

Minutes
of the Makanda Township Board Meeting
Tuesday, January 9, 2024

1. Supervisor Lipe called the meeting to Order at 7 p.m.
2. Present were Supervisor Lipe; Trustees Kolar, Stanley, and York; and Clerk Einig.
3. Clerk comments: none.
4. Trustee comments. None.
5. The agenda was approved.
6. Public comments on Agenda items. Dan Chester made comments included as Appendix One. Tim Hartke reminded the board that they are supposed to be serving the people.
7. The minutes for the December 12, 2023, and December 15, 2023 meetings were not on the web site and will be voted on next month.
8. Fund Balances and Revenue. **See Attachment Two.**
9. Clay moved to pay all the bills and Debbie seconded it. **The motion passed unanimously.**
10. Reports:
 - A. Fire Department Report; Chief Lipe reported that they had slightly fewer calls this year than in past years. He also announced that the board members who had access to the IAR will no longer have it. This is based on HIPPA regulations and the federal law regarding Health and Human Services. Josh was asked to introduce our new Firefighter/Clerk. His name is Devon Biffar. Sara also mentioned that Roy's family directed memorials be made to the fire department for which we are very grateful.
 - B. Road Commissioner's Report; **See Attachment Three.**
 - C. CWPP Report: No report.
 - D. Supervisor's Report (Sara Lipe); There were no GA or Emergency requests received. Webb Smith called today about the letter Sara had sent regarding the proposed letter to Toyne or International about the late delivery of the fire truck. He will prepare a draft letter this week and they will finalize it by next week. The Illinois Attorney General forwarded Sara's complaint to Trivista last week and she has not received a response yet. She renewed the SAM number, (System Administration Management), a federal number helpful for grants. Also, people might have to wait a while for W2's. Sara is waiting for information from the Social Security Administration.
 - E. Assessor's Report (John Dickson). No report.
 - F. General Assistance Committee Report (Debbie Stanley); No report.
 - G. Broadband committee report (Michael Holub). Michael asked Sara to read the following. It came from Brian Chapman and Robert Henderson. "We have been busy with planning work with Western Kentucky and Tennessee In November and December. In November we had people out in the county gathering survey data for potential customers and grant data. In December, using this data, we submitted our first grant application to Connect Illinois. Our fingers are crossed. The engineering for this grant has Western Kentucky and Tennessee coming up from Union County on South 51, so the backbone will run through Makanda Township. Lastly, the county board is working with outside legal counsel on an agreement between the

board and Western Kentucky and Tennessee that most likely will be grant specific, that is, with each new grant award, a new agreement. The Jackson County Connect Committee will meet again when we get a notice on the Connect Illinois Grant.”

H. Building, Usage & Planning Committee report (Jim Renshaw); No report.

I. Grant Committee (Clay Kolar) The grant committee got the Fire Marshall’s grant application in on time. Hopefully, we’ll hear good things on that. The grant committee will meet again soon to investigate the possibilities of some federal grants that might be available.

11. Old Business:

12. New Business:

- A. Sara moved to declare the Station #2 generator previously described, as surplus property. Debbie seconded it. **Motion carried unanimously.**
- B. Discuss current general liability insurance of \$1 million. Is there a need to increase? After discussion it was agreed to investigate the cost of acquiring additional coverage, although most agreed that what we have is adequate. Decision can be reached at next month’s meeting.
- C. Determine amount of Firefighter/clerk sick time to be earned each month and number of paid holidays. Sara moved that we award four hours a month in sick time up to four years’ worth (192 hours) and the paid holidays are eight, which can be taken from any federal holiday. Clay seconded it. **The motion passed unanimously.**
- D. Determine 2024 meeting schedule. Sara reminded us that we usually meet on the second Tuesday except in April. This year the Eclipse is on the 8th of April, the Annual Meeting on the 9th. It was agreed to meet on Thursday, the 11th for the regular meeting.

13. Public comments. None.

14. Adjournment. Clay moved to adjourn and Debbie seconded it. Motion passed unanimously at 7:34 p.m.

Attachment One
Dan Chester's remarks

Good evening.

I speak to you tonight as the Parliamentarian of Makanda Township. I want to first apologize to the Board and the community members present at last month's meeting for my unprofessional outburst.

