

# Village of Richmond

INCORPORATED 1872

Village President Peter Koenig called the February 5, 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, Craig Kunz and Ramsin Wardanian.

**ABSENT:** None.

**OTHERS PRESENT:** Village Clerk Karla L. Thomas, Police Chief Ciro Cetrangolo, Village Attorney Brad Stewart and Village Engineer Sean Murphy.

Minutes from the January 22, 2015 Board Meeting were reviewed. Trustee Hollenbach noted under the first announcement that February 1, 2015 was not a Wednesday. The Clerk will make the necessary correction. Trustee Kunz requested the insertion on Page 2 under New Business, the amount of the Supplemental Appropriation be noted. The Clerk will insert the following text at the end of the first sentence "in the amount of \$711,884.93." Trustee Drabant presented amendments to the minutes in writing. He requested a change on Page 2 under Unfinished Business 1<sup>st</sup> paragraph, the 2<sup>nd</sup> sentence "...President Koenig removed nine items from the list," to read "...President Koenig requested nine items be removed from the list," on Page 2 under Unfinished Business 2<sup>nd</sup> paragraph, 3<sup>rd</sup> sentence to strike the words "that should be incorporated into the Employee Personnel Handbook and Policy." Trustee Drabant requested on Page 2 under Unfinished Business 2<sup>nd</sup> paragraph, 4<sup>th</sup> sentence to strike the entire sentence "It was noted that the document prepared was comprehensive." He requested on Page 2 under Unfinished Business after the 3<sup>rd</sup> sentence the following verbiage to be added "Trustee Bardy questions why the document was so cumbersome. Trustee Drabant stated the Village has before it an ordinance for 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 appraised 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. Trustee Drabant requested a change under Unfinished Business 3<sup>rd</sup> paragraph to insert the following sentences after the 2<sup>nd</sup> sentence to read "Trustee Drabant question why the auditors did not present to the Board as requested by the Board. No answer given." President Koenig suggested that the word "appraised" be changed to "apprised" and the word "question" be changed to "questioned" to be grammatically correct.

*Trustee Drabant moved, seconded by Trustee Kunz to approve the January 22, 2015 minutes as amended. The motion was approved by voice vote, Trustee Wardanian Abstained.*

**ANNOUNCEMENTS:** Chief Cetrangolo introduced the new part-time Police Officer Steven Papke to the Board.

**UNFINISHED BUSINESS:** Trustee Drabant distributed the February 4, 2015 revised Task List. The first item dated October 16, 2014 (review of old zoning ordinances to current UDO) was discussed and there was a unanimous consensus of the Board to remove it from the list. Trustee Drabant stated that he would merge item dated September 17, 2014 with item dated December 18, 2014 regarding the consideration of hiring a part time Village Administrator. President Koenig requested that the item dated August 7, 2014 referring to the IGA (Intergovernmental Agreement) with Charter Communication be corrected to read Franchise Agreement. President Koenig reported that a committee from the City of Harvard was meeting to review their Franchise Agreement with Charter and based upon any changes they make, the Village may consider them when finalizing the Franchise Agreement that expires on November 12, 2016. President Koenig also updated the Board on item dated October 16, 2014 regarding Richmond Township installing the tornado siren at the WWTP (Wastewater Treatment Plant) and that an Intergovernmental Agreement will need to be prepared.

**PUBLIC COMMENTS:** Tom Karls voiced concerns that the Public Works employees were plow snow onto the fire hydrants.

Bob Nickolson, owner of Subsurface came before the Board to explain the additional billing of \$57, 242.13 for the drilling and installation of the main for the Route 12 water main break located at the Nippersink Creek. He stressed that when he originally bid the job for \$39,950.00 it was for a directional bore only; however, once on site discovered the ground was extremely difficult due to large boulders. He stated that he had been in the drilling business for 23 year and had worked for other municipalities in the past. He stated that he was a small union company having incurred over 300 hours on the project, not billing for some of the time to help save the Village money. He noted that even though he went over the original bid amount, with the additional billing his firm was still under what the next highest bidder presented. Trustee Kunz stated that if he had worked for other municipalities before, he should have known that once he went over the

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original bid amount he was required to submit a change order for the additional costs. Mr. Nickolson stated that he had thought of it; however, he never went through the process. Mr. Nickolson reported that he had contact with the President Koenig via text messages and emails and that the President Koenig had authorized expenditures not to exceed 10-15% of the original bid. He also reported that the President Koenig requested that his crew work one Saturday at overtime and around the clock the Wednesday before Thanksgiving to get the job completed. Trustee Kunz questioned the date of a letter Mr. Nickolson sent to the President Koenig and the date within the body of the document. Mr. Nickolson reported that he had dated the letter incorrectly. Mr. Nickolson also reported that he had daily contact with the President Koenig to keep him up-to-date of the status of the job. President Koenig stated that during the drilling process Mr. Nickolson's equipment broke down, the other contractor on the job had to assist his crew which resulted with the Village being billed by both contractors and that his crew left a drill bit left out in the open with temperatures at 8 degrees causing fluid to freeze and the other contractor had to help thaw the bit, in order, to keep the job moving forward. President Koenig pointed out that no action can be taken on the authorization to pay the additional billing as it was not on the agenda. The Finance committee will discuss whether the Village should pay the additional billing in full, not pay the bill due to no change order authorization by the Board or pay a portion. Kate Nelson questioned why President Koenig had not convened an emergency Board meeting and why he did not stop the working being done. President Koenig explained that multiple factors prevented this from being a straightforward repair project. These included significant water system loss, Nippersink Creek environmental impact, State highway structure deterioration, difficulties in existing line location, traffic control and safety and separation from multiple other utilities in the same area. Engineer Murphy added that significant delays were also encountered due to the conflicting demands of two State agencies (IDOT and IEPA), and that IDOT was placing continuous pressure for completion due to impending winter weather. President Koenig also pointed out that for much of the repair project, the interconnection between the north and south halves of the system was cut off, eliminating any backup. A problem at either well or water tower would have placed half of the village without water.

