

Minutes of
Makanda Township Board of Trustees
December 14, 2021
Makanda Township Fire Station 2
Giant City Road

CALL TO ORDER and ROLL CALL:

Supervisor Sara Lipe called the meeting to order at 7:00 p.m. Present were Supervisor Lipe and Trustees Michael Holub, Clay Kolar, Fred York, and Clerk Regina Einig. Trustee Debbie Stanley was present via Zoom. Also present were non-voting Fire Chief Jimmy Bilderback and Deputy Clerk Dennis Leitner. Highway Commissioner Ed Hoke and Assessor John Dickson were absent.

PUBLIC COMMENTS REGARDING AGENDA ITEMS: (1) Laura Lipe expressed concern about limiting when the public can speak during the meetings and that the board was missing a chance to learn from the public during discussion. (2) Dan Chester noted that the FY 2021 New Bridge Fund budget is listed as FY2020 on the TOI website. He also expressed his opinion that the Township need surpluses; the tentative levies should not be reduced as suggested in Dennis Leitner's letter presented in November; Makanda Township roads need attention; and that the Road Commissioner may need funds to purchase or rent equipment since Dan Williams is no longer the Road Commissioner and providing the Township with his equipment at no charge. (3) Julieta Leitner read a statement recommending that the January 11, Feb. 8, and March 8 meeting of the Makanda Township Board of Trustees be held at Unity Point School for the following reasons: (a) ease of hearing each speaker (b) space for physical distancing, and (c) it is a nice warm building.

MINUTES: Regina read the minutes of the November 9, 2021, Board of Trustees meeting. Sara made the following corrections: Identify Josh Lipe more completely and correct the spelling of Clay Kolar's name. Marissa McKee noted that minutes should not be posted on the website until approved by the board. In response to Clay's question about posting "unapproved" minutes, Sara replied that they cannot be posted and that only Board approved minutes can be posted. **The minutes were approved as corrected.**

PARLIAMENTARY PROCEDURE

Clay moved and Mike seconded the motion that items 1a and 1b under Old Business on the agenda be moved to the top of the agenda. (This motion required a two-thirds majority vote.) **The motion carried with trustees Holub, Kolar, Stanley, and York voting "Yes." Supervisor Lipe voted "no." Four 'yes' and one 'no' votes.**

Mike moved and Clay seconded Resolution 1a that Township Board Meetings will follow

Robert's Rules of Order and Resolutions 1b that a member of the public wishing to comment on an agenda item follow these procedures. Raise their hand and be recognized by the supervisor. Stand and identify themselves. Comment for up to three minutes on the agenda item and then yield the floor back to the supervisor. That person cannot comment again on the same agenda item. The period of public discussion on an individual agenda item will be no more than 15 minutes. In discussion, Sara noted that the posted agendas are not sufficiently detailed for the public to know what to comment on. Clay replied that at the end of the meeting, if a member of the public provides new information on an item passed, the Board could reconsider the past motion. Tammy Pierce expressed the idea that Robert's Rules of Order will make the meeting run smoother and be shorter. She also noted that if the 3-minute limit is too short for the speakers to present their information, the limit could be changed to 4 or 5 minutes. Wayne noted that, according to Robert's Rules of Order, a board member may move to extend the period of time for public comment. After a second, this motion requires a two-thirds majority to pass. Dan Chester also mentioned that the agendas need to be more specific and detailed. Karen Renzaglia commented that Robert's Rules of Order is needed to provide order to the meeting and to allow more voices to be heard, more than just the same 3 or 4 voices. Julieta Leitner recommended a need for the Board of Trustees to learn more about Robert's Rules of Order to provide effective communication among the Board of Trustees. **The motion carried with trustees Holub, Kolar, Stanley, and York voting "Yes." Supervisor Lipe voted "no." Four 'yes' and one 'no' votes.**

FUND BALANCES AND REVENUE: See attachment One.

APPROVAL OF BILLS BY FUND: See attachment One.

