

VILLAGE OF ROXANA  
JOINT COMMITTEE MEETING

May 12, 2025

The Joint Committee meeting of the Roxana Village Council was called to order by Mayor Reynolds at 6:30 p.m. in the council room of the Roxana Village Hall, Roxana, IL. The following members were present: Mr. Cunningham, Mr. Smith, Mr. John and Mr. Ward. Trustees Newberry and Kelly were absent.

**Mayor Reynolds:**

- We are looking into details on expanding the Wastewater Treatment Plant to the East of the plant. In conversation with real estate agents, the property is currently off the market, so this is will not be an option.
- Mayor and Village Administrator Jason Woody met with the broker for Good Energy last week and talked extensively about the pros and cons of solar. The Village has several borough pits that we can look at draining to develop those for solar use. We are still looking for other areas. Trustee Cunningham asked if the borough pits serve a purpose currently. Trustee Smith asked where the water would be routed to if they are drained. Mayor Reynolds stated that they do serve a purpose, and that drainage systems would be installed to route the water to the canal. The take away from the conversation with Good Energy, was that the Village should decide where they would like the solar panels to be installed, instead of allowing the solar company to suggest where to place them. Trustee John asked what the turn around time would be for transfer of electric power to solar. Administrator Woody stated that we have not met with a specific solar company at this time. Trustee Cunningham questioned if there is available space to install solar inside of the wastewater plant. Mayor stated yes, however in the proposal received from GRP/Wegman, the space to be utilized is needed for future expansion of the residue basins. We don't want to use up the space needed for that. We want to find areas that won't need to be used for future utility expansions for the Village. To make solar worth the investment, a 90% offset is recommended. Administrator Woody stated that with the current proposal for roof top solar panels at the water plant, the offset was only 29%. He said we could do ground mounted panels for the water plant, but that land is already in the development process for the Flood Protection District. There could be a potential for roof top panels to offset a higher percentage of costs. With the current proposal for the wastewater plant, the offset on the ground mount option was 100% offset. He stated that it is about \$1 million per plant upfront to install solar. With incentives, we would see a return of that investment over a 5-year time frame. Mayor stated that there are several areas that solar can be useful such as pump stations. Trustee John asked about at the street department. Mayor stated they would be useful there. Trustee Cunningham stated that the Refinery is getting ready to do a big solar project around the area of interstate 270 that will

run a line down highway 111 to offset costs for them. He suggested to contact the company they are using, Next Era Energy, to inquire about what they could do for the Village. He would prefer to use a company with expertise in this area. He said that the Refinery project is expected to cut costs by about 1/3. Mayor stated that GRP/Wegman has done solar installation for several other municipalities, but that Next Era would be a good company to contact for further information. Trustee Smith questioned whether solar would be a good option to offset costs for Village Hall. Administrator Woody said that we can't get 100% offset on this roof, but it would be around 70%. Trustee Smith also mentioned that there have been posts on Facebook regarding the letters received from Homefield Energy and the new energy aggregation. Comments on the post are saying that the Village is receiving a kick back from the energy aggregation. Mayor stated that some municipalities do collect a fee for aggregation services, but the Village of Roxana never has collected a fee related to any aggregation services.

## **Department Heads**

### **Lieutenant Thomas:**

- The Police Department received one tip regarding a speeding complaint through the new TIP411 app.
- Chief Doyle has submitted his budget for the 2025-2026 fiscal year to Administrator Woody. He asked that if anyone has any questions, to please contact him.
- Officer Parnell is currently in Washington D.C. for National Police Week.
- ILEAS did an on-site review of the TASER products received through the TASER grant. The Village should be receiving the refund for the portion of the grant in the upcoming weeks.
- Officer Tharp worked with the Madison County Sheriff's Department and the Wood River Police Department last week on the large truck routes enforcing trash and equipment violations. Around 8 or 9 stops were made.
- Chief Doyle has been in contact with the owner of the Thiems property regarding clean up and expects progress in the next few weeks. Trustee Cunningham added that Tad Thiems, another owner of the property was who the police department had dealt with last year regarding this issue. Mr. Thiems was informed that they could take the large items to the landfill and dump it there because they are in Roxana. The landfill was contacted at the time and gave approval for this. Mayor stated that the landfill does require a waste hauler sticker for trucks to dump there, and that they may run into that problem. Trustee Cunningham asked Lieutenant Thomas to let the Thiems family know they may need to purchase those stickers.
- Chief Doyle was contacted by Utilitra regarding upgrading the current Windows 10 software to Windows 11. Please let him know if this will conflict with any important business this week.
- Trustee Ward stated that he had a couple of complaints about speeding on East Tydeman after school and when refinery employees are leaving work. Lieutenant Thomas said they patrolled there last week due to a complaint for speeding as well, and that he will make sure the officers are aware of that as well.

