

Village of Richmond

INCORPORATED 1872

-AMENDED-

President Koenig called the December 18, 2014 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: President Peter Koenig; Trustees: Dennis Bardy, Scott Drabant, Charlotte Hollenbach, David Kielpinski, Craig Kunz, and Ramsin Wardanian.
ABSENT: None.
OTHERS PRESENT: Village Clerk Karla L. Thomas; Chief Ciro Cetrangolo and Village Attorney, David McArdle.

Minutes from the December 4, 2014 Board Meeting were reviewed. Trustee Kunz requested that under the Engineers Report the following statement be added at the end of the paragraph "Trustee Kunz questioned why the Board did not go out for competitive bid for Phase III of the Route 12 Water main Project at the Nippersink Creek or waive the bid process by 2/3 majority vote. No answer was given." Trustee Wardanian reminded the Board that the issue was discussed and answered in a previous meeting. Trustee Kunz replied that he was not present at that meeting.

Trustee Drabant moved, seconded by Trustee Kunz to approve the December 4, 2014 minutes as amended. The motion was approved by voice vote.

ANNOUNCEMENTS: President Koenig announced that the Christmas of Yesteryear festivities were a success and thanked the Village Clerk and other volunteers for their hard work.

President Koenig announced that the new McHenry County Health and Human Service Information and Referral Line 2-1-1 was available for to assist with challenges residents may have, such as, emergency shelter, food pantries, day care, rent/utility assistance, etc. He asked that the Board spread the word about this important resource by having individuals call 2-1-1 or visit the website www.findhelp211.org. The Village Clerk noted that a poster has been displayed on the bulletin board at the Village Hall and information can be found on the Village website www.richmond-il.com. Additionally, information will be placed in the next Village Newsletter.

UNFINISHED BUSINESS: Trustee Drabant distributed updated Task List dated 12/18/2014. The Board reviewed the list and President Koenig requested several changes be made.

PUBLIC COMMENTS: None.

NEW BUSINESS: President Koenig explained that the Board would not be approving the acceptance of improvements for the Sunset Ridge Phase II development, due to an easement the owner needs to acquire and the status of whether trees replanted this fall would still be survive through to next Spring. It was noted that HR Green had performed three site reviews and these were the only issues still pending. President Koenig also noted that the Village has a guarantee from the Nursery that installed the trees that if they did not make it through the winter, they would replace any that did not survive. Attorney McArdle noted that these items should not stop the Board from releasing the Letter of Credit. President Koenig reported that the Village does have a letter of credit for Phase III in the amount of \$500,000.00. Additionally, it was noted that until the Board accepts the improvements for Sunset Ridge Phase II, the owner still has to pay the Village of snow plowing of the roads in that portion of the development. President Koenig then asked that the Board to consider releasing the Letter of Credit#158 for Sunset Ridge Phase II.

Village of Richmond

INCORPORATED 1872

Trustee Bardy moved, seconded by Trustee Kunz to approve the Release of the Letter of Credit#158 for Sunset Ridge Phase II. ROLL CALL: AYES: BARDY, DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: NONE. Motion approved.

President Koenig presented Ordinance#2014-14; An Ordinance Amending Chapter 14, Offenses against Public Peace, Safety and Morals, Section 14.09 of the Richmond Municipal Code. After some discussion, the Ordinance was amended to read "No person shall discharge any firearms or air gun or do any hunting in the village except Police officers in the line of duty, or any person acting in defense of person or property."

Trustee Drabant moved, seconded by Trustee Hollenbach to approve Ordinance#2014-14; An Ordinance Amending Chapter 14, Offenses against Public Peace, Safety and Morals, Section 14.09 of the Richmond Municipal Code as amended. ROLL CALL: AYES: BARDY, DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: NONE. Motion approved.

