

**VILLAGE OF RICHMOND  
5600 HUNTER DRIVE  
REGULAR BOARD MEETING NOTICE  
FEBRUARY 19, 2026  
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 February 5, 2026**
  - b. Motion to approve Expenditure of Funds for Warrant Fiscal Year 25/26.10 in the amount not to exceed \$200,000.00**
  - c. Motion to approve and authorization to execute the 2026 Park Facilities Usage Permit Agreement between the Village of Richmond and the Richmond Burton Baseball Association**
  - d. Motion to approve and authorization to execute the 2026 Park Facilities Usage Permit Agreement between the Village of Richmond and the Rage Softball Inc. organization**
- 8. NEW BUSINESS:**
  - a. Motion to approve a Request by FAST Endurance to Close off W. Parking Lot on Sunday, September 20, 2026 for the Richmond Rampage, Illinois Fall Cycling Classic Special Event**
  - b. Presentation of (3) concepts for gateway, wayfinding, downtown parking lot, and pole banner signage by Mgmt. Analyst Kristen Murphy**
- 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 Session Minutes (5 ILCS 120/2(c)(21))**
- 13. ACTION RESULTING FROM CLOSED SESSION**
- 14. ADJOURNMENT**

POSTED: February 12, 2026

**PARK FACILITIES USAGE PERMIT AGREEMENT**  
**BETWEEN THE VILLAGE OF RICHMOND**  
**AND THE RICHMOND BURTON BASEBALL ASSOCIATION**

This Park Facilities Usage Permit Agreement (“Agreement”) entered into this \_\_\_\_ day of February, 2025~~6~~ by and between the Village of Richmond (“Village”) and the Richmond Burton Baseball Association (“RBBA”), a not-for-profit association as follows:

**WHEREAS**, the Village owns and maintains Bennett Park and Cotting Park which have been developed with certain baseball fields which have been used by members of the RBBA in the past.

**WHEREAS**, the parties desire to set forth their respective obligations for the continued use of Bennett Park and Cotting Park by the RBBA.

**NOW THEREFORE**, in consideration of the promises and conditions set for the herein, the adequacy and sufficiency of which is acknowledged as received by both parties hereto, it is agreed as follows:

1. The above-stated recitals are incorporated herein by reference.
2. The Village hereby permits the RBBA to use the Bennett Park and Cotting Park baseball fields (“Facilities”) solely for baseball related activities only in accordance with the terms of this Agreement and on dates scheduled on the attached agreement. Amendments can be made through the Village Clerk.
3. The Village reserves the right to set the opening dates for the Facilities each spring depending on the condition of the Facilities and to close the Facilities at any time due to inclement weather or adverse Facility conditions.
4. The Village shall not refund any payments made by RBBA due to weather.
5. The Village shall not accept any dates for the use of Bennett or Cotting Park after October 15<sup>th</sup> of each agreement. Although all park amenities will not be available after this point due to weatherization.
6. The RBBA shall not assign its rights hereunder or authorize the use of the Facilities by any other person or organization without prior approval of the Village.
7. The Village makes no warranty or representation regarding the condition of the Facilities, however, shall be responsible for the following at each of the Facilities:

**Bennett Park:** Turf management of the baseball field, to include: seeding, fertilizing, and mowing; the maintenance of the playground equipment; provide five (5) garbage cans, one (1) 6-yard dumpster, an ample supply of garbage bags and will

dispose of trash; concession stand/bathrooms painting, electric and general maintenance (excluding food service/storage). The men's and women's bathrooms will be cleaned and re-stocked by Village Monday through Friday. Additionally, the Village will provide all supplies needed for necessary cleaning and re-stocking. The Village will maintain light poles and supply and replace bulbs as needed, as well as, provide picnic tables. Backstops, bleachers, dugout maintenance and fencing will be the responsibility of the Village as well. The maintenance of the fields is dependent upon weather conditions and mechanical equipment and the Village shall not be responsible for any failures to groom or maintain fields due to events beyond its control.

**Cotting Park:** Turf management of the baseball field, to include: seeding, fertilizing, mowing; the maintenance of the playground equipment; provide three (3) garbage cans, one (1) 6-yard dumpster, an ample supply of garbage bags and will dispose of trash; concession stand/bathrooms painting, electric and general maintenance (excluding food service/storage). The men's and woman's bathrooms will be cleaned and re-stocked by the Village Monday through Friday. Additionally, the Village will provide all supplies needed for necessary cleaning and re-stocking. The Village will maintain light poles and supply and replace bulbs as needed, as well as, provide picnic tables. Backstops, bleachers, dugout maintenance and fencing will be the responsibility of the Village as well. The maintenance of the fields is dependent upon weather conditions and mechanical equipment and the Village shall not be responsible for any failures to groom or maintain fields due to events beyond its control.