**Street Superintendent Hoxsey:**

- The Street department is ready to begin spraying for mosquitos. However, there is a requirement to post the schedule 24 hours in advance before they begin. He thinks we should be able to post the schedule to the Village website as long as they maintain the schedule going forward, this should be sufficient. Trustee Cunningham asked if that was something we would be able to add to our marquee in front of the building.
- Trustee Ward asked where we are on getting part time employees hired for summer help. Mr. Hoxsey stated that we have applications in the administration office of three people waiting for completion of the hiring process. Trustee John asked what thoughts were on trying to get more hired and advertising for the available position. Mr. Hoxsey said that the three applications he has turned in are the only applications that he has received. Mayor Reynolds asked about putting that on our marquee, and that he has no problem with them hiring as many as they want to have. When asked how he felt about that, Mr. Hoxsey stated he would rather not have it as an open-ended thing and would like to set a limit on how many. Trustee Ward suggested having a total of 6 summer employees to help cover time off with the full-time employees. Water and wastewater agreed to share the one employee they have received an application for. Administrator Woody said to keep in mind that we only have so many vehicles to allow for transportation for them to work. Mr. Hoxsey stated that he has currently only budgeted for the year to include three summer workers. Potential job duties were discussed to allow the hiring of more help. Trustee Smith asked if more employees were hired, if there would be work for them to do. Mr. Hoxsey said there is definitely work to be done. Mayor Reynolds asked about putting an end date on the acceptance of more applications. Trustee Smith asked to clarify that this is for anyone that resides within the 10-mile radius in our residency policy. Potential job duties were discussed to allow the hiring of more help.
- Trustee Cunningham brought up the issue of large item pick up. His understanding was that Mr. Hoxsey had drafted a policy for picking up large items in the Village. He suggested that the board allow Mr. Hoxsey to come up with his own program for this, then evaluate its effectiveness. Mr. Hoxsey stated that they have made some changes in the past few months to where utilization of the 40-yard dumpster at the street department has helped with time constraints of trips back and forth to the landfill. This has allowed the large item pick up to go from 2 days a week to about 1 day a week. They suggest that residents start bringing their large items to the street department to dispose of instead of leaving it out at their residence, Mayor Reynolds urged that we don't change the services to our current residents but consider limiting clean-up for rental properties in some way. Trustee John said that another thing that has been discussed in the past is having the street department work on Saturdays specifically for large item pick up. Mr. Hoxsey stated at the time, it was brought to the union members collectively and that wasn't something they wanted to do. Trustee John talked about the possibility of having the part time workers do that. There was discussion

of putting the 40-yard dumpster at another location in town to allow for residents to dump large items on their own.

- Trustee Cunningham asked where we are on contract negotiations. Administrator Woody said that he has been attempting to get in touch with Mark York to get a meeting scheduled.
- Trustee Cunningham asked about getting the solar streetlight up that is currently sitting at the street department. It was suggested to place it at 126 East 7<sup>th</sup> street after the house has been taken down as well as the trees on the property. Mayor Reynolds said it can be placed on the south side of the street instead. All present board members agreed.

**Water Superintendent McCann:**

- The Water Department has completed their submission of all required residential lead and copper samples to the laboratory and is currently awaiting results. The response time on results is unknown at this time. They would like to thank the many residents who participated in this round of sampling. Their cooperation was essential in helping them meet the new regulatory requirements under the Lead and Copper Rule Revisions (LCRR). The Water Department appreciates their assistance and responsiveness during this process.
- In addition to the residential sampling, they have also contacted the two childcare facilities in town and obtained test results from one of them. While the facility is in compliance with its own regulatory obligations under Illinois law, the results fall outside the 5-year testing cycle required by the LCRR for community water systems. They assume the remaining facilities may be in a similar situation. To address this, they will work with both childcare facilities to perform the updated testing required of us as a community water system. They are also prepared to reach out to the Roxana School District and offer their services and expertise on any regulation compliance.

**Wastewater Superintendent Schmidt:**

- There is talk about budgeting money to potentially line some manholes.
- Superintendent Schmidt has talked with the landfill about future disposal of solids and has included this in his budget for this fiscal year.

