

PROCEEDINGS OF THE ROXANA VILLAGE BOARD

March 04, 2024

Mayor Reynolds called the meeting to order and asked the clerk to call roll. The following members were present: Newberry, Groppe, Kelly, Smith, John, White and Attorney Lading.

A motion was made by Smith and seconded by Newberry to approve the minutes of the Village Board meeting on 02/19/24. The vote was:

AYE: Newberry, Groppe, Kelly, Smith, John, White

ABSTAINED: None

ABSENT: None

NAY: None

Motion carried.

A motion was made by Kelly and seconded by John to approve the current Treasure’s report.

AYE: Smith, John, Kelly, White, Newberry, Groppe

ABSENT: None

NAY: None

Motion carried.

A motion was made by White and seconded by Kelly to approve the current bill list and authorize payment.

AYE: Smith, John, Kelly, White, Groppe

ABSTAINED: Newberry

ABSENT: None

NAY: None

Motion Carried.

GENERAL FUND

BALANCE IN FUND 02/19/24	41,456.47
RECEIPTS	200,135.00
EXPENDITURES	87,868.30
BALANCE IN MONEY MARKET 03/04/24	153,723.17

FIRE PROTECTION FUND

BALANCE IN FUND 02/19/24	63,346.83
RECEIPTS	0.00
TRANSFER FROM SPECIAL REVENUE – Operating Expenses	0.00
EXPENDITURES	22,919.77
BALANCE IN FUND 03/04/24	40,427.06

RECREATION FUND

BALANCE IN FUND 02/19/24	44,646.07
RECEIPTS	0.00
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	7,033.83
BALANCE IN FUND 03/04/24	37,612.24

PUBLIC IMPROVEMENT FUND

BALANCE IN FUND 02/19/24	1,322,974.25
RECEIPTS	27,341.30
EXPENDITURES	0.00
BALANCE IN FUND 03/04/24	1,350,315.55
INVESTED FUNDS – CERTIFICATES OF DEPOSIT	1,697,261.78
INTEREST	0.00
BALANCE IN PUBLIC IMPROVEMENT FUND 03/04/24	3,047,577.33

REFUSE FUND

BALANCE IN FUND 02/19/24	62,876.22
MISC	00.00
RECEIPTS	00.00
TRANSFER FROM SPECIAL REVENUES	00.00
EXPENDITURES	16,045.27
BALANCE IN FUND 03/04/2024	46,830.95

WATER O & M

BALANCE IN FUND 02/19/24	167,489.91
RECEIPTS	42,829.87
INTEREST	0.00
EXPENDITURES	45,308.03
BALANCE IN FUND 03/04/2024	165,011.75
INVESTED FUNDS – CERTICATES OF DEPOSIT	202,272.22
BALANCE IN WATER O & M 03/04/2024	367,283.97

WATER PLANT CAPITAL EXPENDITURES

BALANCE IN FUND 02/19/24	38,166.11
INTEREST	00.00
RECEIPTS	00.00
EXPENDITURES	00.00
BALANCE IN FUND 03/04/2024	38,166.11

WATER METER DEPOSIT FUND

BALANCE IN FUND 02/19/24	63,043.04
INTEREST	00.00
RECEIPTS –	240.00
MISC	00.00
EXPENDITURES	260.72
BALANCE IN FUND 03/04/2024	63,022.32

SOCIAL SECURITY FUND

BALANCE IN FUND 02/19/24	52,660.33
INTEREST	0.00
PROPERTY TAX – SOCIAL SECURITY	0.00
MISCELLANEOUS	0.00
TRANSFER FROM SPECIAL REVENUE	0.00
EXPENDITURES	6,925.07
BALANCE IN FUND 03/04/2024	45,735.26

IMRF FUND

BALANCE IN MONEY MARKET 02/19/24	128,832.76
RECEIPT'S	0.00
INTEREST	0.00
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	0.00
BALANCE IN FUND 03/04/2024	128,832.76

SPECIAL REVENUES FUND

BALANCE IN FUND 02/19/24	7,863,543.80
AWIN MANAGEMENT HOST FEES	00.00
AMEREN UTILITY TAX	201,043.84
INTEREST	00.00
AMEREN FRANCHISE-Gas & Electric	00.00
MISC.	448,600.00
EXPENDITURES	670,608.34
BALANCE IN FUND 03/04/2024	7,842,579.30
BALANCE IN PRIME FUND	00.00
INVESTED FUNDS-CERTIFICATES OF DEPOSIT	4,698,609.51
Interest	00.00
BALANCE IN FUND 03/04/2024	12,541,188.81