Township bills: See attachment One. Clay moved to pay the town bills with the exception of the bill from Diederich Insurance for the Clerk's bond. Fred seconded it and **the motion passed unanimously.**

Fire Department bills: See attachment One. Clay moved to pay the Fire Department bills. Fred seconded it and **the motion passed unanimously.**

Road and Bridge bills: Fred moved to pay the Road and Bridge bills. Clay seconded and **the motion passed unanimously.**

Fire Protection Capital Fund: Clay moved, and Sara seconded that the bill for the new engine be paid. **The motion passed unanimously.** Since this fund was not on the agenda, Sara proposed and the Board agreed to scratch this vote and put this item on the agenda for the Dec. 20 Special Meeting of the Board.

There were no New Bridge or General Assistance bills.

REPORTS:

Fire Department: Jimmy reported that they had four EMS calls and two controlled burns for a total of six calls. We have seventeen firefighters.

Highway Commissioner: Ed reported that he:

1. Patched the most serious potholes on Springer Ridge Road, East Boskydell Road, Rickdale and others.
2. Continued with final winter roadside mowing.
3. Met with residents of Wagon Wheel Road. Nine people attended in person. We discussed (a) creating 6-7 pullouts so cars could pass each other without having to back up into a driveway, (b) necessary replacement of culverts and extensive ditch work to get water drainage off the road surface, (c) a 25 MPH speed limit (which must be approved by the County Board, (d) a "T" road sign identifying Wagon Wheel Road on East Boskydell east bound lanes.
4. Collected email addresses so the residents could stay in contact.
5. Pledged to post signs with dates, times, and construction schedule to keep them informed.

CWPP: Sara gave this report.

1. Sara met with CWPP Steering Committee and Makanda Mayor Tina Shingleton to discuss Makanda Township's CWPP and Cohesive Strategy Grant. She will be meeting next week to determine if areas in east side of downtown Makanda might be eligible for a Forest Service Cohesive Strategy Grant or if funding is currently available in existing grant. Application is due in January for Cohesive Strategy Grant.
2. Jimmy and Sara are going to pull together data on how many hours are spent conducting training on fires and spent on fire scenes for the last three years by the end of next week.
3. The CWPP Steering Committee determined CWPP needs updating. They will determine the details of who and when will make revisions.
4. Forest Service plans to conduct a burn on eighty acres of Forest Service property near Stone Creek golf course next year.
5. Union Hills subdivision has created a walking path around the subdivision which doubles as a firebreak.

6. Anyone needing to discuss creating defensible space within thirty feet of their home may want to talk to David Allen, CWPP Coordinator, about how to do about doing that.
7. Anyone interested in creating a forest management plan, who owns at least ten acres may want to talk to Ben Snyder, IDNR, at Murphysboro office.

Supervisor: Sara report that she:

1. Attended TOI Workshop
 - a. OMA – board members texting, emailing or privately chatting on Zoom must be made public and can go in minutes.
2. Signed policy to transfer workers comp to Illinois Public Risk Funds
3. One GA applicant – denied because of noncompliance
4. Received approval from Illinois Local Records Disposal group to dispose of payroll records dating back to 1991-2013.
5. Ilinoishousinghelp.org is open for tenant and homeowners.
6. The minutes of the Nov. 23 Special Meeting of the Board are not yet ready. They will be presented for approval at the January 11, 2022, board meeting.

General Assistance: See attachment three.

Assessor: no report.

Broadband: See attachment four.