**Assistant Fire Chief Pence:**

- Nothing to Report.
- Assistant Chief Pence would like to thank Officer Tharp for his assistance in a vehicle fire on Wanda Road. With the use of his fire extinguisher, he was able to allow for time for the fire department to arrive on scene and it prevented the spread of the fire from the vehicle to the house close by.

**Village Administrator Woody:**

- We have received information that HUD has approved the plan that was submitted for Old Edwardsville Road project. The County now needs to approve the plans before we can go out to bid the project.
- Administrator Woody has met with all of the departments to discuss their budgets for the new fiscal year. He has created a new document to be used for

the departments to make requests for purchases over \$5,000. He would like for these forms to be submitted prior to creating new budgets each year, possibly around January in the future. This would include needs for new software, tree removal, etc. The use of this form would keep everyone on the same page with big purchases prior to the new fiscal year.

- Bids have been received for the demolition of the house purchased on East 6<sup>th</sup> street and East 7<sup>th</sup> street. As soon as the house on East 7<sup>th</sup> street is removed, we will start getting bids for tree removal. The Mayor went into the house over the weekend and placed bait for rodents prior to its demolition. Mayor suggested looking at the possibility of hiring a company for removal of everything in the yard on the property instead of having this done by our Street Department. Trustee Ward asked what the Village's plans are for these properties once they are cleared. Mayor said we could put them up for bid and see if anyone wants to purchase them.

#### **Administrative:**

- Trustee Smith presented the Food Establishment ordinance in reference to making sure the Cone Barn is in compliance with the health department for current operations. He asked Clerk Carter to check with the health department and was notified they are currently in compliance with their permits.
- Trustee Smith also presented the drafted ordinance regarding Airbnb property within the Village. He stated that Chief Doyle has been reviewing this and will be adding some things to it, but that we need to stay working on it.
- A resident from Chaffer approached Trustee Smith about concerns about the residential parking on the street and asked if it was an option to revisit having an ordinance to keep students and others from parking in front of their homes.
- Trustee Cunningham has been speaking with Chief Doyle about this. Chief Doyle would recommend a 24/7, 365 policy regarding residential parking on Chaffer and possibly Doerr Street as well. He handed out a map view of the fleet service building at the water tower site. He stated that the building needs serious repairs and suggested the possibility of taking down the building and creating a village parking lot that is in control solely of the Village. He believes this would provide additional parking for events at the high school to help offset some of the parking on the streets. Mayor Reynolds stated some concerns regarding regulations for sizes of parking spaces and the necessary room required for maintenance of the water tower. Trustee Cunningham state that there is a lot of available parking on the school property still that isn't being used. On the issue of the residential parking ordinance, Chief Doyle said his thought was to have two hang tags per house.
- Trustee Smith asked if there is any support in donating to the park for the upcoming project at Burbank Park. His thought was to possibly donate \$50,000. The Mayor said that was about the price of the fence the Village is purchasing for the park on the property. Mayor stated that the Village is also covering the cost to run the sewer for this project as well. Trustee Smith said that the park didn't receive the grant they had applied for in the amount of around \$600,000. Trustee Cunningham suggested that all who are available should attend the park board meeting tomorrow, Tuesday May 13<sup>th</sup> at 7:00 pm to further discuss their needs for

this project. He stated that in April, the park board approved to spend \$300,000 to start the work. He believes that because his is going to be a benefit for our community, he supports the Village donating in some way to help.

- Trustee Cunningham brought up the issue of revisiting the Village and Recreation department separation agreement that has been discussed in the past. As a previous park board member, he believes that the Park director has already outlined what is necessary to get this completed. Mayor questioned the financial impact on the park if we separate. Trustee Cunningham stated that we have already covered that in the past. Mayor's thought is that if we separate, we give the park the opportunity to levy their own tax for the recreation department. Trustee Cunningham believes that the Village has the ability to levy more for the recreation tax than the park does, even at their max tax rate for the playground and rec tax. He said that even at this rate, it isn't enough to cover the recreation programs. The refinery is aware of the two taxes for recreation, and there is no issue. Trustee Cunningham said that the Village would continue to levy the tax for the recreation department, just transfer the money received over to the park. He said that this is something the Village initiated two years ago. Trustee Cunningham said that the park has done their part of the agreement and then nothing else came of it. The Mayor believes that the Village attorney was waiting to hear back from the park's attorney. Mayor said that they can sit and go over everything to figure it out. Trustee Cunningham said there is no need for that, we just need to complete our side of the agreement. The Mayor said it comes down to the Village levying a tax, where we have no control over the funds. Trustee Cunningham said that the park raised their levy this last tax year, but without the money from the Village, the recreation department cannot exist. He asked when we can get it on the agenda to get it passed and completed.
- Trustee Smith asked if the Ordinance Review Committee is a subcommittee under Administrative, or a stand-alone committee. The Mayor asked which way he would prefer. Trustee Smith said he would like it listed on the agenda as a separate line item from the Administrative Committee.

