

Minutes of  
Makanda Board  
January 11, 2022, 7:00 p.m.  
Unity Point School

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

By mutual consent, New Business item 10 (b) was moved to the top of the agenda. Broadband Committee Chair Michael Holub introduced Chris Snyder from Clearwave Communications who presented a proposal to make hotspots available at the Fire Stations. See Attachment One.

**PUBLIC COMMENTS on AGENDA ITEMS:**

(1) Laura Lipe commented that according to Robert's Rules of Order, minutes of a meeting should not summarize matters discussed at the meeting.

(2) Gary Heern thought that having Dan Chester serve as Parliamentarian was a waste of assets of the community. He also suggested that agenda items on the agenda need to be sufficiently specified so that citizens know what will be discussed and voted on.

(3) Julieta Leitner commented that she appreciated that Dr. Bob Wolff's presentation on Robert's Rules or Order was made available to the public and hopes other such initiatives will happen.

(4) Larra Lipe questioned the posting of UNAPPROVED minutes on the website before they are approved. Sara Lipe also shared this question. Regina responded that she called and asked this question to Jerry Crabtree, Executive Director of Township Officials of Illinois (TOI). Mr. Crabtree replied that UNAPPROVED minutes may be posted before they are approved, but they must be clearly labeled DRAFT.

**APPROVAL OF MINUTES:** (1) There were no comments or corrections on the November 23, 2021, Special Meeting or on the December 20, 2021, Special Meeting as posted on the TOI/Makanda website. (2) Sara made several "typographical" changes in the December 14, 2021, Regular meeting. No other changes were suggested. **The minutes were approved as corrected.**

**APPROVAL OF BILLS BY FUND:** See Attachment Two. Michael moved and Fred seconded that the bills for all of the funds be paid, after removing the Diederich Insurance bill (concerning the Clerk's bond) from the Town Fund bills. **The motion passed unanimously.**

**REPORTS:**

1. Fire Chief Jimmy Bilderback reported that in December the Fire Department had 4 EMS calls, 1 controlled burn, two downed trees, and one fire call for a total of eight runs. The department

has seventeen volunteers. He said he was not able to obtain any more smoke detectors for Malanda Township people in need. Sara mentioned that Jimmy has been working on a report for the U.S. Forest Service as to how many hours have been spent on fire calls for the last three years.

2. Highway Commissioner Ed Hoke reported on work he has done on Wagon Wheel Road based on a meeting he had with residents there. See Attachment Three for his complete report. He also showed the 2015 Ford 350 Super Duty dump truck complete with salt spreader and snowplow.

3. Sara gave a CWPP report for David Allen. (a) Sara met with Makanda Mayor Tina Shingleton, CWPP Coordinator David Allen and CWPP Steering Committee member Jesse Richman to view village roads and determine potential fire risks. (b) Sara prepared a report of how many training hours related to fire have been conducted between 2019-2022: 1301 person-hours or an average of 434 person-hours per year. Jimmy is working on the number of hours spent "on the scene." Sara said she would forward that report to the Board when it is completed. (c) Scott Crist and David Allen are gathering information to determine if there's enough funding to cover road needs in the current grant or if additional grant money is required. (5) The Union Hills walking path mentioned last month is a proposal, not a done deal.

4. Supervisor Sara Lipe gave the following report: (a) Payroll: W-2s are completed. She will file payroll forms once everyone has had a chance to review the W-2s to identify errors. (b) Ed gave the green light on Jan. 6 to buy a \$1599 policy from Diederich for the dump truck. Sara is working with Diederich to get the policy secured. (c) She attended the 12/21/2021 Jackson County Board meeting to see the outcome of the Broadband vote. There was a unanimous vote to allocate \$375,000 to hire a Broadband Coordinator. The vote was 13-1 to reserve \$5 million to implement recommendations from the Broadband Coordinator. (d) There was one General Assistance inquiry. They didn't qualify since they had minor children. (e) She talked with Jack Trexler, who is attempting to obtain grant funding for owners of Raccoon Valley trailer park to update their lagoon. (f) She continued working with Jackson County Treasurer Liz Hunter to use Makanda Township as a "test" for direct deposit. (g) Sara clarified with Jackson County Sheriff's office that MTFD is obligated to respond in case of emergencies, even if "No Trespassing" notice is given.

