

VILLAGE OF RICHMOND
5600 HUNTER DRIVE
REGULAR BOARD MEETING NOTICE
DECEMBER 18, 2025
AGENDA
7:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ANNOUNCEMENTS/REQUESTS:
5. PUBLIC COMMENTS
6. UNFINISHED BUSINESS:
7. CONSENT AGENDA:
 - a. Motion to approve the Regular Board Minutes for December 4, 2025
 - b. Motion to authorize the Expenditure of Funds for Warrant Fiscal Year 25/26.08 in the amount not to exceed \$150,000.00
 - c. Motion to approve a Resolution regarding approval and release of closed session minutes
8. NEW BUSINESS:
 - a. Motion to approve an Ordinance Amending Chapter 2 Board of Trustees, Section 2.04, Regular Meetings and Section 2.15(c) Meeting Attendance by Audio or Video Conferencing of the Village of Richmond Municipal Code
 - b. Motion to approve An Ordinance Amending Chapter 15 Traffic of the Richmond Municipal Code to Add a new Section 15.16, Valet Parking Services
 - c. Motion to approve the Local Public Agency Engineering Services Agreement and the Joint Funding Agreement for the Commercial Street-Phase 1 Engineering project and authorize the Village President to execute
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: 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)), Litigation (5 ILCS 120/2(c)(11)), Approval/Semi-Annual Review of Closed Session Minutes (5 ILCS 120/2(c)(21))
13. ACTION RESULTING FROM CLOSED SESSION
14. ADJOURNMENT

POSTED: December 12, 2025

Village of Richmond

INCORPORATED 1872

A RESOLUTION REGARDING APPROVAL & RELEASE OF CLOSED SESSION MINUTES

R2025-__

WHEREAS, pursuant to 5 ILCS 120/2 (c) (21), the Village of Richmond has reviewed its Closed Session Minutes; and

WHEREAS, the Village of Richmond has determined which Minutes should remain confidential and which Minutes may be released, as there is no longer a need for confidentiality.

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

SECTION ONE: The Closed Session Minutes for the following meetings are hereby approved:

June 5, 2025

SECTION TWO: The Closed Session Minutes to the following meetings no longer require confidential treatment and are to be made available for public inspection:

June 5, 2025

SECTION THREE: The aforementioned meetings were audio recorded. At the time those recordings fall within the permissible timeframe of the Statute for destruction, they are hereby approved to and shall be destroyed.

Adopted by vote of the Village of Richmond, Board of Trustees, on this ____ day of _____, 2025.

Toni Wardanian, Village President

ATTEST:

Karla L. Thomas, Village Clerk

ORDINANCE NO. 2025-__

An Ordinance Amending Chapter 2 Board of Trustees, Section 2.04, Regular Meetings and Section 2.15(c), Meeting Attendance by Audio or Video Conferencing of the Richmond Municipal Code

BE IT ORDAINED by the President and Board of Trustees of the Village of Richmond, McHenry County, Illinois, as follows:

SECTION 1: Section 2.04, Regular Meetings, of the Municipal Code, shall be amended, as follows:

2.04 REGULAR MEETINGS. The regular meetings of the Corporate Authorities shall be held at the Village Hall, 5600 Hunter Drive, on the first and third Thursdays of each month at 7:00 p.m. Whenever a regular meeting falls on a legal holiday or an election day, such meeting shall not be held on such day but shall be held on the next succeeding Thursday, or on such other day as the Corporate Authorities may set. Public notice of such regular meetings shall be given as required by law. The agenda for all regular meetings shall be set by the Village President. In the event any trustee desires to place an item on an agenda, the proposed item and any supporting documentation, shall be provided in duplicate, to the Village President and Village Clerk, no later than the Thursday preceding the scheduled meeting. When a Trustee is unable to attend any regular, special or committee meeting, they shall notify the Village Clerk.

