

PROCEEDINGS OF THE ROXANA VILLAGE BOARD

May 19, 2025

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

A motion was made by Ward and seconded by John to approve the minutes of the Village Board meeting on 05/05/25. The vote was:

AYE: Newberry, Cunningham, Kelly, Smith, John, Ward

ABSTAINED: None

ABSENT: None

NAY: None

Motion carried.

A motion was made by Smith and seconded by Ward to approve the Committee minutes of the Village Board meeting on 05/12/25. The vote was:

AYE: Cunningham, Smith, John, Ward

ABSTAINED: Newberry, Kelly

ABSENT: None

NAY: None

Motion carried.

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

AYE: Newberry, Cunningham, Kelly, Smith, John, Ward

ABSENT: None

NAY: None

Motion carried.

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

AYE: Cunningham, Kelly, Smith, John, Ward

ABSTAINED: Newberry

ABSENT: None

NAY: None

Motion Carried.

GENERAL FUND

BALANCE IN FUND 05/05/25	133,687.95
RECEIPTS	84,813.49
EXPENDITURES	76,981.23
BALANCE IN MONEY MARKET 05/19/25	141,520.21

FIRE PROTECTION FUND

BALANCE IN FUND 05/05/25	10,050.32
RECEIPTS	25,285.87
TRANSFER FROM SPECIAL REVENUE – Operating Expenses	100,000.00
EXPENDITURES	38,973.62
BALANCE IN FUND 05/19/25	96,362.57

RECREATION FUND

BALANCE IN FUND 05/05/25	73,555.06
RECEIPTS	0.00
TRANSFER FROM SPECIAL REVENUES	0.00
EXPENDITURES	8,389.63
BALANCE IN FUND 05/19/2025	65,165.43

PUBLIC IMPROVEMENT FUND

BALANCE IN FUND 05/05/25	3,288,063.29
RECEIPTS	80,428.34
EXPENDITURES	48,355.92
BALANCE IN FUND 05/19/25	3,320,135.71
INVESTED FUNDS – CERTIFICATES OF DEPOSIT	300,000.00
INTEREST	0.00
BALANCE IN PUBLIC IMPROVEMENT FUND 05/19/25	3,620,135.71

REFUSE FUND

BALANCE IN FUND 05/05/25	41,959.26
MISC	195.56
RECEIPTS	00.00
TRANSFER FROM SPECIAL REVENUES	00.00
EXPENDITURES	11,370.79
BALANCE IN FUND 05/19/2025	30,784.03

WATER O & M

BALANCE IN FUND 05/05/25	247,537.82
RECEIPTS	33,870.25
INTEREST	0.00
EXPENDITURES	49,732.57
BALANCE IN FUND 05/19/2025	231,675.50
INVESTED FUNDS – CERTIFICATES OF DEPOSIT	0.00
BALANCE IN WATER O & M 05/19/2025	231,675.50

WATER PLANT CAPITAL EXPENDITURES

BALANCE IN FUND 05/05/25	3,810.70
INTEREST	7.38
RECEIPTS	00.00
EXPENDITURES	00.00
BALANCE IN FUND 05/19/2025	3,818.08

WATER METER DEPOSIT FUND

BALANCE IN FUND 05/05/25	66,003.52
INTEREST	129.25
RECEIPTS –	160.00
MISC	0.00
EXPENDITURES	293.52
BALANCE IN FUND 05/19/2025	65,999.25

SOCIAL SECURITY FUND

BALANCE IN FUND 05/05/25	9,793.79
INTEREST	42.43
PROPERTY TAX – SOCIAL SECURITY	0.00
MISCELLANEOUS	0.00
TRANSFER FROM SPECIAL REVENUE	0.00
EXPENDITURES	7,327.30
BALANCE IN FUND 05/19/2025	2,508.92

IMRF FUND

BALANCE IN MONEY MARKET 05/05/25	153,904.29
RECEIPTS	0.00
INTEREST	0.00
TRANSFER FROM PAYROLL	0.00
EXPENDITURES	21,481.02
BALANCE IN FUND 05/19/2025	132,423.27

SPECIAL REVENUES FUND

BALANCE IN FUND 05/05/25	4,658,865.87
AWIN MANAGEMENT HOST FEES	00.00
AMEREN UTILITY TAX	00.00
INTEREST	00.00
AMEREN FRANCHISE-Gas & Electric	00.00
MISC.	00.00
EXPENDITURES	319,487.05
BALANCE IN FUND 05/19/2025	4,339,378.82
BALANCE IN PRIME FUND	00.00
INVESTED FUNDS-CERTIFICATES OF DEPOSIT	8,500,000.04
Interest	00.00
BALANCE IN FUND 05/19/2025	12,839,378.86

WASTEWATER TREATMENT PLANT

BALANCE IN FUND 05/05/25	46,178.31
RECEIPTS	1,350.00
TRANSFER FROM SPECIAL REVENUE	0.00
EXPENDITURES	27,991.09
BALANCE IN FUND 05/19/2025	19,537.22

