

# EDWARDSVILLE TOWNSHIP BOARD AGENDA

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

March 25, 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 Meeting February 25, 2014

APPROVAL OF EXPENDITURES February 15, 2014 to March 14, 2014

CORRESPONDENCE  
Madison County Zoning Board Mtg Notice  
February 2014 Circuit Clerk Fines Report  
City of Edwardsville – Annexation Announcement  
Madison County Clerk – Notice of Tax Objection

COMMITTEE REPORTS  
Facility Planning Committee Report  
Financial Services Committee Report

ACTION ITEMS  
Acceptance of the Resignation of Trustee Erika Kennett  
Appointment to Board of Trustees  
Administration of Oath  
Approval of Agenda for Annual Town Meeting  
**Resolution 2014-R06** – Transfer of Appropriations for  
the General Assistance Fund  
**Resolution 2014-R07** – Transfer of Appropriations for  
the Permanent Road Fund



## Edwardsville Township Meeting Minutes

February 25, 2014

The meeting of Edwardsville Township was called to order by Supervisor Miles at 7:00 p.m. Present were Supervisor Miles, Trustees Krumeich, Picarella, Head, Assessor Klopmeier, Highway Commissioner Henschel, Clerk Schulte, Township Attorney Genovese. Trustee Kennett was excused.

Trustee Krumeich led the Pledge of Allegiance.

Supervisor Miles introduced Sara Berkbigler, Executive Director of the Main Street Community Center, whom updated the Board on what the Main Street Community Center is doing.

During Public Comment period, Chairman William Krause, Chairman Edwardsville Historical Preservation Commission, was accompanied by Cindy Reinhardt. Mr. Krause was representing the State of Illinois. Mr. Krause stated that the State of Illinois would want to save the Hays Mallory Community Building if possible.

Motion to approve the minutes of the January 28, 2014 meeting made by Trustee Picarella and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Picarella, Head and Supervisor Miles. Voting "No" Trustee Krumeich.

Motion to approve the expenditures of Township and Highway Funds for the month January 18, 2014 to February 14, 2014 made by Trustee Picarella and seconded by Trustee Krumeich. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Head and Supervisor Miles.

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

Supervisor Miles distributed the February 2014 Circuit Clerk Fines Report.

Supervisor Miles reported the Financial Services Committee met on January 28, 2014. The Committee will meet in March and finalize policies for recommendation to the Board.

Motion to approve Ordinance No. 2014-001, an Ordinance adopting Bylaws, made by Trustee Picarella and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Picarella, Head and Supervisor Miles. Voting "No" Trustee Krumeich.

Motion to approve Resolution No. 2014-R02, a Resolution authorizing a contract with SIUE, extending current PAPA internship, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Picarella, Head and Supervisor Miles. Trustee Krumeich abstained.

Motion to approve Resolution No. 2014-R03, a Resolution authorizing a Service Contract with the Main Street Community Center made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Head and Supervisor Miles.

Motion to approve Resolution No. 2014-R04, a resolution authorizing the Supervisor to apply for Park Commission Funds from Madison County, made by Trustee Picarella and seconded by Trustee Krumeich. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Head and Supervisor Miles.

Motion to approve Resolution No. 2014-R05, a resolution authorizing a contract with Southern Illinois University of Edwardsville, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Head and Supervisor Miles.

Motion to approve Ordinance No. 2014-O02, a tentative Budget and Appropriation Ordinance for posting for Edwardsville Township, made by Trustee Picarella and seconded by Trustee Head. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Head and Supervisor Miles.

Motion to approve Ordinance No. 2014-O03, a tentative Budget and Appropriation Ordinance for posting for Edwardsville Township Road and Bridge District, made by Trustee Head and seconded by Trustee Picarella. Motion Passed. Voting "Yes" were Trustees Krumeich, Picarella, Head and Supervisor Miles.


Supervisor Miles reported the Conceal and Carry Implementation Workshop for Local Governments will be held Thursday, February 27, 2014, 4P.M. to 7P.M., at the LeClaire Room at N.O. Nelson.

Supervisor Miles appointed a Long Range Facility Planning Committee. The Committee's charge will be to identify current condition of Township Building-building in HMCB Committee recommendation, identify future needs for Township operations, prepare report with recommendations, recommend long range capital development plan. Committee members will be S. J. Morrison, Director of planning, Al Sugitan, Director of THE Greater Gateway Association of Realtors, Rod Vaught, Vice President of Stifel, Paul Pitts, SIUE, Paul McNamara, Director of Planning SWIMPAC, Jamie Henderson, Architect, Paul Abert, at large citizen.

Assessor Klopmeier reported she received notice from the Board of Review, that our 2013 multiplier will be .9898. The assessments will go down a little. The multiplier cards will out to the homeowners after the Primary Election, which March 18, 2014. There will not be an appeals process due to the negative multiplier.

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

\_\_\_\_\_

Town Clerk

Revised  
3/13/14

RECEIVED  
3/17/14

**PUBLIC HEARING NOTICE  
MADISON COUNTY ZONING BOARD OF APPEALS  
Thursday, March 27, 2014**

**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 28th day of March 2014, at the same time and location.**

**9:15 A.M.** - File #Z14-0014 – Petition of Cottage Hills VFW Memorial Park by Rodney J. Gibbons, requesting an Amendment to rezone three tracts of land being approximately 25 acres from R-3 Single Family Residential District to R-7 Planned Residential District with a Special Use Permit as per Article 93.028, Section C of the Madison County Zoning Ordinance in order to have a fraternal club and bar on site. This is located in Wood River Township, more commonly known as **121 S. Williams**, Cottage Hills, Illinois.  
PPN#19-1-08-11-15-401-024, 19-1-08-11-15-401-024.001 and 19-1-08-11-11-202-033 (13)

