

VILLAGE OF RICHMOND
5600 HUNTER DRIVE
REGULAR BOARD MEETING NOTICE
APRIL 3, 2025
AGENDA
7:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ANNOUNCEMENTS/REQUESTS:
 - a. Village Curbside Brush Pick-up Begins, Monday, April 21st
 - b. Village Hall closed for Good Friday, April 18th
5. PUBLIC COMMENTS
6. UNFINISHED BUSINESS: None
7. CONSENT AGENDA:
 - a. Motion to approve the Regular Board Minutes for March 20, 2025
 - b. Motion to approve a Request by Wicked Woods and Goods to Close off E. Parking Lot on Saturday, August 23, 2025 from Noon to 6 pm for the 3rd Annual Forever Wicked Summer Market
8. NEW BUSINESS:
 - a. Motion to approve a Class C Liquor License to the new owner of Joy Gaming Café located at 10007 N. Main St., Unit B
 - b. Motion to approve a Resolution regarding the Rental of Village Facilities to Non-Profit and Community Organizations
 - c. Presentation of the Village of Richmond Fiscal Year 2026 Budget
9. COMMITTEE/DEPARTMENT REPORTS:
 - a. Community Development
 - b. Administration/Police
 - c. Public Works/Engineering
 - d. Village Clerk
10. PRESIDENT'S COMMENTS
11. TRUSTEE COMMENTS
12. CLOSED SESSION: Litigation (5 ILCS 120/2(c)(11)), Personnel (5 ILCS 120/2(c)(1)), Acquisition of Property (5 ILCS 120/2(c)(5)), Real Estate: Setting Price for Sale/Lease of Municipal Property (5 ILCS 120/2(c)(6)), Approval/Semi-Annual Review of Closed Minutes (5 ILCS 120/2(c)(21))
13. ACTION RESULTING FROM CLOSED SESSION
14. ADJOURNMENT

POSTED: March 28, 2025

Special Event Application

APPLICANT INSTRUCTIONS

Please complete the following application for special events that wish to use public property. Your application is subject to approval by the Village Board and must be submitted 30 days prior to the event to ensure timely processing.

All special event related costs will be the responsibility of the applicant or requesting organization. The sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and agrees to pay any cost associated with damage to Village of Richmond property, cleanup, or any other additional Village expense caused by the event.

Applicant

Name of Event (As It Will Be Published)

3rd Annual Forever Wicked Summer Market

Date of Event

08-23-2025

Number of Days

1

Time of Event

12:00pm - 6:00pm

Location

The location of the event will affect the requirements for traffic control or street barriers. The cost of barriers adjusts with the size of the street chosen. Barriers are non-negotiable due to safety. You may reduce the cost of your event by choosing an alternative location that does not require barrier safety precautions. Street Barriers: (\$1,500.00-\$3,000.00)(Will calculate based on street width)

Requested Location of Event

E Municipal Parking Lot

Open to the Public

Yes

Anticipated Number of Guests

2000

Event Sponsor

Sponsor of Event

Wicked Woods & Goods

Contact Name

Amanda Brock

Address

5613 Broadway St, Richmond IL 60071-9744

Phone Number

[REDACTED]

Email

wickedwoodsil@gmail.com

Type

For profit



Food & Liquor

Will this event serve food or liquor?

☒ Yes, this event will serve food. I understand that it is my responsibility to advise all food vendors, including food trucks, to contact the McHenry County Department of Health in advance of the event for any required permits and guidelines. Food vendors will display required signage at site, if applicable.

☐ Yes, this event will serve liquor. I understand that State Law requires that I obtain a Local and State Special Event Liquor License for both non-profit organizations or licensed businesses.

☐ None of the above.

Food Trucks

Food trucks are subject to all requirements adopted by the McHenry County Department of Health. **Food trucks may not park on public streets unless this area is included in the Special Event application.** Food trucks must provide receptacles for refuse, and properly dispose of all waste. Food truck signage is limited to one free-standing sandwich board, no larger than 16 square feet and may not block the street or the sidewalk. Food trucks cannot be parked on grass, in fire lanes, handicap parking spaces, or any other location that will impede traffic flow, obstruct sight lines, or create unsafe conditions for pedestrians or vehicle traffic. Food trucks must have valid driver's license and insurance.

