

VILLAGE OF RICHMOND  
5600 HUNTER DRIVE  
REGULAR BOARD MEETING NOTICE  
APRIL 16, 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: None
7. CONSENT AGENDA:
  - a. Motion to approve the Regular Board Minutes for April 2, 2026
  - b. Motion to approve Expenditure of Funds for Warrant Fiscal Year 25/26.12 in the amount not to exceed \$200,000.00
  - c. Motion to approve the Village of Richmond Regular Meeting Dates for Fiscal Year 2027
  - d. Proclamation announcing the 57<sup>th</sup> Annual Professional Municipal Clerks Week, May 3-9, 2026
  - e. Motion to ratify approval for \$2,000.00 expenditure to Arranmore by the Chair of the Community Development Committee
8. NEW BUSINESS:
  - a. Motion to approve a Class C, C1 and D2 Liquor License to the owner of Richmond Ace located at 10824 N Main St.
  - b. Motion to approve the Village of Richmond Fiscal Year 2027 Budget
  - c. Motion to authorize the Chair of the Community Development Committee to expend \$10,000.00 for the FY2026 Façade/ADA Improvement Program
  - d. Motion to approve the recommendation of the Community Development Committee regarding submissions received for the FY2026 Façade/ADA Improvement Program and award selected submission in an amount up to \$10,000.00
  - e. Motion to approve and authorize the Village President to execute the Baxter & Woodman Work Order No. 25 for Engineering Services regarding the 2026 MFT Roadway Resurfacing Improvements in a not to exceed amount of \$50,000.00
  - f. Motion to reject as non-responsive all bids received on March 31, 2026 for the Prairie Ridge Road Water Main Replacement Project
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)), Collective Bargaining (5 ILCS 120/2(c)(2)), Acquisition of Property (5 ILCS 120/2(c)(5)), Litigation (5 ILCS 120/2(c)(11)), 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: April 10, 2026



# Village of Richmond

FISCAL YEAR 2027  
 REGULAR MEETING DATES  
 MAY 1, 2026-APRIL 30, 2027

Meetings are held in the Conference or Board Room  
 in the Village Hall located at 5600 Hunter Drive, Richmond IL 60071

VILLAGE BOARD MEETING DATES FY 2027		
7:00 PM	THURSDAY	
MAY	7	21
JUNE	4	18
JULY	2	16
AUG	6	20
SEPT	3	17
OCT	1	15
NOV	5	19
DEC	3	17
JAN	7	21
FEB	4	18
MAR	4	18
APR	1	15

COMMUNITY DEVELOPMENT COMMITTEE MEETING DATES FY 2027	
6:00 PM	MONDAY
MAY	18
JUNE	15
JULY	13
AUG	17
SEPT	14
OCT	12
NOV	16
DEC	14
JAN	18
FEB	15
MAR	15
APR	12

POLICE COMMISSION MEETING DATES FY 2027	
6:00 PM	MONDAY
MAY	11
JUNE	8
JULY	6
AUG	10
SEPT	7
OCT	5
NOV	9
DEC	7
JAN	11
FEB	8
MAR	8
APR	5

The Plan Commission and Hearing Officer meet as needed.

**PROCLAMATION#2025-\_\_**  
**57th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK**  
**May 3 – 9, 2026**

**WHEREAS**, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**WHEREAS**, The Office of the Professional Municipal Clerk is the oldest among public servants, and

**WHEREAS**, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**WHEREAS**, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**WHEREAS**, The Professional Municipal Clerk serves as the information center on functions of local government and community.

**WHEREAS**, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**WHEREAS**, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**NOW, THEREFORE**, be it resolved that I, Toni Wardanian, President of the Village of Richmond, do recognize the week of May 3 through 9, 2026, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Karla L. Thomas and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**PROCLAIMED AND DATED** this 16th day of April, 2026.

\_\_\_\_\_  
Toni Wardanian, Village President

ATTESTED:

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



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:

JRC HARDWARE RICHMOND INC. d.b.a. RICHMOND ACE

10824 N. MAIN ST. 815-678-2561

FORM OF OWNERSHIP: (Check which applies)

LLC/CORPORATION  PARTNERSHIP  INDIVIDUAL/SOLE PROPRIETOR

IF LLC/CORPORATION:

LLC/Corporation Name: JRC Hardware Richmond Inc.

LLC/Corporate Address and Phone Number: 10824 N. MAIN ST

RICHMOND IL 60671 815-678-2561

State of Incorporation: IL

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

IF PARTNERSHIP:

Name of Partnership: N/A

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): MARTA RAMIREZ  
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 LINDA BARRET #  
Address of property owner \_\_\_\_\_

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? HARDWARE RETAIL

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: NO

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.

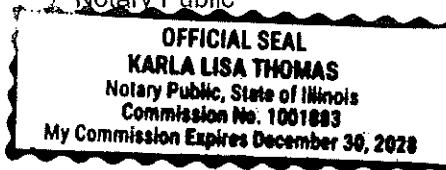
**LLC/CORPORATION:**

[Signature]  
Signature of Applicant

RAFFAELLO CIANFAGLIONI  
Print Name

Subscribed and sworn to before me this 26<sup>th</sup> day of MARCH, 2026.

[Signature]  
Notary Public



**PARTNERSHIP:**

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Print Name and Title

**INDIVIDUAL/SOLE PROPREITOR:**

\_\_\_\_\_  
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 \_\_\_ 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: \_\_\_\_\_  
License Number Issued: \_\_\_\_\_  
Amount of Fee Paid: \_\_\_\_\_

Date Board Approved: \_\_\_\_\_  
Date License Issued: \_\_\_\_\_  
Date Fee Paid: \_\_\_\_\_

April 7, 2026

President Wardanian and Board of Trustees  
Village of Richmond  
45600 Hunter Drive  
Richmond, IL 60071

**Subject: *Village of Richmond – Prairie Ridge Road Water Main Replacement Project***

Dear President Wardanian and Board of Trustees:

The following bids were received for the Project on March 31, 2026 at 10:00 AM:

<u>Bidders</u>	<u>Amount of Bid</u>
Veterans Vac Services McHenry, IL	\$380,361.00
Everlast Blacktop St. Charles, IL	\$516,804.87

Our pre-bid opinion of probable construction cost for the Project was \$300,000.00.

In accordance with IEPA funding requirements all Bidders are required to solicit subcontracting opportunities for disadvantaged businesses. Unfortunately, neither bid included proof of publication for Disadvantaged Business Enterprises (DBE) participation at least 16 days prior to the bid opening. Both Bidders acknowledged receipt of Addendum No. 1 detailing IEPA funding requirements. Neither Bidder attended the Pre-Bid Meeting where the bidding requirements were discussed.

Consequently, we recommend that both bids be rejected as non-responsive.

The Village has several options for rebidding of the project. A Funding Nomination Form has been submitted to the IEPA for inclusion in the next funding cycle. A copy of the bids received are enclosed.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Mark P. Kolczaski, PE  
Associate Vice President

C: Jon Schmidt, Director of Public Works  
Todd Hoffman, PE, Village Engineer