OLD BUSINESS:

1. Parliamentary Procedure: This item was moved to a position after the agenda. See above.
2. Clerk bonding status: It is proposed that we wait until the general liability policy comes up for renewal in February and explore the possibility of including Regina in that policy.
All agreed.
3. Tentative levies. Clay moved and Fred seconded to approve the following levies: Town Fund \$135,000. New Bridge \$53,000. Fire Protection \$104,000. Road and Bridge: \$135,000. General Assistance \$0. Clay moved and Fred seconded that these proposed levies be approved. **The motion unanimously.**
4. Temporary Township Office location: Clay moved and Mike seconded to rescind the motion approved in October to have the Township office at the live-in room of Station One that was supposed to take effect this Friday. The location of the Township temporary office will be the common room of Station One. **The motion passed unanimously.**

NEW BUSINESS:

1. There will be a special meeting at 7 p.m. on December 20, 2021, to approve the Revised Road and Bridge budget, pay Road and Bridge Bills, and pay the Fire Protection Capital Fund bill.
2. Debbie moved and Clay seconded that the January, February, and March Board of Trustees meeting be held at Unity Point School. There is no cost. We do not need to bring chairs. Masks are required. **It passed unanimously, contingent on the availability of Internet.**

PUBLIC COMMENTS:

Meetings for the coming year need to be determined. The meeting date is usually the second Tuesday of the month. In April, the meeting is held on the Monday before the second Tuesday to accommodate the annual meeting. Sara suggested that this item be included on the agenda for the Dec. 20th Special Meeting.

ADJOURNMENT: Clay moved, and Sara seconded to adjourn the meeting at 9:40 p.m. **Motion passed unanimously.**

Respectfully submitted by Regina Einig, Clerk

Attachment 1 – December Fund Balances

Makanda Township Fund Balances as of 12/14/21	Receipts since 11/9/21	Remaining Budget
Fire Protection	76,448.47	113.88
Fire Protection Capital Fund	163,959.82	17.22
General Assistance	95,966.74	4.21
New Bridge	29,426.73	1.29
Road & Bridge	59,342.38	150.87
Town	105,515.18	120.96
Brian R Pierce Jr 517 Memorial Fu	680.01	10.00
	<u>531,339.33</u>	<u>418.43</u>
 Additional Expenses		
Fire Protection		630.55
Egyptian Electric	Station #2	114.78
Ameren Illinois	Station #1	169.89
Ameren Illinois	Station #2	49.09
South Highway Water District	Station #1	22.25
South Highway Water District	Station #2	22.25
Mediacom	Station #1 internet & phor	191.30
Mediacom	Station #2 internet	60.99
 Town		
Payroll	see agenda	2,172.72
Country Life Assurance	Jimmy's IRA	200.00
Verizon	Assessor monthly service	25.02
Diederich Insurance	Clerk bond for second sig	1,925.00
Stiles	filing cabinet drawer part	22.70

Attachment 2 – Levy information

Trustees,

Levies must be established by the end of the calendar year. The tentative levy will be set at November meeting and finalized at the December meeting. Since setting levies can be a confusing process, the following background and instructions are provided by the Jackson County Clerk's office.

- Jackson County is a tax capped county. This means that the levy can only increase by the amount of the Consumer Price Index (CPI) (or 5%, whichever is lower) plus new properties at the full tax rate.
- If the Makanda Township levies are set higher than legally allowed, it's no problem according to the Clerk's office. They will reduce any levy that is above the legal limit so that the Township is in compliance with Illinois PTELL law.
- A recommendation is to establish the levies to cover the cost of inflation and that new properties are contributing their share of property taxes.
- Levying too little would mean the roads, fire dept., etc., might feel pinched on operating expenses and that future levies are constrained further because the Township didn't raise the levy enough to cover inflation and new properties.

- The Clerk’s office suggested that we start with the **Jackson County Total Extension** figure and multiply it by 1.05, then adjust upward for new property. Using that suggestion and rounding up, the tentative levies could be:

Town \$135,000
Fire Protection \$104,000
Road & Bridge \$135,000
New Bridge \$53,000
General Assistance - \$0

These figures are merely a starting point for discussion.

Terms & Definitions

Aggregate Ext. Base – highest extension figure from three previous years

1+Limit – Consumer Price Index for 2020; for 2021 the CPI will be 1.4

Current EAV – Estimated Assessed Valuation from 2020

New Property is still being determined. John Dickson turned in new property totaling EAV of \$238,738 but the Board of Review may make changes.

