

**PROCEEDINGS OF THE ROXANA VILLAGE BOARD**

September 3, 2024

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

A motion was made by Kelly and seconded by John to approve the minutes of the Village Board meeting on 08/05/24. The vote was:

AYE: Newberry, Groppe, Kelly, John, White

ABSTAINED: None

ABSENT: Smith

NAY: None

Motion carried.

A motion was made by Kelly and seconded by Groppe to approve the Executive minutes of the Village Board meeting on 08/19/24. The vote was:

AYE: Newberry, Groppe, Kelly, John, White

ABSTAINED: None

ABSENT: Smith

NAY: None

Motion carried.

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

AYE: Newberry, Groppe, Kelly, John, White

ABSENT: Smith

NAY: None

Motion carried.

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

AYE: Groppe, Kelly, John, White

ABSTAINED: Newberry

ABSENT: Smith

NAY: None

Motion Carried.

**GENERAL FUND**

BALANCE IN FUND 08/19/24	491,254.71
RECEIPTS	730.00
EXPENDITURES	131,244.68
BALANCE IN MONEY MARKET 09/03/24	360,740.03

**FIRE PROTECTION FUND**

BALANCE IN FUND 08/19/24	328,653.88
RECEIPTS	5.00
TRANSFER FROM SPECIAL REVENUE – Operating Expenses	0.00
EXPENDITURES	33,310.67
BALANCE IN FUND 09/03/24	295,348.21

**RECREATION FUND**

BALANCE IN FUND 08/19/24	171,360.76
RECEIPTS	0.00
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	11,770.81
BALANCE IN FUND 09/03/24	159,589.95

**PUBLIC IMPROVEMENT FUND**

BALANCE IN FUND 08/19/24	1,317,903.87
RECEIPTS	0.00
EXPENDITURES	4,953.00
BALANCE IN FUND 09/03/24	1,312,950.87
INVESTED FUNDS – CERTIFICATES OF DEPOSIT	1,801,203.60
INTEREST	0.00
BALANCE IN PUBLIC IMPROVEMENT FUND 09/03/24	3,114,154.47

**REFUSE FUND**

BALANCE IN FUND 08/19/24	228,756.07
MISC	0.00
RECEIPTS	0.00
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	37,561.62
BALANCE IN FUND 09/03/2024	191,194.45

**WATER O & M**

BALANCE IN FUND 08/19/24	140,061.18
RECEIPTS	50,118.93
INTEREST	0.00
EXPENDITURES	53,980.74
BALANCE IN FUND 09/03/2024	136,199.37
INVESTED FUNDS – CERTICATES OF DEPOSIT	202,272.22
BALANCE IN WATER O & M 09/03/2024	338,471.59

**WATER PLANT CAPITAL EXPENDITURES**

BALANCE IN FUND 08/19/24	20,645.24
INTEREST	00.00
RECEIPTS	00.00
EXPENDITURES	00.00
BALANCE IN FUND 09/03/2024	20,645.24

**WATER METER DEPOSIT FUND**

BALANCE IN FUND 08/19/24	64,074.20
INTEREST	0.00
RECEIPTS –	400.00
MISC	0.00
EXPENDITURES	433.52
BALANCE IN FUND 09/03/2024	64,040.68

**SOCIAL SECURITY FUND**

BALANCE IN FUND 08/19/24	152,078.13
INTEREST	0.00
PROPERTY TAX – SOCIAL SECURITY	0.00
MISCELLANEOUS	41.80
TRANSFER FROM SPECIAL REVENUE	0.00
EXPENDITURES	14,337.75
BALANCE IN FUND 09/03/2024	137,782.18

**IMRF FUND**

BALANCE IN MONEY MARKET 08/19/24	281,566.87
RECEIPTS	0.00
INTEREST	407.42
TRANSFER FROM PAYROLL	0.00
EXPENDITURES	0.00
BALANCE IN FUND 09/03/2024	281,974.29

**SPECIAL REVENUES FUND**

BALANCE IN FUND 08/19/24	7,853,772.75
AWIN MANAGEMENT HOST FEES	00.00
AMEREN UTILITY TAX	00.00
INTEREST	00.00
AMEREN FRANCHISE-Gas & Electric	00.00
MISC.	10,349.22
EXPENDITURES	87,766.17
BALANCE IN FUND 09/03/2024	7,776,355.80
BALANCE IN PRIME FUND	00.00
INVESTED FUNDS-CERTIFICATES OF DEPOSIT	4,785,006.77
Interest	00.00
BALANCE IN FUND 09/03/2024	12,561,362.57