**10:40 A.M.** – File #Z14-0012 – Petition of Stephen Miller with Liberty Apple Orchard, Inc., applicant and owner of record, requesting a Special Use Permit as per Article 93.023, Section D, Item 29 of the Madison County Zoning Ordinance in order to have a retail sales yard for produce. This is located in an Agricultural District in Pin Oak Township, more commonly known as **8308 Kuhn Station Road**, Edwardsville, Illinois PPN#10-1-16-21-00-000-011.002 (11)

**11:10 A.M.** – File #Z14-0013 - Petition of Illinois Motorhead, Inc. requesting a Special Use Permit as per Article 93.029, Section D, Item 4 of the Madison County Zoning Ordinance in order to have a private club on site. This is located in a B-1 Limited Business District in Leef Township, more commonly known as **12905 State Route 140, New Douglas** PPN#03-1-12-09-00-000-008 (03)

**11:50 A.M.** – Petition of Madison County Planning and Development requesting a text amendment to Chapter 93 Madison County Zoning Ordinance in regards to §93.028 “R-7” Planned Residential District. This public hearing will take place in the Madison County Planning and Development conference room located in the Madison County Administration Building, 157 N. Main, Suite 254, Edwardsville, Illinois 62025. A copy of the proposed amendment is available to the public 24 hours prior to the meeting in the Planning and Development Department.

address correction \*

**PUBLIC HEARING NOTICE**  
**MADISON COUNTY ZONING BOARD OF APPEALS**  
**Wednesday, April 2, 2014**

**8:30 A.M.** - Petition of Madison County Planning and Development Department, applicant, requesting a text amendment update to the Madison County Zoning Ordinance in its entirety. The public hearing will take place in the Madison County Planning and Development Conference room located in the Madison County Administration Building, 157 N. Main, Suite 254, Edwardsville, Illinois 62025. A digital copy of the proposed amendment is available to the public 24 hours prior to the meeting in the Planning and Development Department.

AgApr14/02

**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: February 2014**

	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	13,869.86	24,099.17	1,259.20	2,150.00	0.00	0.00	2,745.00	5,627.36	482.00	1,014.00	1,330.00	1,960.00
BETHALTO	862.73	3,289.50	178.60	178.60	0.00	0.00	300.00	560.00	36.00	80.00	0.00	70.00
COLLINSVILLE	8,605.59	12,531.44	1,120.60	1,596.00	287.45	564.45	1,254.00	2,402.00	242.00	478.00	0.00	70.00
EAST ALTON	3,467.19	4,371.67	219.60	229.60	35.98	214.98	685.00	1,102.00	110.00	176.00	0.00	70.00
EDWARDSVILLE	4,714.95	8,943.46	954.00	1,754.60	289.49	789.49	2,280.00	4,383.00	272.00	542.00	70.00	140.00
FAIRMONT CITY	69.42	96.57	0.00	0.00	0.00	0.00	40.00	40.00	4.00	6.00	0.00	0.00
GLEN CARBON	1,573.77	2,637.33	121.00	187.60	204.00	204.00	603.07	1,283.07	82.00	195.00	0.00	70.00
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	11,876.75	16,245.70	533.00	862.00	0.00	0.00	2,127.00	3,392.00	322.00	528.00	0.00	70.00
GRANT FORK	40.03	68.07	0.00	0.00	0.00	0.00	20.00	80.00	6.00	12.00	0.00	0.00
HAMEL	300.82	360.46	0.00	0.00	0.00	0.00	80.00	200.00	10.00	22.00	0.00	0.00
HARTFORD	1,097.35	1,241.19	33.60	64.00	0.00	250.00	20.00	100.00	15.00	26.00	0.00	0.00
HIGHLAND	4,104.23	6,464.84	132.40	248.40	199.49	199.49	285.00	485.00	60.00	126.00	70.00	140.00
LIVINGSTON	191.79	191.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MADISON	2,159.90	2,905.16	0.00	0.00	0.00	0.00	140.00	377.00	32.00	66.00	70.00	140.00
MARINE	0.00	6.23	0.00	0.00	0.00	0.00	20.00	40.00	2.00	2.00	0.00	0.00
MARYVILLE	4,115.13	5,585.29	201.60	236.00	0.00	0.00	1,290.00	2,132.00	194.00	312.00	70.00	210.00
NEW DOUGLAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PONTOON BEACH	3,785.21	5,990.00	72.00	72.00	0.00	0.00	1,288.00	2,566.10	228.00	404.00	140.00	420.00







**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: February 2014**

	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	303.50	373.25	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	101.47	276.37	0.00	0.00	0.00	0.00	97.00	277.00	10.00	28.00	0.00	0.00
ICC POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ILLINOIS STATE POLICE	0.00	0.00	364.80	1,115.20	0.00	0.00	5,630.90	11,875.03	910.00	1,910.00	140.00	210.00
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	500.00	500.00	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	0.00	0.00	0.00	0.00	0.00
SEC. OF STATE POLICE	0.00	0.00	0.00	0.00	0.00	0.00	57.00	117.00	6.00	24.00	0.00	0.00
TERMINAL 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
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	40.00	60.00	6.00	8.00	0.00	0.00
CITY OF MADISON O.W.	45.00	45.00	0.00	0.00	0.00	0.00	20.00	20.00	2.00	2.00	0.00	0.00
M.E.A.T.T.F.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS:</b>	<b>152,730.14</b>	<b>314,107.98</b>	<b>7,045.71</b>	<b>11,469.76</b>	<b>1,950.71</b>	<b>4,635.69</b>	<b>24,358.97</b>	<b>47,627.06</b>	<b>3,852.00</b>	<b>7,596.00</b>	<b>3,010.00</b>	<b>5,530.00</b>

Mark Von Nida  
Clerk of the Circuit Court

BY: \_\_\_\_\_  
Deputy Clerk



RECEIVED  
3/18/14

March 17, 2014

*Cam Spence*

Mr. Frank Miles  
Township Supervisor  
300 West Park Street  
Edwardsville, IL 62025

Dear Mr. Miles:

The City of Edwardsville will be taking action on the Annexation of the following property(s) at its April 1, 2014 meeting of the Edwardsville City Council in the City Council Chambers at Edwardsville City Hall at 118 Hillsboro Avenue, Edwardsville, Illinois at 7:00 p.m.

