

# Village of Richmond

## INCORPORATED 1872

-AMENDED-

Village President Peter Koenig called the October 6, 2016 Regular 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:** Village President Peter Koenig; Trustees: Dennis Bardy, Craig Kunz, David Nelson, Lauri Olson and Ramsin Wardanian.

**ABSENT:** Trustee: Scott Drabant.

**OTHERS PRESENT:** Village Clerk Karla L. Thomas, Village Engineer Sean Murphy and Village Attorney Michael Smoron.

### PUBLIC HEARING TO CONSIDER OBJECTIONS TO SPECIAL SERVICE AREA NO. 2 FOR THE FULL CIRCLE COMMUNITIES DEVELOPMENT:

President Koenig called the Public Hearing to order at 7:00 PM. Please refer to the determination of protests and objections for the outcome of the hearing.

*Trustee Wardanian moved, seconded by Trustee Bardy to find no objections have been presented, to close the public hearing and have the 60-day objection period commence. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN. NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

**MINUTES FOR CONSIDERATION & APPROVAL:** Minutes from the September 13, 2016 Special Board Meeting and the September 15, 2016 Regular Board Meeting were reviewed.

*Trustee Olson moved, seconded by Trustee Kunz to approve the September 13, 2016 Special Board Meeting minutes and the September 15, 2016 Regular Board Meeting as presented. The motion was approved by voice vote.*

**ANNOUNCEMENTS/REQUESTS:** President Koenig announced Trick or Treat Hours for Monday, October 31, 2016 from 3-7 PM.

President Koenig noted that Leaf Vacuuming will take place on October 21<sup>st</sup> and October 28<sup>th</sup>.

President Koenig announced the receipt of a Thank You card from the Richmond/Spring Grove Chamber of Commerce regarding their recent Fall Wine Walk. President Koenig noted that tickets were sold out again this year.

President Koenig announced that Friends of Hackmatack NWR are hosting a Birding Watching Event, Saturday, October 8<sup>th</sup> from 7:30 AM-7:30 PM at Glacial Park near the Powers-Walker House.

President Koenig announced that the October 26<sup>th</sup> McHenry County Council of Governments Membership Meeting will be held at the Crystal Lake Country Club.

**UNFINISHED BUSINESS:** President Koenig addressed five items on the task list. He reported that the Memorial Hall project is underway with the front stairs and landing being installed and both contractors have reported that they are slightly under budget. The purchase and installation of a south tornado siren will need to be budgeted for fiscal year (FY) 2018 at an amount of \$23,000.00. The majority of the Board members asked for this item to be removed from the task list. The Village Clerk has it on a list of items to be budgeted for in FY2018. Trustee Kunz reported that the status of Statement of Revenue and Expenditures was discussed several meeting ago and the Finance Committee will be reviewing the report at its 2<sup>nd</sup> meeting of each month. The majority of the Board members asked for this item to be removed from the task list. Trustee Kunz noted that the Finance Committee had made adjustments to the water/sewer billing and therefore review of the Debt Service Surcharge was not necessary. The majority of the Board members asked for this item to be removed from the task list. President Koenig reported that the weeds at Bennett Park had been addressed, that the Rotary Club has purchased shingles and volunteered to patch the roof of the concession stand. He reported that Rotary may install a metal roof on the structure next year. President Koenig thanked the Rotary Club and a thank you will be placed in the next Village Newsletter. President Koenig reported that he had met with the Village President of Ringwood regarding the Boundary Agreement and noted that they were willing to provide the Village with a small area of land on the southwest, but not the conservation land. President Koenig reported that Mr. Hensel had gathered all the information from the downtown business owners and was working on preparing the Downtown Parking Survey Report. The Village Clerk reported that the Emergency Preparedness Plan was tasked to Lt. Adams who informed her that the residential version was done; however, he is still working on the Village version.

**PUBLIC COMMENTS:** Craig Wilcox, a candidate for County Board, encouraged the Village Board to consider a flat levy as property taxes are a concern of many citizens in McHenry County and most candidates running for election are running on a tax relief platform.

President Koenig requested to move the discussion of the School Impact Fees and the Updated Proposal by Associated Investments Services, Inc. up on the agenda as several individuals were present to address the Board. The Board concurred.