State Multiplier – established by State of Illinois. Multiplier for 2021 is tentatively 1.0158. Won’t be final until after Board of Review completes their work and submits figures to State. State then finalizes multiplier.

Attachment 3 – General Assistance Report

Makanda General Assistance Committee Wednesday 10/27/2021

Present: Debbie Stanley, Julieta Leitner, Tammy Pierce, Jill Adams, Sara Lipe

Discussion with Sara about how GA currently works:

People find out GA exists by Google, word of mouth.

People contact Sara by calling her. If they want an application, Sara meets them in a mutually agreed upon public place, often Fire Station 1.

Sara usually interviews people interested in GA at Fire Station 1. Others are in the building but not in the room where she is interviewing.

Sara often refers people to other agencies that may be able to help, but does not maintain a master list of such agencies

There are usually one or two applications a year, but there have been none during Covid. She currently has one application that she is reviewing.

No one during Sara’s tenure has ever appealed a denial of GA

If someone qualifies, they get a flat rate of \$319 a month. That amount is set by DHS.

All GA records are kept 7 years in a locked filing cabinet in Sara’s house.

People are not eligible for GA if there are minor children in the household—TANF and other aid is available. If someone has used lifetime TANF aid, ineligible for GA

Applicant is ineligible if applicant has a felony drug conviction.

Sara said the committee could help most by getting the word out about the availability of GA.

We agreed to help get the word out. Tammy agreed to create a flyer with basic info about GA. Distribution sites include: Makanda Boardwalk, Dollar General, Makanda Post Office, Churches in Makanda (Boskeydell Baptist, South County Line Christian Church, Union Hill Christian Church, Unity Baptist Church, Makanda Baptist Church). There may be other social service agencies in the county we ought to provide info to (Carbondale library social work intern, for example)

We discussed the separate Emergency Assistance Program which Makanda currently doesn't have. We need to investigate the Emergency Assistance Program to see if Makanda should adopt it. We will contact other Jackson County Townships to see whether they have Emergency Assistance Programs or other auxiliary programs, funded by donations or other funds.

Debbie will email us contact info for the supervisors of other Jackson County Townships and assign which ones we should each call to see if they have emergency assistance or other programs.

Next meeting will be 11/3/21.

Makanda Township GA Committee 11/4/2021

Present: Julieta Leitner, Debbie Stanley, Jill Adams, Tammy Pierce, Sara Lipe

We reviewed the flyer Tammy had created and suggested edits. She said she would send the edited flyer to us by email.

Julieta agreed to translate the flyer into Spanish once final edits are made.

We discussed that in addition to places mentioned at last meeting, we should provide the flyer to Makanda landlords. Tammy said she would give it to the landlords she knows. She will also provide it to Dollar General and the four churches in Makanda other than Boskeydell Baptist. Sara will distribute it to Boskeydell Baptist. Debbie will place the flyer at the Post Office and Makanda Boardwalk.

We discussed whether there should be a place to physically pick up applications for GA but did not determine a good place for pick up.

Debbie reported on the conversation she had with Murphysboro Township personnel. They provide transitional assistance of \$100 a month to people waiting for an SSI or SSDI determination.

Murphysboro also has a workfare program for people on GA. Workfare can include classes that help people get job skills or personal health skills. A job fare worker might be a flagger on a Township road project or work cleaning Township offices. GA funds would be spent on the cleaning supplies for such work.

We agreed to further explore what kinds of classes or work might count in a workfare program.

Other possibilities for the Township: clothes closet for work clothes. Sara shared a story of how she helped someone acquire interview clothes from the Boskeydell Baptist yard sale supply.

Tammy agreed to check whether DMV had resources for people who don't have the means to pay for a state ID or driver's license.

We agreed to continue to survey other Jackson County Township supervisors. We are to ask the following questions:

1. Does your Township have an Emergency Assistance Program in addition to General Assistance?
2. How many GA applicants do you have a month? How many recipients do you have a month?
3. Do you have a workfare program?