5. Assessor John Dickson was not present and did not submit a report.

6. General Assistance Committee Chair Debbie Stanley announced that Jill Adams informed her about a "Computer Pop-up Shop" scheduled for Jan. 14, 2022, from 11 to 3 pm. Jill Adams later clarified that this program has been postponed to a later date. The committee has not met since the last Board meeting.

7. Broadband Committee Chair Mike Holub mentioned that his report was basically Chris Snyder's presentation, and that the Broadband committee will meet in January.

#### **OLD BUSINESS:**

1. Clay moved and Debbie seconded a motion to purchase of office chair and desk for an amount not to exceed \$1500. Regina expects that amount needed to purchase the desk and chair to be less than \$350. Dan Chester mentioned that SIU surplus property may have a desk and chair to serve the purpose. Trustees Holub, Kolar, Stanley, and York voted "Yes." Supervisor Lipe voted "No." Motion carried.

2. Clarification of bonding status for Clerk. Fred commented that we need to act on the general liability that we don't have the renewal for, and they should send the renewal to Sara soon.

#### **NEW BUSINESS:**

1. Clay moved and Michael seconded that the Board appoint Dan Chester as Parliamentarian for Makanda Township Board meetings. Dan spoke to the board mentioning (a) that he is an Independent, not a Republican or Democrat, (b) the parliamentarian just advises on parliamentary procedure and has no power, (c) he is not being paid for this purely voluntary position. **The motion passed unanimously.**

2. Clay moved and Fred seconded that we accept the Tentative Revised Highway Budget for New Bridge and Road and Bridge (see Attachment Four). Ed mentioned that there are no changes other than cleaning up things and making it easier for Sara's year-end report. **The motion passed unanimously.**

3. Discussion of Township Audit and Cover Letter. Clay mentioned that the Board would like to discuss the audit report and cover letter and furnish a response to the letter. Clay stated his concern about bids being required for road work costing more than \$20,000 (cumulatively in a year) rather than \$20,000 for each job. Fred mentioned that the year-end audit mentions a need for two signatures on the account. Fred reminded everyone that he has agreed to pay for the cost of bonding Regina so that no Township funds are being used. Mike also donated his salary to pay the cost of bonding. Dennis mentioned that he and Regina are working to improve the minutes, making them more complete and removing what the auditor found as "serious deficiencies" in the minutes presented before May 2021.

#### **PUBLIC COMMENTS:**

1. Sara said she would forward an email she wrote to American Tower representative in 2018 to the effect that Clearwave Communication damaged the parking lot at Fire Station #2.

2. Larra Lipe formally requested the Zoom links to all Township meetings since June 2021. Sara said she would take care of it. Larra also expressed her opinion that she had been lied to about the change of place for meetings and that she would consult her attorney because she had been turned away for not wearing a mask.

3. In response to a question from Jill Adams about the Audit Cover letter and Sara's response being on the TOI/Makanda website, Sara said she would be sure to post them there.

4. Dan Chester, one of the three auditors of Township books in non-election years, commented that Sara's books are open and well presented. He also mentioned that he is working with Regina and Dennis to improve the agenda items to be more specific as to what will be discussed and/or voted on at the Board meetings.