663 East Vandalia Street, Edwardsville, IL 62025, PID 14-1-15-12-09-101-036

Part of the Northwest Quarter of Section 12, Township 4 North, Range 8 West of the Third Principal Meridian, Madison County, Illinois, being more particularly described as follows:

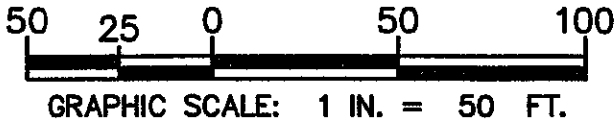
Commencing at an iron pipe in the North right of way line of Marine Road located 27.5 Chains South and 9.58 Chains East of the Northwest corner of the Northwest Quarter of Section 12; thence North 82 degrees 00 minutes 00 seconds East along the North right of way line of Marine Road a distance of 295.86 feet to an iron pipe at the Southwest corner of a tract conveyed to Shaw by deed recorded in Document 2011R22414 of the Madison County records and the point of beginning of the tract herein described; thence North 09 degrees 25 minutes 07 seconds West along the West line of said Shaw tract 170.00 feet to an iron rod; thence North 71 degrees 25 minutes 21 seconds East 141.26 feet to the East line of said Shaw tract; thence South 9 degrees 07 minutes 06 seconds East along said East line 208.51 feet to an iron rod in the North right of way line of Marine Road; thence South 88 degrees 20 minutes 00 seconds West along said North right of way line 113.30 feet to an iron pipe; thence South 82 degrees 00 minutes 00 seconds West along said North right of way line 26.11 feet measured and 26.25 feet (Deeded) to the point of beginning, containing 0.60 acre as shown by survey by Madison County Surveyors, Inc. during October, 2011, except coal and other mineral rights conveyed, excepted or reserved in prior conveyances, in Madison County, Illinois.

If you have any questions, comments or concerns please don't hesitate to call me.

Sincerely,

Cheryl Porter, AICP  
Assistant City Planner

CP:s

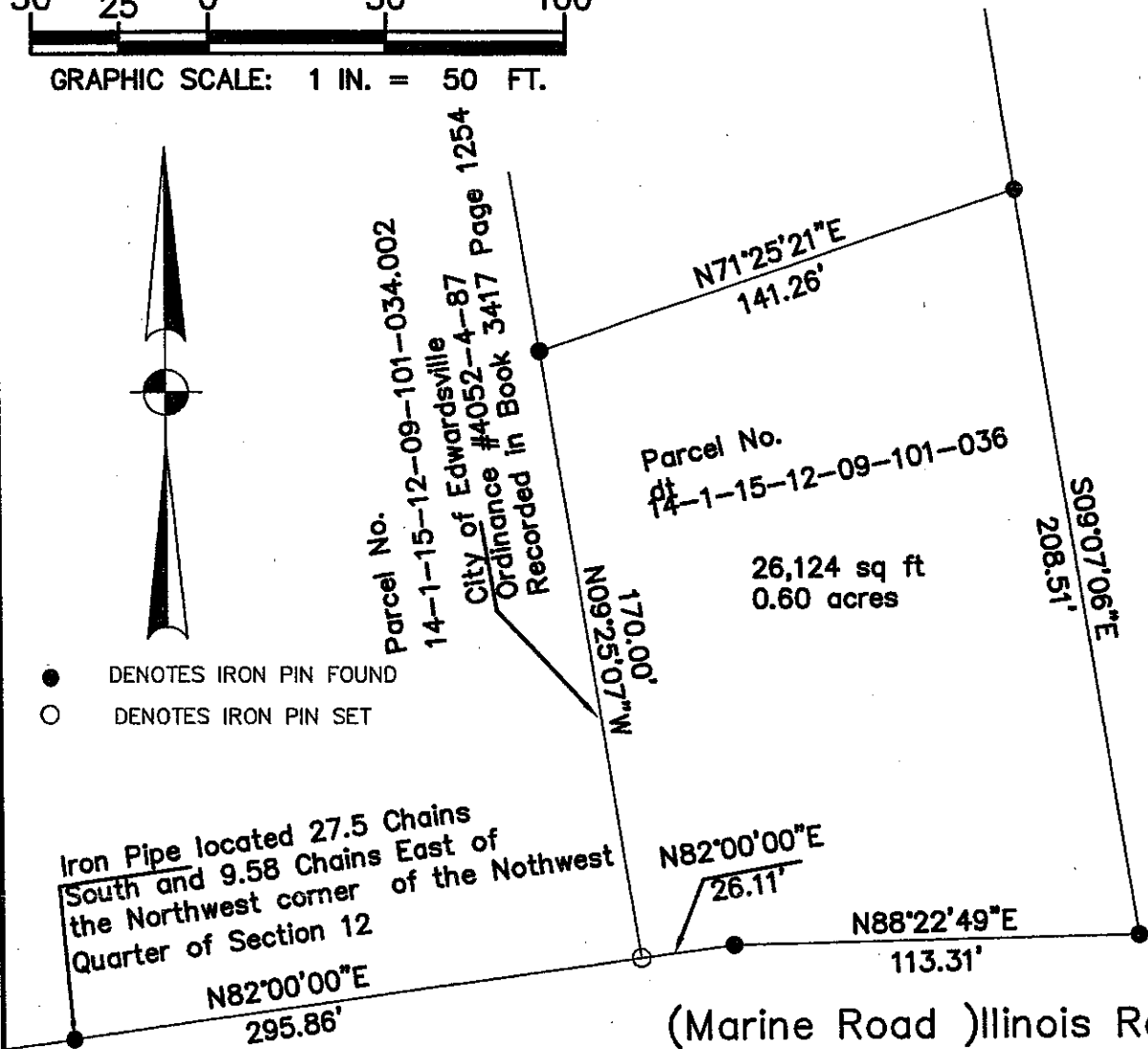


- DENOTES IRON PIN FOUND
- DENOTES IRON PIN SET

Parcel No.  
14-1-15-12-09-101-034.002  
City of Edwardsville  
Ordinance #4052-A-87  
Recorded in Book 3417 Page 1254