I work at the University as a Chief Accountant/Senior Business Manager for the College of Engineering. The week prior and up to the night of the meeting I dealt with numerous University Administrators, Faculty and Staff not doing their jobs, misusing funds, overstepping their authority, lack of following proper procedures, etc. and etc. I manage over 600 College/School and Foundation accounts on a daily basis. I had reached my boiling point at the meeting and unfortunately took it out on all of you.

Monday night I met with Trustee Koler and we had a very good meeting going over our reasons, thoughts and opinions regarding keys and access to Township buildings or at least regarding the motion and vote. I listened to him, and he listened to me all done respectfully. Based on my many, many years of experience, thorough knowledge of the Illinois Township Statutes, TOI, Open Meetings Act, Roberts Rules of Order and serving on many local, State and Federal boards and committees, it is of my opinion the motion and passing vote of the key situation is actually invalid and unenforceable for several reasons:

1 - The Board members are not considered actual employees of the Township by the State.

2 - It is the Supervisor's roles/duties and responsibilities for managing the day-to-day operations and finances. This includes command/control/oversight of Township buildings, key/access custody and control, employees and staff, and etc.

3 - The motion/vote infringes upon the duties / responsibilities of the Supervisor.

4 - Surrounding townships and other Boards (such as: South Highway Water District, Buncombe Water District, Carbondale Township, Murphysboro Township, Somerset Township, Unity Point

Grade School, Giant City Grade School, etc.) - the Board members do not have or are not allowed keys/unaccompanied access to the buildings (especially Fire Stations) and offices. They must make arrangements to come in during regular office business hours or other arrangements for someone with access to be there.

5 - Since these two buildings were built specifically for the Volunteer Fire Dept. (regardless of not being a fire protection district), control and responsibility of keys/access to them fall under the Supervisor, Fire Chief and now the full-time replacement for Jimmy's position even though the buildings belong to the Township. Especially since maintenance, utilities, etc for these buildings come out of their budget. The Fire Chief is also responsible for the conduct/behavior of all firefighters on duty or training and any live-in firefighters. This also includes management, control and overall responsibility for the Fire Stations.

6 - According to Josh, all Board members have an individual access code to the Fire Station common area. This happened when they were elected and started in their roles.

7 - This action falls under Dillon's Rule. There are several others but these were the most important.

I encourage one on one conversations between the Board members and with Josh, especially since the Board and the Firefighters need to communicate and get along. We do not want anything to overshadow this and cause any undue friction between the Board and the firefighters as this will ultimately harm the Township and its community members. I also encourage community members to talk with the Board members regarding any concerns, issues, etc. Even with Fred. LOL
Thank you for listening.
Sincerely,
Dan Chester (1/9/23)

Attachment Two

Makanda Township Fund Balances as of 1/9/24	Receipts since 12/12/23	Remaining Budget
Brian R Pierce Jr 517 Memorial Fund	2,722.16	3,021.72
Building Capital Fund	121,127.74	192.17
Connect Humanity Grant Fund	18,962.92	18,706.48
Fire Protection	136,651.69	106,968.88
Fire Protection Capital Fund	83,351.99	5,300.00
Foreign Fire Insurance Fund	579.60	0.02
General Assistance	14,382.60	13,915.00
New Bridge	111,458.43	49,868.75
Road & Bridge	194,220.97	66,050.05
Town	<u>254,716.87</u>	<u>158,773.83</u>
	<u>935,452.81</u>	<u>422,604.71</u>
Town		125.81
Payroll		
Verizon	Assessor monthly service	25.02
Banterra	Arthur Agency-monthly website	99.99
IL Dept of Employment Security	unemployment tax	0.80
R&B		
Payroll		
IL Dept of Employment Security	unemployment tax	43.91
Assessor Expenses 2023		2,639.92
Verizon	Assessor monthly service	300.24
John Dickson	mileage, training, lodging, meals	2,339.68

Attachment Three

Makanda Township Highway Commissioner Report

December 9, 2024 Meeting

Not much has happened in December.

Trees on Sheppard Land are down in preparation for the finishing of the road improvement in the section that was in dispute. The plans are for the ditches and roadbed to be fixed in this area this year. Then in 2025, the plan is to re-oil & chip the whole road as it will be due the second coat on the first part and the part we are fixing this year will get it's first coat of oil & chip.

