

PROCEEDINGS OF THE ROXANA VILLAGE BOARD

March 18, 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 Associate Attorney Geaschel.

A motion was made by Kelly and seconded by Groppe to approve the minutes of the Village Board meeting on 03/04/24. 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 committee minutes of the Village Board meeting on 03/11/24. The vote was:

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

ABSTAINED: None

ABSENT: None

NAY: None

Motion carried.

A motion was made by Smith and seconded by Kelly to approve the executive minutes of the Village Board meeting on 03/11/24. 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 White to approve the current Treasurer's report.

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

ABSENT: None

NAY: None

Motion carried.

A motion was made by Smith and seconded by John 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 03/04/24	153,723.17
RECEIPTS	41,071.71
EXPENDITURES	70,878.58
BALANCE IN MONEY MARKET 03/18/24	123,916.30

FIRE PROTECTION FUND

BALANCE IN FUND 03/04/24	40,427.06
RECEIPTS	12,285.08
TRANSFER FROM SPECIAL REVENUE – Operating Expenses	0.00
EXPENDITURES	22,939.79
BALANCE IN FUND 03/18/24	29,772.35

RECREATION FUND

BALANCE IN FUND 03/04/24	37,612.24
RECEIPTS	60.02
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	6,283.90
BALANCE IN FUND 03/18/24	31,388.36

PUBLIC IMPROVEMENT FUND

BALANCE IN FUND 03/04/24	1,350,315.55
RECEIPTS	33,837.30
EXPENDITURES	21,514.57
BALANCE IN FUND 03/18/24	1,362,638.28
INVESTED FUNDS – CERTIFICATES OF DEPOSIT	1,697,261.78
INTEREST	0.00
BALANCE IN PUBLIC IMPROVEMENT FUND 03/18/24	3,059,900.06

REFUSE FUND

BALANCE IN FUND 03/04/24	46,830.95
MISC	89.41
RECEIPTS	00.00
TRANSFER FROM SPECIAL REVENUES	00.00
EXPENDITURES	24,566.62
BALANCE IN FUND 03/18/2024	22,353.74

WATER O & M

BALANCE IN FUND 03/04/24	165,011.75
RECEIPTS	14,600.13
INTEREST	0.00
EXPENDITURES	34,437.50
BALANCE IN FUND 03/18/2024	145,174.38
INVESTED FUNDS – CERTICATES OF DEPOSIT	202,272.22
BALANCE IN WATER O & M 03/18/2024	347,446.60

WATER PLANT CAPITAL EXPENDITURES

BALANCE IN FUND 03/04/24	38,166.11
INTEREST	90.97
RECEIPTS	00.00
EXPENDITURES	00.00
BALANCE IN FUND 03/18/2024	38,257.08

WATER METER DEPOSIT FUND

BALANCE IN FUND 03/04/24	63,022.32
INTEREST	150.81
RECEIPTS –	00.00
MISC	00.00
EXPENDITURES	130.00
BALANCE IN FUND 03/18/2024	63,043.13

SOCIAL SECURITY FUND

BALANCE IN FUND 03/04/24	45,735.26
INTEREST	131.42
PROPERTY TAX – SOCIAL SECURITY	56.72
MISCELLANEOUS	0.00
TRANSFER FROM SPECIAL REVENUE	0.00
EXPENDITURES	6,686.81
BALANCE IN FUND 03/18/2024	39,236.59

IMRF FUND

BALANCE IN MONEY MARKET 03/04/24	128,832.76
RECEIPT'S	90.92
INTEREST	306.65
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	0.00
BALANCE IN FUND 03/18/2024	129,230.33

SPECIAL REVENUES FUND

BALANCE IN FUND 03/04/24	7,842,579.30
AWIN MANAGEMENT HOST FEES	00.00
AMEREN UTILITY TAX	00.00
INTEREST	25,160.70
AMEREN FRANCHISE-Gas & Electric	00.00
MISC.	00.00
EXPENDITURES	29,086.84
BALANCE IN FUND 03/18/2024	7,838,653.16
BALANCE IN PRIME FUND	00.00
INVESTED FUNDS-CERTIFICATES OF DEPOSIT	4,698,609.51
Interest	00.00
BALANCE IN FUND 03/18/2024	12,537,262.67

