall be designated by nomination and vote by the Trustees present at such meeting.

ARTICLE IV - AMENDMENT OF RULES

SECTION 1: These rules may be amended by an affirmative majority vote of all members of the Board.

SECTION 2: Any proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken

These foregoing rules and regulations are hereby adopted by the Board of Trustees of Edwardsville Township, Madison County, Illinois on this _____ day of _____, 2014

Supervisor

Town Clerk

RESOLUTION NO. 2014-R01

A RESOLUTION AUTHORIZING THE DEPOSIT OF MONIES RECEIVED FROM THE ILLINOIS REPLACEMENT TAX INTO THE IMRF FUND

WHEREAS, Edwardsville Township will receive Replacement Tax from the Illinois Department of Revenue; and

WHEREAS, bonded indebtedness or pension levies constitute first and second liens on the Replacement Tax received.

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 will deposit five thousand dollars (\$5,000.000) of the Replacement Tax received from January 1, 2014 through December 31, 2014 into the Illinois Municipal Retirement Fund and the balance received during that period into the General Town Fund.

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 28TH OF JANUARY, 2014.

ATTEST:

APPROVED:

Township Clerk

Township Supervisor

Edwardsville Township
Financial Services Committee

COMMITTEE MEETING MINUTES
For meeting held on December 17, 2013 at 3:00 p.m.
Hays Mallory Community Building
216 Crane Street in Edwardsville, Illinois

Committee Members Present: Adam Hughes, Bob Parker, Elizabeth Heil, Randy Williamson, and Frank Miles, Township Supervisor

Committee Members Absent: Tim Cadagin

Staff Present: Jeanne Wojcieszak

1. Welcome and Introductions
 - a. Supervisor Miles introduced committee members and thanked them for their service to the Township.
 - b. Supervisor Miles provided the committee with a brief overview of the operations of Township government.
2. Committee Objectives
 - a. Supervisor Miles reviewed the objectives of the committee, which are as follows:
 - i. Review of Current Financial Policies/Procedures
 1. 2012-2013 Audit
 2. Payroll Procedure
 3. Accounts Payable Procedure
 4. Separation of Duties – disbursements, bank reconciliations, and financial reporting
 5. Financial Software
 6. Audit Procedure
 - ii. Create New Policies/Procedures
 1. Petty Cash Policy – set limits on what can be held, procedures for expenditures
 2. Fund Balance Policy – establishing minimum levels for cash flow
 3. Capital Asset Policy – recordkeeping of capital assets
 4. Investment Policy – internal controls for cash and investment related transactions
 5. Credit Card Use and Access
3. Committee Plan of Work
 - a. Ms. Heil advised that in her experience the Township has always had a clean audit and the size of the Township staff limits the separation of financial duties.
 - b. The committee discussed the potential of an accounting intern or student to help with the various accounting duties of the office.
 - c. Ms. Heil advised that a Capital Asset Policy is already a part of the yearly audit and would be available in the previous year's audit.
 - d. Township staff will draft policies and procedures for the committee to review at the next meeting.
4. Next Committee Meeting
 - a. January 28th, 3:00 p.m., Hayes Mallory Community Building

Edwardsville Township
Hays Mallory Community Building Committee

COMMITTEE MEETING MINUTES
for meeting held on December 19, 2013 at 3:00 p.m.
Hays Mallory Community Building,
216 Crane Street in Edwardsville, Illinois.

Committee Members Present: Frank Miles, Township Supervisor; Kenny Krumeich, Township Trustee; Gary Head, Township Trustee; Al Suguitan, Craig Louer, Ross Breckenridge, and SJ Morrison
Committee Members Absent: None
Staff Present: Jeanne Wojcieszak

1. Welcome and Introductions
 - a. Supervisor Miles introduced committee members and thanked them for their service to the Township.
 - b. Supervisor Miles provided the committee with a brief overview of the operations of Township government.
2. Committee Objectives
 - a. Supervisor Miles reviewed the objectives of the committee, which are as follows:
 - i. Review the operating costs of the building, including maintenance, utilities and other costs
 - ii. Review the revenue generated over time by the building
 - iii. Review the list of users of the building
 - iv. Examine options with respect to existing users and similar venues in the community compared to our building
 - v. Seek input from the building's neighbors and from the community as a whole
 - vi. Develop a set of recommendations for the future of the building
3. Committee Plan of Work
 - a. Mr. Krumeich provided the committee with a brief history of the building and the Township's use of the building.
 - b. Ms. Wojcieszak reviewed the operating costs of the building from January 2012 through September 2013.
 - c. Ms. Wojcieszak reviewed the revenue generated by the building from January 2012 through September 2013.
 - d. Ms. Wojcieszak reviewed the users of the building from January 2012 through September 2013.
 - e. Ms. Wojcieszak led the committee on a tour of the building.
 - f. The committee discussed the assumed costs of renovations needed to not only repair the building but to also make it a competitive rental facility.
 - g. Mr. Morrison discussed the revitalization effort of the neighborhood.
 - h. The committee recommends the Township Board do the following:
 - i. Obtain an inspection of the building.
 - ii. Determine the future needs of the Township and consider how the building, along with current office space, satisfies those needs with the cost of the repairs needed.
 - iii. If the building and current office space cannot satisfy those needs and/or if the repairs are not in the scope of the Township's financial position, the building should be demolished and redevelopment of the entire block should be considered.
4. Next Committee Meeting
 - a. The committee decided no further meetings were necessary.