President Koenig presented for approval the FY 2014/2015 Budget Amendment for Sewer Expenses. It was noted that PW Supervisor Bill Price and the Finance Committee had discussed the proposed budget amendment. Supervisor Price reported that the amendment was required for the additional work performed on the Van's Lift station and the Route 173 sewer main collapse. Trustee Kunz announced that the Board was not required to pay the invoices for the work, even though it had been completed. Attorney McArdle stated that he had spoken with Trustee Kunz earlier in the day regarding the bid process. Attorney McArdle then distributed copies of the Illinois Compiled Statute pertaining to Purchasing and Public Works Contracts in Municipalities of less than 500,000 (65 ILCS 5/8-9-1) which noted that public improvements that will exceed \$20,000, shall be constructed either by the letting of bids with authorization of 2/3 vote of the Board or a vote of 2/3 of the Board to waive the bid process. Attorney McArdle distributed copies of the Illinois Compiled Statute pertaining to the Prevailing Wage Act regarding definitions (820 ILCS 130/2). He reviewed the Act definition for "Public works" meaning all fixed works constructed or demolished by any public body. He explained that "fixed works" means anything attached to the ground. Additionally, it was noted that Prevailing Wage was required with hardscape; however, not with maintenance. The question was raised, what is a repair. No answer was provided. Attorney McArdle distributed examples of case law. Trustee Kunz asked if Supervisor Price had the authority to authorize the additional work performed on the Van's Lift station. Attorney McArdle stated that he does not. Trustee Kunz noted that the approved budget does not allow Department heads to expend the money without Board approval. Attorney McArdle did note that the Village President could call an Emergency Board meeting without having to meet the 48 hour posting required; however, only the emergency topic could be discussed; no other business could occur. Attorney McArdle reviewed the competitive bid process noting that it can take at least two weeks. Work Specs need to be prepared by the Village Engineer; the Village Clerk needs to publish a Public Notice for Letting of Bid; Contractors would pick up the bid packets, review and respond; the Engineering firm reviews the results and presents them to the Board; and finally the Board would award the contract. Trustee Drabant voiced concerns regarding the lack of communication between staff, the Village President and the Board. He suggested that the Board establish an "emergency" policy to authorize specific individuals to enter into contracts. Attorney McArdle noted that the past Village Administrator had the authority to expend funds up to a set amount and enter into contracts. Trustee Drabant stated that someone should be overseeing projects, to make sure the Village was not being overbilled. President Koenig noted that the Village Engr. had reviewed bills for Phase I of the Rte. 12 Water main project at the Nippersink Creek and reported that billing was in line with the work having been performed. Trustee Kielpinski noted that the Village Engineering firm would be the best at reviewing invoicing, as they have the most experience with the work being performed. Trustee Drabant questioned whether it would be cost effective for the Village to employ an individual to be present at all job sites/projects to watch the work being performed. Attorney McArdle noted that any budgeted expenditures that have contracts or agreements do not need to be approved. The Board discussed established temporary limits for each Department head and the Community Develop Committee. The Board proposed the Village Clerk be granted \$500.00 for Administration, the Police Chief be granted \$2,500.00 for the Police Department, the PW Supervisor be granted \$10,000.00, and the Community Development Committee be granted \$1,000.00.

Trustee Drabant moved, seconded by Trustee Kunz to direct the Village President to advise Department heads of the following purchasing limits until guidelines are established within the next two months: Administration, \$500.00; Police, \$2,500.00; Public Works, \$10,000.00; and CDC, \$1,000.00. The motion was approved by unanimous voice vote. Department heads were directed to report any expenditure in excess to the Board.

Village of Richmond

INCORPORATED 1872

Trustee Drabant suggested that the Village review the existing purchasing guidelines within the next two months and make any necessary changes.

Trustee Drabant moved, seconded by Trustee Kielpinski to direct the Finance Committee to develop new purchasing guidelines within the next two months. The motion was approved by unanimous voice vote. The Village Clerk was directed to place this item on the next Finance Committee agenda.

President Koenig then asked for the approval of the FY 2014/2015 Budget Amendment for Sewer Expenses.

Trustee Kunz moved, seconded by Trustee Wardanian to approve the FY 2014/2015 Budget Amendment for Sewer Expenses for budget line items 50-43-5151 and 50-43-8220 as presented. ROLL CALL: AYES: BARDY, DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: NONE. Motion approved.

COMMITTEE REPORTS:

FINANCE: Trustee Bardy reported that the committee discussed the budget amendment for sewer expenses and reviewed bills. He presented Warrant#2014/15.08.02 in the amount of \$143,701.24 for approval.

Trustee Bardy moved, seconded by Trustee Kunz, to approve Warrant#2014/15.08.02 in the amount of \$143,701.24 and waive competitive bids on Warrant Item#406 as presented. ROLL CALL: AYES: BARDY, DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: NONE. Motion approved.