SECTION 2: Section 2.15(c), Meeting Attendance by Audio or Video Conferencing, of the Municipal Code shall be amended, as follows:

2.15 MEETING ATTENDANCE BY AUDIO OR VIDEO CONFERENCING.

In addition to holding meetings pursuant to the Open Meetings Act, 5 ILCS 120/1, *et seq.*, meetings held by the Corporate Authorities shall be subject to the following rules:

- (a) A quorum shall be physically present at the location of an open or closed meeting.
- (b) Provided a quorum is present, a member may be allowed to attend the meeting by audio or video conferencing. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance. Participation shall be limited to three times in any 12 consecutive months per person.
- (c) Any member who wishes to be considered present at a meeting by audio or video conference may make such a request to the Corporate Authorities by notifying the Clerk eight hours prior to the meeting, unless advance notice is impractical, that the member cannot physically attend the meeting for one of the following reasons:

- 1. Personal illness or disability;
- 2. Employment purposes or Village business;
- 3. A family or other emergency; or
- 4. Unexpected ~~C~~childcare ~~O~~bligations; or

5. Performance of Active Military Duty as a Service Member.

(d) An affirmative vote by a majority of the Corporate Authorities may allow the member to attend a meeting as provided in this Section.

(e) The Clerk shall record in the minutes of every meeting of the Corporate Authorities and note which members are the members physically present, absent and present by audio or video conference.

(f) Members attending electronically shall be paid at the normal rate established for meeting attendance.

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED:

(SEAL)

ATTEST: _____
Karla L. Thomas, Village Clerk

Toni Wardanian, Village President

Passed: _____

Approved: _____

Published: _____

ORDINANCE NO. 2025-__

An Ordinance Amending Chapter 15 Traffic of the Richmond Municipal Code to Add a new Section 15.16, Valet Parking Services

WHEREAS, the Village has found that the use of valet parking services within the Village has created the need for regulation to accomplish to promote the public health, safety, and welfare in areas where valet parking services operate; to prevent traffic congestion, unsafe conditions, and obstruction of public rights-of-way; to ensure that valet parking operators maintain adequate staffing, insurance, and operational controls; to establish uniform rules for the licensing, regulation, and oversight of valet services; to protect property, emergency access, and pedestrian movement; and to provide enforcement mechanisms to protect these interests.

BE IT ORDAINED by the President and Board of Trustees of the Village of Richmond, McHenry County, Illinois, as follows:

SECTION 1: Chapter 15, Traffic, of the Richmond Municipal Code shall be amended to incorporate a new Section 15.16, Valet Parking Services, attached hereto and made a part hereof as Attachment A.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect sixty (60) days after its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

AYE:

NAY:

ABSENT:

ABSTAIN:

APPROVED:

(SEAL)

Toni Wardenian, Village President

ATTEST: _____
Karla L. Thomas, Village Clerk

Passed: _____

Approved: _____

Published: _____

ATTACHMENT A

15.16 VALET PARKING SERVICES.

(a) Purpose and Intent. The purpose of this section is to:

1. Promote the public health, safety, and welfare in areas where Valet Parking Services operate;
2. Prevent traffic congestion, unsafe conditions, and obstruction of public rights-of-way;
3. Ensure that Valet Parking Operators maintain adequate staffing, insurance, and operational controls;
4. Establish uniform rules for the licensing, regulation, and oversight of valet services;
5. Protect property, emergency access, and pedestrian movement;
6. Provide enforcement mechanisms for violations of this section.

(b) Definitions. Unless the context specifically indicates otherwise, the following terms used in this section shall be defined as follows:

Valet Parking Service: The business activity of accepting temporary custody of a motor vehicle on a public way from a customer for the purpose of parking, storing, retrieving, or moving the vehicle. Valet Parking Service shall not apply to any business establishment that provides patron parking entirely and solely on its premises or to any hotel that provides parking entirely on its premises for guests or for patrons of business establishments located on the hotel's premises.

Valet Parking Operator: Any person, business, association, partnership, company, corporation, or entity that operates, manages, or offers Valet Parking Services in the Village, including when the vehicle or the keys to the vehicle are given to an Attendant on any part of the public way, even if the actual parking of the vehicle is done entirely and solely on the establishment's premises.