UNEMPLOYMENT INSURANCE FUND

WORKER'S COMP & LIABILITY FUND 05/05/25	16,814.77
RECEIPTS	00.00
EXPENDITURES	88.55
BALANCE IN FUND 05/19/2025	16,726.22

WORKMAN'S COMP. FUND

BALANCE IN MONEY MARKET 05/05/25	48,004.16
RECEIPTS	93.56
MISC.	0.00
EXPENDITURES	0.00
BALANCE IN FUND 05/19/2025	48,097.72

MOTOR FUEL TAX FUND

BALANCE IN MONEY MARKET 05/05/25	331,999.60
RECEIPT'S	666.52
MISC:	0.00
Motor fuel tax	5,255.24
EXPENDITURES	0.00
BALANCE IN FUND 05/19/2025	337,921.36

GUESTS:

- Jeff Meador asked if we have had any discussion about going live with the meetings. Mayor Reynolds stated yes, we do have the technology to do it, and we are waiting to move forward with it.
- Jeff Meador stated he lives on Tydeman and it's like a racetrack with refinery workers, soccer moms going to the soccer fields, or parents running late. Jeff Meador feels maybe putting in speed bumps or something similar to slow driver's down. Mayor Reynolds would like to refer this to the Public Safety Committee to do some research.

MAYOR COMMENTS:

- Village Administrator Woody received correspondence from the County and Curry & Associates on the restoration of Old Alton Edwardsville Road. Administrator Woody was authorized to bid the project as soon as all the paperwork was in hand. Attorney Lading stated we still have to approve bids once they are received.

DEPARTMENT HEADS:**Chief Doyle provided the following:**

- Utiltra is working on the Windows 11 upgrade throughout the Village Hall and Police Department. Several Desktops have been completed.
- Lt. Thomas is doing great with his Field Training/Administrative Duties.
- Officer Parnell returned from Washington DC after being part of the Police Memorial Services.
- Chief Doyle spoke to the owner of 216 Walnut Street regarding the Short-term rental. The owner said this will no longer be used as an Airbnb.
- Spoke to the School District regarding the student parking regulations.
- Received an email from the TASC Defection Program regarding mental health co-pays. According to a new law enacted January 1, 2025, all Police, Fire, and Paramedic Employees are not required to pay co-pays for mental health services through our insurance provider.
- The Street Department has done a great job with the 7th Street property. Chief Doyle appreciates all the efforts.
- Street Department and Chief Doyle have not connected yet to work on the new tree list.
- Trustee Cunningham asked Chief Doyle what the status is on the Residential Parking Ordinance. Chief Doyle stated he's gone through the Ordinance and has talked to the school who stated they have about 3 students who park on Chaffer. They would like to set up a meeting this summer to discuss it.

- Trustee Cunningham asked Chief Doyle where he was with the eligibility list for the Officers and new hires. Chief Doyle stated he hasn't started it yet.

Deputy Chief Pence provided the following:

- Friday, May 16th was the deadline for the fire department applications, there were 9 turned in. The written exam is scheduled for Saturday, May 24th at 9:00 am.
- Storm Damage in town; A tree down blocking both lanes on Wanda Road, just south of IL Rt. 143, tree down blocking one lane on Old Alton Edwardsville Road near Barton Lane, several trees damaged at the Roxana Park, Generator damaged at old Village Hall, and a power line down at North Maple and West Tydeman Avenue.
- Trustee Smith asked who was administrating the test. Deputy Chief Pence stated he asked the Clerk's if they would, just in case they get called out. Trustee Cunningham asked Deputy Pence what he found online for the life safety code. Deputy Chief Pence said he could only find fire inspections, and the class was around \$750.00. Trustee Cunningham stated ICCsafe.org who has classes online for \$69.00 for nonmembers. Trustee Cunningham stated it's something worth looking at. Trustee Cunningham asked Deputy Chief Pence if he's familiar with Deputy Chief Bob Morgan from Edwardsville who is a good resource.

Water Superintendent Dustin McCann provided the following:

- The 2024 Consumer Confidence Report (CCR) has been completed.
- Water service disconnections have been completed at 114 East 6th Street and 126 East 7th Street.
- Reminder notices have been mailed to all properties equipped with backflow prevention assemblies. This process helps ensure the continued safety of our public water supply by preventing possible contamination from backflow events.
- Trustee Ward asked Water Superintendent McCann if he contacted the school; Water Superintendent McCann stated no but will provide the information to the school when all the information is gathered.

Street Superintendent Ken Hoxsey provided the following:

- Trash Truck #53 was repaired and returned.
- They have begun working on cleaning up the outside of the property at East 7th Street. (18 dump truck loads).
- The parts for the sweeper are in and should be repaired tomorrow.
- Trustee Ward asked if the part-time workers started today; Ken Hoxsey stated all three of them started today. Trustee Cunningham asked if anymore applications were turned in; Ken Hoxsey said not that he's aware of. Trustee Smith asked if the information about the summer jobs had been posted. Mayor Reynolds stated it is posted.