Bought an oxy/acetylene torch rig for the shop.

Bought a video camera to be installed in bed of the truck so the driver can see in the bed in the snow plowing/chip spreading process. This will speed up the process and make it a lot safer for the driver.

Consulted with Mitch Burdick, the County Engineer, concerning a driveway culvert on a driveway on Zion Road. It's a 24" culvert that is in real bad shape and will qualify for county culvert grant funds.

Consulted with Josh Cox, the Assistant County Engineer, concerning a culvert installation on Hartline Road. This culvert will assist any large dump truck hauling aggregate to the Highway Shed on Hartline road to enter the property.

Attached to this report you will find a Motor Fuel Tax Estimated Budget for 2024

Makanda Township Highway
Road and Bridge Bills
1/9/2024

Company	Amount	Reason	Budget Item
Road & Bridge Bills:			
David Totzell 2 hrs@\$20/hr	\$ 40.00	Labor	Labor
NHJ Properties	\$ 1,500.00	Lease Payment (Feb)	Proposed Building
Frontier	\$ 142.72	Internet	Proposed Building
City of Carbondale	\$ 18.15	Fuel	Fuel
Deere & Company	\$ 1,000.00	Repairs to lease tractor*	Repairs & Maintenance
Aaron's Tree Service	\$ 4,225.00	Cut trees Rifle Range & Sheppard Lane	Tree Removal
Credit Card Bills			
Murdale Ace Hardware	\$ 30.18	Shop stuff	Repairs & Maintenance
Lowe's	\$ 9.74	Bathroom repairs	Proposed Building
NAPA	\$ 26.98	Truck tail light	Repairs & Maintenance
NAPA	\$ 196.57	Hydraulic hoses	Repairs & Maintenance
Canning Auction	\$ 182.00	Tractor bucket adapter	Equip & Tool Purchase
Lowe's	\$ 21.50	Bathroom repairs	Proposed Building
RVS Trailer	\$ 69.99	Video camera for truck	Equip & Tool Purchase
RVS Trailer	\$ 12.99**	Video mount	Equip & Tool Purchase
Rural King	\$ 261.98	Oxy/Acetylene torch	Equip & Tool Purchase
Airgas	\$ 643.18	Regulators & gloves	Equip & Tool Purchase
		Oxy/Acetylene cylinders	Equip & Tool Purchase
Total Credit Card	\$ 1,455.11		

*This was for a broken glass door on cab. This is the deductible

**This item was not delivered & not really needed. I'm in the process of getting this refunded.

Jackson Count

1200 Enterprise Avenue, Murphysboro, IL 62966

Phone 618.684.4141 www.jacksoncounty-il.gov

MEMO

DATE: December 15, 2023
TO: Makanda Road District
FROM: Mitch Burdick, County Engineer

RE: 2024 Motor Fuel Tax Estimate

Please find the attached Maintenance Estimate for signature. This estimate is a preliminary estimate for next year. It is important to get this estimate reviewed and approved by IDOT to guarantee uninterrupted access to MFT funds. This is only an ESTIMATE and can be changed.

Financial Summary of Current Year for Planning Year 2024

Cash Balance as of 12/1/2023	\$ 109,082.00
MFT Allotment estimate for planning year	\$ 60,600.00
Needy Township Funds estimate for planning year	\$
Capital Bond Funds estimate for planning year	\$
Interest estimate for planning year	\$ 5,000.00
Sub-Total of Funds available	\$ 174,682.00
MFT Reserve funds (20% annual allotment)	\$ 12,120.00
Current Year outstanding Maintenance Engineering estimate	\$ 2,500.00
Current Year outstanding Invoices estimate	\$
Estimated Total Funds Available for planning year	\$ 160,062.00

Suggested Budgeted Amounts for planning year

Patch Mix	25 ton	\$ 1,750.00
BAM Mix	200 ton	\$ 14,000.00
Corse Aggregate - Stockpile	100 ton	\$ 1,500.00
Rip Rap - Stockpile	25 ton	\$ 375.00
Coarse Aggregate - Delivered	0 ton	\$
Chip Seal - Oil	5.00 miles 14,667 gal	\$ 44,000
Chip Seal - Rock	733 ton	\$ 22,000
Salt Mix	100 ton	\$ 4,500.00
Culverts	300 feet	\$ 9,000.00
Signs/Posts	20 Each	\$ 1,000.00
Striping	45500 feet	\$ 4,550.00
Labor		\$ 10,000.00
Equipment		\$ 10,000.00
Maintenance Engineering		\$ 6,133.75
Estimated Planning Year Expenditures based on Suggested Budget Amount		\$ 128,808.75

