

VILLAGE OF RICHMOND  
JULY 7, 2011  
BOARD MEETING MINUTES

**PRESIDING:** President Olson called the July 7, 2011 board meeting to order at 7:02pm at Richmond Village Hall, 5600 Hunter Drive.

**ROLL CALL:**

**PRESENT:** President Lauri Olson; Trustees: Dennis Bardy, Charlotte Hollenbach, David Kielpinski, Peter Koenig, Karla Thomas.  
**ABSENT:** NONE  
**OTHERS PRESENT:** Village Administrator, Tim Savage, Village Attorney, David McArdle; Village Clerk, Vanessa Everett; Engineer, Ed Coggin; Tim Hartnett of HRGreen

Minutes from the June 16, 2011 meeting were reviewed. *Trustee Koenig moved, Seconded by Trustee Kielpinski, to approve the corrected minutes, of the June 16, 2011 board meeting. Motion passed by unanimous voice vote. Abstain: None. Absent: None.*

**ANNOUNCEMENTS:** Officers Bellino and Centrangolo were recognized for their outstanding efforts in solving recent burglaries. On behalf of Alliance Against Intoxicated Motorists, Chief Fryksdale also noted their 2010 DUI arrests. Officer Bellino announced that the Richmond Police Department participated in the Spring Grove July 4<sup>th</sup> parade. Officer Bellino thanked CPA/CSO volunteers that participated in the parade: Tannis Centragolo, Donna Maravelias, Stan Maravelias, and Kat McCain

**UNFINISHED BUSINESS:** NONE

**PUBLIC COMMENTS:** ESDA coordinator, Scott DeSantis presented to the Board an overview of volunteer hours contributed to the Village of Richmond: 174 work hours, which included: 94 training hours; 40 Severe Weather spotting; and Monthly Siren Tests. ESDA will give a formal presentation to the Board in the next few months.

**NEW BUSINESS:**

The Board considered a recommendation by President Olson, to appoint Craig Kunz, to the vacant trustee position. Trustee Kielpinski, proposed to have Mr. Kunz appointed to the Community Development Committee, upon his approval as Trustee to the Village of Richmond Board.

*Trustee Kielpinski moved, seconded by Trustee Bardy to approve the appointment of Craig Kunz, as Trustee, to the Village of Richmond Board. ROLL CALL VOTE: AYES: Bardy, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSTAIN: NONE. ABSENT: NONE. Motion approved.*

*Trustee Kielpinski moved, seconded by Trustee Hollenbach, to approve the appointment of Craig Kunz to the Community Development Committee. ROLL CALL VOTE: AYES: Bardy, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSTAIN: NONE. ABSENT: NONE. Motion approved.*

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Representing HR Green Engineering, Tim Hartnett, gave a presentation to the Board, regarding governmental administrative services that they are now offering to municipalities. The discussion included program management for local governments which encompasses: engineering, business/economic engineering plans, interim staff support, staff augmentation/shared services with other municipalities, organizational review/analysis, fee and rate reviews, capital improvement funding and administration, business retention/economic development plan review, e-government software solutions (on-line services for bill payment, village stickers, building permits, citizen requests, complaints, etc), private/public partnerships, and funding procurement. Any administrative services provided, would work with the Clerk's Office for implementation.

Mr. Hartnett cited Holiday Hills, Oakwood Hills, Grayslake, and Antioch as examples of municipalities that are utilizing HR Green's services. HR Green has offices in Cedar Rapids, IA, St. Louis, MO, Sioux Falls, IA, Houston, TX, amongst others, and provides municipal services in those regions. Larger scale projects that HR Green is working on include a project in Abu Dhabi of the United Arab Emirates and the Illiana Feasibility Study for the Illinois Department of Transportation, which would connect I-355/I-80 to I-65 in Indiana. Services provided to the Village of Richmond, would be performance based, and can be provided on a full or part-time basis, or hybrid, in addition to shared services with other municipalities.

Trustee Kielpinski asked about creating a community spirit in association with utilizing services. Mr. Hartnett responded that this starts with the Village President and Board of Trustees, and that HR Green would be an active community participant. Mr. Hartnett also noted that in the past, HR Green has been an active participant in the community during emergency situations, and would continue to be available for the community.

Trustee Kielpinski queried examples of creating an economic community development plan. Mr. Hartnett cited Waukegan, where an existing economic development plan was revised and implemented.

Trustee Bardy asked for examples of small communities that HR Green has worked with and what types of services were provided. Mr. Hartnett stated that they've generally started off as village engineer, which transitioned into village administrator, when vacancies occurred. Mr. Hartnett cited managing road repaving programs, in addition to providing human resources services to the smaller communities. Additionally, HR Green has assisted in communities of 10,000-15,000, in which they were brought on for interim services and have provided services on a more permanent basis. Currently HR Green is managing the local roads program for IDOT, which includes maintaining the funding and permitting process, as well as, providing administrative assistant support. Mr. Hartnett will provide a list of references for the Board to review.

Ordinance 2011-07, Annual Appropriations, was reviewed. Trustee Kielpinski queried the amount of allocation for administrative overtime. Administrator Savage indicated that appropriations are generally based upon 150% projection of expenses, but the numbers as noted in the Ordinance were closer to actual amounts. Trustee Kielpinski also asked if the septic receiving amounts were realistic. Administrator Savage noted that the septic receiving numbers were accurate.

