

Minutes of
Makanda Township Board of Trustees
Sept. 14, 2021
Makanda Township Fire Station #2
Giant City Road

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

PUBLIC COMMENTS REGARDING AGENDA ITEMS:

- (1) Dennis asked Sara if it is not true that that members of the public (i.e., non-board members) should make their comments (regarding agenda items) at this point in the agenda. The discussion following a motion and second is primarily to be discussion among the board members, with limited comment and questions from the audience. Sara agreed.

MINUTES: Regina read the minutes of the August 10, 2021 Board of Trustees meeting. Sara clarified with Mike and Fred that they were donating their entire salaries, not just up to needed \$2698 to the RLI (bond company). Sara said that she “would like to see in the corrections is to have those made to that month’s minutes before they’re posted because otherwise readers have to read the minutes and then look at the following month to see what corrections there were.” Sara said minutes stand approved as corrected.

FUND BALANCES: Fund balances as of 9/14/21: Fire Protection - \$65,048.36. Fire Protection Capital Fund - \$168,348.49. General Assistance: \$95,954.78. New Bridge - \$24,705.55. Road & Bridge - \$62,223.67. Town: \$85,947.61. Brian R. Pierce Jr. 517 Memorial Fund: \$120.00

APPROVAL OF BILLS BY FUND: Debbie submitted a bill to Sara for \$100 to attend a GATI workshop in Effingham, IL to be held on Sept. 24. Sara reminded Debbie that since she had no budget authority, she must have approval before spending money. Also, Sara announced that on Regina’s bond she learned that the cost of her bond would be \$7700 for four years (not \$2698 for four years). Sara and Fred are looking into ways to get that cost down. Larra Lipe will investigate whether the bond could be obtained through a company she works with.

(See attachment #1: Bills by Fund.) Sara moved and Fred seconded that the board pay the Town Fund bills (except the one from Debbie and the one from Diederich Insurance for Regina’s bond and the bill submitted by Regina for the purchase of the Township computer). Sara said those bills could not be paid at this time because the money is not in the budget but would be considered after the budget has been revised.) The motion was approved unanimously. Yes-5, No-0. A motion to pay the Fire Departments bills was made by Sara, seconded by Clay, and was

approved unanimously. A motion to pay the Road and Bridge bills was made by Michael, seconded by Debbie, and was approved unanimously. There were no New Bridge or General Assistance bills.

REPORTS:

- (1) Jimmy reported the following activity for the month of July: Fire Alarm -1, Brush Fire-1, EMS Calls-4, Gas Leak-1, Traffic Crash-2. Total of nine calls. We have eighteen volunteer firemen.
- (2) Ed reported that he (1) bought fuel cans for diesel fuel, a Stihl weed eater & safety vests; (2) sold at salvage a fire truck for \$1059, tow bill of \$375, net \$684; (3) finished mowing road sides; (4) arranged to have dangerous trees removed from Wagon Wheel Road; (5) hired a part-time worker, Daniel Schall, who will be working on an as-needed basis; (6) presented Revised Budgets for the Road and Bridge Fund and the New Bridge Fund (see attached). These budgets will become official after a 30-day public review period and adoption by the trustees. In answer to a question as to why the legal actions concerning Sheppard Lane were ended, here is Ed's answer: "The only way to pursue the Sheppard Lane case following the ruling of the court was through Eminent Domain. I consulted an attorney who is very experienced in this action and was told the cost of an Eminent Domain case is \$25,000--\$40,000. I am not going to pursue Eminent Domain concerning Sheppard Lane with these costs to the taxpayers when I am sure I can accomplish what is in the best interest of the township without legal actions."
- (3) There was no CWPP report.
- (4) Sara reported that (1) she attended the Greater Egypt Long Range Transportation Plan (LRTP) meeting in July with a virtual meeting on Sept. 15 and an online survey is available for all in Perry, Jackson, Williamson, Franklin and Jefferson counties; (2) added Regina as a second signer; (3) moved the General Assistance Fund to Banterra Bank; (4) opened Brian's Memorial Fund as a savings account at Banterra Bank. (5) will be moving New Bridge and Road and Bridge funds from First Southern because of the \$250,000 FDIC deposit insurance limits; (6) will be attending General Assistance Training Institute with Debbie in Effingham on Sept. 24.