Attendant: Any employee or agent of a Valet Parking Operator who parks, retrieves, or operates a customer's vehicle.

Loading Area/Drop-Off Zone: A designated and Village-approved on-street or off-street area where customers deliver vehicles to or retrieve vehicles from valet Attendants.

Parking Area/Storage Area: Any off-street parking lot or parking facility used to store vehicles in connection with valet service operations and approved by the Village.

Route of Travel: The Village-approved route that Attendants must use to transport vehicles between the Loading Area/Drop-Off Zone and the Parking Area/Storage Area.

Valet Parking Plan: A Village-approved operational plan describing valet procedures, including Loading Area/Drop-Off Zones, hours, staffing, signage, Routes of Travel, Parking Area/Storage Areas, and equipment.

(c) License Required.

1. No person shall operate a Valet Parking Service within the Village without first obtaining a Valet Parking Operator license from the Village.
2. A separate license is required for each Loading Area/Drop-Off Zone.
3. Valet Parking Services shall operate only as an accessory use to a lawful business within the Village.
4. Valet Parking Operator licenses shall be nontransferable.

(d) Application for License. Applications for a Valet Parking Operator license must include:

1. Operator Information: Legal name, address, contact information, and responsible agent.
2. Attendant List: Names of all Attendants; each of whom must be eighteen (18) years or older and hold a valid driver's license.
3. Insurance Certificates:
 - (i) Commercial General Liability Insurance: \$1,000,000 per occurrence;
 - (ii) Automobile Liability: Commercial and Business Automobile Liability insurance for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than \$1,000,000, combined single limits, per occurrence for bodily injury and property damage;
 - (iii) Garage-Keepers Liability Insurance: \$100,000 per vehicle;
 - (iv) Workers' Compensation. Workers' Compensation Insurance as required by State and Federal law statutes having jurisdiction over

its employees engaged in the performance of any of Valet Parking Operators' operations; and

(v) The Village shall be named as Additional Insured with 60-day notice of cancellation.

4. Valet Parking Plan: Hours of operation; staffing plan; Loading Area/Drop Off Zone map; Route of Travel; written consent from parking lot owners or the Village of Richmond, as applicable; cones, markers and placement; and estimated volume of vehicles and impact analysis.
5. Indemnification Agreement: Operator shall execute an agreement (on a form to be provided by the Village) to indemnify, defend, and hold harmless the Village from all of Operator's Valet Parking Operations.
6. Fees: Payment of all required licensing fees.
7. Additional Information: Any other information deemed necessary by the Chief of Police.

(e) Review and Approval.

1. The Village Administrator and/or the Chief of Police, shall review all applications for a Valet Parking Operator license.
2. Before issuing any Valet Parking Operator license, the Village Administrator and/or the Chief of Police must determine to their satisfaction that:
 - (i) The operation will not impede traffic or create safety hazards;
 - (ii) Adequate off-street Parking Area/Storage Area is secured;
 - (iii) The Loading Area/Drop-Off Zone is safe and appropriate;
 - (iv) The Route of Travel is safe and reasonable; and
 - (v) All insurance requirements are met.
3. A license is valid for up to one (1) year and shall expire on December 31st unless suspended or revoked.

(f) Operating Requirements.

1. Approved Loading Areas/Drop-Off Zones Only: Operators shall only use Loading Area/Drop-Off Zones approved by the Village.

2. Attendant Identification: All Attendants must wear visible identification badges or uniforms.
3. Cones, Markers and Signage: Only cones, markers, and signage or other markers and indicators that have been included in the approved Valet Parking Plan shall be utilized. Approved cones, markers, and signage shall be placed precisely as shown in the approved Valet Parking Plan and shall not obstruct traffic or pedestrian access.
4. Traffic and Safety Controls:
 - (i) Each Operator shall ensure that during the course of their operations, no Valet Parking Service customer's vehicle shall block or impede traffic lanes, pedestrian ways, crosswalks, alleys, fire lanes, driveways, or bus stops.
 - (ii) Each Operator shall ensure that Valet Parking Service customers' vehicles are not staged in the roadway.
5. Key Security: Each Operator shall ensure that all vehicle keys are supervised and secured at all times.
6. Route of Travel: Each Operator shall ensure that Attendants shall follow only the approved Route of Travel.