Trustee Kielpinski asked about the general expense bypass amount of \$ 90,000.00 and the subsequent bypass reimbursement amount of \$100,000.00

Trustee Koenig asked if the Village is expecting funds from the state and county for the Phase I Route 12 bypass. Administrator Savage indicated that our portion for Phase I, Route 12 bypass is \$60,000. The current expected amount of \$100,000.00 is based upon outstanding invoices to be paid by the State, IDOT, and McHenry County Department of Transportation.

*Trustee Thomas moved, seconded by Trustee Hollenbach, to approve Ordinance 2011-07, Appropriations for General Corporate Purposes for the Village of Richmond for the Fiscal Year Beginning May 1, 2011-April 30, 2012. ROLL CALL VOTE: AYES: Bardy, Kunz, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSTAIN: NONE. ABSENT: NONE. Motion approved.*

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A review of the proposal from Tree & Timber, Inc. for the reed bed lining, was held. There were two written and one verbal proposal(s) ranging from \$28,750.00 to \$39,000.00. Engineer Coggin noted that Tree & Timber, Inc. have done similar projects at the Ponds and Sun City. This proposal is for the full reed bed lining.

*Trustee Kielpinski moved, seconded by Trustee Koenig, to waive the competitive bidding process and award the contract for the reed bed lining project to Tree & Timber, Inc. in the amount of twenty eight thousand, seven hundred fifty dollars (\$28,750.00). ROLL CALL VOTE: AYES: Bardy, Kunz, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSTAIN: NONE. ABSENT: NONE. Motion approved.*

Meeting dates were reviewed for Fiscal Year 2012. Board meetings are held on the first and third Thursday of the month.

*Trustee Koenig moved, seconded by Trustee Thomas to approve the Fiscal Year 2012 Board meeting dates. ROLL CALL VOTE: AYES: Bardy, Kunz, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSTAIN: NONE. ABSENT: NONE. Motion approved.*

**FINANCE:** The Finance Committee reviewed a reimbursement request from Eric Mayer, whose property at 5316 Kenosha St, suffered damage, from the sewer collapses. The Finance Committee made the recommendation to forward the request to the Village's insurance, for consideration.

A water/sewer exemption request was made by Golf Visions. Previously, the Village had constructed a water retention/reuse pond for Golf Vision's use. Trustee Koenig will meet with Golf Visions, to discuss further, and calibrate with the Board, his findings. Further discussion of a Capital Improvement Fund is postponed while a budget is drafted.

Warrant 2012-03, monthly bills, was reviewed.

*Trustee Bardy moved, seconded by Trustee Hollenbach, to approve Warrant 2012-03 in the amount of one hundred eight thousand, two hundred seventy four dollars and eighty-nine cents (\$108,274.89). ROLL CALL VOTE: AYES: Bardy, Kunz, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSTAIN: NONE. ABSENT: NONE. Motion approved*

**POLICE:** Chief Fryksdale announced that Detective Karl Scheel has retired from the Police department. The Police department is in receipt of a radar gun, donated from the DesPlaines Police Department. Chief Fryksdale presented Administrator Savage a Richmond PD police cap and thanked him for his service to the Village.

**ENGINEER:** The contractor has completed the grading and excavation of the reed bed project. Piping and concrete work will commence next week. Engineer Coggin suggested that a plan be drawn to televise the Village's older sewer pipes, and prioritize which pipes need to be lined, in an effort, to avert future pipe failures.

Bids were opened for the joint Richmond/Spring Grove MFT road project. The low bid, provided by Payne and Dolan, was approximately 10% lower than the 2010 MFT project due to the larger scale of the combined communities.

**ADMINISTRATOR:** NONE

**PRESIDENT'S COMMENTS:** Thank you to Richmond Township residents, the Leto's, for their donation of a plasma tv. The tv will be mounted near the ESDA command center. ESDA coordinator, Scott DeSantis, noted that September is "National Preparedness Month". He will be canvassing for a dvd/vcr player/recorder donation, to accompany the new tv. President Olson thanked Administrator Savage for his service to the Village.

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**TRUSTEE'S COMMENTS: NONE**

**CLOSED SESSION:** *Trustee Bardy moved, seconded by Thomas, to go into Closed Session. to discuss Litigation (5 ILCS 120/2(c)(11) , Personnel(5 ILCS 120/2(c)(1)), Acquisition of Property (5 ILCS 120/2(c)(5)), Approval of closed minutes (5 ILCS 120/2(c)(8)) ROLL CALL VOTE: AYES: Bardy, Kunz, Hollenbach, Kielpinski, Koenig, and Thomas NAYS: None. ABSENT: None. Motion approved. 8:05pm*

The Board returned from Closed Session at 9:08pm

**ACTION RESULTING FROM CLOSED SESSION: NONE**

*With no further business, Trustee Kielpinski moved to adjourn the July 7, 2011 Board Meeting, Seconded by Trustee Bardy. Motion approved with all in favor, voting yes.*

Meeting adjourned at 9:08pm

Vanessa Everett  
Village Clerk