Parcel No.  
14-1-15-12-09-101-036

26,124 sq ft  
0.60 acres



Iron Pipe located 27.5 Chains South and 9.58 Chains East of the Northwest corner of the Northwest Quarter of Section 12

(Marine Road ) Illinois Route 143  
East Vandalia Street

I, the undersigned Professional Illinois Land Surveyor, do hereby declare that the above is a true representation of a survey made under my supervision as shown hereon.

*Larry L. Stahlhut*

My license expires 11/30/2014





**MADISON COUNTY CLERK'S OFFICE**

**Debra D. Ming-Mendoza, County Clerk**

P. O. BOX 218 - 157 N. MAIN STREET STE 109  
EDWARDSVILLE, IL. 62025  
PHONE (618) 692-6290 FAX (618) 692-8903

COUNTY VOTERS  
REGISTRATION OFFICER  
CLERK OF COUNTY BOARD

**RECEIVED**  
3/12/14

March 10, 2014

Edwardsville Township  
Frank Mile, Supervisor  
300 W. Park  
Edwardsville, IL 62025

Mr. Miles:

You are hereby notified that a tax objection has been filed. This tax objection affects your taxing district in some manner.

Case Number

Objector

14-TX-004-002

Illinois Bell Telephone Co.

Sincerely,

*Debra D. Ming-Mendoza*  
County Clerk

DMM/ljc

*file one every year  
heard by Circuit Court*

2012- Madison County, Illinois

Objection No. 2

Edwardsville Township

Post-it® Fax Note 7671		Date 3-12-14	# of pages 1
To JEANNE		From LIBRA	
Co./Dept.		Co.	
Phone # 656 0292		Phone # 296 4787	
Fax # 656 7284		Fax #	

B. Road Purposes

The township levied \$155,759.00.

According to the financial statements for the fiscal year ended March 31, 2013, the fund had a balance for the fiscal year ending on March 31, 2012 in the amount of \$161,864.00, and no portion of the 2012 taxes, extended in the amount of \$155,759.00 had been received. Accordingly, the assets of the fund amounted to \$317,623.00.

The actual expenditures incurred during the three preceding years were as follows:

For the fiscal year ended March 31, 2010.....	\$141,816.00
For the fiscal year ended March 31, 2011.....	\$127,543.00
For the fiscal year ended March 31, 2012.....	\$139,782.00
<b>TOTAL</b>	<b>\$409,141.00</b>
Average annual expenditure	\$136,380.33

Thus, the assets of the fund were almost 3 times the average annual expenditures and the levying of additional taxes was illegal.

The rate of \$0.0182 is illegal, and, when applied to the valuation of the objector's properties of \$501,440, produces an excessive tax of \$91.26.

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RECEIVED  
2/26/14

Edwardsville Township

# Memo

**To:** Fred Schulte, Edwardsville Township Clerk

**From:** Erika Kennett, Director of Economic Development  
Edwardsville Township Supervisor

**cc:** Edwardsville Township Board

**Date:** February 25, 2014

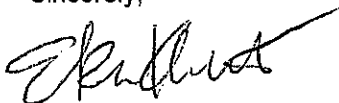
**Re:** Resignation

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Dear Clerk Schulte:

I regret to inform you that I am resigning from my post as Edwardsville Township Trustee, effective immediately. It has been a pleasure working with you and the rest of the Board to better our Township. I wish you nothing but success as you continue your service to this great community.

Sincerely,



Erika Kennett

Edwardsville Township  
Financial Services Committee

COMMITTEE MEETING MINUTES  
For meeting held on March 13, 2014 at 1:00 p.m.  
Hays Mallory Community Building  
216 Crane Street in Edwardsville, Illinois

Committee Members Present: Bob Parker and Randy Williamson  
Committee Members Absent: Tom Cadagin, Adam Hughes, and Elizabeth Heil  
Staff Present: Jeanne Wojcieszak

1. Welcome
  - a. The committee approved the minutes of the meeting held on 1-28-14.
2. Committee Objectives
  - a. The committee reviewed the following policies/procedures.
    - i. Payroll Procedure
    - ii. Accounts Payable Procedure
    - iii. Separation of Duties
    - iv. Petty Cash Policy
    - v. Fund Balance Policy
    - vi. Capital Asset Policy
    - vii. Investment Policy
    - viii. Credit Card Use and Access
3. Committee Plan of Work
  - a. The committee recommends the following to the Board of Trustee:
    - i. The Township should seek a third-party payroll provider.
    - ii. The Township should seek an RFP for audit services for a maximum contract period of four years.
    - iii. The Township should discontinue the use of Petty Cash as staff has access to credit cards for nominal purchases and petty cash balances and purchases are not accounted for in the accounting software and thus do not appear on the balance sheet.
    - iv. The Township's financial procedures should be modified in the follow way to provide for a stronger separation of duties.
      1. The Township Administrative Assistant should reconcile the bank statements with the accounting software as the Bookkeeper records deposits and expenditures.
    - v. The Township should accept the attached Accounts Payable Policy, Fund Balance Policy, Capital Asset Policy, Investment Policy, and Credit Card Use and Access Policy.
4. Next Committee Meeting
  - a. No further committee meetings are scheduled.



State of Illinois )  
County of Madison ) SS.  
Township of Edwardsville )

**WARRANT OF APPOINTMENT OF THE TOWNSHIP BOARD OF TRUSTEES**

**WHEREAS**, the office of Trustee in said township became vacant March 25, 2014 due to the acceptance of the resignation of Trustee Erika Kennett by the Board of Trustees.