Gina left the meeting at this point and returned to the meeting via Zoom.

- (5) Assessor John Dickson (via Zoom) had nothing to report.

OLD BUSINESS:

- (1) Clay read the following motion: Motion for assignment of official address for all Township business, location of Township records and official offices of Township office holders of Supervisor, Clerk, Highway Commissioner and Assessor: Motion is made that the official address for all Township business is Fire Station No. 1; that the back room at Fire Station No. 1 will be the office location for the Supervisor, Clerk and Highway Commissioner and all the respective Township records for those offices; that the Assessor's office shall remain at the present location at First Station No. 2; and that office items necessary for the conduct of official Township business by purchase to include, but not limited to tables or desks, computers, printer, scanners, file cabinets and locks as needed and determined by the Township office holders." Debbie seconded the motion. Jimmy said that the back room mentioned in the motion is for use by the Fire Department exclusively. Assistant Fire Chief Josh Lipe noted that the response time to answer fire calls is reduced by having someone living in the said back room and that not having someone living there might cause ISO to raise our rating which will in turn cause homeowners to pay more for fire insurance. Fred mentioned that this is only a temporary solution. Ed said that all he needed was a desk in the corner with some space to display maps. Sara suggested that Ed, Regina, and the fire department personnel meet to find temporary solution to the office space problem in the next 30 days and look towards a longer-term solution in the next six months. **The motion was withdrawn by Clay and Debbie.** In response to Clay's question as to where Regina could work in the next 30 days, Sara suggested she could work at Station #1 and share with Jimmy when Jimmy's not there or she could work at Station #2 if she wants some place quieter. Regina rejoined the meeting via Zoom and mentioned that she will work from home, and not work at the fire stations.
- (2) Regina's signature is now required on the accounts. (See Sara's report.)
- (3) Michael moved that all bills to be paid be submitted by the 5 pm on Friday before the meeting (with some flexibility). This motion was seconded by Debbie. This motion was withdrawn by Michael and Debbie. Clay moved that bills are to be received by Friday at the close of business; this does not eliminate the option of considering other bills that come in after that time that should be paid by the Tuesday meeting. Debbie seconded the motion. The motion passed unanimously.
- (4) Sara asked Debbie if she would like the General Assistance Committee to be a Standing Committee (i.e., permanent) or an Ad Hoc (i.e., temporary for a specific purpose and period) Committee. Debbie replied that she would like it to be a Standing Committee consisting of herself as Chair with members Jill Adams and Julieta Leitner. Debbie read the minutes of the committee (see attachment #2: GA Report). Debbie, Jill, and Julieta will all be attending the TOI General Assistance Training Institute on Sept. 24 in Effingham.
- (5) Michael read a report on behalf of the Ad Hoc Committee for Broadband. (See attachment #3: Broadband report.) Jill added that Delta Regional

Authority asked everyone to do speed tests to develop a map showing where internet and broadband are available. We should publicize this in Makanda so that we can document that a lot of places in Makanda do not have good broadband. This would improve our position to later seek funding for broadband. Sara said she would post the link from Delta Regional Authority on the website.

- (6) For the Township Memorial Fund for Brian Pierce, \$120 has been received. Larra Lipe mentioned that many people, including Brian's family, would like the money to go into a training fund. To those donating \$100 or more to this fund, Larra is making Brian Pierce Memorial t-shirts, donating her labor and material. Donations by check should be made out to "Makanda Township" with "Brian Pierce Memorial Fund" in the MEMO line.

NEW BUSINESS:

- (1) Ed distributed Revised Budget proposals for Road and Bridge and New Bridge. (See attachment #4:Revised Budgets) Starting next month, Ed will submit reports to the board about the Motor Fuel Tax, monies the board has nothing to do with. Fred moved, Clay seconded a motion to accept the tentatively revised Road and Bridge budget. The motion passed unanimously.
- (2) Michael moved and Debbie seconded the motion to accept the revised New Bridge Budget. This motion passed unanimously.
- (3) Sara mentioned two revisions to the Town Fund budget. (a) Add \$13,000 to the administration line for Regina's bond and (b) add \$5,000 for the audit. The contingency will increase \$900. Michael moved and Clay seconded acceptance of the tentatively revised Town Fund Budget. The motion passed unanimously.
- (4) Michael moved and Fred seconded that Regina be reimbursed \$1100 for the purchase of the laptop computer and Debbie be reimbursed \$150 for the purchase of the General Assistance Manual for use by the Township. The motion passed unanimously.
- (5) Regarding Covid-19 precautions, Regina commented that an ordinance passed in 2015 doesn't provide adequate protections to the Board or public at board meetings. She would like to see a change in the ordinance to allow people to work from home (i.e., to attend virtually without losing salary) during the pandemic. Fred suggested the board take it under consideration for the next meeting.

PUBLIC COMMENTS:

- (1) Jill mentioned that she sent an email to the board regarding some paperwork that needs to be completed by the Makanda Village or Township for Covid Relief Funds. Someone mentioned that the village has been so notified.

- (2) Laura suggested we be more accurate in whether we are talking about the Village of Makanda or Makanda Township.

ADJOURN: Clay moved to adjourn the meeting, seconded by Debbie. The motion passed unanimously at 9:39 pm.

Respectfully submitted by Regina Einig, Clerk

Attachment 1 – Bills by Fund

Fire Protection		975.74
Egyptian Electric	station 2	363.41
Ameren Illinois	station 1	250.93
Ameren Illinois	station 2	48.22
South Highway Water District	station 1	22.55
South Highway Water District	station 2	22.55
Mediacom	station 1 internet/phone	176.76
Mediacom	station 2 internet	60.99
Southern Illinoisan	legal ad	30.43
Town		
Payroll		2,513.69
Country Life Assurance	Jimmy's IRA	200.00
Verizon	Assessor monthly service	25.02
Diederich Insurance	Clerk bond for second signature	1,925.00
General Assistance Training Inst.	Training	200.00
Township Officials of Illinois	GA handbook	150.00
Southern Illinoisan	legal ad	13.67
Assessor Expenses 2021		574.67
Verizon	Assessor monthly service	216.00
John Dickson	mileage & supply reimbursement	374.51
Road and Bridge Bills		
Gilbert, Huffman, Prosser, Hewson, and Barke, Ltd.		256.50
Makanda Township Fire Department (reimbursement for wrench)		21.75
Diedrich Implement		4,000.00
Napa		59.97
Ed Hoke reimbursement for:		
Burkdale Mulch		74.08
Rural King		215.57

Attachment 2 – General Assistance Committee Report 9/1/2021

Present: Debbie Stanley, Julietta Monteiro-Leitner, Jill Adams

Discussion of purpose and goals of committee:

Goal 1: Educate ourselves about General Assistance. Possible ways of doing this include going to TOI conference on General Assistance (Debbie will definitely go); Review TOI handbook on General Assistance (Debbie has a copy downloaded); meet with Susan Metcalf, Carbondale Township Clerk to find out Carbondale's experience with GA (acknowledging that their Township is very different from Makanda Township); Review Illinois Legal Aid Online on General Assistance. <https://www.illinoislegalaid.org/legal-information/understanding-general-assistance>

Questions we have: How much reserve must be kept in the GA fund to qualify for the insurance we purchase?

What are the criteria for receiving GA assistance?

May the Township provide other relief with GA funds other than flat grant, payment to landlord or utility, etc.?

What Makanda ordinances exist about GA distribution?

When may GA funds be used for one-time expenditures, such as buying a bus ticket for someone?

What records should be kept about GA applications and distribution? What records have been kept about GA applications and distributions?

Are there state requirements that a percentage of GA funds be dispersed?

Goal 2: Explore ways to educate Makanda residents who may need assistance about the availability of GA.

Possible ways to educate residents:

Add application to Makanda Township website

Provide info on GA on Makanda Township website

Provide prominently placed public info about GA (Makanda Boardwalk? Post Office?)

Set up a system where people applying could get assistance in filling out application

Next meeting is scheduled for 10:00 am on Sept. 15 at Giant City Shelter 3. We invited Susan Metcalf to join us.

