

Village of Richmond

INCORPORATED 1872

Village President Craig Kunz called the March 5, 2020 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 Craig Kunz, Trustees Robert Elliott, Gina Garbis, Frank Peiler and Toni Wardanian.

ABSENT: Trustee TJ Fulmer.

OTHERS PRESENT: Police Chief Ciro Cetrangolo, Interim Superintendent of Public Works Jon Schmitt (left at 7:10 PM), Public Works Crew Leader Tim Koenig (left at 7:10 PM), Village Attorney David McArdle and Village Clerk Karla Thomas.

ANNOUNCEMENTS: None.

UNFINISHED BUSINESS: None.

PUBLIC COMMENTS: None.

CONSENT AGENDA: The Board reviewed the items on the consent agenda.

- a. Approval of Regular Board Minutes for February 20, 2020
- b. Authorization to Expend Funds for Warrant Fiscal Year 2019/20.11.01 in the amount not to exceed \$200,000.00
- c. Approval to waive Special Event/Temporary Vendor Permit fee & insurance for Girl Scout Troop#1270 to sell cookies at Stevens Park on Sunday, March 8, 2020

Trustee Peiler moved, seconded by Trustee Garbis to approve the consent agenda, approval of the Regular Board minutes for February 20, 2020, authorization to expend funds for Warrant Fiscal Year 2019/20.11.01 in the amount of \$71,766.20 and approval to waive Special Event/Temporary Vendor Permit fee and insurance for Girl Scout Troop#1270 to sell cookies at Stevens Park on Sunday, March 8, 2020 as presented. ROLL CALL: AYES: ELLIOTT, GARBIS, PEILER and WARDANIAN. NAYS: NONE. ABSENT: FULMER. ABSTAIN: NONE. The motion carried.

Attorney McArdle announced that Supt. Schmitt and Crew Leader Koenig were present to discuss a water issue, as the Supt. takes direction from the Board and not the Village President and Trustee Fulmer was absent, Attorney McArdle suggested that the matter be addressed at the next Board meeting. The Board members present agreed.

NEW BUSINESS: President Kunz presented an Ordinance Amending Chapter 5 Waterworks and Sewage System, Sections 5.04 Water and Sewage Service Bills and 5.05(a) Nonpayment of Bills; Liens of the Richmond Municipal Code. Atty. McArdle explained that Section 5.04 was amended to have both the owner and occupant equally responsible for water bills, which occurs in most municipalities. President Kunz explained that Section 5.05(a) was amended to add verbiage for electronically transmitted billing know being implemented.

Trustee Garbis moved, seconded by Trustee Elliott to approve an Ordinance Amending Chapter 5 Waterworks and Sewage System, Sections 5.04 Water and Sewage Bills and 5.05(a) Nonpayment of Bills; Liens of the Richmond Municipal Code as presented. ROLL CALL: AYES: ELLIOTT, GARBIS, PEILER and WARDANIAN. NAYS: NONE. ABSENT: FULMER. ABSTAIN: NONE. The motion carried.

President Kunz presented an Ordinance Amending Chapter 2, Decision-Making, Administration, and Enforcement Responsibilities, Chapter 4, Development Review Procedures, and Chapter 7, Standards and Requirements for Public Improvements, of the Unified Development Ordinance of the Village of Richmond and Chapter 30, Stormwater Management, of the Village of Richmond Municipal Code Adopting the McHenry County Stormwater Management Ordinance. He explained that the changes deletes stormwater management and reverts responsibility to McHenry County who will be reviewing plans and issuing permits.

Trustee Elliott moved, seconded by Trustee Peiler to approve an Ordinance Amending Chapter 2, Decision-Making, Administration, and Enforcement Responsibilities, Chapter 4, Development Review Procedures, and Chapter 7, Standards and Requirements for Public Improvements, of the Unified Development Ordinance of the Village of Richmond and Chapter 30, Stormwater Management, of the Village of Richmond Municipal Code Adopting the McHenry County Stormwater Management Ordinance as presented. ROLL CALL: AYES: ELLIOTT, GARBIS, PEILER and WARDANIAN. NAYS: NONE. ABSENT: FULMER. ABSTAIN: NONE. The motion carried.

President Kunz reported that he had emailed two drafts of regulations for off-premise signs to the Board for review and input, but received no replies. The Board discussed the regulations and felt they were sufficient. The draft document will need to be put into ordinance form. Atty. McArdle will convert the document and the ordinance will be brought back to the Board for formal approval.

COMMITTEE/DEPARTMENT REPORTS:

FINANCE: Trustee Wardanian reported that the committee met to pay bills and review the 2021 budget. President Kunz noted that the Police budget will be presented next Monday, followed by the Water/Sewer, Water/Sewer Capital Improvement, and Septic Receiving budget on March 16th. The overall budget will be reviewed after that and necessary cuts will then be made. Board members were encouraged to attend.

