

Village of Richmond

INCORPORATED 1872

-AMENDED-

Village President Peter Koenig called the January 8, 2015 Board Meeting to order at 7:03 PM, 5600 Hunter Drive, Richmond, Illinois.

Everyone in attendance rose for the Pledge of Allegiance.

ROLL CALL:

PRESENT: Trustees: Scott Drabant, Charlotte Hollenbach, David Kielpinski, Craig Kunz and Ramsin Wardanian.

ABSENT: Trustees: Dennis Bardy.

OTHERS PRESENT: Village Clerk Karla L. Thomas, Police Chief Ciro Cetrangolo, Village Attorney David McArdle and Village Engineer Sean Murphy.

Minutes from the December 18, 2014 Board Meeting were reviewed. Trustee Drabant requested a change on Page 2, 6th sentence for the paragraph discussing bidding and expenditures of the Route 12 Water main break at the Nippersink Creek to read "Trustee Drabant" instead of "President Koenig" and on Page 4, under President's Comments that a period be placed after the word "contract" with the removal of the remaining verbiage "it was determined that the changes would be made effective May 1, 2015." Attorney McArdle noted that Ordinance#2014-14 that was amended by the Board to include the words "or property" is not permitted legally; therefore, the Municipal Code will need to be amended to correct this language. Engineer Murphy pointed out that he is listed as present; however, he was not in attendance.

Trustee Drabant moved, seconded by Trustee Kunz to approve the December 18, 2014 minutes as amended. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. The motion was approved by voice vote.

ANNOUNCEMENTS: President Koenig announced that the McHenry County Council of Government (MCCG) Annual Legislative Dinner is being held on January 21, 2015 and the Village of Richmond will be hosting the February 26, 2015 MCCG Dinner at Memorial Hall. Paisano's will be catering the dinner.

UNFINISHED BUSINESS: Trustee Drabant distributed the revised January 1, 2015 Task List he prepared and noted that he had added another column entitled "Plan of Action". The Board reviewed the Task List. President Koenig reported that he had spoken with Pat Doyle at Township and since the Village was able to purchase a used siren for \$524.00 a substantial savings originally proposed, the Township is willing to perform the installation. President Koenig noted that a radio receiver and pole still need to be purchased. President Koenig requested that the words "Being Discussed" be placed under "Plan of Action" for item dated 10-16-14 reading "Village cooperatively purchase tornado siren with Township". Trustee Kunz inquired into the status of the second item dated 10-16-14 "Proposal by Trustee Kunz to address compliance with our financial auditors and best practices to change the process of writing checks, signing and reconciliation". Trustee Kunz asked if any of the Board members would like copies of the original document. President Koenig stated that the Village Auditor's have never made any comments requesting the change in these processes in any management letter or audit and that the process currently in place was developed over time under the guidance of the same auditors. Trustee Kunz stated that he had called the auditors and questioned them on the process and that they suggested to him that the changes be made. Trustee Kunz requested that this subject be placed on the next Board agenda. President Koenig reminded the Board that a review of accounting processes is taking place with the Auditor later this month, and he will discuss this further at that time. Trustee Drabant requested the status of item dated 11-6-14 "Sewer back up at home of a resident and supervisor of Public Works to contact the resident". The homeowner was present and stated that backflow preventer in his home has not been replaced by the PW Department and requested that it be replaced as soon as possible. President Koenig texted the Supervisor of Public Works who respond that the device was not damaged and had been cleaned out. President Koenig will speak further with the Supervisor to request that a new device be installed. Trustee Wardanian requested that item dated 12-4-14 be removed from the list as it has been addressed. He also requested that items dated 10-2-14 and 12-18-14 be combined as they are one and the same. President Koenig asked that items dated 3-21-13 and the first item 10-2-14 be combined. He reported that the work would be done in May when weather permits. Engr. Murphy asked if item dated 4-17-14 "cleaning contract for water towers" was still something the Board wished to move forward with, if so, he would talk with the PW Supervisor and get

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bids. The work would take place in the summer or fall, if the Board budgets to expend the funds. He also reported that the fourth item dated 10-2-14 had been completed and the permit was ready for pickup by the contractor.

PUBLIC COMMENTS: None.

NEW BUSINESS: President Koenig stated that the at the last Board meeting several closed session minutes were released; therefore, Resolution#R2015-01; A Resolution regarding Closed Session Minutes was required to be approved. The Village Clerk reported that this document was required after the release of any closed session minutes and granted the Clerk permission to destroy the recordings of those minutes per the Illinois Statute.

