

# Village of Richmond

## INCORPORATED 1872

Village President Peter Koenig called the December 19, 2013 Regular Board Meeting to order at 7:03 PM, 5600 Hunter Drive, Richmond, Illinois.

### ROLL CALL:

**PRESENT:** Village President Peter Koenig; Trustees: Scott Drabant, Charlotte Hollenbach, David Kielpinski, Craig Kunz and Ramsin Wardanian.

**ABSENT:** Trustee Dennis Bardy.

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

Minutes from the December 5, 2013 Regular Board Meeting were reviewed.

*Trustee Kielpinski moved, seconded by Trustee Wardanian approved the December 5, 2013 Regular Board meeting minutes as presented. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ and WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

**ANNOUNCEMENTS:** President Koenig thanked the Public Works Department for all their hard work noted that they have had to deal with several water main breaks, hang Christmas decorations and perform snow removal duties.

President Koenig reported that the Christmas of Yesteryear Events were a success and thanked Public Works and the Village Clerk for their work.

**UNFINISHED BUSINESS:** Several options were discussed regarding Trustee wages. The last increase in Trustee pay took place in 1989. It was noted that any increase in pay approved by the Board would not go into effect on May of 2015 for only three (3) Trustees and the remaining (3) Trustees would not receive the increase upon May of 2017.

*A motion was made by Trustee Kielpinski, seconded by Trustee Kunz to increase Trustee pay to \$100.00 per meeting with a maximum of four (4) meeting per month, additionally if the Corporate Authorities calls a Special meeting they would receive \$100.00. A cost of living adjustment (COLA) would begin on January 1, 2016 going forward with the provision that the Board would have the option to waive the COLA if they so wished. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, AND KUNZ. NAYS: WARDANIAN. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

**PUBLIC COMMENTS:** Gary Tiritilli (10907 Partridge Trail) voiced concerns regarding the cost of living adjustment, but had no problem with the increase in pay for the Board Trustees.

**NEW BUSINESS:** President Koenig announced that he would like to appoint Stan Maravelias to the Plan Commission. This appointment would fill one of two vacancies on the Commission. Board members were asked to contact him if they knew of anyone interested in becoming a Plan Commissioner.

*A motion was made by Trustee Kunz, seconded by Trustee Hollenbach to approval the appointment of Stan Maravelias to the Plan Commission. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ, AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

The Village Clerk then administered the Oath of Office. President Koenig noted that the Plan Commission should review the Comprehensive Plan for the Village sometime in 2014.

The Board reviewed the liquor license application submitted by Priya Tobacco aka the Tobacco Shop. President Koenig reported that all documents were in order. President Koenig reported that the number of Liquor Licenses would not need to be increase as the Patel's were purchasing the Pantry Express and the current owner would be surrendering his liquor license in the morning.

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*Trustee Wardanian moved, seconded by Trustee Kielpinski to approve the liquor license from Priya Tobacco aka the Tobacco Shop located at 10815 Main Street contingent on the surrender of the liquor license for the Pantry Express. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ and WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

### COMMITTEE/DEPARTMENT REPORTS:

**FINANCE:** Trustee Drabant reported that the committee reviewed the RFP for Curbside Disposal/Recycling and Yard Waste. Trustee Drabant stated that the Village should adopt a policy moving forward on the updating of the Municipal Code. Trustee Drabant then presented Warrant# FY 2013/14.08.02 in the amount of \$25,671.10 for approval.

*Trustee Drabant moved, seconded by Trustee Kunz to approve Warrant# FY 2013/14.08.02 in the amount of \$25,671.10 as presented. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

**COMMUNITY DEVELOPMENT:** Trustee Hollenbach reported that the Committee met to discuss the Art Festival. Trustee Kielpinski reported that the Chamber would like to host a Wine Walk the same weekend. In the future, the Committee may consider a section of Children's Art and possible Art Classes for Children.

Trustee Hollenbach reported that she and the Village Clerk recently met with the website designer for the new Village website. President Koenig mentioned that the Village may be changing its web address in the future to [www.richmond-il.gov](http://www.richmond-il.gov). He reported that the cost would be \$150.00 per year vs. the current web address of [www.richmond-il.com](http://www.richmond-il.com) which costs the Village \$10.00 per year.

**POLICE:** Police Chief Cetrangolo stated that he would be in contact with Trustee Wardanian regarding the necessary policing that would be required for the Richmond Fine Art Festival.