Please sign the attached Maintenance Estimate if the above suggested budget is acceptable to you. Please keep this summary for your records. Our office will be in touch once the Maintenance Estimate

**Local Public Agency General Maintenance
Estimate of Maintenance Costs**

Submitted type" Original
District Estimate of Cost for

112/31/24



9 Road Disitric/Township

This form also serves as an appropriation/resolution for using funds. Funds cannot be authorized over the appropriated amount.
In order to change an appropriated amount a revised or supplemental 14222 or BLR 09150 must be submitted.

Maintenance period

Local Public Agency	County	Section Number	Beginning	Ending
Makanda Road District	Jackson	20-10000-00-GM	01/01/24	12/31/24

Maintenance Items

Maintenance Operation	Main! Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	quantity	Unit Cost	Cost	Total Maintenance Operation Cost
MAINTENANCE	IIA		PATCH MIX-FOB	TON	25	\$70.0	\$1,750.00	\$1,750.00
	IIA		HFE300 SP BIT MIX-FOB	TON	200	\$70.00	\$14,000.00	\$14,000.00
	IIA		HFE300 BIT MIX-FOB	TON		\$50.00	\$0.00	
	IIA		HMAMIX-FOB	TON		\$90.00	\$0.00	
	III		CSE AGG-ALL-FOB	TON	100	\$15.01	\$1,500.00	\$1,500.00
	118		CSE AGG-ALL-POD	TON		\$20.00	\$0.00	
	IIA		RIP RAP-ALL-FOB	TON	25	\$15.00	\$375.00	\$375.00
	IIA		FINE AGG-ALL-FOB	TON		\$15.01	\$0.00	
	118		FINE AGG-ALL-POD	TON		\$20.00	\$0.00	
	III		SEAL CT-LIQ EMUL-POC	GAL	14,667	\$3.00	\$44,001.00	\$44,001.00
	III		SEAL CT-CSE AGG-POD	TON	733	\$30.00	\$21,990.00	\$21,990.00
	I		SALT-POD	TON		\$100.01	\$0.00	
	IIA		SALT MIX-FOB	TON	100	\$45.00	\$4,500.00	\$4,500.00
	IIA		CULV-ALL-POD	LF	300	\$30.00	\$9,000.00	\$9,000.00
	IIA		SIGNS-ALL-POD	EACH	20	\$50.00	\$1,000.00	\$1,000.00
	I		STRIPING-POD	LF	45,500	\$0.10	\$4,550.00	\$4,550.00
Total Operation Cost								\$102,666.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$10,000.00			\$10,000.00
Local Public Agency Equipment	\$10,000.00			\$10,000.00
Materials/Contracts(Non Bid Items)	\$36,675.00			\$36,675.00
Materials/Deliver & Install/Materials Quotations (Bid Items)	\$65,991.00			\$65,991.00
Formal Contract (Bid Items)				
Maintenance Total	\$122,666.00			\$122,666.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs

Preliminary Engineering
 Engineering Inspection
 Material Testing
 Advertising
 Bridge Inspection Engineering

	\$6,134.00		\$6,134.00
Maintenance Engineering Total	\$6,134.00		\$6,134.00

Total Estimated Maintenance \$ 1 25 5 00 . 00 | \$ 1 25 5 00 . 00

Completed 12/15/23

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BLR 14222 (Re

Estimate of Maintenance Costs

Submittal Type **Original**
 Maintenance Period
 Beginning Ending
 01/01/24 12/31/24

Agency _____
 District _____
 County **Jackson**
 Section **24-10000-00-GM**

SUBMITTED

Agency Official Signature & Date

W. S. [Signature]

Title
 Highway Commissioner
 County Engineer/Superintendent of Highways Signature & Date

[Signature] 12/15/23

APPROVED

Regional Engineer Signature & Date
 Department of Transportation

[Signature Box]

IDOT Department Use Only

Received Location Received Date Additional Location?

 WMFT Entry By Entry Date