4. How do you get the word out about the availability of GA?
5. Do you have any other supplemental programs besides GA such as a clothes closet, food pantry or other kinds of assistance to the indigent? What are they and how are they funded?

No future meetings were scheduled. We will finalize flyer by email and will share the information we gather about other Townships by email.

Attachment 4 – Broadband Report

The broadband committee has devoted substantial time to researching both funding opportunities and success stories from other jurisdictions in obtaining assistance from both state and federal resources. There are numerous approaches to making broadband service both more readily available and more affordable. This ranges from grants to install service where it doesn't currently exist and upgrade current service that is inadequate to subsidies for both the cost of the service and the necessary equipment to access it. We are still evaluating what is the best fit for our township's situation. Although there have been a few townships that have succeeded in doing so, they have mostly been more heavily populated. Cunningham Township in Champaign County is a prime example.

Most of the success stories have taken place at the county level or **even** through a consortium of counties. We have been corresponding with Julie Peterson of the Jackson County Board on this subject. Julie is also the County's representative on the Greater Egypt Planning Commission, a five-county association. We are exploring with her the most effective use of resources to pull together a grant application that would provide funds for upgrading internet service that would include Makanda Township. She reports that there has been discussion at that level about broadband. In addition, we are talking to Board member John Randleman on this subject. We are prepared to throw our time and whatever knowledge we can toward whichever entity decides to pursue the money necessary to accomplish this effort.

As a representative for the Township's broadband committee, Jim Renshaw attended the September meeting of the Jackson County Board. It was announced at the board meeting that a couple of substantial grants for infrastructure (\$19 million) had been secured, but nothing that included broadband. Unfortunately, the Board went into executive session before there was an opportunity to ask for action in this area. So, we are still in the correspondence stage currently. In short, this is a work in progress.

Attachment 5 – Dennis Leitner's statement

My name is Dennis Leitner. I'm a citizen of Makanda Township. I'd like permission to speak for no more than 3 minutes on an item on tonight's agenda – namely, New Business item #2 Tentative Levies.

I've looked at the Supervisor's Statement of Financial Affairs for the Fiscal Years 2013 to 2021. In those 9 years, a total of \$543,000 has been declared surplus and transferred: \$383,000 transferred FROM Town Fund and \$160,000 transferred FROM Fire Protection; \$60,000 transferred TO General Assistance, \$143,000 transferred TO Roads and Bridges and \$340,000 transferred TO Fire Protection Capital Fund.

In summary, in the past 9 years there has an annual surplus in the Town Fund of between \$20,000 and \$60,000 and an annual surplus in the Fire Protection Fund of \$20,000. The process of levying the Makanda Township taxpayers is overtaxing us resulting in surpluses of between \$40,000 and \$80,000 each year.

During your report, I'd like you to address a few questions. Do you consult with others (outside the Township meetings) to determine the proposed levies? For example, do you consult with the Fire Chief about the levy for Fire Protection? Do

you consult with the Highway Commissioner about the levy for Road and Bridges and New Bridges? Do you consult with Clerk about the Town Fund levy?

It seems that the process to determine the levies needs to be reconsidered. The current process recommends the maximum possible levy OR MORE than the maximum possible levy, knowing that Jackson County will reduce the levy to the maximum.

I suggest that you consult with others when revising the “your starting point” levy recommendations DOWNWARD. For example, I’d like to see the following:

1. A committee of four people working on the Town Fund Levy: You, Regina, a board member, and a member of the community picked by the board.
2. A committee of four people working on the Fire Protection Levy: You, Jimmy, and member of the board and a member of the community (picked by the board not connected to the Fire Department).
3. A committee of three people working on the General Assistance Levy: You, Debbie and a member of the community picked by the board.
4. A committee of four people working on the Road and Bridge and New Bridge levies: You, Ed, a member of the board and a member of the community picked by the board.

I believe this revised process will involve community input and provide for more transparency. It will reduce the Makanda Township portion of the real estate taxes we pay. I also think it can be completed by the end of December deadline.