**WASTEWATER TREATMENT PLANT**

BALANCE IN FUND 08/19/24	207,298.15
RECEIPTS	0.00
TRANSFER FROM SPECIAL REVENUE	0.00
EXPENDITURES	43,080.01
BALANCE IN FUND 09/03/2024	164,218.14

**UNEMPLOYMENT INSURANCE FUND**

WORKER'S COMP & LIABILITY FUND 08/19/24	20,469.48
RECEIPTS	0.00
EXPENDITURES	68.50
BALANCE IN FUND 09/03/2024	20,400.98

**WORKMAN’S COMP. FUND**

BALANCE IN MONEY MARKET 08/19/24	223,052.03
RECEIPTS	0.00
MISC.	0.00
EXPENDITURES	0.00
BALANCE IN FUND 09/03/2024	223,052.03

**MOTOR FUEL TAX FUND**

BALANCE IN MONEY MARKET 08/19/24	311,263.58
RECEIPT’S	0.00
MISC:	0.00
Motor fuel tax	0.00
EXPENDITURES	0.00
BALANCE IN FUND 09/03/2024	311,263.58

**GUESTS:**

**MAYOR COMMENTS:**

- Mayor Reynolds extended his thanks to the Fire Department for watering on the corner of East Thomas and Chaffer, where the recent storm drainage project was just completed. Mayor also stated that we still are maintaining the 5% retainage on that project, which will be paid for in the coming weeks.
- Mayor Reynolds has a meeting on 9/4/24 with the owner of the Gemini property regarding some potential development. Mayor Reynolds asked Wastewater Superintendent Schmidt if the sewer was located on the property, he stated yes.
- Mayor Reynolds thanked Chief Cunningham for addressing a resident complaint regarding speeding in town.

**DEPARTMENT HEADS:**

**Chief Cunningham provided the following:**

- Barcom completed the new system upgrade/renewal on Tuesday, September 3<sup>rd</sup>. If there are any future issues, Chief Cunningham encourages employees to reach out to him or Alyssa.
- Chief Cunningham is still waiting for a response on the Taser Grant through ILEAS. A preliminary quote has been received once the awards are released to the departments.

- Second liens are to be filed on 256 Elm, 139 W. 2<sup>nd</sup>, and 148 W. 2<sup>nd</sup> for grass mowing.
- D.A.R.E. classes began Tuesday, September 3<sup>rd</sup> and will conclude December 6<sup>th</sup>.
- We have six ordinance violation cases scheduled for Tuesday, September 17<sup>th</sup>.
- Chief Cunningham received an email regarding the property at 315 W. Thomas, notifying him of an upcoming eviction.
- The Roxana Homecoming Parade is Thursday, September 26<sup>th</sup>, at 6:00 p.m. The Street Department will assist with traffic control. Chief Cunningham stated that the Village is welcome to participate.
- The Speed Trailer is scheduled for a service call on Monday, October 21<sup>st</sup>. The speed trailer is not functioning properly, and there is no speed display/indicator.
- Chief Cunningham provided a breakdown of recent activity within the Police Department.
- Route 111 should be re-opened in about 2 weeks, where there has been ongoing construction.
- Chief Cunningham addressed complaints with trucks speeding on Wagon Wheel Road. Chief stated that the Police presence is causing the trucks to slow down, and they are able to hear CB radio traffic stating drivers are aware of their presence.

**Assistant Chief Pence provided the following:**

- For the month of August, the Roxana Fire Department responded to 2 fire calls, 10 fire alarms, 14 EMS calls, 2 motor vehicle crashes, 1 carbon monoxide and 7 other calls for a total of 36 calls for service for the month.
- The annual Fire Hose testing was completed on Saturday, August 17<sup>th</sup>. Per the report from Fire Catt, four sections of hose failed, and the average age of the failed hose was 25 years old. Several failed sections were replaced last year, and we will be adding this hose to the surplus list.
- On Thursday, August 29<sup>th</sup>, there was training with the brush/skid unit. The training included flowing 400 gallons of water on the seeded area of the recent construction done on Thomas Street.
- Firefighters Kelly and Kruschik have been training to cover open shifts at the station. Both appear eager to learn and are progressing as expected.
- Due to low manpower, Chief Newberry and Lieutenant Kelly have canceled their trip to the Illinois Firefighter Conference in September.