Attachment 3 – Broadband Committee Report

September 2021

*Asked Jill Adams to participate in the township broadband group...and she graciously accepted

*Opened dialogue with Jill Adams, Jim Renshaw regarding issues that can help us connect with larger entities to hopefully bring us into the pursuit of better broadband and associated grant money

- Called Cary Minnis the Director of the Greater Egypt Regional Planning and Development Commission. No response yet
- Re-visit hotspot topic with Chris from Clearwave
- Jim and Mike to attend Jackson CO, board meeting on 9/16
- Jill to reach out to Julie Petersen

*Other Avenues to pursue

- Electric cooperatives
- South Highway water district
- Ameren
- Delta Regional Planning committee
- Blip, Starlink, etc

Attachment 4 – Proposed FY22 Revised Budgets

Town

FY22 Town Budget

Beginning Balance April 1, 2021 118,854.13

Revenues	
Property Tax	126,000.00
Replacement Tax	1,000.00
Interest Income	300.00

Total Revenue 127,300.00

Expenditures

Administration	13,000.00
Assessor	14,500.00
Audit	5,000.00
Insurance	12,000.00
Legal Fees	10,000.00
Retirement	2,400.00
Social Security & Withholding	20,000.00
Salaries	53,360.00
Training	1,000.00
Unemployment Insurance	100.00
Transfer to General Assistance	25,000.00
CWPP WUI	500.00

Total Expenditures 156,860.00

Contingency 7,843.00

Total Appropriations 164,703.00

Ending Balance March 31, 2022 81,429.54

Revised Makanda Township FY22 New Bridge Budget

Beginning Balance	April 1, 2021		20,003.00
Revenue			
Property tax		44,000.00	
Replacement Tax			
Interest Tax		80.00	
Total Revenue			44,080.00
Total Funds Available			
			<u>64,083.00</u>
Expenditures by D. Williams			
Jackson County Highway Department		4,342.00	
Anna Quarries		2,000.00	
J. Cochran Services		1,000.00	
McMurphy and Sons		10,992.00	
Energy Culverts		1,669.00	
Total Expenditures by D. Williams			20,003.00
Road Expenditures			
Install and maintain culverts		10,000.00	
Comply with Bridge Inspections Report (Brush removal, RipRap placement, Painting, Piling, Debris removal from under bridges)		5,000.00	
Remove debris from culvert ends		3,000.00	
Grading ditches, cutting banks, and dirt Removal		20,000.00	
Total Road Expenditures			38,000.00
Contingency			5,000.00
Total Expenditures			<u>63,003.00</u>
<u>Projected balance</u>	<u>March 31, 2022</u>		<u>1,080.00</u>

Revised Makanda Township FY22 Road and Bridge Budget

Beginning Balance April 1, 2021 44,020.00

Revenue

Property tax	110,374.00
Replacement Tax	1,727.00
Interest Tax	410.00
Other	1,000.00

Total Revenue 113,511.00

Total Funds Available 157,531.00

Expenditures by D. Williams

Jackson County Highway Department	2,691.00
J. Cochran Services	6,080.00
McMurphy and Sons	31,827.00
Anna Quarries	2,481.00
Shawnee Professional Services	450.00
Road Runner Safety	495.00

Total Expenditures by D. Williams 44,024.00

Expenditures

Administration

Office supplies	100.00
Legal fees	1,000.00
Legal Notices	100.00

Total Administration Expenses 1,200.00

Labor (wages, taxes, and insurance) 6,000.00

Total Labor 6,000.00

Road Maintenance

Mowing (tractor lease, fuel, misc.)	12,000.00
Grading roads	500.00
Salt and cinders	2,000.00
Tree removal	4,000.00
Surveying	2,000.00

Total road maintenance 20,500.00

Equipment purchase		
10' batwing roadside mower	20,000.00	
Used grader blade for tractor	3,000.00	
Used tool trailer	3,000.00	
Total equipment purchase		26,000.00
Equipment maintenance		
Tool purchase	1,000.00	
Repairs and maintenance	3,000.00	
Total equipment maintenance		4,000.00
Contingency		
Ten percent overage, storm damage, flood repair, misc.		10,000.00
Total Road and Bridge Expenditures		<u>111,724.00</u>
<u>Projected balance</u>	<u>Mar 31, 2022</u>	<u>45,807.00</u>