Trustee Wardanian moved, seconded by Trustee Kielpinski to approve Resolution#R2015-01; A Resolution regarding Closed Session Minutes as presented. The motion was approved by voice vote.

Trustee Drabant suggested that the Board consider establishing an Adhoc Exploratory Committee to research hiring a Village Administrator. The following elected officials stated that they would sit on the committee: President Koenig, Trustees; Drabant, Hollenbach, Kielpinski and Wardanian.

Trustee Wardanian moved, seconded by Trustee Drabant to establish an Adhoc Exploratory Committee to research hiring a Village Administrator. ROLL CALL: AYES: DRABANT, HOLLENBACH, KUNZ AND WARDANIAN. NAYS: KIELPINSKI. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.

President Koenig reported that the Nippersink Middle School Drama Club requested that the fees for the use of Memorial Hall be waived. The clerk reported that she had received the refundable cleaning deposit and the certificate of insurance.

Trustee Kielpinski moved, seconded by Trustee Hollenbach to waive the fees for the Nippersink Middle School Drama Club's use of Memorial Hall. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.

President Koenig presented Ordinance#2015-01; An Ordinance Amending Chapter 5, Waterworks and Sewage System, of the Richmond Municipal Code regarding Sewer Service Rates. The clerk reported that the changes were required as the rates currently in the code had not been modified to reflect the CPI increase that occurred over several years. President Koenig and Engr. Murphy stated that the figures were adequate. Attorney McArdle suggested that all fees/rates be incorporated into Appendix A of the Municipal Code. Trustee Drabant requested a copy of Appendix A. The clerk reported that all the Board members have Appendix A and the entire Richmond Municipal Code and UDO on the flash drive already provided to them. Trustee Drabant reported that he may have misplaced his flash drive.

Trustee Kielpinski moved, seconded by Trustee Hollenbach to approve Ordinance#2015-01; An Ordinance Amending Chapter 5, Waterworks and Sewage System, of the Richmond Municipal Code regarding Sewer Service Rates as presented. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI AND WARDANIAN. NAYS: KUNZ. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.

Trustee Drabant distributed a document he created entitled "Village of Richmond Purchasing and Procurement Ordinance". Trustee Kunz thanked Trustee Drabant for preparing the document. Trustee Drabant moved to adopt the Village of Richmond Purchasing and Procurement Ordinance. Trustee Hollenbach stated that due to the Finance Chairman's absences at both the Finance and Board meetings she asked that a vote be postponed until he has an opportunity to offer comments. Trustee Kielpinski stated until Trustee Drabant's distribution of the document to the Board this evening he had not reviewed the document and was not prepared to vote upon it. Village Engr. Murphy requested the opportunity to review the document, as he handles bids. Attorney McArdle requested to have the time to review the document and make comments on possible changes. Trustee Drabant noted that the document refers to "forms"; however, they are not included with the proposed document.

Trustee Drabant moved, seconded by Trustee Wardanian to table the proposed adoption of the Village of Richmond Purchasing and Procurement Ordinance until the Finance Committee has the opportunity to review comments from the Village Engineer and Attorney.

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ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.

The Village Clerk was requested to add the Village of Richmond Purchasing and Procurement Ordinance on the next Finance Committee agenda, as well as, the next Board agenda.

COMMITTEE REPORTS:

FINANCE: Trustee Kunz reported that Bob Nickolson, owner of Subsurface was present at the Finance meeting to discuss an additional bill for \$57,242.13 related to the Rte 12 water main repair. Trustee Kunz read a portion of a letter Mr. Nickolson presented to the Finance Committee. President Koenig reported he had discussed to possibility of overages in the work being performed, but this was never formalized in a contract or change order. It was noted that the additional billing was not presented to the Board for approval nor was it appropriated.

President Koenig asked that Attorney McArdle explain to the Board the need for a Supplemental Appropriation Ordinance. He stated that the annually adopted Appropriation Ordinance sets the monetary limits the Village can spend and should be inflated substantially to cover any emergency or unforeseen expenses that may occur during a fiscal year and is a legal document. He then reported that the Budget is not a legal document and is meant to assist the Village department heads stay within a reasonable monetary limit. Attorney McArdle stated that there are four ways to issue a Supplemental Appropriation Ordinance: Referendum (does not apply), new money/income (does not apply), moving money between departments and emergencies. Attorney McArdle recommended that the Board prepare an inflated Supplemental Appropriation Ordinance due to the expense of the Route 12 Water main break at the Nippersink Creek. He noted that this document would not raise taxes.