**NEW BUSINESS:** Shelly Casella-Dercole with the Village's Auditing firm presented the FY2016 audit report and management letter. She reported that the management letter had only one item on it the same as last year, which was adjusting journal entries. She reported that this was nothing to be concerned

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with and that it is normal for smaller municipalities. She noted that there has been a significant improvement in the management letter from three years ago. She explained how they perform the audit and reviewed several portions of the audit with the Board. Ms. Casella-Dercole was questioned on why the audit was held up and she reported that they had to wait for a legal opinion from Attorney McArdle regarding a question presented by the Finance Clerk on whether certain levy balances could be used to pay for water/sewer liabilities. It was determined that the restricted fund balances could only be used for what they were levied.

*Trustee Olson moved, seconded by Trustee Bardy to approve and accept the Fiscal Year 2016 Audit Report as presented. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN. NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

The Board then reviewed and discussed the Ordinance regarding a Temporary Moratorium on Enforcement of School Contributions also known as "Impact Fees". Kim Meier, owner of KLM Builders, distributed building statistics for 2015 and 2016. He reported that the Village of Spring Grove had imposed a moratorium on all impact fees, including School, Fire Department, Library and Municipal with no opposition for another year. There was a brief discussion amongst the Board and it was proposed that a 3-year moratorium be imposed for single-family detached units only.

*Trustee Kunz moved, seconded by Trustee Nelson to approve Ordinance#2016-28; An Ordinance Imposing a Temporary Moratorium on the Enforcement of School Contributions also known as "Impact Fees" in the Village of Richmond, Illinois as amended. ROLL CALL VOTE: AYES: KUNZ, NELSON, WARDANIAN and KOENIG. NAYS: BARDY and OLSON. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

Nick Minkov with Associated Investment Services, Inc. presented an updated version of the Investment Proposal to the Board. He reported that only short-term municipal government bonds would be invested in to conform to the Village's Investment Policy and the Illinois Public Funds Investment Act. He explained that only high quality AA and AAA rated bonds would be invested in, that he was able to lower the bank fee to 1.3% which would be re-negotiated in one year and if additional funds were added the fee would be reduced to 1.08%. Mr. Minkov noted that monthly statements would be provided both in paper and available online and he would come to Finance meetings quarterly with updates on this active managed account. Trustee Bardy reported that Finance had reviewed the proposal and 3-months of funds would be available in reserve in case of an emergency.

*Trustee Wardanian moved, seconded by Trustee Bardy to Authorize the Village President to sign all necessary paperwork for the Limited-Term Tax Efficient Bond Management Portfolio. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN. NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

President Koenig reviewed the results of the bid opening that took place on October 5<sup>th</sup> regarding the Demolition of the house located at 5218 Nippersink Drive. He reported that bids ranged from \$25,775.00 to \$53,350.00. Village Engr. Sean Murphy reported that bids were received from seven contractors, the lowest being from Lima Contractors, Inc. in the amount of \$25,775.00. He reported that the required references were provided; responses to reference checks were very positive, the Bid Bond was investigated and was confirmed to be active.

*Trustee Olson moved, seconded by Trustee Nelson to award the demolition bid for 5218 Nippersink Drive to the low bidder, Lima Contractors, Inc. in the amount of \$25,775.00. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN. NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

The Board reviewed the Ordinance Amending the Code to Regulate the Reimbursement of Village Employees and Officials for Travel, Meal, and Lodging Expenses. Trustee Bardy reported that the Finance Committee had reviewed information gathered by the Village Clerk from other municipalities to establish maximum reimbursements. It was noted that this was a State mandated requirement for all non-home rule municipalities. Trustee Bardy recommended on behalf of the Finance Committee that Meals (Breakfast, Lunch, & Dinner, incl. tip) be set at \$50.00 per day; Lodging (incl. Tax) be set at \$175.00 per night or government rate, whichever is less and Other travel (incl. Plane, Train, Bus, Car Rental, Taxi, Tolls, Parking, Tips) be set at \$1,000.00 round trip.

*Trustee Kunz moved, seconded by Trustee Bardy to pass Ordinance#2016-29; An Ordinance Amending the Code to Regulate the Reimbursement of Village Employees and Officials for Travel, Meal, and Lodging Expenses as amended. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN. NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

The Board reviewed an Ordinance Authorizing the Disposal of Surplus Property. President Koenig reported that the 2005 Crown Victoria and 2006 Military Truck were being sent to auction.