8. The RBBA shall be responsible for the following at each of the Facilities:

**Bennett Park/Cotting Park:** Turf management of the baseball field, to include: aerating, rolling and dragging of the infield areas, as well as, dirt/sand are the responsibility of RBBA. RBBA shall maintain all advertising signs in good, clean and neat condition; no permanent signs will be permitted; maintain their scoreboard including electric and bulbs at Bennett Park. RBBA shall pick up trash following its use of the facilities, including the fields, and deposit it in marked garbage cans for pickup by the Village. If the garbage cans are more than half full, the RBBA shall deposit bags in the dumpster provided. In the event that the RBBA fails to remove trash and debris following the baseball activities, the Village may impose charges upon the RBBA for its actual cost of clean-up. RBBA shall maintain the concession, bathroom and storage areas in good, clean and neat operating condition. The RBBA shall wipe down counters, tables and microwave, sweep floors, mop up spills, turn off the lights and lock the doors of all facilities (concession, bathrooms and storage) after each of their events. RBBA will be responsible for the cleaning and re-stocking of bathrooms on Saturday and Sunday. RBBA shall provide spring and fall clean up.

9. The RBBA shall pay the Village the amount of Eighteen Twenty Dollars (\$1820.00) per season, per participant or player in RBBA activities, including traveling leagues, which use the Village of Richmond's fields for either games or practices. This amount shall be paid on or before May 1, 20256 for the spring baseball season and on or before September 15, 20256 for the fall baseball season. RBBA shall pay the Village a separate fee for all tournaments in the amount of \$1520.00 per day when using the Facilities.

10. RBBA shall provide adequate adult supervision during its activities at the Facilities.

11. The RBBA hereby releases the Village, the Village President and Board of Trustees, all Village employees, agents and servants ("Releasees"), and indemnifies and holds harmless the Releasees from any and all claims of liability for any reason that the RBBA may now or in the future have related to this Agreement or use of the Facilities by the RBBA, its members, participants, guests and invitees.

12. The RBBA shall, at its sole cost and expense, at all times during the term of this Agreement, maintain a commercial general liability policy naming all of the Releasees as additional insureds in the amount of \$1,000,000.00 or such other amount as the Village may require. The insurance policy shall further provide that any notice of cancellation or termination shall be provided to the Village in writing at least sixty (60) days in advance. A certificate of insurance evidencing such coverage shall be provided to the Village prior the Village approval of this Agreement. All monies paid to the Village will be forfeited upon cancellation or termination of this Agreement.

13. This Agreement shall expire on December 31, 20256.

14. Nothing contained herein shall be construed as a lease of premises. This is merely an agreement regarding the use of certain premises and is intended to set forth the parties' obligations for the development and use of the baseball facilities.

15. Any notices required by this Agreement shall be mailed certified mail, return receipt requested, or hand-delivered as follows:

To the Village: Karla L. Thomas, Village Clerk  
Village of Richmond  
5600 Hunter Drive  
Richmond, Illinois 60071  
(815)678-4040

To RBBA: Mike Baird, President  
Richmond Burton Baseball Association  
[REDACTED]  
[REDACTED]  
[REDACTED]

Notices shall be deemed received on the date of actual receipt if by certified mail or the following business day if by hand-delivery.

16. If any portion of this Agreement is deemed unenforceable, then it shall be severed and stricken from this Agreement and the remainder shall remain in full force and effect.

17. This Agreement shall not be construed against any party by virtue of a party's attorney drafting all or part of this Agreement. It has been drafted for the benefit of both parties and been reviewed by their attorneys.

18. This Agreement shall create no third-party beneficiaries as it is solely for the benefit of the parties hereto.

19. The RBBA shall at all times comply with all guidelines and requirements of this Agreement, as may be amended or updated in writing from time to time.

20. In the event either party deems that there has been a breach of this Agreement, the non-breaching party shall give the other party notice as provided herein to remedy said breach within seven (7) days. If the breaching party fails to remedy the breach, the non-breaching party may terminate the Agreement, with all improvements remaining the property of the Village, and also seek any appropriate remedy at law or in equity.