Food Trucks

Yes, this event will have food truck(s). I acknowledge and agree to the above rules.



Food Trucks

Please list food truck(s) that will be participating in event:

Please upload site plan showing location of truck(s).

Drag and drop file here

or

Click to browse files

Wicked Woods & Goods Market Layout.... March 20, 2025 2:07 PM (uploaded by applicant)

Temporary Vendors

When sponsored by a special event permit, temporary vendors may conduct business limited to the time and event location approved by the Village Board.

Please inform all temporary vendors of requirements for sales tax reporting. Please visit Illinois Department of Revenue website for more Information: <https://tax.illinois.gov/individuals/fairs.html>

Temporary Vendors

Yes, this event will have temporary vendors on public property. I understand that it is my responsibility as the event organizer to inform them of all requirement... ▼

Additional Services Requested (PD)

Please write "0" if you do not require this service under *total hours requested* and *requested time to start*.

-
Additional Services Requested (PD)

☐ Traffic Control - Sworn
Officer (\$80.00 per hour) ☒ Do not include

Total Hours Requested (Police Officer/Traffic Control)

0

Requested Time To Start

0

Additional Services Requested (PW)

Please write "0" if you do not require this service under *total hours requested* and *requested time to start*.

-
Additional Services Requested (PW)

☐ Public Works Call Out
(\$70.00 per hour) ☒ Do not include

Total Hours Requested (Public Works) (Minimum 2 hours, do not include time for barrier deployment)

0

Requested Time To Start

0

Public Act 100-0671

Effective January 1, 2019, Public Act 100-0671 requires the organizer of a public gathering conducted on public property open to the public that requires a permit from a unit of government to post a notice that complies with the requirements of the Act in a conspicuous and accessible place on the premise in clear view of the public regarding Victims of slavery and human trafficking.

A model notice from The Illinois Department of Human Services will be provided to you with your permit at the end of this process.