**THEREFORE**, we the undersigned, being a majority of the members of the Township Board of Trustees of said Township, County and State, have appointed **Randy Williamson** to the office of **Trustee** for said Township to hold said office until some other person shall be chosen or appointed and to have the same powers, and be subject to the same duties and penalties as if he had been chosen by the electors of said Township.

**IN WITNESS WHEREOF**, we have hereunto subscribed our names and affixed our seals at \_\_\_\_\_ on March 25, 2014.

Filed \_\_\_\_\_, 20\_\_\_\_  
In the Clerk's office in the Township of  
Edwardsville, Madison County, Illinois

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Member, Township Board of Trustees

\_\_\_\_\_  
Member, Township Board of Trustees

\_\_\_\_\_  
Member, Township Board of Trustees

\_\_\_\_\_  
Member, Township Board of Trustees

# **EDWARDSVILLE TOWNSHIP ANNUAL TOWN MEETING**

**Tuesday, April 8, 2014  
7:00 P.M.**

Hays Mallory Community Building  
216 Crane Street  
Edwardsville, Illinois 62025

## **AGENDA**

- I. Call to Order
- II. Welcome
- III. Pledge of Allegiance
- IV. Public Hearing on FY14-15 Budget and Appropriations Ordinance for Town
- V. Public Hearing on FY14-15 Budget and Appropriations Ordinance for Road and Bridge
- VI. Election and Swearing in of Moderator
- VII. Action Items
  - a. Reading by Clerk and Acceptance of the Minutes from the 2013 Annual Town Meeting
  - b. Reading by Clerk and Acceptance of the Annual Financial Statement
  - c. Motion to hold next Annual Town Meeting on April 15, 2015 at 7:00 p.m.
  - d. Advisory Question of Public Policy re: amendment of the U.S. Constitution
- VIII. 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.*

Edwardsville Township  
300 West Park, Edwardsville, Illinois 62025  
618-656-0292

**RESOLUTION NO. 2014-R06**

**A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS FOR THE  
GENERAL ASSISTANCE FUND**

**WHEREAS**, there was adopted on the 16<sup>th</sup> day of April, 2013, by the Board of Trustees of Edwardsville Township, Madison County, Illinois a Budget & Appropriation Ordinance for the fiscal year beginning April 1, 2013 and ending March 31, 2014; and

**WHEREAS**, it now appears that certain adjustments between appropriated line items in the General Assistance Fund in said ordinance are desirable and necessary; and

**WHEREAS**, Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfer between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance.

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

**SECTION 1:** That there is hereby transferred from the unexpended balance of the line item **Contingencies in the General Assistance Fund Four Hundred Eighty-One Dollars and Two Cents (\$481.02)** which transferred sum is hereby added to the line item **Travel Expense** in the same fund, making the adjusted appropriation for the first line item aforesaid **Five Thousand Two Hundred Eighteen dollars and Ninety-eight Cents (\$5,218.98)**, and the second line item aforesaid **Five Hundred Thirty-One Dollars and Two Cents (\$531.02)**.

**SECTION 2:** That there is hereby transferred from the unexpended balance of the line item **Contingencies in the General Assistance Fund Two Hundred Three Dollars and Four Cents (\$203.04)** which transferred sum is hereby added to the line item **Salaries-Personnel** in the same fund, making the adjusted appropriation for the first line item aforesaid **Five Thousand Fifteen dollars and Ninety-Four Cents (\$5,015.94)**, and the second line item aforesaid **Twenty-Four Thousand Five Hundred and Three Dollars and Four Cents (\$24,503.04)**.

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 25<sup>TH</sup> OF MARCH, 2014.**

**ATTEST:**

**APPROVED:**

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

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

**RESOLUTION NO. 2014-R07**

**A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS  
FOR THE PERMANENT ROAD FUND**

**WHEREAS**, there was adopted on the 16<sup>th</sup> day of April, 2013, by the Board of Trustees of Edwardsville Township, Madison County, Illinois a Budget & Appropriation Ordinance for Road & Bridge for the fiscal year beginning April 1, 2013 and ending March 31, 2014; and

**WHEREAS**, it now appears that certain adjustments between appropriated line items in the Permanent Road Fund in said ordinance are desirable and necessary; and

**WHEREAS**, Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfer between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance.

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

**SECTION 1:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **Permanent Road Fund Seventy Dollars (\$70.00)** which transferred sum is hereby added to the line item **Towing** in the same fund, making the adjusted appropriation for the first line item aforesaid **Six Thousand Two Hundred Eighty Dollars (\$6,280.00)**, and the second line item aforesaid **Five Hundred Seventy Dollars (\$570.00)**.

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 25<sup>TH</sup> OF MARCH, 2014.**

**ATTEST:**

**APPROVED:**

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

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

**RESOLUTION NO. 2014-R08**

**A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS  
FOR THE ROAD FUND**

**WHEREAS**, there was adopted on the 16<sup>th</sup> day of April, 2013, by the Board of Trustees of Edwardsville Township, Madison County, Illinois a Budget & Appropriation Ordinance for Road & Bridge for the fiscal year beginning April 1, 2013 and ending March 31, 2014; and

**WHEREAS**, it now appears that certain adjustments between appropriated line items in the Road Fund in said ordinance are desirable and necessary; and

**WHEREAS**, Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfer between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance.

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

**SECTION 1:** That there is hereby transferred from the unexpended balance of the line item **Miscellaneous Expense** in the **Road Fund Fifteen Dollars and Fifty-Six Cents (\$15.56)** which transferred sum is hereby added to the line item **Purchase New Equipment** in the same fund, making the adjusted appropriation for the first line item aforesaid **Two Hundred Fourteen Dollars and Fifteen Cents (\$214.15)**, and the second line item aforesaid **Two Thousand Fifteen Dollars and Fifty-Six Cents (\$2,015.56)**.

