

## PROCEEDINGS OF THE ROXANA VILLAGE BOARD

August 20, 2018

The regular meeting of the Roxana Village Board was called to order by Mayor Reynolds, at 6:30 p.m. in the Council Room of the Roxana Village Hall, 400 S. Central, Roxana, Illinois.

Mayor Reynolds called meeting to order and asked clerk to call roll.

The following members were present: Smith, LaTempt, Raymond, White, Groppe, Kelly and Attorney Phil Lading.

A motion was made by Raymond and seconded by LaTempt to approve the minutes of the Village Board meeting of 8/6/18. The vote was:

AYE: Smith, LaTempt, Raymond, Groppe, Kelly and White

ABSENT:

NAY: None

Motion carried.

A motion was made by LaTempt and seconded by Raymond to approve the minutes of the Executive Session from 8/6/18. The vote was:

AYE: Smith, LaTempt, Raymond, Groppe, Kelly and White

ABSENT:

NAY: None

A motion was made by Kelly and seconded by Groppe to approve the Treasurers Report of 8/6/2018. The vote was:

AYE: Smith, LaTempt, Raymond, Groppe, Kelly and White

ABSENT:

NAY: None

Motion carried.

A motion was made by Smith and seconded by Raymond to make correction of reimbursement of \$80.00 to Wilkey for CDL renewal & approve the bill list and authorize payment of bill list.

AYE: Smith, LaTempt, Raymond, Groppe, Kelly and White

ABSENT:

NAY: None

Motion Carried

**GENERAL FUND**

BALANCE IN FUND 8/6/18	1,265,194.07
RECEIPTS	11,044.57
EXPENDITURES	40,296.86
BALANCE IN MONEY MARKET 8/20/18	1,235,941.78

**FIRE PROTECTION FUND**

BALANCE IN FUND 8/6/18	362,086.78
RECEIPTS	23.60
TRANSFER FROM SPECIAL REVENUES – operating expense	00.00
EXPENDITURES	10,814.45
BALANCE IN MONEY MARKET	351,300.93
Interest	.05
BALANCE IN FUND 8/20/18	351,300.98

**RECREATION FUND**

BALANCE IN FUND 8/6/18	174,486.65
RECEIPTS	5,809.00
EXPENDITURES	10,524.33
BALANCE IN FUND 8/20/18	169,771.32

**PUBLIC IMPROVEMENT FUND**

BALANCE IN FUND 8/6/18	448,693.95
RECEIPTS	23,998.10
EXPENDITURES	544.89
BALANCE IN FUND 8/20/18	472,692.05
INVESTED FUNDS – CERTIFICATES OF DEPOSIT	472,137.16
INTEREST	00.00
TOTAL IN PUBLIC IMPROVEMENT FUND	821,765.18

**REFUSE FUND**

BALANCE IN FUND 8/6/18	191,461.00
RECEIPTS	00.00
**TRANSFER FROM SPECIAL REVENUES	00.00
EXPENDITURES	10,283.88
BALANCE IN FUND 8/20/18	181,177.12

**WATER O & M**

BALANCE IN FUND 8/6/18	582,170.42
RECEIPTS	19,486.17
INTEREST	0.00
EXPENDITURES	22,471.53
BALANCE IN FUND 8/20/18	579,185.06
INVESTED FUNDS – CERTICATES OF DEPOSIT	143,192.73
TOTAL IN WATER O & M	722,377.79

**WATER PLANT CAPITAL EXPENDITURES**

BALANCE IN FUND 8/6/18	255,720.66
INTEREST	49.32
RECEIPTS	00.00
EXPENDITURES	00.00
BALANCE IN FUND 8/20/18	255,769.98

**WATER METER DEPOSIT FUND**

BALANCE IN FUND 8/6/18	54,994.22
INTEREST	1.45
RECEIPTS – METER DEPOSITS	80.00
MISCELLANEOUS	00.00
EXPENDITURES	130.00
BALANCE IN FUND 8/20/18	54,945.67

**SOCIAL SECURITY FUND**

BALANCE IN FUND 8/6/18	160,789.70
INTEREST	6.18
Payroll entry correction	00.00
PROPERTY TAX – SOCIAL SECURITY	160,795.88
PROPERTY TAX – IMRF	00.00
TRANSFER FROM Special Revenues	00.00
EXPENDITURES	5,708.72
BALANCE IN FUND 8/6/18	155,087.16

**IMRF FUND**

<u>BALANCE IN MONEY MARKET 8/6/18</u>	<u>241,550.61</u>
INTEREST	5.72
MISC.	00.00
Property tax – IMRF	00.00
Transfer from Special Revenues	00.00
TOTAL FUNDS AVAILABLE	241,556.33
EXPENDITURES	00.00
<u>BALANCE IN MONEY MARKET 8/20/18</u>	<u>241,556.33</u>
<b><u>TOTAL IN SOCIAL SECURITY FUND</u></b>	<b><u>241,550.61</u></b>

**SPECIAL REVENUES FUND**

BALANCE IN FUND 8/6/18	6,774,625.64
RECEIPTS	8,061.76
EXPENDITURES-	8,895.54
BALANCE IN FUND 8/20/18	6,782,687.40
ILLINOIS FUNDS MONEY MARKET	.04
INVESTED FUNDS-CERTIFICATES OF DEPOSIT	3,531,397.11
TOTAL IN SPECIAL REVENUES FUND	10,305,189.01