-
Public Act 100-0671

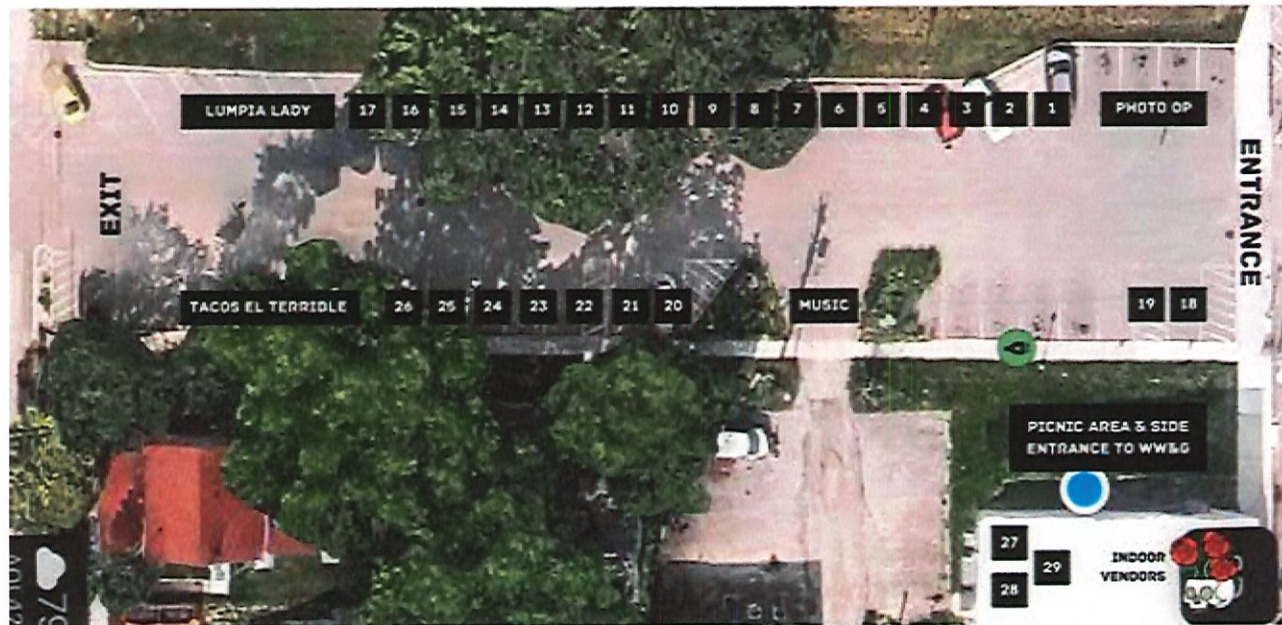
Yes, I acknowledge this requirement. ▼

Signature

x

Amanda Brock

2024 FOREVER WICKED VENDOR MAP



1 - WILDLY ROOTED FLORAL
2 - BLACK MAGICK SHOPPE
3 - GLASS STATION
4 - HONEYS POTS & PROPS
5 - CRYSTAL CASTAWAYS
6 - THAT ONE CRAFTY LADY
7 - JOAN DE ART
8 - KITA

9 - WWW-A
10 - TUFF PEACH CRAFT CO
11 - MISTY MOON DESIGN
12 - JENNY SHELTON
13 - MADAME CREATRIX
14 - ORB WEAVER CERAMICS
15 - K.SCOTT VIRIDIAN
16 - MOTHER MORRIGAN

17 - BATRIDGE FARMS
18 - WW&G RAFFLE
19 - COSTUME CONTEST
20 - TWITCHY WITCHY
21 - PAWSTAR
22 - ALKOLAI/MARIA
23 - PIMPED VINTAGE
24 - SLAPASS CREATIONS

25 - HERBAL REVIVAL
26 - CREATED BY EMME
27 - IRIS AURA PHOTOS
28 - WITCH HAUS ALCHEMY
29 - BLUE SPARROW



VILLAGE OF RICHMOND
APPLICATION FOR LIQUOR LICENSE
under
VILLAGE OF RICHMOND
LIQUOR CONTROL ORDINANCE

ALL LICENSES EXPIRE APRIL 30 FOLLOWING DATE OF ISSUANCE

NAME OF BUSINESS, ADDRESS AND TELEPHONE NUMBER:

JOY GAMING CAFE
10007 N. Main St. Unit-B, Richmond IL 60071

FORM OF OWNERSHIP: (Check which applies)
LLC/CORPORATION ☒ PARTNERSHIP _____ INDIVIDUAL/SOLE PROPRIETOR _____

IF LLC/CORPORATION:

LLC/Corporation Name: OM RICHMOND GAMING CAFE INC

LLC/Corporate Address and Phone Number: 10007 N. Main St. Ste-B
Richmond, IL 60071 815 862 1093

State of Incorporation: ILLINOIS

Name, Address and Phone Number of owners holding 5% or more shares (use separate sheet)

IF PARTNERSHIP:

Name of Partnership: _____

Address and Phone Number: _____

Name, Address and Phone Number of all partners holding 5% or more shares:

IF INDIVIDUAL/SOLE PROPRIETOR:

Applicants Full Name: _____

Residence Address: _____

Phone Number and Date of Birth: _____

Citizen of U.S.? _____ If a naturalized citizen, when and where naturalized? _____

Court in which (or law under which) naturalized: _____

ALL APPLICANTS:

1. Will the business be conducted by the owner **YES** ☒ **NO** ____ If not, will it be conducted by a manager: **YES** ____ **NO** ____ or agent: **YES** ____ **NO** ____

Name of manager or agent (if, applicable): _____

Home Address & Phone Number: _____

Date of Birth: _____ Citizen of U.S.? **YES** ____ **NO** ____

2. Classification of license sought: **A** ____ **A-1** ____ **B** ____ **B-1** ____ **B-2** ____ **C** ☒ **C-1** ____ **D** ____ **D-1** ____ **D-2** ____ **E** ____ **F** ____
Check all being sought.

3. Does applicant own premises for which license is sought? **YES** ☒ **NO** ____ If not, give name & address of owner and attach copy of current unexpired executed lease agreement.

Name of property owner Richmond Petroleum Inc
Address of property owner 10007 N. Main St. Richmond, IL 60071

4. If property is owned by a land trust, trustee must file affidavit disclosing names and addresses of all beneficial owners and percentage of interest. (Use other sheet)

5. What is the principal type of business at this location?

6. What is the current zoning for this property? **Central Business (CB)** ____ **General Business (GB)** ☒ **Industrial** ____

7. Is the business located within 100 feet of any church, school, and hospital, home for the aged or indigent persons or for veterans and their families or any military or naval station? **YES** ____ **NO** ☒

If **YES**, is the place of business a hotel offering restaurant services, a regularly organized club, a food shop or other place where the sale of liquor is incidental to the principal business?