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 25<sup>TH</sup> OF MARCH, 2014.**

**ATTEST:**

**APPROVED:**

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

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

**RESOLUTION NO. 2014-R09**

**A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS  
FOR THE GENERAL TOWN FUND**

**WHEREAS**, there was adopted on the 16<sup>th</sup> day of April, 2013, by the Board of Trustees of Edwardsville Township, Madison County, Illinois a Budget & Appropriation Ordinance for the fiscal year beginning April 1, 2013 and ending March 31, 2014; and

**WHEREAS**, it now appears that certain adjustments between appropriated line items in the General Town Fund in said ordinance are desirable and necessary; and

**WHEREAS**, Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfer between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance.

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

**SECTION 1:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **General Town Fund Seven Hundred Seventy Dollars and Four Cents (\$770.04)** which transferred sum is hereby added to the line item **Office Supplies** in the same fund, making the adjusted appropriation for the first line item aforesaid **Nine Thousand Two Hundred Twenty-Nine Dollars and Ninety-Six Cents (\$9,229.96)**, and the second line item aforesaid **Three Thousand Seven Hundred Seventy Dollars and Four Cents (\$3,770.04)**.

**SECTION 2:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **General Town Fund One Thousand Eight Hundred Ten Dollars (\$1,810.00)** which transferred sum is hereby added to the line item **Legal** in the same fund, making the adjusted appropriation for the first line item aforesaid **Seven Thousand Four Hundred Nineteen Dollars and Ninety-Six Cents (\$7,419.96)**, and the second line item aforesaid **Five Thousand Eight Hundred Ten Dollars (\$5,810.00)**.

**SECTION 3:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **General Town Fund Two Hundred Forty-Four Dollars and Twenty Cents (\$244.20)** which transferred sum is hereby added to the line item **Supervisor Office Training** in the same fund, making the adjusted appropriation for the first line item aforesaid **Seven Thousand One Hundred Seventy-Five Dollars and Seventy-Six Cents (\$7,175.76)**, and the second line item aforesaid **Seven Hundred Forty-Four Dollars and Twenty Cents (\$744.20)**.

**SECTION 4:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **General Town Fund Four Thousand Eighty-One Dollars and Ninety-Eight Cents (\$4,081.98)** which transferred sum is hereby added to the line item **Supervisor Office Employee's Salary** in the same fund, making the adjusted appropriation for the first line item aforesaid **Three Thousand Ninety-Three Dollars and Seventy-Eight Cents (\$3,093.78)**, and the second line item aforesaid **Fifty-Nine Thousand Three Hundred Ten Dollars and Eighty-One Cents (\$59,310.81)**.

**SECTION 5:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **General Town Fund One Dollar (\$1.00)** which transferred sum is hereby added to the line item **Town Clerk Salary** in the same fund, making the adjusted appropriation for the first line item aforesaid **Three Thousand Ninety-Two Dollars and Seventy-Eight Cents (\$3,092.78)**, and the second line item aforesaid **Six Thousand Three Hundred Ten Dollars and Seventy-One Cents (\$6,310.71)**.

**SECTION 6:** That there is hereby transferred from the unexpended balance of the line item **Contingencies** in the **General Town Fund Three Thousand Ninety-Two Dollars and Seventy-Eight Cents (\$3,092.78)** which transferred sum is hereby added to the line item **Supervisor Salary** in the same fund, making the adjusted appropriation for the first line item aforesaid **Zero Dollars (\$0.00)**, and the second line item aforesaid **Twenty-Eight Thousand Two Hundred Fifty-One Dollars and Twenty-Four Cents (\$28,251.24)**.

**SECTION 7:** That there is hereby transferred from the unexpended balance of the line item **Highway Commissioner Salary** in the **General Town Fund One Thousand One Hundred Forty-Two Dollars and Forty Cents (\$1,142.40)** which transferred sum is hereby added to the line item **Supervisor Salary** in the same fund, making the adjusted appropriation for the first line item aforesaid **Twenty-Seven Thousand Six Hundred Fifty-Seven Dollars and Sixty Cents (\$27,657.60)**, and the second line item aforesaid **Twenty-Nine Thousand Three Hundred Ninety-Three Dollars and Sixty-One Cents (\$29,393.61)**.

**SECTION 8:** That there is hereby transferred from the unexpended balance of the line item **Workmen's Compensation** in the **General Town Fund Three Hundred Seventy-Six Dollars and Ninety-Two Cents (\$376.92)** which transferred sum is hereby added to the line item **Supervisor Salary** in the same fund, making the adjusted appropriation for the first line item aforesaid **Six Thousand Six Hundred Twenty-Three Dollars and Eight Cents (\$6,623.08)**, and the second line item aforesaid **Twenty-Nine Thousand Seven Hundred Seventy Dollars and Fifty-Six Cents (\$29,770.56)**.

**SECTION 9:** That there is hereby transferred from the unexpended balance of the line item **Workmen's Compensation** in the **General Town Fund Ninety-Five Dollars and Sixty-Four Cents (\$95.64)** which transferred sum is hereby added to the line item **Supervisor Office Employee Salary** in the same fund, making the adjusted appropriation for the first line item aforesaid **Six Thousand Five Hundred Twenty-Seven Dollars and Forty-Four Cents (\$6,527.44)**, and the second line item aforesaid **Fifty-Nine Thousand Four Hundred Six Dollars and Forty-Five Cents (\$59,406.45)**.