WASTEWATER TREATMENT PLANT

BALANCE IN FUND 02/19/24	62,283.35
RECEIPTS	00.00
TRANSFER FROM SPECIAL REVENUE	00.00
EXPENDITURES	23,267.73
BALANCE IN FUND 03/04/2024	39,015.62

UNEMPLOYMENT INSURANCE FUND

WORKER'S COMP & LIABILITY FUND 02/19/24	13,543.05
RECEIPTS	0.00
EXPENDITURES	765.41
BALANCE IN FUND 03/04/2024	12,777.64

WORKMAN’S COMP. FUND

BALANCE IN MONEY MARKET 02/19/24	76,071.96
RECEIPTS	0.00
MISC. BOC Tank Insurance/Hartford	0.00
EXPENDITURES	0.00
BALANCE IN FUND 03/04/2024	76,071.96

MOTOR FUEL TAX FUND

BALANCE IN MONEY MARKET 02/19/24	279,208.52
RECEIPT’S	0.00
MISC:	0.00
Motor fuel tax	0.00
EXPENDITURES	115.07
BALANCE IN FUND 03/04/2024	279,093.45

GUESTS:

- Justin Bligh wanted to apologize to Chief Cunningham about the discussion of the Speed limit sign from last meeting. Justin Bligh realized why Chief Cunningham put the sign where he did.
- Mayor Reynolds asked Lynn Hatfield if the dumpster was back at the old Village Hall; Lynn stated no. Mayor Reynolds asked Assistant Superintendent Lloyd to put the dumpster back tomorrow. Mayor Reynolds apologized to Lynn Hatfield for not getting the dumpster back earlier. Yard waste and trash can all go into one dumpster.

MAYOR COMMENTS:

- Received a thank you note from the family of Phyllis Daughhete for the lantern.
- The Storm water project on Thomas/Doerr won’t meet the timeline for the school using CDBG Funds. We can interface the 8th Street/Old Alton Edwardsville Road replacement with the CDBG money that if our grant application is successful, will be available in the fall. Moving forward with this approach on completing the projects and using available grant funds, we can do both projects in the next fiscal year.
- Trustee John put together items on the door replacement for the ADA compliance. Asked the board members to look at the numbers and we can discuss them at the committee meeting.

- Received a letter from 1st Mid Bank for the finance loan which we will talk about at the committee meeting also.

DEPARTMENT HEADS:

Chief Cunningham provided the following:

- Harassment/Violence in the Workplace will be conducted with EAP on the following dates & times; Tuesday, March 5th @ 10 a.m. & Thursday, March 7th @ 1 p.m.
- All Police Department employees completed Bloodborne & Hazmat training through an on-line training portal with Police Law Institute.
- Asked about an update on CPR Training?
- Update 334 W. Thomas Street; Attorney Lading stated he believes a hearing is scheduled this week.
- Update on Short-term rental property? The Chief has been told several other properties in town are doing something similar, so we need to keep that on the radar.
- 133 East Second Street which is a garage and is classified as miscellaneous residential property. Lt. Doyle noticed someone living in the garage. They contacted Jeff Norton concerning this. The property owner will be cited for an Occupancy Violation. Jeff Norton has an appointment to meet with the property owner tomorrow morning. The garage has a bedroom and bathroom but no kitchen.
- March 1st, we had a court hearing on the Illegal Dumping from East 8th Street property. The Judge is supposed to have a decision by March 25th.
- Trustee Groppe asked about the house on East First Street due to the back yard still being a wreck. Chief Cunningham stated he will look into it.

Assistant Chief Pence provided the following:

- For the month of February, the Roxana Fire Department responded to 6 fire calls, 6 fire alarms, 25 EMS calls, 1 motor vehicle accident, 1 hazmat call and 8 others.
- The house at 249 Elm Street has been demolished, there was a fire there on January 23rd. The site has been cleaned up and looks presentable to all.
- The blood drive and CPR classes are in the process to be scheduled.

Water Superintendent Dustin McCann provided the following:

- Illinois Electric and GRP/Wegman came by to look at what it would take to upgrade the Center High Service Pump.
- Currently working on the mandatory State reporting for 2023 water usage to the Illinois State Water Survey Illinois Water Inventory Program (IWIP)
- Quarterly Meter reading has started.
- Hasn't heard anything back from OSHA.

Street Superintendent Ken Hoxsey was absent. Assistant Superintendent Lloyd provided the following:

- The backhoe is getting repaired.
- Down to only 1 part-time worker.
- Working on cleaning the drains on Hedge Road and Industrial Drive
- Jake Conlee is working on getting his CDL.
- Trustee Newberry asked to put a camera up at the dumpsters at 249 Elm Street to make sure its residents were using the dumpsters and not someone out of town.