8. Provide a copy of unexpired Certificate of Liquor Liability Insurance, indicating current DRAM shop liability coverage.

9. If the principal business is a restaurant, provide a copy of the unexpired McHenry County Health Department Annual Health Permit granting approval for Food Services.

10. Provide a copy of the applicants unexpired Retailer's Occupational Tax (Sales Tax) Certification of Registration Form which shows the expiration date and number issued to the business.

11. Are you delinquent in the payment of Sales Tax, and if so, the reasons therefore: - NA -

12. Has any manufacturer, importing distributor or distributor of alcoholic liquors directly or indirectly paid or agreed to pay for this license, advanced money or anything else of value or any credit (other than merchandising credit in the ordinary course of business for a period not in excess of 90 days), or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business? **YES** ____ **NO** ☒

If answer is **YES**, give particulars

13. Have you, or in the case of a corporation, the owners of 5% or more shares of the corporation, or the local manager, or the in case of partnership, any of the partners: a) ever been convicted of any violation of any law pertaining to alcoholic liquors? **YES** ____ **NO** ☒ If **YES**, explain:

b) ever been convicted of either a felony or a misdemeanor? YES ___ NO ☒ If YES, please describe _____

c) ever been convicted of a gambling offense? YES ___ NO ☒ If YES, give all details _____

d) ever been issued a federal gaming devise stamp or a federal wagering stamp by the federal government for the current tax period? YES ___ NO ☒

e) ever had a liquor license revoked or suspended? YES ___ NO ☒ If YES, give details _____

14. Is any individual who is directly or indirectly interested in applicant's place of business, a law-enforcing official or elected public official or member of any Village Commission? YES ___ NO ☒ If YES, please give names & addresses of such person's _____

15. Are you familiar with all the laws of the United States, State of Illinois and ordinances of the Village of Richmond pertaining to the sale of alcoholic liquor, and will you abide by them? YES ☒ NO ___

16. Will you maintain the entire premises in a safe, clean and sanitary manner free from conditions which might cause accidents? YES ☒ NO ___

17. Will you attempt to prevent rowdiness, fights and disorderly conduct of any kind and immediately notify the Richmond Police Department if any such events take place? YES ☒ NO ___

18. Will you and all your employees refuse to serve or sell alcoholic liquor to any intoxicated person or to a minor? YES ☒ NO ___

No person holding a Village of Richmond liquor license shall, in the conduct of the licensed business or upon the licensed premises, either directly or through the agents or employees of the licensee:

1. Violate or permit a violation of any federal law or state statute.
2. Violate or permit a violation of any Village ordinance or resolution regulating the sale of alcoholic liquor or relating to the eligibility of the licensee to hold a liquor license.
3. Violate or permit a violation of any rule of regulation of the Illinois Liquor Control Commission, as revised from time to time.
4. Permit the sale of and/or consumption of any alcoholic beverages outdoors absent a specific permit granted by the Village of Richmond Board of Trustees.
5. Allow fighting, disorderly conduct or excessive noise constituting a nuisance or tumultuous conduct of patrons and/or employees of licensee to take place on the licensed premises or on, about and/or adjacent to the property where the licensed premises is located.
6. Allow patrons to serve or distribute alcoholic beverages to minors on the licensed premises or allow minors to drink alcoholic beverages on the licensed premises.
7. Fail to call the Village Police Department upon the violation of any Village ordinance or state law relating to fighting, disorderly conduct or excessive noise constituting a nuisance or tumultuous conduct of patrons and/or employees on the licensed premises.

AFFIDAVIT

State of Illinois)
County of McHenry)

I (we), swear or affirm that I (we) have read the above and foregoing Application, caused the answers to be provided thereto and all of the information given on said Application to be true and correct, and consent to investigation and background check by the Local Liquor Control Commissioner or his/her designee and agree to comply with all Village Ordinances and the rules stated on this application.