5. Clay thanked the Unity Point School for hosting this meeting and providing technical support.

6. Josh Lipe thanked the volunteer fire fighters for the time devoted to training and firefighting.

ADJOURNMENT: At 8:32 pm, Clay moved, and Michael seconded that the meeting be adjourned. **The motion passed unanimously in a voice vote.**

Respectfully submitted,  
Dennis Leitner, Deputy Clerk

Attachment One  
Proposal from Chris Snyder from  
Clearwave Communications

Chris Snyder explained that Clearwave Communications operates and owns a fiber optic network providing dedicated data and telephone services primarily for commercial businesses. Here are some of the characteristics Clearwave could provide:

1. No limits on data. Regardless of how many people use the service, there is no limit (i.e., data caps) on amount of upload/download traffic and no degradation of service.
2. Clearwave is a service provider and needs to partner with an IT company to set up a router with networking aspects (e.g., security, passwords, usage monitors, etc.) desired by the Makanda Township Board.
3. Service could be split; Fire Station could have the main portion and the public could have a portion and they two portions would not interfere with each other.
4. Clearwave may be able to pay the early termination fee for the current provider, i.e., provide billing assistance to cover the early termination fee.
5. Clearwave proposes a 100 MB (down)/30 MB (up) on a dedicated circuit.
6. The 36-month contract would with Clearwave Communications. Contract may not be cancelled within the first 36 months.
7. Clearwave monitors usage "as a whole." It is possible, with more expensive equipment, monitor who uses the service and which websites they visited.
8. Here are some of the advantages compared to the current provider:
  - a. Dedicated network vs. shared network.
  - b. 24/7 monitoring
  - c. All cables are buried underground, so no wind, snow, ice problems.
  - d. Heavily redundant; cables come to Carbondale several different ways.
  - e. Unlimited data.
9. Cost would be around \$225/mo. X 2 Fire Station pending MediaCom costs.
10. There are no up-front fees (i.e., for installation, etc.). All costs are in the monthly charge (approximately \$225/mo./fire station).

Attachment Two

<b>Makanda Township Fund Balances as of 1/11/22</b>	<b>Receipts since 12/14/21</b>	<b>Remaining Budget</b>
Fire Protection	75,674.82	86,027.01
Fire Protection Capital Fund	163,373.78	141,297.24
General Assistance	95,970.82	94,569.00
New Bridge	29,539.17	35,679.69
Road & Bridge	8,846.20	26,084.05
Town	104,236.66	51,697.34
Brian R Pierce Jr 517 Memorial Fu	680.04	
	<u>478,321.49</u>	
	<u>1,941.01</u>	

**Additional Expenses**

<b>Fire Protection</b>		
		666.29
Egyptian Electric	Station #2	139.49
Ameren Illinois	Station #1	173.56
Ameren Illinois	Station #2	51.49
South Highway Water District	Station #1	22.25
South Highway Water District	Station #2	22.25
Mediacom	Station #1 internet & phor	196.26
Mediacom	Station #2 internet	60.99

<b>Town</b>		
		2,208.02
Payroll	see agenda	
Country Life Assurance	Jimmy's IRA	200.00
Verizon	Assessor monthly service	25.02
Diederich Insurance	Clerk bond for second sig	1,925.00
Postmaster General	stamps	58.00

Fire Department Bills

EXPENDITURES AS FOR JANUARY 11, 2022

FRONTIER	STATION # 2	\$46.71
CITY OF CARBONDALE	FUEL	\$177.04
	REPAIRS ON 564 LIGHTS	\$122.04
WALMART/ CAPITAL ONE	SUPPLIES	\$46.24
SENTINEL	4/ADARTER FOR SCBA,S	\$333.40
	PUMP TESTON 561/562	
	AND LADDER TEST	\$805.00
IL FIRE CHIEFS	DUE	\$125.00
<b>TOTAL</b>		<b>\$1,655.43</b>

## Attachment Three

### Makanda Township Highway Commissioner Report

Continued planning on Wagon Wheel Road.

Removed ten dead trees on Wagon Wheel Road.

Commenced a speed study on Wagon Wheel Road in preparation for requesting a 25-mph speed limit.