*Trustee Wardanian moved, seconded by Trustee Olson to pass Ordinance#2016-30; An Ordinance Authorizing the Disposal of Surplus Property as presented. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN. NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

An Ordinance Designating Depositories for Funds Held by the Village Richmond was reviewed by the Board.

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*Trustee Wardanian moved, seconded by Trustee Kunz to pass Ordinance#2016-31; An Ordinance Designating Depositories for Funds Held by the Village of Richmond as presented. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN.NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

The Board reviewed the IDOT Resolution for the expenditure of MFT funds in the amount of \$50,333.00 for FY2017 road patching/repairs. Additionally funds of \$24,654.80 from the Street Maintenance budget will be used for road patching/repairs and engineering.

*Trustee Olson moved, seconded by Trustee Bardy to approve to IDOT Resolution for Maintenance of Streets/Highways and Maintenance Engineering by HR Green for the FY2017 Road Program as presented. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN.NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

### COMMITTEE/DEPARTMENT REPORTS:

**FINANCE:** Trustee Bardy reported that the committee reviewed reimbursements for employees and officials, discussed the updated bond proposal and reviewed bills.

*Trustee Bardy moved, seconded by Trustee Olson to authorize the expenditures on Warrant#2016/17.06.01 in the amount of \$47,247.56 as presented. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN.NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

**COMMUNITY DEVELOPMENT (CDC):** Trustee Nelson reported that the committee reviewed and recommends the appearance review for Richmond Brathaus located at 10310 Main Street for all the wood trim to be painted black and a variance for the projecting sign with face change. A letter is to be sent to the new owner's requesting their acknowledgement of the projecting sign encroachment in the IDOT right-of-way. A window sign was approved as it was in compliance with the Village code. The committee approved a window sign for Finery & Finishes second business location of 5613 Broadway as it is in compliance with the Village code. The Panino's Addition Concept was tabled, along with the approval of the August 30<sup>th</sup> minutes, Richmond Events and Event Guidelines.

*Trustee Wardanian moved, seconded by Trustee Olson to approve the Richmond Brathaus exterior appearance review and a variance for the projecting sign as presented. ROLL CALL VOTE: AYES: BARDY, KUNZ, NELSON, OLSON and WARDANIAN.NAYS: NONE. ABSENT: DRABANT. ABSTAIN: NONE. The motion carried.*

**POLICE:** None

**ENGINEERING:** Engr. Murphy reported that a letter had been submitted by Full Circle on soil compaction at the Creekview Apartment site. He reported that the Domenella Geo-thermal well site had been cleared of weeds; however, the site is not stabilized, McHenry County was on site and the project is not in compliance with the Stormwater Ordinance. Drilling is taking place at the rear of the property without silt fencing in place. McHenry County has shut down the project. A sub pump located at the rear of the building was installed in the past that may be in non-compliance; however, Engr. Murphy will need to speak with Jen to investigate further. He also reported that the 5218 Nippersink Drive house demolition will begin 15-days after notice of award is provided and the contractor will notify HR Green 48 hours before beginning the work.

**PUBLIC WORKS:** President Koenig reported that the Public Works Department is working on cutting grass, Bennett Park, Memorial Hall, getting snowplows ready for the season and salt delivery. Supervisor Price is finalizing bids/quotes with Bill Foley for the basement windows at Memorial. Numerous Ash Trees have been tagged for removal due to the Emerald Ash Bore, President Koenig noted that this a multi-year project due to the expense of removal and replacement of the trees.

**VILLAGE CLERK:** The Village Clerk reported that she will be in Springfield to attend training through MCI October 11<sup>th</sup>-14<sup>th</sup> and requested any agenda items to be delivered to her no later than 3:30 PM on Monday, October 10<sup>th</sup> in preparation of Board packets going out on the 14<sup>th</sup>. She will email Trustee Drabant to request his CDC agenda.

**PRESIDENT'S COMMENTS:** President Koenig commented that a very nice article will be in this coming weekend Travel section of the Tribune regarding new businesses in the Village. He noted that the article was sent out via the Village's most recent eblast newsletter.

**TRUSTEE COMMENTS:** None

**CLOSED SESSION:** None

**ACTION RESULTING FROM CLOSED SESSION:** None

*With no further business, Trustee Wardanian moved to adjourn the October 6, 2016 regular Board meeting, seconded by Trustee Olson. The motion was approved by voice vote.*

Meeting adjourned at 8:46 PM.

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Respectfully submitted by,

Karla L. Thomas, Village Clerk