LLC/CORPORATION:

Piyush Patel
Signature of Applicant

PIYUSH PATEL
Print Name

PARTNERSHIP:

Signature of Authorized Agent

Print Name and Title

INDIVIDUAL/SOLE PROPRIETOR:

Signature of Authorized Agent

Print Name and Title

MANAGER/AGENT: (If Applicable)

Signature of Manager/Agent

Print Name

Subscribed and sworn to before me this 23rd day of MARCH, 2025

Karla Lisa Thomas
Notary Public



Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public

Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public

Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public

FOR OFFICE USE ONLY

Date Application Submitted: 3-26-25
License Number Issued: C-44
Amount of Fee Paid: _____

Date Board Approved: _____
Date License Issued: _____
Date Fee Paid: _____

Village of Richmond

INCORPORATED 1872

A RESOLUTION REGARDING THE RENTAL OF VILLAGE FACILITIES TO NONPROFIT AND COMMUNITY ORGANIZATIONS

R2025-_____

WHEREAS, the Village of Richmond (“Village”) is a municipal corporation organized and operating under the laws of the State of Illinois; and

WHEREAS, the Village owns and operates certain public facilities that it has determined may be used as a limited public forum, which may be utilized by local nonprofit and community organizations for meetings and events that serve the public interest; and

WHEREAS, the Village finds that allowing such organizations to use Village facilities, subject to appropriate regulations, serves the general welfare of the community while ensuring that public property is used in a manner consistent with municipal purposes; and

WHEREAS, the Village desires to establish policies and procedures for the usage of Village facilities, ensuring responsible use, cost recovery, and compliance with applicable laws.

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RICHMOND, MCHENRY COUNTY, ILLINOIS, that:

SECTION ONE: The Village hereby determines it shall allow designated municipal facilities to be used as a limited public forum and hereby adopts the Village of Richmond’s Conference Room/Village Board Room Use Policy and Agreement, attached hereto as Exhibit A, as its policies and procedures to use said municipal facilities by eligible nonprofit and community organizations for meetings, events, and other approved activities as set forth therein and pursuant to any administrative policies adopted from time to time.

SECTION TWO: The Village Administrator or the Village Administrator’s designee shall be responsible for ensuring compliance with the Conference Room/Village Board Room Use Policy and Agreement and may amend the Conference Room/Village Board Room Use Policy and Agreement and implement a fee schedule as necessary to serve the best interests of the community.

Adopted by vote of the Village of Richmond, Board of Trustees, on this __ day of April, 2025.

Toni Wardanian, Village President

ATTEST:

Karla L. Thomas, Village Clerk



Village of Richmond

5600 Hunter Drive Richmond IL 60071

Ph. 815-678-4040

www.richmond-il.com

APPLICATION FOR FACILITY USAGE AND POLICY/AGREEMENT

I hereby make application for use of the public meeting room(s) subject to the applicable policy and agreement and the waiver at bottom. Filing this request form does not guarantee approval of the facility nor time requested.

Applicant's Name _____

Group/Organization _____

Address of Applicant/Organization _____

City _____ State _____ ZIP _____

Applicant's Daytime Contact Phone/Cellphone Number _____

Applicant's Email Address _____

Room Requested: Conference Room _____ Board Room _____

Date(s) & Time(s) Requested _____

Description of Activity _____

Estimated Attendance _____

Signature of Applicant _____ Date _____

Waiver

The Village of Richmond hereby grants the aforementioned applicant permission to use the facility requested under the terms as herein indicated.

Applicant: I have read and reviewed this application to use the Village Hall meeting room(s) and hereby agree to abide by and conform to all rules. I also agree to inform all other participants of said rules and require them to also abide by and conform to such rules. I hereby state that the information provided in this application is true and correct and that I will be responsible for insuring that the room(s) will be returned in the condition in which they were received.

It is fully understood and agreed by all parties that the Sponsoring Organization guarantees to hold the Village of Richmond harmless against any and all suits of any manner which might arise as a result of the permitted activities that the Sponsoring Organization agrees to defend and indemnify said Village against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity and any damages, judgements or decrees which might be awarded against said Village in the event that suit should be brought as the result of the covered activity(ies) as identified above.

The Village of Richmond reserves the right to reject any application, and suspend or terminate use of the building if the rules are not practiced as stated on the attached form.