#### **Public Safety:**

- Trustee Cunningham brings up the properties owned by the Village on West Thomas and Rohm. He said that he would like to see the Village do something with the property such as creating a park. Trustee Cunningham stated that the Village needs to decide what is going to be done with it going forward. The Mayor asked what needs to be done in order to declare it a park; if it needs to be given to the park, etc. Trustee Cunningham said that Chief Doyle can research what would need to be done.
- Trustee Cunningham asked if Chief Doyle and Street Superintendent Hoxsey wanted to take care of creating a list for this year's tree removal. He stated that the Village needs to address the tree at 219 Doerr, as it qualified to be the list in previous years, and then was removed and not performed.
- Trustee Cunningham would like to start having the meetings live-streamed each time. Trustee Ward stated that during campaign time, residents expressed the desire to be able to watch the meetings, especially the residents who are unable to

get out of the house and come to a meeting. The Mayor said he is sure we have the technology available to make that happen.

- Trustee Cunningham brings a question of the Mayor's email communications. He asked if anyone else has access to his emails. The Mayor said that the administrative staff does have access to his emails. This is due to the numerous emails received, and to be able to respond to emails that require immediate action when he is not in the office. Trustee Cunningham questions confidentiality and the type of information that may be contained in the Mayor's emails. The Mayor stated that he has never had any issues with confidentiality. Trustee Cunningham suggested that Administrator Woody have access instead. Administrator Woody stated that he does not wish to have access to the Mayor's email account. The Mayor said that he doesn't care how they want to proceed, but there will be emails and communications that are important that are missed.
- Trustee Cunningham would like to know what the status is of Nana's Cups and Cones. The Mayor said that last he heard, is that the owner is asking for about \$800,000. The Mayor has reached out to the school a few times to try to connect with them with the possibility of a business opportunity to collaborate and open a café type business to allow for students to work. So far, there hasn't been any interest shown in that. Mayor asked if that is something maybe the park could partner with as well. Administrator Woody stated that there has been shown some interest in potential buyers that would like to be able to sell alcohol there. The Mayor said he has done extensive research into finding a referendum where the Village passed no alcohol sales within the Village. He has not been able to locate anything to say this was ever done. Currently the B-3 zoning classification is the area zoned for businesses for alcohol sales. The Mayor said it is possible to re-zone that business to B-3 to allow for the sale of alcohol at that location. Trustee Ward stated that resident Jonas Cathey had previously shown interest in the location and that the Mayor didn't entertain his interest in purchasing the property. The Mayor does not recall what Mr. Cathey wanted to do with a business in that location. Trustee Ward said he told Mr. Cathey that maybe a sit-down conversation could happen to revisit this topic; the Mayor is in agreement with this. The Mayor believes that the owner has it listed as the old diner property and Nana's Cups and Cones combined for the asking price.
- Trustee Cunningham asked about the possibility of putting up a street sign to recognize the Roxana wrestlers who competed at state this year. Resident Chloe Skiles won first place this year, and there were other athletes who also placed in the competition. The Mayor stated that he believes we have done this in the past and has no issue with doing this again. As far as signs coming into town, we would need IDOT approval for placement. Trustee Cunningham suggested to place it over by the school/park area which is controlled by the Village. Trustee Smith suggested to at least have the athletes come to a meeting and give them a plaque to recognize their accomplishments.
- Trustee Cunningham discussed the topic of water rates. There was discussion of raising rates during the election campaign this year. The Mayor stated there are several variables in the equation due to the involvement of the USDA and their requirements for the rates. This project has gone from a 75% grant to a 100%