President Koenig reported that the Approval of FY 2014/2015 Budget Amendment should be postponed until the appropriation issue is addressed.

Trustee Wardanian moved, seconded by Trustee Kunz to table the approval of Supplemental Appropriation Ordinance and the approval of the FY 2014/2015 Budget Amendment until the next Board meeting. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.

Due to the FY 2014/2015 Budget Amendment vote not taking place, Vender#406, invoice #33752L in the amounts of \$90,000.00 and \$130,712.74 and Vendor#498, Invoice#1049 in the amount of \$39,950.00 were voided from Warrant#FY2014/15.09.01 total amount of \$299,794.10. The new Warrant total was reduced to \$39,131.36.

Trustee Hollenbach moved, seconded by Trustee Kielpinski to approve Warrant# FY 2014/15.09.01 in the amount of \$39,131.36 as amended. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.

COMMUNITY DEVELOPMENT: Trustee Wardanian reported that the committee finalized the sign ordinance and the minor amendments would be present to the Board for approval at the next Board meeting. The committee will be holding its first event for 2015 on February 28th at Memorial Hall from 6-8 pm, which will be a storytelling event by Jim May. The Committee will be asking RICPA if they will volunteer to sell beverages and distribute popcorn during the event. Trustee Wardanian also reported that the Committee approved participation by the Village at the Richmond/Spring Grove Chamber of Commerce Business Expo.

ADHOC LONG TERM PLANNING: Trustee Drabant reported that the Committee did not meet; however, he reviewed that the Committee was going ahead with the Community Survey and information will be going out with the Newsletter and be placed on the Memorial Hall Sign. The Committee will be reviewing documents for annexations ascertained from neighboring municipalities. It was noted that procedures not forms would be reviewed during this process.

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POLICE: Police Chief Cetrangolo presented the December 2014 report. President Koenig advised the Board that the recent hiring of one of the new full-time police officers raises an issue with Village Administrative policy, as the new officer is the brother of a current part-time officer. The policy allows this to occur with the approval of the Village Administrator. After some discussion regarding scheduling and supervision there was no objection to making this exception, and President Koenig indicated he would do so.

ENGINEERING: None.

PRESIDENT'S COMMENTS: None.

TRUSTEE COMMENTS: Trustee Drabant requested that Board minutes be sent out within a week of the meeting.

Trustee Drabant requested that all committee minutes approved by the committees be accepted by the Board. Attorney McArdle questioned the request, stating that the Trustees that do not sit on the committees would not know if the minutes reflect what took place as they would not necessarily be present at the meetings. Trustee Drabant stated that he would reconsider the request.

Trustee Drabant asked that all supplemental materials distributed to all committees be provided to all Board members. The Clerk requested the supplemental materials distributed at the Adhoc Long Term Planning Committee meetings for the Village's permanent record as she has not received anything from the Committee since its inception.

Trustee Drabant presented Attorney McArdle with a notification of a change in the Open Meetings Act regarding Trustee email addresses being provided on the Village website for anyone wishing to contact Trustees or the Village President. The Clerk reported that a hyperlink was already in place on the home page of the Village Website for anyone wishing to contact a Trustee through the general village email address and the Village President's email address. Attorney McArdle noted that each Trustee should have a separate email address (not their personal email address) available. Police Chief Cetrangolo mentioned that current email accounts costs approximate \$18.00 each per month and he expects the cost to go up in the near future. The Clerk will have separate emails established and hyperlinks placed on the Village website ASAP. It was noted that this was not a budgeted expense and will need to be added to the FY 2015/2016 Administrative budget.

Trustee Drabant requested that a timeline be prepared regarding the Route 12 Water main break at the Nippersink Creek. President Koenig stated that he would begin working on it.

CLOSED SESSION: None.

ACTION RESULTING FROM CLOSED SESSION: None.

With no further business, Trustee Kunz moved to adjourn the January 8, 2015 Board Meeting, seconded by Trustee Wardanian. Motion approved by voice vote.

Meeting adjourned at 9:55 PM.

Respectfully submitted by,

Karla L. Thomas, Village Clerk