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 25<sup>TH</sup> OF MARCH, 2014.**

**ATTEST:**

**APPROVED:**

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

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

**ORDINANCE NO. 2014-004**

**AN ORDINANCE ADOPTING FINANCIAL POLICIES**

**WHEREAS**, the Board of Trustees is responsible for setting the financial policy for the Township of Edwardsville; and

**WHEREAS**, a Financial Services Committee appointed by the Township Supervisor has reviewed current Township financial management policies and compared them to the policies of other Illinois townships. After examination of the current Edwardsville Township policies and the policies of other townships, the Financial Services Committee recommended that Edwardsville Township adopt the policies set forth in this ordinance; and

**WHEREAS**, the Board, upon the recommendation of the Financial Services Committee, wishes to rescind prior financial policies adopted by the Township; and

**WHEREAS**, the Board affirms that the purpose and objectives stated in the attached policies 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 financial policies are repealed and the following attached policies are adopted as the policies governing the financial operation of Edwardsville Township:

- 1.1 – Accounts Payable Policy
- 1.2 – Financial Reserve Policy
- 1.3 – Capital Asset Policy
- 1.4 – Investment Policy
- 1.5 – Credit Card Policy

**SECTION 2:** That additions and modifications to these financial policies 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 25<sup>TH</sup> OF MARCH, 2014, PURSUANT TO A ROLL CALL VOTE.**



**BOARD OF TRUSTEES**

**AYE**

**NAY**

**ABSENT**

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\_\_\_\_\_

**ATTEST:**

**APPROVED:**

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

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

**Edwardsville Township  
Accounts Payable Policy**

**I. Objectives**

- a. The Township Board must examine and audit township and road district bills before they are paid. 60 ILCS 1/80-10, 80-15
  - i. Except general assistance, wages, social security taxes

**II. Procedures**

- a. The Administrator will receive payables, review charges, and forward payables to the Bookkeeper who will prepare the bills for approval and payment.
- b. The Supervisor, Assessor, and Highway Commissioner will approve their associated payables.
- c. Payables will then be presented to the Board of Trustees for approval at the monthly board meeting. Once approved by the Board of Trustees, payments will be made.
- d. The Township Board will grant the Township Supervisor the approval to pay the following payables without prior approval by the Township Board:
  - i. IMRF contributions
  - ii. Utility bills – gas, electric, phone, internet, water, sewer, trash
  - iii. Ordinary payments on operational contracts with an annual value less than \$5,000 that have already been approved by the Township Board
  - iv. Employee reimbursements and mileage expenses less than \$500

This policy was approved on 03/25/2014 by Ordinance No. 2014-004.

**Edwardsville Township**  
**Financial Reserve Policy**

**I. Policy**

1. Edwardsville Township has a policy to maintain an unreserved fund balance equal to 50% of budgeted operating expenses.
2. After the independent audit is completed for a fiscal year, staff prepares a report to the Board summarizing the results of operations. The report includes a determination of unreserved fund balance and reports the amount (if any) of funds available that exceed the fund balance policy.
3. If desired, any funds exceeding the fund balance policy may be transferred to appropriate reserve accounts (i.e. capital development fund) with approval from the Board of Trustees by a resolution.

This policy was approved on 03/25/2014 by Ordinance No. 2014-O04.

## Edwardsville Township

### Capital Asset Policy

#### I. Scope

Capital assets include property, plant, equipment, intangibles and infrastructure assets. All capital assets are valued at historical cost or estimated historical cost if the actual historical cost is not available. Donated assets are valued at their fair market value on the date donated. Capital assets are defined by Edwardsville Township as assets with an initial individual cost of more than \$2,500 for equipment, \$10,000 for buildings, and \$50,000 for road improvements. Repairs and maintenance are recorded as expenses.

The Township has elected not to retroactively report major infrastructure assets as allowed under GASB 34. These assets are roads, bridges and other land improvements. New infrastructure assets are being capitalized and depreciated from April 1, 2004 and on.

#### II. Depreciation

Assets capitalized are depreciated using the straight-line method. Estimated useful lives are as follows:

<u>Assets</u>	<u>Years</u>
Equipment	7
Vehicles	5
Buildings	40
Road Improvements	10
Other Improvements	20
New Infrastructure	40

#### III. Maintenance

The asset schedule of Edwardsville Township is maintained by the outside accounting firm providing the annual financial statement. The schedule is owned by the Township.

This policy was approved on 03/25/2014 by Ordinance No. 2014-004.

## Edwardsville Township

### Investment Policy

#### I. Policy

It is the policy of Edwardsville Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to all state and Township ordinances governing the investment of public funds.

#### II. Scope

This policy includes all Township funds. Except for certain restricted special funds, the Township will maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

#### III. Objectives

Investment yield is of secondary importance to legality, safety, and liquidity. The primary objectives, in order of priority, shall be:

1. **Legality:** The investment program shall be operating in conformance with federal, state and local requirements.
2. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objectives will be to mitigate credit risk and interest rate risk.
  - a. **Credit Risk:** The Township will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
    - i. Limiting investments to the types of securities listed in Section VII of the Investment Policy.
    - ii. Pre-qualifying the financial institutions, brokers/dealers, intermediaries and advisors with which the Township will do business in accordance with Section IV.
    - iii. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
  - b. **Interest Rate Risk:** The Township will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
    - i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

- ii. Investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools and limiting the maximum maturity. The Township will not directly invest in securities maturing more than five years from the date of purchase unless matched to a specific cash flow.
- c. Custodial Credit Risk: In the case of deposits, this is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. In order to avoid this risk, the Township requires the collateralization of public deposits whenever the amount on deposit exceeds the Federal Deposit Insurance Corporation's balance limitations.

For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in the possession on an outside part. The Township requires that its investments be held by an independent third party custodian to eliminate this risk.

- 3. **Liquidity**: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should include securities with active secondary or resale markets. A portion of the portfolio may be placed in money market funds or the government investment pool which offer same day liquidity.
- 4. **Yield**: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the legality, safety and liquidity objectives. Securities shall generally be held until maturity with the following exceptions:
  - a. A security with declining credit may be sold early to minimize loss of principal.
  - b. Liquidity needs of the portfolio require that the security be sold.

The portfolio should be reviewed periodically as to its effectiveness in meeting the Township's investment objectives and its general performance.