WASTEWATER TREATMENT PLANT

BALANCE IN FUND 03/04/24	39,015.62
RECEIPTS	00.00
TRANSFER FROM SPECIAL REVENUE	00.00
EXPENDITURES	20,331.29
BALANCE IN FUND 03/18/2024	18,684.33

UNEMPLOYMENT INSURANCE FUND

WORKER'S COMP & LIABILITY FUND 03/04/24	12,777.64
RECEIPTS	5,550.49
EXPENDITURES	162.96
BALANCE IN FUND 03/18/2024	18,165.17

WORKMAN'S COMP. FUND

BALANCE IN MONEY MARKET 03/04/24	76,071.96
RECEIPTS	235.45
MISC. BOC Tank Insurance/Hartford	0.00
EXPENDITURES	0.00
BALANCE IN FUND 03/18/2024	76,307.41

MOTOR FUEL TAX FUND

BALANCE IN MONEY MARKET 03/04/24	279,093.45
RECEIPTS	663.75
MISC:	0.00
Motor fuel tax	5,170.62
EXPENDITURES	0.00
BALANCE IN FUND 03/18/2024	284,927.82

GUESTS:

- Mike Wever asked for an update on the comprehensive plan. Mayor Reynolds stated Emily was given more information last week and wants to host another public meeting. We will add information on our utility bill and maybe set up a table at the library Easter Egg hunt.

- 2/13/2024 Roxana Landfill Committee Minutes Attendees: Brad Sebastian; Rhonda Breslin; Jason Belt; Marty Reynolds; Ken Hoxsey; Kathy Wever; David Mahanay
Marty - Village still working revised trash hauling ordinance. It is being reviewed by the Village Attorney.
Marty - Will reach out to IDOT/Joe Monroe about not mowing Ill-255 until trash on shoulders and median has been picked up.
Kathy - Reported that there are 8 "No Littering" signs on Landfill routes. 6 on Rt-143 and 2 on Wanda Rd.
Jason - Republic Services (Landfill) has received a cease-and-desist order from the area resident's attorney concerning use of propane bird cannon. Order has been handed over to Republic Service's legal, use of cannon has stopped until further development.
Jason - Republic Services will consider buying out neighbors' homes. If interested, sellers are to send a proposal to Republic Services for evaluation. Sellers should submit offers as early in year as possible due to budgetary constraints.
Jason: Shared the following contact info for MBI:
Kevin Burns
Director of Safety
2627 E. 139th St. Burnham, Il 60633
707.585.3328 (direct) 219.789.7166 (mobile)
Kathy - Reviewed with group the "Good Neighbor" handout. Due to time restraints, this review will be continued at the next meeting.
NEXT MEETING – March 21

MAYOR COMMENTS:

- The Mayor and City Administrator Jason Woody met with Andy Curry and Michelle Laskowski, Area Specialist with Rural Development and phone conferenced in 1st Mid Bankers about interim financing for the Lead and Copper Service Line Replacement Program. Also, there was concern expressed about getting the loan protocol right and how we move forward. Extensive conversation was had about the access agreements with each homeowner allowing the Village onto the properties to replace the water service lines. At this point, our Attorney will need to sign off on each parcel confirming the correct homeowner has signed the agreement. Mayor Reynolds feels this will be cumbersome for our attorney and almost impossible to accomplish. Rural Development is not certain what will suffice for proof of ownership and further research is underway on this matter on Rural Developments end. Mayor Reynolds believes the final loan closing and procedural matters will not be completed until fall of this year.