21. Upon any termination of this Agreement, all improvements to the property shall remain the sole property of the Village.

**Village of Richmond**

By: \_\_\_\_\_

Toni Wardanian, Village President

Attest:

\_\_\_\_\_  
Karla L Thomas, Village Clerk

**Richmond Burton Baseball Association**

By: \_\_\_\_\_

Mike Baird, President

Attest:

\_\_\_\_\_  
, Secretary

**PARK FACILITIES USAGE PERMIT AGREEMENT**  
**BETWEEN THE VILLAGE OF RICHMOND**  
**AND RAGE SOFTBALL INC**

This Park Facilities Usage Permit Agreement ("Agreement") entered into this \_\_\_\_ day of February, 20256 by and between the Village of Richmond ("Village") and Rage Softball Inc. ("RSI"), a non-profit organization as follows:

**WHEREAS**, the parties desire to set forth their respective obligations for the continued use of Bennett Park by the RSI.

**NOW THEREFORE**, in consideration of the promises and conditions set for the herein, the adequacy and sufficiency of which is acknowledged as received by both parties hereto, it is agreed as follows:

1. The above-stated recitals are incorporated herein by reference.
2. The Village hereby permits the RSI to use the Bennett Park baseball fields ("Facilities") solely for baseball related activities only in accordance with the terms of this Agreement and on dates scheduled on the attached agreement. Amendments can be made through the Village Clerk.
3. The Village reserves the right to set the opening dates for the Facilities each spring depending on the condition of the Facilities and to close the Facilities at any time due to inclement weather or adverse Facility conditions.
4. The Village shall not refund any payments made by RSI due to weather.
5. The Village shall not accept any dates for the use of Bennett Park after October 15<sup>th</sup> of each agreement. Although all park amenities will not be available after this point due to weatherization.
6. The RSI shall not assign its rights hereunder or authorize the use of the Facilities by any other person or organization without prior approval of the Village.
7. The Village makes no warranty or representation regarding the condition of the Facilities, however, shall be responsible for the following at the Bennett Park Facilities:

**Bennett Park:** Turf management of the baseball field, to include: seeding, fertilizing, and mowing; the maintenance of the playground equipment; provide five (5) garbage cans, one (1) 6-yard dumpster, an ample supply of garbage bags and will dispose of trash; concession stand/bathrooms painting, electric and general maintenance (excluding food service/storage). The men's and women's bathrooms will be cleaned and re-stocked by Village Monday through Friday. Additionally, the Village will provide all supplies needed for necessary cleaning and re-stocking. The

Village will maintain light poles and supply and replace bulbs as needed, as well as, provide picnic tables. Backstops, bleachers, dugout maintenance and fencing will be the responsibility of the Village as well. The maintenance of the fields is dependent upon weather conditions and mechanical equipment and the Village shall not be responsible for any failures to groom or maintain fields due to events beyond its control.

8. The RSI shall be responsible for the following at the Bennett Park Facilities:

**Bennett Park:** Turf management of the baseball field, to include: aerating, rolling and dragging of the infield areas, as well as, dirt/sand are the responsibility of RSI. RSI shall pick up trash following its use of the facilities, including the fields, and deposit it in marked garbage cans for pickup by the Village. If the garbage cans are more than half full, the RSI shall deposit bags in the dumpster provided. In the event that the RSI fails to remove trash and debris following the baseball activities, the Village may impose charges upon the RSI for its actual cost of clean-up. If the concession stand is used, RSI shall maintain the concession, as well as, bathroom and storage areas in good, clean and neat operating condition. The RSI shall wipe down counters, tables and microwave, sweep floors, mop up spills, turn off the lights and lock the doors of all facilities (concession, bathrooms and storage) after each of their events. RSI will be responsible for the cleaning and re-stocking of bathrooms on Saturday and Sunday. RSI shall provide spring and fall clean up.

9. The RSI shall pay the Village the amount of Eighteen-Twenty Dollars (\$1820.00) per season, per participant or player in RSI activities, including traveling leagues, which use the Village of Richmond's fields for either games or practices. This amount shall be paid on or before May 1, 20256 for the spring baseball season and on or before September 15, 20256 for the fall baseball season. RSI shall pay the Village a separate fee for all tournaments in the amount of \$150200.00 per day when using the Facilities.