#### IV. Standards of Care

- 1. **Prudence**: The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing and overall portfolio. Township Supervisors acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived."

- 2. **Ethics and Conflicts of Interest**: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and

management of the investment program, or that could impair their ability to make impartial decisions.

3. **Delegation of Authority:** Management and administrative responsibility for the investment program is hereby delegated to the Township Supervisor who, under the direction of the Township Administrator, shall establish investment policies approved by the Township Board for the operation of the investment program.

The Township Supervisor shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Township Supervisor.

#### V. **Authorized Financial Institutions, Depositories, and Broker / Dealers**

The Township Supervisor will maintain a list of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker dealers selected by creditworthiness. These may include primary dealers or regional dealers.

1. Only financial institutions with a Bauer financial rating of at least four stars will be considered.
2. The Board of Trustees may approve by resolution a list of approved brokers.

#### VI. **Safekeeping and Custody**

1. **Delivery vs. Payment:** All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. **Safekeeping:** Securities will be held by an independent third-party custodian designated by the Township Supervisor and evidenced a written custodial agreement.
3. **Internal Controls:** The Township Supervisor is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Township are protected from loss, theft, or misuse. Details of the internal control system shall be documented in an investment procedures and internal control manual and shall be reviewed and updated periodically. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting.
- Custodial safekeeping.
- Clear delegation of authority to subordinate staff members.

## VII. Suitable and Authorized Investments

1. **Investment Types:** Investments may be made in any type of security authorized per Illinois Compiled Statutes regarding the investment of public funds.
2. **Collateralization:** Collateralization of deposits by the financial institution is required for all demand deposit accounts, including checking accounts, money market accounts and certificates of deposit, whenever the total amount on deposit at that institution exceeds the limits established by the Federal Deposit Insurance Corporation. The collateral shall be held by an independent third party institution in the name of the Township. A written collateralization agreement shall be executed by the financial institution, the Federal Reserve Bank and the Township.

## VIII. Investment Parameters

1. **Diversification:** It is the policy of the Township to diversify its investment portfolio to eliminate risk of loss resulting from the over concentration of assets in a specific maturity, issuer or class of securities. The Township shall diversify its investments to the best of its ability based on the types of funds invested and the cash flow needs of those funds. Diversification can be by the type of investment, number of institutions invested in, and the length of maturity.
2. **Maximum Maturities:** To the extent possible, the Township shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Township will directly invest in securities with an average maturity of two (2) years or less, not to exceed a final maturity of five years. No investments will be bought between January 1 and June 1 during an election year.

Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

An exception to not directly investing in securities maturing more than (5) years from the date of purchase would be securities purchased prior to the effective date of this policy.

## IX. Reporting

1. **Methods:** The Township Supervisor shall prepare an investment report and submit it to the Township Board quarterly. The report shall be accompanied by a management summary that provides an analysis of the status of the current investment portfolio. The report will be available upon request to the Board of Trustees and will be in a format suitable for review by the general public. The report will include a listing of individual securities held at the end of the reporting period.
2. **Performance Standards:** This investment portfolio will be managed in accordance with the parameters specified within this policy. . A series of appropriate benchmarks shall be established which may include the Illinois Funds rate, certificate of deposit rates and U.S. Treasury and Agency rates. The benchmarks shall be reflective of the actual securities being purchased.
3. **Marking to Market:** The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.



**X. Policy Considerations**

- 1. Exemption:** Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy and reported to the Township Supervisor. Investments must come in conformance with the policy within six months of the policy's adoption or the Township Supervisor must be presented with a plan through which investments will come into conformance.
- 2. Amendments:** This policy shall be reviewed on an annual basis. Any changes must be approved by the Township Supervisor and Board of Trustees.

**XI. Investment Policy Adoption**

The investment policy shall be approved and adopted by the Board of Trustees.

This policy was approved on March 25, 2014 by Ordinance No. 2014-004.

**Edwardsville Township**  
**Credit Card Policy and Procedures**

**I. Objectives**

- a. To allow Township personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies.
- b. To improve managerial reporting related to credit card purchases.
- c. To improve efficiency and reduce costs of payables processing.

**II. Policies**

- a. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
- b. The following purchases are not allowed:
  - i. Alcoholic beverages/tobacco products
  - ii. Capital equipment and upgrades over \$1,000
  - iii. Construction, renovation/installation
  - iv. Controlled substances
  - v. Items or services on term contracts
  - vi. Maintenance agreements
  - vii. Personal items or loans
  - viii. Purchases involving trade-in of Township property
  - ix. Rentals (other than short-term autos)
  - x. Telephones, related equipment, or services
- c. Cash advances on credit cards are not allowed.
- d. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

**III. Procedures**

- a. Detailed receipts must be retained and attached to the credit card statements. In the case of meals, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase.
- b. All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement. Multiple purchases charged to the same account number must be subtotaled. Cards may be designated to have all expenses charged to a specific account number, with exceptions noted on the monthly statement, if desired.
- c. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the office of the Township Supervisor. Tangible personal property is property that can be touched and retained in one's possession (excludes food, entertainment, and other consumables.) Services are works or activities performed by another for a fee (includes normal services such as personal services performed by professionals and/or non-professionals, but excludes lodging.) Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.

This policy was approved on March 25, 2014 by Ordinance No. 2014-004.

**TOWNSHIP CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the following  
credit card: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(type of credit card) (credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in the Personnel Policy Manual, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Township Credit Card Policies and Procedures agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Township and that the Township will be liable to \_\_\_\_\_ for all charges made on this card.  
(Name of Credit Card Company)

I will strive to obtain the best value for the Township when purchasing merchandise and/or services with this card.

As a holder of this Township card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Township Supervisor, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases, unapproved charges, or for purchases for any other entity, the Township will be reimbursed by me for such purchases. The Township shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Cardholder)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Township Supervisor)