DEPARTMENT HEADS:

Chief Cunningham provided the following:

- Heavy Haul was completed without any issues.
- Police Department Paging System proposal was signed and emailed to Utilitra. Fire Department Paging System referred to Utilitra with Chief Newbery as point of contact.
- Completed Harassment/Violence in the Workplace training.
- Asked about a CPR class for all the Officers. Trustee Kelly stated to pick out a date everyone is available, and they will set something up.
- Waiting from the Attorney about an update on 334 W. Thomas Street
- Wanting to keep the short-term rental property on the radar.
- 133 E. Second Street garage has been vacated with a court date coming up.
- DARE Baseball game is May 5, 2024.
- Month of February 354 complaints:
57 Arrest, 2 Contempt of Court Warrant Arrests, 6 Felony Arrests, 1 Juvenile Arrests, 6 Misdemeanor Arrests, 2 Ordinance Arrests, 9 Parking Violation Arrests, 31 Traffic Arrests and 51 Ordinance Violations.

Assistant Chief Pence provided the following:

- Received 2515 back today from its annual maintenance and 2516 is currently in the shop for the annual maintenance.
- Finished painting the bay at the old Fire House.
- Fire Fighter Dan Kruschik recently got his license to drive the Fire Truck and passed his EMS class. Dan currently holds an EMR license. Dan is on his way to drive a second truck to the scene and being coached up to fill in some shifts.

Water Superintendent Dustin McCann provided the following:

- Steve Dejournett with VIPower Services visited the plant. Curry and Associates are involved with plans to remove our current pump control valves and determine what would be required from our current electrical system for a larger high-service pump.
- On 3-15-24, Kamadulski installed the new valves and piping on the west high service pump. We are waiting for the pump to be rebuilt and installed.
- The Canal Road project is doing well. I expect they will be tapping into the original water line this week, and we will be taking samples this week or next week before the IEPA approves the new line going into service.
- Alex Best passed the Class A license exam on March 5, 2024. The latest data from 2021 shows that the Class A exam has a pass rate of only 39.1%. We at the water plant are very proud of Alex for soon becoming one of the roughly 1,131 Class A operators in the State of Illinois.
- Received OSHA's Citation and Notification of Penalty letter. Three violations must be abated. An energy control program must be established, and employees must be trained. A written hazard communications program must be implemented in the workplace, and employees must be trained. Lastly, a hazard assessment must be performed through a written certification and identified the workplace in which it is evaluated. Dustin stated he believes the first 2 citations are now

corrected, and Dustin has emailed the inspector to find out if they fulfill the requirements. Dustin is working on the last citation and expects it to be resolved soon.

- Dustin stated they did a lock out tag out training had hazardous communications training through United Rental online, they also have it for confined spaces class. They put all the training on a card and send it to OSHA.

Street Superintendent Ken Hoxsey provided the following:

- The Street Department has completed the storm drain cleaning project on Hedge, Wasman, and Industrial Drive.
- YWCA reported the lights weren't working in the bathroom at the old Village Hall. The Street Department changed the tubes and checked the associated breakers without success. Kenny has contacted Wegman to look into it.
- Jake and Mike will be in Collinsville for Mosquito Training Wednesday and Thursday,
- Kenny will be on vacation all next week.
- Fire Extinguishers are installed at the old Village Hall except the Fire House due to the painting.

Wastewater Superintendent Scott Schmidt provided the following:

- March 15th, Street Department employee James Guthrie reported a large section of the alleyway between 7th and 8th Street had collapsed leaving a four-foot diameter two-foot-deep hole in the alley. The sunken area was barricaded off till the following Monday the 18th when the Village of Roxana sewer main under the alley was jetted/cleaned. Then a sewer camera was run through the sewer main to check for damage. No damage to the sewer main pipe was seen in the video but the sewer main did seem to have mud in the bottom of the sewer pipe. The collapse of the alleyway occurred right in front of where a recent sewer lateral repair was done by a contractor hired by a resident. It appears that during the sewer lateral repair, the contractor dug into the alley to complete the lateral repair. The video inspection of the Village of Roxana sewer main did show that the recently repaired residents' sewer lateral connection to the main had broken off close to the tap to the sewer main.
- Trustee Smith asked Scott if we have a policy in place for confined spaces? Kenny stated the last discussion we had he reached out to IML Risk Management; Jim Clossen and requested multiple times more trainings and was continuously put off. Trustee Smith stated the need is there and if IML isn't giving us the information we need, it's a system failure. Scott stated they are working on a written policy. Dustin stated there is about 12 policies we need to have in place and will get dinged on if we don't. Trustee Smith said he's not sure if the departments have a protocol with confined spaces. Chief Newberry stated the Fire Department does not do any confined space rescue and would call in the task force out of Edwardsville to do that. Trustee Smith asked if we had a trench box and if it's being utilized. Ken stated the Street Department does. Trustee Smith said he hopes if there is a problem there is a trench box close by; Ken Hoxsey stated yes and available for anyone who needs it.