**ENGINEERING:** Engineer Murphy reported that there has been to change in the situation at the Drake Motel; however, the Health Department is aware of the fact that they have a bid for the work necessary on the septic. He also reported that he is currently working on the Myer Property and the May Property. He noted that the May property is interested in connecting to water only and he is working on the tap on fee for the connection.

**PRESIDENT'S COMMENTS:** President Koenig reported that he had met with Tina Hill, the McHenry County Department of Transportation and the Illinois Department of Transportation regarding the Richmond Bypass. At this point the project is now being referred to as a Traffic Improvement Project and is in the preliminary stages. IDOT is still moving forward with their plans to make U.S. Rte. 173 4-lanes from Waukegan to Rockford.

President Koenig then wished everyone a Happy and Safe Holiday Season.

**TRUSTEE COMMENTS:** Trustee Drabant questioned the Village Attorney regarding Liability Insurance Coverage the Village should require for the Curbside Refuse, Recycling and Yard Waste RFP. It was determined that was stated in the RFP currently was sufficient.

**CLOSED SESSION:** President Koenig announced that the Board needed to go into closed session for purposes of Litigation (5 ILCS 120/2(c)(11)), Personnel (5 ILCS 120/2(c)(1)), Acquisition of Property (5 ILCS 120/2(c)(5)), and Approval/Semi-Annual Review of Closed Session Minutes (5 ILCS 120/2(c)(21)).

*Trustee Kielpinski moved, seconded by Trustee Kunz to go into closed session for the purpose of Litigation (5 ILCS 120/2(c)(11)), Personnel (5 ILCS 120/2(c)(1)), Acquisition of Property (5 ILCS 120/2(c)(5)), and Approval/Semi-Annual Review of Closed Session Minutes (5 ILCS 120/2(c)(21)). ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ, AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

The Board went into closed session at 8:40 PM.

*Trustee Drabant moved, seconded by Trustee Hollenbach to return to Open Session. ROLL CALL: AYES: DRABANT, HOLLENBACH, KIELPINSKI, KUNZ, AND WARDANIAN. NAYS: NONE. ABSTAIN: NONE. ABSENT: BARDY. Motion carried.*

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The Board returned to open session at 9:10 PM.

Roll Call was then taken: ROLL CALL: PRESENT: KOENIG, DRABANT, HOLLENBACH, KIELPINSKI, KUNZ, WARDANIAN, THOMAS, AND STEWART. ABSENT: BARDY.

**ACTION RESULTING FROM CLOSED SESSION:** The Board approved the closed session minutes for the June 20, 2013 (as presented) and July 18, 2013 (as presented) in closed session. The closed session minutes for May 16, 2013 and July 18, 2013 minutes will remain closed. A resolution for the release of the June 20, 2013 closed session minutes will be presented for approval at the January 2, 2014 Board meeting.

**TRUSTEE COMMENTS (CONTINUED):** Trustee Kunz questioned the status of the cross training of Village Treasurer Karla Tabaka on payroll, as the Board had requested that this be addressed back in May. President Koenig stated that he would call Treasurer Tabaka tomorrow, December 20, 2013. Trustee Kunz asked if the Richmond Burton High School Superintendent was provided with the information requested regarding Police Traffic Control and the Liaison. President Koenig reported that he had emailed the information to the Superintendent and has not heard back from him. President Koenig stated that he would email what he sent to the Superintendent to Trustee Kunz. Trustee Kunz asked if a policy had been implemented regarding the punching of the time clock. The Clerk reported that she had explained to the administrative staff how time should be calculated (the Village will follow the rule of 7) and stated that while updating the Personnel Policy and Procedures Manual in January 2014 this policy would be added. Trustee Kunz asked about the status of the implementation of the accounting subgroup for the Beast. The Board agreed that they would like to track the revenues and costs. President Koenig stated that the Finance Clerk has been directed to update IEPA documents for the January trip to Springfield and to complete her year-end duties, before proceeding with the Beast project. He stated that the project would be completed before the end of the fiscal year.

Trustee Kielpinski asked the Finance Committee member if they had agreed to expend no more than \$3,000.00 to complete the new website design, which was budgeted for last fiscal year, but was not completed. The Committee members and President Koenig stated that the work should be completed and the money was available.

*With no further business, Trustee Kunz moved to adjourn the December 19, 2013 Regular Board Meeting, seconded by Trustee Kielpinski. The motion was approved by unanimous voice vote.*

Meeting adjourned at 9:34 PM.

Respectfully submitted by,

Karla L. Thomas, Village Clerk