loan. Trustee Cunningham thinks that at the very least the cost to produce water, and the cost of water per 1,000 gallons should be equal. The Mayor said there are several ways to control the rates in order to keep the rates low for our residents. Trustee Cunningham is concerned with a deficit in the water operations and maintenance account. The Mayor said that this account is secure for the next year while new rates are calculated. The Mayor doesn't believe that we should raise the rates without full consideration of all of the variables. Mayor told trustee Cunningham that if he wishes to raise the rates before this process is complete, he is fine with that; he stated that he doesn't vote on this change, the board of trustees does. Trustee Cunningham said that the refinery rate is charged a very low rate and will cut 1/3 of their cost with their new solar project. The Mayor said that we have to consider that the Village does not pay for any maintenance on water systems for the refinery, the Village of Hartford, and the Village of South Roxana. Their water rates are only for the purchase of water. We have to consider that when the rates are raised for the residents, there will be an increase in those water rates as well. Trustee Ward said that it is his understanding that the Village of South Roxana is actually making revenue off of their water sales, and we are selling to them at a low rate. The Mayor said this is correct. Trustee Smith thinks that we can increase the rates for the refinery, Hartford, and South Roxana and keep our residential rates lower. Trustee Cunningham stated that the refinery is a community partner, but they are also a business. They are our largest water users and charged the lowest rates. He believes that they would understand that their rates need to be increased.

- Trustee Cunningham stated that the State of Illinois passed senate bill 3538 regarding mental health accessibility for first responders. He would like to see if we have any information on that in accordance with the village provided health insurance. The Mayor asked if that is maybe something that includes the Villages coordination with the Employee Assistance Program currently offered.
- Trustee Cunningham would like to address unsafe building structures in reference to current ordinances outlining the Fire Department and Police department working together on this issue. Trustee Cunningham asked Assistant Fire Chief Pence what training the fire department has on unsafe structures and inspections. Assistant Fire Chief Pence expressed concern if the Fire Department resumes handling inspections, of inspection times having to be rescheduled due to possible emergency services. Trustee Cunningham said that the Fire Department used to handle occupancy inspections in the past. The Mayor stated that there was an issue with different Fire Department employees citing different issues on the same properties on re-inspections, so this was no longer handled by them. For this reason, the Mayor said that the Fire Department needs training, although he isn't sure what type of training is required. Trustee Cunningham said there are resources for training available through the Illinois Fire Service. He stated that this process involves the Police Chief as well. Mayor stated that our building inspector is willing to be more involved in this process going forward. Trustee Cunningham referenced a garage on West 3<sup>rd</sup> street that is unsafe that needs to be addressed. In the past as Police Chief, Trustee Cunningham had a process of citing the violation, in coordination with the Fire Chief. He states that a letter



would be sent out by the Fire Chief, with a time frame given for corrective action, then given to the Police Chief for legal action if it isn't completed. Trustee Smith states if we want this to be done between both departments, we need to make sure it is done consistently. Trustee Cunningham stated that the town is not in as bad of shape as other communities, and that we have the capability to handle this with the people that we have, with the proper training. The Mayor said the town has to be cleaned up, and that we have employees that want to accomplish this. The Mayor believes that our employees are doing their jobs, and that the issue is once the violations hit the legal system, it is an extremely lengthy process to get anything accomplished. For example, the Village has had to purchase unsafe properties in order to take care of the issues after several violations issued by the Police Department over the years.

**Public Works:**

- Trustee John has nothing to discuss.
- Trustee Ward has two things to discuss. One being the drainage issues on Wasman and Hedge Road. Mayor said that Beelman has purchased additional property there, and in working with them, the Village is trying to figure out a drainage easement to route this water in other areas to create a better situation for the residents there. This could be a costly project.
- The second item Trustee Ward would like to discuss is the sidewalk at 123 West 5<sup>th</sup> Street. The resident there had an accident due to the sidewalk issue. The resident has had her walk replaced from the sidewalk to the house, and says she was told to do so. Administrator Woody asked who told her to do that, and Trustee Cunningham stated that he should have a conversation with her about that. The sidewalk in front of the house still has not been repaired.
- Trustee Cunningham asked about street repair in front of 144 West 3<sup>rd</sup>. Mayor said that oil and chip is becoming obsolete, and that part of the USDA project is to replace all the streets in town with permanent asphalt surfaces.

**Community Development:**

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**Unfinished business:**

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**New Business:**

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**Guest:**

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With no further business to be brought before the committee, a motion was made by Smith and seconded by Cunningham to adjourn the regular session.

AYE: Cunningham, John, Smith, Ward

ABSENT: Newberry, Kelly

NAY: None

The meeting was adjourned at 9:00 p.m.

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Sara Dixon-Pruitt, Deputy Clerk