**Water Superintendent Dustin McCann provided the following:**

- We have applied primer coating to the new High Service Pump piping and will be applying the final blue color epoxy soon. After this is done, the High Service Pump project will be complete.
- The quarterly water meter reading has started.
- The access agreements have been given to Curry and Associates as part of the USDA Project. We are still attempting to get more agreements from residents.
- For the month of August, the Water Department has treated 26.39 million gallons of water.

**Assistant Street Superintendent Bradon Lloyd provided the following:**

- Trash Truck #53 has been repaired and is back in service.
- John Deere mowing tractor is still down for repairs.
- The new JCB skid steer is in service.
- The backhoe has been repaired and is back in service.

**Wastewater Superintendent Scott Schmidt provided the following:**

- Brandon Austin and Caleb Baldwin replaced the dusk-to-dawn work light over the control panel at the Hedge Road lift station and installed a new work light over the control panel at the 8<sup>th</sup> street lift station.
- Brandon Austin replaced the water inlet valve on the Manitowoc ice maker.
- The Village of Roxana Wastewater Treatment Plant received its final NPDES Permit for discharge on August 15<sup>th</sup>. Effective September 1, 2024, and expiring August 31, 2029. The permit covers the discharge limitations, monitoring, and reporting requirements related to the operations of the facility.

**Village Administrator Jason Woody provided the following:**

- The solar street light installation is currently delayed due to issues with the size of the platform and the sidewalk. The work should resume by the end of this week or next week.
- The High School reached out with a request to hang banners on the light poles on Central. These would be for senior athletes. There is still cost and options for hanging them to be discussed.
- 334 W. Thomas demolition should be complete by the end of the week or early next week. Supreme Trucking and Excavating is handling the demolition.
- The Old Village Hall work is almost complete for the YWCA as well as for the old Fire Department. All work will need to be completed by October 1<sup>st</sup>.
- Thanked the department heads for getting the memos out on Friday.

**ADMINISTRATIVE COMMITTEE:**

- A motion was made by Kelly and seconded by Groppe to approve sealing the parking lot at the Old Village Hall, cost not to exceed \$5,605.  
AYE: Newberry, Groppe, Kelly, John, White  
ABSTAINED: None  
ABSENT: Smith
- A motion was made by Kelly and seconded by White to approve Ordinance #1159-Old Village Hall lease agreement with Survival Flight EMS.  
AYE: Groppe, Kelly, Smith, John, White, Newberry  
ABSTAINED: None  
ABSENT: Smith
- A motion was made by Kelly and seconded by Newberry to approve Resolution #24-7 for Illinois Department of Transportation Maintenance Under the Illinois Highway Code.  
AYE: Newberry, Groppe, Kelly, John, White  
ABSTAINED: None  
ABSENT: Smith

- A motion was made by Kelly and seconded by White to adopt the Organizational Chart for the Village of Roxana, with the addition of Mayor Pro Tem.
- AYE: Newberry, Groppe, Kelly, John, White  
ABSTAINED: None  
ABSENT: Smith

**PUBLIC SAFETY COMMITTEE:**

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**PUBLIC WORKS COMMITTEE:**

- A motion was made by Newberry and seconded by John to approve well capacity testing at the Water Treatment Plant, cost not to exceed \$7,800.  
AYE: Newberry, Groppe, Kelly, John, Newberry, White  
ABSTAINED: None  
ABSENT: Smith

**COMMUNITY DEVELOPMENT:**

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**NEW BUSINESS:**

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**UNFINISHED BUSINESS:**

- Mayor Reynolds stated that he received topographical surveys on drainage issues on the Hedge Road and Wagon Wheel Road area. Mayor stated he needs to meet with the Street Department and the Wastewater Department to clean out and jet some culverts.
- Mayor Reynolds stated that we are continuing to work with the Landfill on leachate issues.
- Trustee Newberry mentioned his appreciation for the light covers getting replaced in the council chambers.
- Trustee Newberry requested an update on the Chaffer property. Mayor Reynolds understands the case is in the appeal process and will request an update from Phil Lading.
- Mayor Reynolds stated we received an update on the Dewerff case.
- Trustee Newberry mentioned that Village Administrator Woody may want to reach out to Jeff Norton regarding the demolition of 334 W. Thomas in case he needs to follow up on the process.

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

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

Time: 6:56 p.m.



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Sara Dixon-Pruitt, Deputy Village Clerk