Kate Nelson voice concerns about the following items: Board minutes, the online Richmond Municipal Code, the Task List as supporting documentation to the agenda and parking issues on Broadway due to Paisano's valet parking.

**NEW BUSINESS:** The subject of insurance riders was requested to be placed on the agenda by Trustee Drabant. President Koenig asked what he was requiring. Trustee Drabant stated that the CDC (Community Development Committee) has been working to establish a couple of new events and would like to use volunteers; therefore, he would like to know if the Village's insurance carrier covers them. Chief Cetrangolo stated that he had contact the Village's previous carrier and volunteers were covered. The Village Clerk pointed out that the Village has a new insurance carrier and would contact them to get confirmation on coverage. She will email all members of the CDC tomorrow with the information obtained.

## COMMITTEE REPORTS:

**FINANCE:** Trustee Bardy reported that bills were reviewed and the committee established a schedule for the budget process. He announced that beginning February 17<sup>th</sup> finance will be meeting at 3:45 PM instead of 5:00 PM. Trustee Bardy noted that all the finance members unanimously agreed to the change in time. The committee's goal is to be completed with the budget by April 6<sup>th</sup> so the entire Board has time to review it before it goes to vote.

*Trustee Hollenbach moved, seconded by Trustee Kunz to approve Warrant#2014/15.10.01 in the amount of \$32,447.94 as presented.*  
**ROLL CALL: AYES: BARDY, DRABANT, HOLLENBACH, KIELPINSKI, KUNZ and WARDANIAN. NAYS: NONE. ABSTAIN: NONE.**  
**ABSENT: NONE. The motion carried.**

President Koenig reported that the Village Clerk would like to purchase a new computer for the front desk, which was budgeted. Chief Cetrangolo stated that he had gotten three prices and would like to order the computer with operating system from CDW at a government bid price of \$737.49. President Koenig noted that this purchase exceeds the Administrative authority to purchase and would like a consensus of the Board to permit the expenditure for the purchase. The Board was then polled and there were no objections. Trustee Drabant asked if the Village computers were on a schedule for replacement. The Village Clerk reported that the President's computer has been budgeted for replacement in Fiscal Year 2015/2016 and that there is a schedule in place to rotate the replacement of the Administrative computers.

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**COMMUNITY DEVELOPMENT:** Trustee Wardenian reported that the committee is working on future events to take place at Memorial Hall. The first event is scheduled for February 28<sup>th</sup> which is a storytelling by Jim May. He also reported that the committee reviewed their budget for Fiscal Year 2015/2016.

**AD HOC LONG TERM PLANNING:** President Koenig reported that the recently scheduled meeting was cancelled; however, he asked if Trustee Drabant had anything to report. Trustee Drabant stated that the Community Survey would start the middle of this month and running until the middle of next month on Survey Monkey. He also reported that the Memorial Hall sign has been reserved to advertise the survey. Paper copies of the survey will be available at the front desk of the Clerk's office for those individuals that do not have access to a computer.

**AD HOC EXPLORATORY COMMITTEE TO RESEARCH THE HIRING OF A VILLAGE ADMINISTRATOR:** President Koenig reported that the committee did not meet, as he was unable to gather any information from other municipalities of our size.

President Koenig asked that if any committee meeting would be cancelled, especially last minute that the Chairman should call the Village Clerk and not email the cancellation, as emails are not constantly monitored.

**POLICE:** Police Chief Cetrangolo presented the January 2015 monthly report, announced that the next CPA classes will begin on April 22<sup>nd</sup>; the department received a \$1,400.00 radar gun from IDOT for the Thanksgiving Enforcement Detail and the department will be training a Chaplain funded through grants for all north/west suburban municipalities.

**ENGINEERING:** Engineer Murphy reported that he had forwarded emails to the Village President and Village Clerk providing an estimate for water tower cleaning, in case the Village wishes to budget for the work. President Koenig asked Engineer Murphy to contact Public Works Supervisor Bill Price to get a price for water main replacement in the Hillview Subdivision, starting at Route 12 to the first valve and then phase the rest of the subdivision as this will be a capital improvement project.

**PRESIDENT'S COMMENTS:** President Koenig thanked the Public Works department for their snowplowing.

**TRUSTEE COMMENTS:** Trustee Kiepinski reported that the City of Woodstock was dividing their Economic Development and Community Development into two departments.

Trustee Kiepinski suggested that items on the task list could be handled at a committee level instead of discussed at each Board meeting, he suggested the creation of more committees.

Trustee Kiepinski reported that his neighbors have commented on how well snowplowing has been done.

**CLOSED SESSION:** None.

**ACTION RESULTING FROM CLOSED SESSION:** None.

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

Meeting adjourned at 9:30 PM.

Respectfully submitted by,

Karla L. Thomas, Village Clerk