Wastewater Superintendent Scott Schmidt provided the following:

- Caleb Baldwin was awarded the Illinois EPA Class 2 Wastewater license. This is the second-highest level of competency awarded by the State of Illinois for wastewater treatment. The license is valid for 3 years. To maintain the license

beyond those three years, 30 hours of Illinois EPA approved continuing education credits must be acquired.

- Brandon Austin attended the IDOT Flagger Training offered by IML Risk Management Association on Tuesday, May 13th.
- The tornado sirens do work on Wagon Wheel Road.

Village Administrator Jason Woody provided the following:

- Thanked the Street Department for working on 126 East 7th Street. Reached out today for more demolition bids, and one was for under \$20k. At the next meeting Village Administrator Woody should have an Official bid to demolish both homes.
- Spoke with Street Superintendent Hoxsey about large item pickup who is putting together a policy.
- Ordinance 1101 will be tabled due to not receiving the amended copy. We do have a sticker to hand out to each business owner. This year will be no cost but going forward will be \$50.00 per year. This will be on the next agenda. Trustee Cunningham asked Village Administrator Woody to reach out to Godfrey and Alton to get a copy of their Food Ordinance to compare them.

ADMINISTRATIVE COMMITTEE:

- Park Director Ferry and Michael Toolen discussed the separation agreement with the Village of Roxana and the Park. Park Director Ferry stated once they went to their own insurance they have a lot of duplication of work. They were looking at the Village levees the tax which pays for all the program expenses, some salaries, Umpires, etc; about \$175k. The Park District levees the taxes for operating of the park and the expenses which is about \$500k. Mayor Reynolds stated we will set a meeting up to finalize the separation.
- Park Director Ferry stated she has heard some talk about the grant they applied for and wanted to state they didn't get the grant. But wants to make it clear they did not come to the Village and ask for money because they didn't get the grant.
- Trustee Smith asked Park Director Ferry if they had enough money for the project. Park Director Ferry stated they are doing the project in phases so they can get grants every year. Trustee Smith asked how much money do you get from the Village to support your needs for the park. Park Director Ferry stated it varies by the year based on the levy rate the Village does in the Playground and Recreation Tax Fund. Mayor Reynolds stated if the EVA goes up then your money goes up. Currently, the Park District receives approximately 11 % of the Village of Roxana's total tax levy. Trustee Cunningham asked if we wanted to discuss the landfill agreement. Mayor Reynolds stated the park did get a \$10k yearly payment from the landfill years ago. The landfill paid the money directly to Park District. Mayor Reynolds stated the park lost \$10k as per the 2008 Host Agreement. Trustee Cunningham stated we should consider donating \$10k to the park every year. Guest Jeff Meador asked if the Village was giving the Park any money for the new Burbank Park. Jeff Meador said the park is one of our biggest assets why isn't the Village helping the park out. Trustee Kelly stated we are discussing it.

- Discussion on non-union full-time employees' salary. Union workers received \$1.20 an hour. Trustee Smith asked Mayor Reynolds to share what they discussed earlier today. Mayor Reynolds stated Village Administrator \$125k, Police Clerk \$1.30, Administrative Assistant \$1.30, Janitor \$.70, Street Superintendent \$2.03, Water Superintendent \$2.03, Wastewater Superintendent \$2.03, seasonal Worker based on years of service, Mayor Reynolds has a problem doing percent raises. Trustee Ward stated he's a percent guy; he's a Union guy. Village Administrator Woody stated those numbers were all 5%. Mayor Reynolds stated the Village has always tried to pay the employees the same and treat everyone fairly. Trustee Cunningham asked what an average salary is for Clerk's. Trustee Kelly stated he feels our office staff is on the lower end. Trustee Cunningham stated we do have longevity to help. Trustee Smith stated what we talked about today was a good deal and he's locked on 5%. Mayor Reynolds asked each Trustee what they wanted the raise to be; Ward 5.5%, John 5.5%, Smith 5.5%, Kelly \$2.05, Cunningham \$2.05 and Newberry is not voting. Village Administrator salary would be \$125k. Further discussion was to be held on the salary increases.
- Amended Ordinance 1101 Creating a Food Establishment Registration Sticker within the Village of Roxana was tabled.

PUBLIC SAFETY COMMITTEE:

- Trustee Cunningham asked what we are doing with a new Fire Chief, is it going to be internal? Mayor Reynolds stated we would move Andrew Pence up to Fire Chief. We are hoping to have the new employees hired on June 16th.
- Trustee Cunningham asked Chief Doyle about the D.A.R.E. Conference. The conference will be held in Indiana.

PUBLIC WORKS COMMITTEE:

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COMMUNITY DEVELOPMENT:

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NEW BUSINESS:

- We have a few car washes scheduled for The Roxana Dance Team on May 31st, Roxana Cheerleaders on June 7th and June 12th.

UNFINISHED BUSINESS:

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

AYE: Newberry, Cunningham, Kelly, Smith, John, Ward

ABSENT: None

NAY: None

Time 8:31 p.m.

Kristi Carter Village Clerk