(g) Adequate Number of Attendants.

1. Adequate Staffing Requirement: The Valet Parking Operator shall provide an adequate number of Attendants to safely, efficiently, and promptly accept, park, and retrieve vehicles without causing congestion, unsafe conditions, or delays in the public right-of-way.
2. Determination of Adequacy: The Village Administrator and/or Chief of Police may determine that staffing is inadequate based on:
 - (i) Queuing or backups extending into the roadway;
 - (ii) Vehicles left stopped, standing, or double-parked;
 - (iii) Delays in parking or retrieving vehicles that impact traffic or pedestrian movement;
 - (iv) Violations of Village ordinances or the Illinois Vehicle Code attributable to insufficient staffing;

- (v) Any condition demonstrating that additional Attendants are required for safe operation.

- 3. Corrective Action Required: Upon determination that staffing is inadequate, the Valet Parking Operator shall immediately assign additional Attendants. Continued failure to correct staffing deficiencies may result in suspension or revocation of the Valet Parking License.

(h) Temporary Valet Parking Permits. The Village may issue temporary valet permits for special events upon:

- 1. Submission of a Valet Parking Plan;
- 2. Proof of insurance;
- 3. Payment of applicable fees; and
- 4. Approval by the Village Administrator and Chief of Police.

(i) General Prohibited Acts. No Valet Parking Operator or Attendant shall:

- 1. Park vehicles in unauthorized or residential areas (unless approved);
- 2. Display valet signage when Valet Parking Service is not operating;
- 3. Operate without a valid license or permit;
- 4. Fail to maintain the insurance required by this section; or
- 5. Obstruct traffic, pedestrian ways, or emergency access.

(j) Legal Compliance and Prohibited Conduct by Attendants. All Valet Parking Operators and Attendants must comply with all Village ordinances and all applicable provisions of the Illinois Vehicle Code, including but not limited to:

- 1. Stopping/Standing/Parking Prohibited Places, 625 ILCS 5/11-1303
- 2. Improper Parking Position/Wrong-Side Parking, 625 ILCS 5/11-1304
- 3. Double Parking, 625 ILCS 5/11-1303
- 4. Unattended Motor Vehicles/Leaving Engines Running, 625 ILCS 5/11-1401
- 5. Parking in Striping/Non-Designated Areas/Buffer Zones
- 6. Parking in Handicapped Spaces Without Permit, 625 ILCS 5/11-1301.3

1303 7. Blocking Alleys, Driveways, Fire Lanes, or Sidewalks, 625 ILCS 5/11-

8. Wrong-Way Movement/Disobeying Traffic Devices, 625 ILCS 5/11-202, 11-305, 11-701

Violations of these provisions constitute violations of this ordinance and may be grounds for Valet Parking Operator license suspension or revocation.

(k) Enforcement, Penalties, Suspension, and Revocation.

1. Penalties: The penalties for violations of this section shall be:

First violation: \$250

Second violation: \$500

Third and subsequent violations: \$750 and possible license suspension and/or revocation.

Each day or instance of a violation that commences or continues constitutes a separate offense.

2. Suspension or Revocation: The Chief of Police may suspend or revoke a Valet Parking License for any violation of this Section, or for failure to maintain required insurance or adequate staffing as required under this Ordinance. Except in cases of emergency or immediate threat to public safety, prior to such suspension or revocation, the Chief of Police shall first provide five business days' written notice to the Permit Holder of the reasons for such suspension or revocation and shall provide the Permit Holder the opportunity to meet with the Chief of Police within ten days of such notice to appeal such a revocation or suspension.

3. Independent State and Local Enforcement: State and local enforcement actions, including but not limited to traffic citations, administrative penalties, towing, or other lawful enforcement remedies, may proceed independently of this Section.

(l) No Village Liability. The Village shall not be liable for any loss, damage, or injury arising from Valet Parking Service operations. Operators assume full responsibility for vehicles accepted into their custody.