

Village of Richmond

INCORPORATED 1872

-AMENDED-

Village President Peter Koenig called the January 22, 2015 Board Meeting to order at 7:00 PM, 5600 Hunter Drive, Richmond, Illinois.

Everyone in attendance rose for the Pledge of Allegiance.

ROLL CALL:

PRESENT: Trustees: Dennis Bardy, Scott Drabant, Charlotte Hollenbach, David Kielpinski and Craig Kunz.

ABSENT: Trustees: Ramsin Wardanian.

OTHERS PRESENT: Village Clerk Karla L. Thomas, Police Chief Ciro Cetrangolo (arrived at 7:15PM), Village Attorney David McArdle and Village Engineer Sean Murphy.

Minutes from the January 8, 2015 Board Meeting were reviewed. Trustee Drabant requested a change on Page 1 under Unfinished Business, 11th sentence to strike the words "mid-year" and 12th sentence change "A Trustee" to "Trustee Drabant". Trustee Kunz requested a change on Page 2 under New Business regarding Ordinance#2015-01 Roll Call vote noting that he voted "Nay" not "Aye".

Trustee Kunz moved, seconded by Trustee Drabant to approve the January 8, 2015 minutes as amended. The motion was approved by voice vote, Trustee Bardy Abstained.

ANNOUNCEMENTS: President Koenig announced that Pioneer Center for Human Services was hosting a McHenry County Hunger and Homelessness Summit Wednesday, February 11 from 10:00-11:30 am at the Pioneer Center for Community Mental Health in McHenry.

He also reported that PADS was hosting a SleepOut for Shelter event May 9, 2015 at the Church of Holy Apostles in McHenry.

President Koenig informed the Board that IDOT and a contractor for the Wisconsin Southern Railroad had contacted him to discuss Route 12 road closure options pertaining to repairs to be made to the train viaduct. President Koenig reported that they will be working at night from approximately 7:00 PM to 5:00 AM with traffic re-routed during those hours. The Project is proposed to begin in the spring and take 3-months. It was noted that there is no intention to widen the viaduct at this time.

President Koenig asked that Public Comment be moved up on the agenda to accommodate a representative from McHenry County Transportation. The Board concurred.

PUBLIC COMMENTS: Scott Hennings from McHenry County Division of Transportation announced that a Pace Bus will be picking up commuters using the Fox Lake Train Station at Broadway and Route 12 and along Route 12 twice in the morning (5:30 AM & 6:18 AM) and will return commuters at (6:30 PM & 7:22 PM). Smaller buses will be used, so a maximum of 14 passengers per trip will be accommodated. The program will begin February 9th and run Monday through Friday only. Mr. Hennings explained that this program will be funded by ICE (Innovation, Coordination and Enhancement) Funds and will not cost the Village any money. Mr. Hennings also briefly discussed the curb-to-curb McRide Program for Disabled/Senior Transportation. He explained that the cost for this program would cost the Village approximately \$3,800.00 per year, but would transport passengers to Johnsburg, McHenry, Crystal Lake and Woodstock. Trustee Kielpinski asked if corporate sponsorship would be accepted to fund the program for Richmond, Mr. Hennings noted that it would.

UNFINISHED BUSINESS: Trustee Drabant distributed the revised January 9, 2015 Task List. The document was reviewed and President Koenig requested nine items be removed from the list, as they have been completed. Additionally, President Koenig discussed the status of other items on the list. The Village Clerk stated that the small list of contracts included with Task List could be removed, as she had provided all Board members with an extensive list of all IGA/Contracts with expiration dates.

The Board discussed the proposed Richmond Purchasing and Procurement document prepared by Trustee Drabant. The Village Engineer and Village Attorney prepared comments to be used to modify the draft. Attorney McArdle suggested that the document be prepared as a policy. Trustee Bardy questions why the document was so cumbersome. Trustee Drabant stated the Village has before it an ordinance for

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over \$700,000 and if procedures were in place it would have kept the Board informed. The project was estimated at \$90K. During the first phase the Board was not apprised bids were needed, Mr. McArdle informed the Board that bids were needed, and we received a bid on the second phase, but did not get a bid on the third phase. It (the document) lays out the procedures. Engr. Murphy will forward to Trustee Drabant a bid outline to help improve the document. Trustee Drabant asked that all Village Staff be trained on the information. Trustee Kielpinski stated that President Koenig should be the one to review the document with Village Staff. Trustee Drabant stated that once he had modified the document he would bring it back to the Board for review and then at the next meeting bring it up for vote.

President Koenig reported that he, the Village Clerk and Village Treasurer met with the auditor at Eder, Casella Co. for a mid-year review. Michelle Vicencio reviewed 7-months of Bank Reconciliations and stated that the Bank Reconciliation issue will not be on the management letter after the next audit if everything remains the same. Trustee Drabant questioned why the auditors did not present to the Board as requested by the Board. No answer given. President Koenig and the Village Clerk reviewed the process regarding bill payment. Mrs. Vicencio stated that in the best scenario the tasks of check generator, not sign checks and perform bank reconciliations, the Village of Richmond has a small staff and enough individuals were involved in the process. It was discussed, if the Deputy Clerk generated the checks and the Finance Clerk performed the bank reconciliations, the check signers could remain the same. It was decided that the Deputy Clerk will generate the checks by February 15, 2015 and the Finance Clerk will continue to perform bank reconciliations. The Deputy Clerk will be removed as a check signer. The check signers will be the Village President, Village Clerk and Village Treasurer. Trustee Kunz suggested that President Koenig address any union issues that could arise regarding the change of duties.