10. RSI shall provide adequate adult supervision during its activities at the Facilities.

11. The RSI hereby releases the Village, the Village President and Board of Trustees, all Village employees, agents and servants ("Releasees"), and indemnifies and holds harmless the Releasees from any and all claims of liability for any reason that the RSI may now or in the future have related to this Agreement or use of the Facilities by the RSI, its members, participants, guests and invitees.

12. The RSI shall, at its sole cost and expense, at all times during the term of this Agreement, maintain a commercial general liability policy naming all of the Releasees as additional insureds in the amount of \$1,000,000.00 or such other amount as the Village may require. The insurance policy shall further provide that any notice of cancellation or termination shall be provided to the Village in writing at least sixty (60) days in advance. A certificate of insurance evidencing

such coverage shall be provided to the Village prior the Village approval of this Agreement. All monies paid to the Village will be forfeited upon cancellation or termination of this Agreement.

13. This Agreement shall expire on December 31, 2025.

14. Nothing contained herein shall be construed as a lease of premises. This is merely an agreement regarding the use of certain premises and is intended to set forth the parties' obligations for the development and use of the baseball facilities.

15. Any notices required by this Agreement shall be mailed certified mail, return receipt requested, or hand-delivered as follows:

To the Village:

Karla L. Thomas, Village Clerk  
Village of Richmond  
5600 Hunter Drive  
Richmond, Illinois 60071  
(815)678-4040

To RSI:

Ray Klotz, President  
Rage Softball Inc.  
[REDACTED]  
[REDACTED]  
[REDACTED]

Notices shall be deemed received on the date of actual receipt if by certified mail or the following business day if by hand-delivery.

16. If any portion of this Agreement is deemed unenforceable, then it shall be severed and stricken from this Agreement and the remainder shall remain in full force and effect.

17. This Agreement shall not be construed against any party by virtue of a party's attorney drafting all or part of this Agreement. It has been drafted for the benefit of both parties and been reviewed by their attorneys.

18. This Agreement shall create no third-party beneficiaries as it is solely for the benefit of the parties hereto.

19. The RSI shall at all times comply with all guidelines and requirements of this Agreement, as may be amended or updated in writing from time to time.

20. In the event either party deems that there has been a breach of this Agreement, the non-breaching party shall give the other party notice as provided herein to remedy said breach within seven (7) days. If the breaching party fails to remedy the breach, the non-breaching party may

terminate the Agreement, with all improvements remaining the property of the Village, and also seek any appropriate remedy at law or in equity.

21. Upon any termination of this Agreement, all improvements to the property shall remain the sole property of the Village.

**Village of Richmond**

By: \_\_\_\_\_  
Toni Wardanian, Village President

Attest:

\_\_\_\_\_  
Karla L Thomas, Village Clerk

**Rage Softball Inc.**

By: \_\_\_\_\_  
Ray Klotz, President

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Secretary

## 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)

Richmond Rampage, Illinois Fall Cycling Classic

Date of Event

9/20/2026

Number of Days

1

Time of Event

TBD

#### 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

W Municipal Parking Lot



Open to the Public

Yes**Anticipated Number of Guests** 150**Event Sponsor****Sponsor of Event** FAST Endurance**Contact Name** Andrew Starykowicz**Address** [REDACTED]**Phone Number** + [REDACTED]**Email** [REDACTED]**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

No, this event will not include food truck(s). ▼

## **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

No, this event will not have temporary vendors on public property. ▼

### 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)

1

#### Requested Time To Start

10

### 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. 

### **Certificate of Insurance**

The following information needs to be included in the "Description of Operations/Locations/Vehicles" section of the Certification of Insurance:

Name of Event, Date of Event, Period of Time the event will take place and the Location of the Event.

In the "Certificate Holder" section of the Certificate of Insurance it should read:

Village of Richmond  
5600 Hunter Drive  
Richmond IL 60071

If you have any questions, please do not hesitate to contact me at (815) 678-4040 x-101.

Thank you,

Karla L. Thomas, Village Clerk

I acknowledge that I need to provide the Village proof of insurance by sending in a Certificate of Insurance to [villageclerk@richmond-il.com](mailto:villageclerk@richmond-il.com) before the event date.

(Minimum Selection: 1)



Yes

### **Signature**

X 

Signed by Andrew Starykowicz January 28, 2026 9:16 AM

Signed by Andrew Starykowicz January 26, 2026 5:04 PM