**WASTE WATER TREATMENT PLANT**

BALANCE IN FUND 8/6/18	208,099.43
RECEIPTS	00.00
**TRANSFER FROM SPECIAL REVENUE	00.00
EXPENDITURES	15,672.50
BALANCE IN FUND 8/20/18	192,426.93

**UNEMPLOYMENT INSURANCE FUND**

BALANCE IN MONEY MARKET 8/6/2018	8,604.28
RECEIPTS	00.00
TOTAL FUNDS AVAILABLE	8,604.28
EXPENDITURES-	561.01
BALANCE IN UNEMPLOYMENT INS FUND 8/20/18	8,043.27

**WORKMAN'S COMP FUND**

BALANCE IN MONEY MARKET 8/6/2018	195,708.80
RECEIPTS	383.88
EXPENDITURES	00.00
Misc.-	00.00
BALANCE IN FUND 8/20/18	196,092.68

**MOTOR FUEL TAX FUND**

BALANCE IN MONEY MARKET 8/6/18	79,239.72
RECEIPTS	3,505.92
EXPENDITURES	00.00
BALANCE IN FUND 8/6/18	82,745.64

**MAYOR COMMENTS:**

- Bid received from B Line Striping, in the amount of \$1500, to layout and paint 16 crosswalks and restripe the parking at Village Hall
- US Solar-hearing before the Hearing Officer- 15 notice to the Public is required
- Tree and stump removal will be conducted within the village in several locations
- Per Whitt Law - Refinery to pay Village \$27, 600
- Newsletter will have information on the new facility as well as the 100<sup>th</sup> Anniversary of the refinery

**GUESTS** – Resident Joe Fontana asked if the water lines along Central would be done before the beginning of construction of the new facility. Mayor advised that this information would be in the upcoming newsletter, but yes, this project should be completed by May, 2019.

Auditors from Scheffel Boyle provided presentation of the recent audit completed for the Village. Audit Booklet provided of the Annual Financial Report. Highlights included

- Independent Auditor’s Report-their opinion is unqualified/unmodified with the exception for the qualification related to disclosures required by GASB 45.
  - Government – Wide Financial Statements
  - Statements of Cash Receipts, Cash Disbursements, and Changes in Fund Balance
- Auditors advised of weaknesses. 1) the Village needs to implement and maintain a detailed listing of its PHYSICAL ASSETS.  
2) invoices are required for documentation of funds distributed

Auditors suggested the Village hire an Actuary to complete a study for monies disbursed to identify overall cost of certain items provided by the Village. Initial cost is approximately \$1500-\$5000 to start and then approx. \$500-\$1000 of updates.

Overall Auditors believe the Village to be in a sound financial situation.  
Trustee LaTempt asked if providing amounts of Transferred out funds documentation in the Appropriation Ordinance is enough to satisfy any legal issues. Scheffel Boyle advised that it would be up to the discretion of the Board. Attorney Lading advised that this would satisfy the legal issues.

**Department Heads:**

Police Chief Cunningham that he has been contacted by school regarding Cross Country Runners setting up a charity collection on Maple and Thomas for new uniforms.  
Attorney Lading advised against it due to statewide Charity Guidelines and the liability issues involved.  
Fire Chief Trask - nothing

Department Heads, Fire Chief Trask – nothing  
Dept Head Wilkey advised that Korte Lutejohn stated 8/20/18 on the West Basin  
Raich advised that the light poles that were ordered were lost in shipping  
Diveley advised that Well #9 needed cleaned, Brodke Well proposal received. After the  
acid treatment, the pump (installed 2003) stopped working. This repair cost more than  
expected and that Well #11 needs cleaned and will advise the board once received.

**ADMINISTRATIVE – Standing Committee**

Police Contract not received to approve

A motion was made by White and seconded by LaTempt to approve the Ordinance  
creating the Position of Zoning Hearing Officer for the Village of Roxana.

The vote was:

AYE: Smith, LaTempt, Raymond, Groppe and White

ABSENT: Kelly

NAY: None

A motion was made by White and seconded by Smith to approve the Ordinance  
appointing Gina Verticchio to the Position of Zoning Hearing Officer for the Village of  
Roxana.

The vote was:

AYE: Smith, LaTempt, Raymond, Groppe and White

ABSENT: Kelly

NAY: None

**PUBLIC SAFETY-**

A motion was made by Smith and seconded by Raymond to approve the Ordinance  
authorizing Entry into Forensics Services Agreement with Illinois State Police.

The vote was:

AYE: Smith, LaTempt, Raymond, Groppe and White

ABSENT: Kelly

NAY: None

**PUBLIC WORKS- nothing**

**COMMUNITY DEVELOPMENT –**

- Mayor received letter of concerns from Tom Kuehling regarding the building of the new facility, copy attached

**UNFINISHED BUSINESS-**

Trustee Smith advised of IML conference in Chicago, September 22, 2018 for any that might be able to attend

With no further business to be discussed in regular session and nothing to follow a motion was made by Groppe and seconded by LaTemp to adjourn and move to Executive Session.

The vote was:

AYE: Smith, LaTemp, Raymond, Groppe and White

ABSENT: Kelly

NAY: None

Motion carried.

Time: 6:45 p.m.

Kim Brenneise, Village Clerk

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