NEW BUSINESS: President Koenig introduced Ordinance#2015-02; Supplemental Appropriation Ordinance Village of Richmond, Illinois for the Fiscal Year Beginning May 1, 2014, and Ending April 30, 2015 to Provide Emergency Funds for the Necessary Expenditures not included within Ordinance No. 2014-06 in the amount of \$711,884.93. Attorney McArdle addressed the subject of legal matters regarding the work performed.

Trustee Kielpinski moved, seconded by Trustee Bardy to approve Ordinance#2015-02; Supplemental Appropriation Ordinance Village of Richmond, Illinois for the Fiscal Year Beginning May 1, 2014, and Ending April 30, 2015 to Provide Emergency Funds for the Necessary Expenditures not included within Ordinance No. 2014-06 as presented. ROLL CALL: AYES: BARDY, HOLLENBACH, KIELPINSKI, KOENIG. NAYS: DRABANT and KUNZ. ABSTAIN: NONE. ABSENT: WARDANIAN. The motion carried.

President Koenig presented the Budget Amendment dated January 22, 2015 and explained that the adjustments included the bills included in the Warrant#FY2014/15.09.02 to be discussed later in the meeting. There was some concerns regarding General Ledger account numbers used in the document and the Village Clerk retrieved the list the General Ledger Chart of Accounts to substantiate the account numbers used. Trustee Drabant requested that the Finance Clerk put the unused account numbers in parentheses on all future spreadsheets and budget documents prepared.

Trustee Kielpinski moved, seconded by Trustee Bardy to approve the FY 2014/2015 Budget Amendment dated January 22, 2015 as presented. ROLL CALL: AYES: BARDY, HOLLENBACH, KIELPINSKI and KOENIG. NAYS: DRABANT and KUNZ. ABSTAIN: NONE. ABSENT: WARDANIAN. The motion carried.

President Koenig asked Trustee Kielpinski to explain the changes to the Sign Ordinance regarding the Table of Ground Sign Regulations. Trustee Kielpinski reported that ordinances from other municipalities were compared and Trustee Wardanian reviewed the sign already in the Village. Ordinance#2015-03; An Ordinance Amending Chapter 6, Article 6.8, Sub-section 6.8.17 Table of Ground Sign Regulations of the Richmond Unified Development Ordinance was reviewed.

Trustee Kielpinski moved, seconded by Trustee Hollenbach to approve Ordinance#2015-03; An Ordinance Amending Chapter 6, Article 6.8, Sub-section 6.8.17 Table of Ground Sign Regulations of the Richmond Unified Development Ordinance as presented. ROLL CALL: AYES: BARDY, DRABANT, HOLLENBACH, KIELPINSKI, and KUNZ. NAYS: NONE. ABSTAIN: NONE. ABSENT: WARDANIAN. The motion carried.

COMMITTEE REPORTS:

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FINANCE: Trustee Bardy reported that bills were reviewed and the committee tabled the discussion of the purchasing and procurement document due to Trustee Kunz' absence. Trustee Bardy reported that the Finance Committee will begin the budget process in February at 5:00 PM.

Trustee Bardy moved, seconded by Trustee Hollenbach to approve Warrant#2014/15.09.02 in the amount of \$428,316.06 as presented. ROLL CALL: AYES: BARDY, HOLLENBACH, KIELPINSKI and KOENIG. NAYS: DRABANT and KUNZ. ABSTAIN: NONE. ABSENT: WARDANIAN. The motion carried.

COMMUNITY DEVELOPMENT: Trustee Kielpinski reported that the committee finalized the review of the Sign Ordinance, discussed new events for the Village including the upcoming storytelling by Jim May and future plans for a movie night all to take place at Memorial Hall. The committee also discussed the Village's participation at the Richmond/Spring Grove Chamber Expo.

ADHOC LONG TERM PLANNING: Trustee Drabant reported that the committee finalized wording of the Community Survey, which will take place February 15-March 15 on Survey Monkey.

POLICE: Police Chief Cetrangolo reported that the two police cadets are progressing well at the Police Academy and will be back in March. They will be shadowed for a three month period until they get comfortable with the Village.

ENGINEERING: None.

PRESIDENT'S COMMENTS: President Koenig reported on the Adhoc Committee to Research the hiring of a Village Administrator. The committee discussed the history behind the position, duties, type of person, needs and functions. President Koenig will be looking into what other communities our sizes do with this position.

President Koenig reported that the MCCG Legislative agenda included discussion protecting revenue streams, county-wide transportation, and legislative issues, such as awarding municipal bids/contracts. He reported that the group and he will be going to Springfield in March to Lobby on behalf of their communities.

President Koenig announced again that the Village of Richmond will be hosting the February MCCG meeting at Memorial Hall for municipal leaders. The Board was encouraged to attend.

President Koenig reported that MCCG will be holding a meeting next Tuesday to discuss possible joint purchasing of Road Salt.

President Koenig also reported that two different developers have approach the Village with the idea to build senior friendly housing within the Village, as further information is provided it will be directed to the Community Development Committee and the Board.

TRUSTEE COMMENTS: Trustee Drabant requested that since two of the three department heads attend all Board meeting, that the third department head attend at least one Board meeting per month to provide updates. President Koenig stated that he would speak with the department head.

CLOSED SESSION: None.

ACTION RESULTING FROM CLOSED SESSION: None.

With no further business, Trustee Kielpinski moved to adjourn the January 22, 2015 Board Meeting, seconded by Trustee Kunz. Motion approved by voice vote.

Meeting adjourned at 9:42 PM.

Respectfully submitted by,

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Karla L. Thomas, Village Clerk