ADMINISTRATIVE COMMITTEE:

- Last week Rob Kelly met with the Office staff along with Dustin McCann and Jason Woody about the utility billing program. We requested demos on the programs and then will update everyone.
- The salary schedule should be ready to be approved soon.

PUBLIC SAFETY COMMITTEE:

- Trustee Smith stated he had a meeting with the School Superintendent, Tim Dyer, Mark Briggs, Ken Hoxsey, and Jason Woody concerning the school dumpsters. The school is willing to do the 2-day trash service starting April 2nd. Jason said the school will monitor it and let us know if this new schedule is working. Ken Hoxsey has 4-yard dumpsters to loan to the school.
- A motion was made by Smith and seconded by John to approve the EMS License Incentive for Fulltime/Paid on Call Fire Department employees; \$0.25/hour.
AYE: Smith, John, Groppe, Mayor Reynolds
ABSTAINED: Newberry, Kelly, White
ABSENT: None
- A motion was made by Smith and seconded by John to approve the purchase of a Kyocera Copier for the Fire Department through Sumner One; cost not to exceed \$4500.00.
AYE: Smith, John, Groppe, Kelly, White
ABSTAINED: Newberry
ABSENT: None
- A motion was made by Smith and seconded by John to approve Ordinance #1119 Adopting an Anti-Camping Policy on Public Property Within the Village of Roxana, Illinois.
AYE: Smith, John, Groppe, Kelly, White, Newberry
ABSTAINED: None
ABSENT: None

PUBLIC WORKS COMMITTEE:

- A motion was made by Newberry and seconded by White to approve the call for bids for Doerr/Thomas Street Storm Water Improvements.
AYE: Newberry, Groppe, Kelly, Smith, John, White
ABSTAINED: None
ABSENT: None
- A motion was made by Newberry and seconded by White to approve the quote from Bel-O Man Plumbing to repair the plumbing in the old Fire Department bathroom; cost not to exceed \$4,000.00.
AYE: Newberry, Groppe, Kelly, Smith, John, White
ABSTAINED: None
ABSENT: None
- A motion was made by Newberry and seconded by White to approve the quote from Claypool Pump & Machinery to repair the High Service Pump at the water plant; cost not to exceed \$11,000.00.
AYE: Newberry, Groppe, Kelly, Smith, John, White

ABSTAINED: None
ABSENT: None

COMMUNITY DEVELOPMENT:

- Emily from Moran will be sending out information soon with the next event.

NEW BUSINESS:

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UNFINISHED BUSINESS:

- Trustee John asked about the 8th Street project, and will it be going out for bid soon? Mayor Reynolds stated probably in the fall. We have to decide whether asphalt or concrete and run the numbers.
- Trustee John asked about the plumbing at the old Village Hall. Ken Hoxsey is still getting bids.
- Trustee Smith asked if we wanted to talk about the separation agreement with the Village and the Park. Mayor Reynolds stated he wanted to wait until Attorney Lading is back to discuss.
- Trustee Smith asked about the Occupancy checklist and if we are ready to pass it. Trustee Newberry would like to discuss adding to the Ordinance to define the number of people who can live in the house. We need to speak to Attorney Lading.
- Trustee Smith asked about rental property when someone moves out and how the Village shouldn't be responsible for removing the furniture. The landlord/renter should be responsible. Mayor Reynolds stated he has a landfill meeting this week and will discuss this but feels like this is a large item pick-up and will fall under an Ordinance. Trustee Newberry stated it would be good to put all this in the newsletter.

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

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

ABSENT: None

NAY: None

Time: 7:21 p.m

Kristi Carter, Village Clerk