COMMUNITY DEVELOPMENT: Trustee Wardanian reported that the Committee met with Joyce McArdle who presented the committee with feedback on the Developer Packets recently mailed out. The committee asked that she work with developer's interest in developing 50+ developments and contact previously interested parties of the old Magnolia property, as the seller has recently reduced the price and offering the property for sale two ways—selling the building and lot together or selling lot only. The committee is considering whether to participate in the Richmond/Spring Grove Chamber Expo and what they may promote at the event. A decision will be made at their next meeting.

ADHOC LONG TERM PLANNING COMMITTEE: Trustee Drabant reported that the Committee will be meeting on December 22nd briefly to proof the Community Survey and refine wording of informational paperwork.

POLICE: Chief Cetrangolo reported that he has hired two new full-time Police officers who will begin attending the Police Academy beginning in January for a period of 3-months. He also reported that he had purchase two new computers for his department.

ENGINEERING: President Koenig reported on the Route 12 Water main project and updated the Board that the pipe had been located 22' down and the first pressure testing of the line was taking place as he spoke. Tomorrow the line will undergo second pressure test and then the line will be chlorinated and tested twice, 24 hours between sampling and if everything goes well the hole will be closed up. President Koenig also reported that the Van's Lift station project was complete and the Karls backup has been addressed; however further infrastructure repairs will be required to be done in the spring on Nippersink Drive.

PRESIDENT'S COMMENTS: President Koenig announced that the Village of Richmond would be hosting the MCCOG February 25th Dinner meeting for Municipal officials at Memorial Hall. The food will be catered and he asked that all Board members attempt to attend.

President Koenig mentioned that conversation has been taking place regarding how employee health/dental insurance contributions have been calculated. In May, the Village's new Insurance Broker changed the way the current Health Insurance Company determined premiums that being, based upon Age, Zip code and Smoking. President Koenig noted that the Village Attorneys have already been consulted. He asked for some direction from the Board on whether employees should be contributing based upon their actual premium amount or on an average based upon Single, Employee +1, and Family. Trustee

Village of Richmond

INCORPORATED 1872

Kunz stated that changes can only be made to non-union employees and any changes to union employees would have to be negotiated. President Koenig asked if changes should take place effective January 1st or May 1st. Due to the contribution percentage going up from 15% to 17% on May 1st, per the Union contract.

TRUSTEE COMMENTS: Trustee Drabant requested that an item be added to the next Board agenda entitled "Exploratory Committee to research hiring a Village Administrator."

Trustee Hollenbach left the meeting at 9:47 PM.

CLOSED SESSION: President Koenig reported that the Board needed to go into Closed Session to approve and perform Semi-Annual Review of Closed Session Minutes (5 ILCS 120/2(c)(21).

Trustee Kunz moved, seconded by Trustee Drabant to go into Closed Session to approve and perform Semi-Annual Review of Closed Session Minutes (5 ILCS 120/2(c)(21). ROLL CALL: AYES: BARDY, DRABANT, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: HOLLENBACH. Motion approved.

The Board went into closed session at 9:49 PM.

Trustee Bardy moved, seconded by Trustee Kielpinski to come out of closed session. ROLL CALL: AYES: BARDY, DRABANT, KIELPINSKI, KUNZ and WARDANIAN. NAYS: NONE. ABTAIN: NONE. ABSENT: HOLLENBACH. The motion carried.

The Board came out of closed session at 10:03 PM.

Roll call was then taken, present were: President Koenig; Trustees Bardy, Drabant, Kielpinski, Kunz, and Wardanian; and Attorney McArdle. Clerk Thomas (left closed session at 9:59 PM).

ACTION RESULTING FROM CLOSED SESSION: The Board recommended releasing the July 18, 2013, December 19, 2013, March 6, 2014, June 19, 2014, and July 3, 2014 closed session minutes for public viewing. The Clerk will prepare a Resolution for approval at the next Board meeting.

With no further business, Trustee Kunz moved to adjourn the December 18, 2014 Board Meeting, seconded by Trustee Kielpinski. Motion approved by voice vote.

Meeting adjourned at 10:05 PM.

Respectfully submitted,

Karla L. Thomas
Village Clerk