Signature of Applicant _____ Date _____

Village Clerk Approval: _____ Date _____

Submit completed application:

Village of Richmond • Attn: Karla L. Thomas • Email: villageclerk@richmond-il.com • Phone: 815-678-4040 x-101

Village of Richmond

CONFERENCE ROOM/VILLAGE BOARD ROOM USE POLICY AND AGREEMENT

Limited Public Forum

The Village of Richmond designates its public meeting rooms as a limited public forum subject to the following policies and procedures.

Availability

The Village of Richmond provides space for community groups to meet at the Village Hall ("Public Meeting Rooms") located at 5600 Hunter Drive, Richmond, IL 60071. Facilities are available by reservation only and upon approval of an application. Applications will not be accepted more than 60 days prior to the event. Please contact Karla L. Thomas, Village Clerk, at 815-678-4040 x-101 or send an email to villageclerk@richmond-il.com to reserve a time for the Conference Room or Village Board Room. Usage shall not interfere with municipal operations or official business and the Village reserves the right to preempt use of the rooms for Village meetings or programs, and as much notice as possible will be provided to the group(s) affected by a change.

Accommodations

Two rooms are available for public use Monday – Friday, from 5:00 pm to 9:00 pm. The Conference Room consists of a conference table for 8 people. The Village Board Room consists of a formal dais. No adults or children are allowed behind the dais. Seating for 20 is available in the audience area. No audio/visual equipment is available for use in either room.

There is no rental fee or deposit required for use of the room(s). No fee may be charged the participants attending meetings. Use of the room(s) is/are limited.

Community Group Eligibility

Non-profit organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and community groups that serve the residents of the Village and promote civic, cultural, educational, or recreational activities are eligible to use the Public Meeting Rooms.

Meeting Room usage must be supervised by a legally responsible adult of at least 18 years of age. This individual will act as the "group coordinator" and is responsible for the actions of the group, security of the building, and setup/cleanup. The group coordinator is responsible for contacting Police Personnel or the Village Clerk (if Police are not available) to arrange the unlocking for the building prior to the meeting and locking of the building when meetings are completed. A group cannot assign its reservation to another community group; each group must complete its own application for use.

Application Submittal

- A certificate of insurance, including commercial general liability with coverage limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate must be provided at time of application; and
- An application does not guarantee approval of request.

Rules for Application and Use

- Facilities are available on a first-come, first-served basis;
- The applicant agrees to indemnify and hold harmless the Village from all claims arising from facility use;
- The renter is responsible for ensuring that all attendees comply with these facility rules and regulations;
- Rentals may not exceed the designated facility capacity;
- All rentals must comply with local, state, and federal laws, including safety and fire codes;
- No smoking, vaping, or alcohol are permitted on the premises;
- Food and non-alcoholic beverages are allowed on a limited basis. Any spills or stains are to be cleaned up by the user;
- No lit candles, open flames or cooking devices of any kind are permitted;
- No use of hazardous or dangerous materials are permitted;
- No decorations or signs may be nailed, tacked, taped or hung or otherwise affixed to the room walls, windows, or doors;
- No adjustment of the thermostat will be permitted;
- All chairs and furniture will be placed in their original locations and lights turned off;
- Failure to leave the facility in proper order may result in denial of future requests to use the room;

- It will be the responsibility of the group to pay for repair or replacement of any damage to building or furnishings caused by the group use of the premises;
- The Village of Richmond is not responsible for items owned by a group and left behind in the room;
- The Village of Richmond reserves the right to restrict or deny use of the room(s) for violation of Village rules or ordinances, applicable law, this policy/agreement, behavior that disrupts Village business, uses that interfere with Village personnel's use of the room, or activities which are unsafe;
- Village personnel reserves the right to visit a meeting at any time to check for compliance;
- The Village reserves the right to deny or revoke rentals at any time due to violations of this policy or any Village ordinance or for safety reasons;
- Other fees and rules or restrictions on Meeting Room use may be imposed by the Village.

In consideration for the free use of the Village facilities, Applicant agrees to, and will comply with, the terms and conditions of this Conference Room/Village Board Room Use Policy and Agreement. Applicant acknowledges receiving a copy of this Conference Room/Village Board Room Use Policy and Agreement.

_____	_____	_____	_____
Applicant	Date	Karla L. Thomas, Village Clerk	Date