Village of Richmond

INCORPORATED 1872

COMMUNITY DEVELOPMENT: Trustee Elliott announced that the Village sponsored St. Patrick's Day Celebration turned out good. The event coordinators did a great job. The next event will be Retro Night. President Kunz inquired into attendance numbers. Trustee Elliott reported that approximately 150 people attended over the seven hour period. Main Street Coffee did excellent and provided a nice selection of beverages and snacks.

POLICE: Chief Cetrangolo distributed the monthly activity report for February 2020. He announced that a part-time investigator starts next week. President Kunz suggested that in the future a short background be presented to the Board to an offer of employment.

PUBLIC WORKS: President Kunz reported that Supt. Schmitt and Crew Leader Koenig are working on the Mill Street water issue.

ENGINEERING: President Kunz reported that he had sent the Financial Analysis of Septage Receiving prepared by IPR to the Finance Committee for review. He requested that Trustee Wardanian forward the document to the rest of the Board. President Kunz also reported that the Bio-solids Assessment being performed by IPR should be completed within the next 30 days.

VILLAGE CLERK: Clerk Thomas reported that a public hearing will take place before the Zoning Hearing Officer regarding a variance on setbacks for a vacant lot located at 10112 Covell St. on Monday, March 16th at 1:00 PM. She also reported that a Trustee had requested a copy of the Personnel Handbook and Policy Procedures and distributed copies to all Board members.

ATTORNEY: None.

PRESIDENT'S COMMENTS: President Kunz reported that he and Chief Cetrangolo had sat in on a conference call to brief local officials on what State agencies and departments are doing to coordinate efforts to prevent the spread of the coronavirus. Mayor Lightfoot reported that the City of Chicago had placed information on their website (www.chicago.gov/coronavirus) for the public to view. Additionally, President Kunz distributed a letter that was provided to all employees of the Village's engineering firm (Baxter & Woodman) providing their staff with information on the coronavirus and procedures to follow. He asked that the Community Development Committee develop a program on how the Village will address the issue and possibly have information sent out via eblasts. President Kunz referred to the information provided in the NW Herald and encouraged the committee to especially address how the Village could help residents on fixed incomes get medical assistance. He requested that they report back by next Friday. Trustee Wardanian pointed out that the McHenry County Department of Health had information on their website. There being no consensus on this issue, no action will be taken on the matter.

President Kunz informed the Board that the Village has received several complaints regarding the loud voice coming from the State Weight Station. President Kunz reported that he has attempted to address the issue with the State and was not successful. He asked the Trustees if they would be willing to contact the State, as well. The Board was polled and they decided to take no action.

TRUSTEE COMMENTS: Trustee Elliott reported that during the St. Patrick's Day Celebration he noticed that pedestrians were not pushing the crosswalk buttons to activate the lights. He also reported that drivers were not stopping for pedestrians that were activating the crosswalk lights. He noted that this is a serious safety issue. He suggested that signs be placed to indicate that pedestrian push the buttons to activate them or have some police details at the intersection to cite drivers that were not stopping for pedestrians.

Trustee Wardanian provided information on Transfer Tax Stamp Fees that other municipalities charge to the sellers of properties at the time of closing to help with payment of final water bills. Atty. McArdle suggested that a fee be established, but not a Transfer Tax Stamp Fee. The Finance Committee will discuss the matter further.

CLOSED SESSION: President Kunz announced that the Board needed to go into closed session for the purpose of Pending Litigation (5 ILCS 120/2(c)(11)).

Trustee Wardanian moved, seconded by Trustee Elliott to go into closed session for the purpose of Pending Litigation (5 ILCS 120/2(c)(11)) . ROLL CALL VOTE: AYES: ELLIOTT, GARBIS, PEILER and WARDANIAN. NAYS: NONE. ABSENT: FULMER. ABSTAIN: NONE. Motion carried.

The Board went into Closed Session at 7:50 PM.

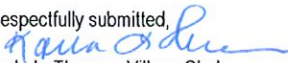
Roll call was then taken, present were President Kunz, Trustees Elliott, Garbis, Peiler, and Wardanian, Attorney McArdle, Chief Cetrangolo and Clerk Thomas. Trustee Fulmer was absent.

The Board reconvened at 8:10 PM.

ACTION RESULTING FROM CLOSED SESSION: None.

With no further business, Trustee Peiler moved to adjourn the March 5, 2020 Regular Board Meeting, seconded by Trustee Garbis. The motion was approved by voice vote.

Meeting adjourned at 8:11 PM.

Respectfully submitted,

Karla L. Thomas, Village Clerk