Installed a "T-road" sign on Boskeydell Road East for Wagon wheel Road. (Later a sign will be installed below that T-sign with Wagon Wheel Road.)

Purchased and took delivery on a 2015 Ford 350 Super Duty dump truck, , complete with salt spreader and snowplow.

Spread salt/chip mix at intersections and on steepest hills in the last snow event.

Purchased "Workers Ahead" safety signs to post when working on a road.

Issued two utility permits for Clearwave on Cashen Drive.

Installed two "No Outlet" signs on Rifle Range Road and Potters Road, both east of US 51.

Finished mowing roadsides.

Removed several downed trees following heavy winds and storms, Midland Hills, Zion, and School House Roads.

Installed Green signs on both ends of Cashen. Both stolen.

ATTACHMENT FOUR

<b>Proposed Makanda Township Road &amp; Bridge Budget Revision 01-11-2022</b>	
	<b>1/11/2022 Revision</b>
<b>Beginning Balance</b>	<b>\$44,020.00</b>
<b>Revenue</b>	
Property Tax	\$110,374.00
Replacement Tax	\$1,727.00
Interest Income	\$410.00
Other	\$1,000.00
<b>Total Revenue</b>	<b>\$157,531.00</b>
<b>Expenditures</b>	
Expenditures by D. Williams	
Jackson County Hwy Dept	\$2,691.00
J. Cochran Services	\$6,080.00
McMurphy & Sons	\$31,827.00
Anna Quarries	\$2,481.00
Shawnee Professional Serv.	\$450.00
Road Runner Safety	\$495.00
<b>Total Expenditures by Williams</b>	<b>\$44,024.00</b>
Administration	
Office Supplies	\$100.00
Legal Fees	\$500.00
Legal Notices	\$100.00
<b>Total Administration</b>	<b>\$700.00</b>
Labor (Wages, taxes & insurance)	\$6,000.00
<b>Total Labor</b>	<b>\$6,000.00</b>
Road Maintenance	
Tractor & Loader Lease	\$9,200.00
Fuel	\$2,000.00
Salt & Cinders	\$- 0
Tree Removal	\$4,000.00
Signs	\$1,000.00
Surveying	\$- 0



<b>Total Road Maintenance</b>	<b>\$16,200.00</b>
Equipment Purchase	
Used 10' Batwing Mower	\$4,000.00
Used Grader Blade for Tractor	\$2,400.00
Tool Purchase (pole saw, weed eater, blower)	\$1,600.00
Used Dump/Snowplow Truck	\$36,000.00
<b>Total Equipment Purchase</b>	<b>\$44,000.00</b>
Equipment Maintenance	
Tool Purchase	\$300.00
Repairs & Maintenance	\$1,500.00
Truck Insurance	\$1,600.00
<b>Total Equipment Maintenance</b>	<b>\$3,400.00</b>
<b>Contingency</b>	<b>\$5,000.00</b>
<b>Total Expenditures</b>	<b>\$119,324.00</b>
<b>End of Year Balance</b>	<b>\$38,207.00</b>

Attachment Five

Road and Bridge Bills

<u>Company</u>	<u>Amount</u>	<u>Reason</u>	<u>Budget Item</u>
Warning Lights	637.50	Safety Signs	Signs
Gilbert, Huffman, Prosser Hewson and Burke	218.50	Conference on Driveway Permit	Legal Fees
Reimburse Ed Hoke	390.02		
BP Fuel	87.00	Fuel	Fuel
Jack Flash	94.25	Fuel	Fuel
Reilly Auto	2.99	Sign Fasteners	Signs
Rural King	8.22	Bolts for Salt Spreader	Repairs & Maint.
Rural King	1.56	Sign Fasteners	Signs
Circle K	3.99	Fuel Additive	Fuel
Circle K	65.00	Fuel	Fuel
Today's Technology	<u>97.75</u>	Oil Change and Truck Inspection	Repairs & Maint.
Sub Total	390.02		