Wastewater Superintendent Scott Schmidt provided the following:

- Brandon Austin has been creating OSHA-required policies/procedures/plans for Bloodborne pathogens, chemical spills, and lock-out tagout. The Wastewater Departments have shared these policies/procedures/plans with the Water and Street Departments.
- On February 28, 2024, a resident at 515 N. Central Ave. reported a sewer backup to Village Hall. Wastewater Department personnel responded to the alley behind the residence and found the Village of Roxana sewer main to be backing up sewage into the high side manhole and on the low end at the downstream manhole little to no flow was visible. Called in a contractor to jet and clean the backed-up sewer main. The sewer main jetted and cleaned starting at the manhole on East Thomas Street running north in the alley between North Central Avenue and Doerr Street to the high side manhole in the alley.
- Trustee Newberry asked about the generator repair; Scott Schmidt stated he's still waiting and will call to check on it.

ADMINISTRATIVE COMMITTEE:

- Discussed the Occupancy checklist. Trustee Newberry would like to add how many people can live at any address. Trustee Smith asked after we approve the checklist will the fee go up to \$125; Mayor Reynolds stated yes. We also need to discuss short-term rental. Trustee Newberry stated Wood River cites people who aren't on the occupancy list.

PUBLIC SAFETY COMMITTEE:

- A motion was made by Smith and seconded by John to approve the Fire Control Memorandum of Understanding.
AYE: Smith, John, White, Groppe, Kelly, Newberry
ABSTAINED: None
ABSENT: None

PUBLIC WORKS COMMITTEE:

- A motion was made by Newberry and seconded by White to approve the installation of three new 10lb Fire Extinguishers from Fire Safety Inc., at the old Fire Department and Village Gym; cost not to exceed \$400.00.
AYE: Newberry, Groppe, Kelly, Smith, John, White
ABSTAINED: None
ABSENT: None

- A motion was made by Newberry and seconded by White to approve the revised quote from Frost Electric for the purchase of 3 Solar Street Lights; cost not to exceed \$17,000.00.
 AYE: Newberry, Groppe, Kelly, Smith, John, White
 ABSTAINED: None
 ABSENT: None

COMMUNITY DEVELOPMENT:

- Emily from Moran Community Development will be at the March 11th Committee Meeting.

NEW BUSINESS:

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UNFINISHED BUSINESS:

- Trustee Kelly stated Saturday, May 11th the Roxana Fire Department will have a blood drive at the Village Hall around 8 a.m. The Roxana Fire Department will also have a CPR Class for \$20 per person at 8 a.m. If enough people are interested, Trustee Kelly will have another class in the afternoon. Only 8 people per class.
- Trustee John stated the new City Administrator starts on March 11th and he feels we should have a meet and greet for Jason Woody with the employees. Trustee Newberry stated maybe wait until Jason Woody starts and let Jason Woody decide what he wants to do. Trustee Newberry stated it's a good idea and let's see what Jason Woody wants to do.

A motion was made by Kelly and seconded by John to adjourn the regular session and move to executive session with no action to follow.

AYE: Newberry, Groppe, Kelly, John, Smith, White
 ABSENT: None
 NAY: None

Time: 7:14 p.m

A motion was made by Kelly and seconded by John to adjourn the executive session and move to regular session due to the Attorney advising the discussion needed to be discussed in open session instead.

AYE: Newberry, Kelly, Groppe, John, Smith, White
 ABSENT: None
 NAY: None

Time: 7:16 p.m

Trustee Kelly wanted to discuss the salary schedule. According to the contracts everyone in the Street Department is \$1.20. The Police Department everyone is \$1.20 except the Lieutenant which is \$1.00. Everyone else is \$1.20. The Fire

Department is a little different and it would be \$0.91. Probationary Firemen received a raise last year so this year they wouldn't get one. Everyone who is salaried would get a raise of \$2,496.00 if we kept it the same.

Trustee Newberry would also like to discuss the EMS license. Mayor Reynolds stated we came up with \$.25/ hour. Trustee Newberry stated it's just for the full-time employees; however, all the volunteers are required to have an EMS license. Trustee Newberry will need a copy of the EMS license on file.

With no additional business to be discussed, a motion was made by Kelly and seconded by White to adjourn the regular session.

A YE: John, Smith, White, Newberry, Groppe, Kelly

ABSENT: None

NAY: None

Time: 7:23 p.m

Kristi Carter, Village Clerk