

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
June 5, 2017**

OFFICIAL MINUTES

- I. **Call to Order.** Village President Block called the meeting to order at 7:00 p.m. President Block asked for a moment of silence out of respect to the passing of Les Bellah and to recognize the service former Village President Les Bellah provided to the Village of Kirkland. Following the moment of silence, President Block asked for a Roll Call.

- II. **Roll Call.** Members answering present as follows: Ford, Ziegler, DeVlieger, Harvel and Micele. Also in attendance were Officer Davenport, Interim Public Works Superintendent Dale Miller and Village Attorney Brad Stewart. The Pledge of Allegiance was then said.

- III. **Motion to appoint Trustee to fill current Board Vacancy-** Village President made the recommendation to appoint Brandon Wiegartz to fill the vacated seat of Trustee for the Village of Kirkland. A motion was made by Ford with a 2nd by Ziegler to appoint Brandon Wiegartz as Trustee. On a roll call vote Micele, DeVlieger, Ford, Ziegler and Harvel voted yes, Motion carried.

- IV. **Oath of Office** – Brandon Wiegartz was read the Oath of Office by Chief Police Davenport. Trustee Wiegartz was notified that his Oath of Office would need to be notarized and submitted to the Village. Until his Oath was notarized, Trustee Wiegartz can take a seat on the Board but omit from voting.

- V. **Comments from Audience**
 - a. Linda Fett –Linda reminded everyone that the Friends of the Library will be hosting their annual Salad Luncheon on June 8th, 2017 at 11:00 a.m. at the Kirkland Lutheran Church.
 - b. Bob Fluery – Bob shared his future direction on the Hiawatha Senior Community and shared a floor plan of a potential home. Bob would like to see the Hiawatha Senior Community move forward and expressed it would be a positive development for Kirkland.

- VI. **Approval of Minutes.** Minutes of General Board meeting held on May 15, 2017 were presented for approval. A motion was made by Ford with a 2nd by DeVlieger to approve as

read. On a roll call vote Ziegler, DeVlieger, Micele, Ford and Harvel voted yes, Motion carried.

VII. **Approval of Warrant.** A warrant was presented to the trustees along with a copy of the bills to be paid pending approval. A motion was made by Ziegler with a 2nd by Ford to approve the warrant. On a roll call vote Ziegler, DeVlieger, Harvel and Ford voted yes with Micele voting no, Motion carried.

VIII. **Financial Report.** No report.

IX. **Reports**

- a. **Police** – Officer Davenport provided a report detailing that the Kirkland Police handled ninety-one (91) reportable calls during the month of May. Officer Davenport also expressed the potential for increased activity with the summer months coming and scheduling would be adjusted to ensure coverage for higher percentage call volume on nights and weekends. Officer Davenport is also working on a 30-60-90 Day Action Plan and will present to the Trustees when completed. The effort for the Action Plan is to gather feedback on “high priority” items and collaborate with the Trustees.
- b. **Public Works** - Dale Miller explained that mowing was in full swing and keeping Public Works very busy. Public Works will continue to ensure weed trimming and mowing are kept up in the coming weeks with more availability from Part-time staff. Dale Miller and Joe Caveny have also been working hard to clean-up the Water and Sewer plant and well houses and identify areas for improvements in these areas. Dale Miller also explained that Public Works have had issues with their computer crashing and looking for guidance on better operating systems. After discussion, the decision was to utilize existing desktops from Village Hall for Public Works.
- c. **Zoning** – No Report
- d. **Pioneer Park** – No Report
- e. **Economic Development** – No Report
- f. **TIF and Revolving Loan** – No Report
- g. **Committee Reports**
 - g.i. **Police Committee** – No report, Trustee Micele will call a meeting soon
 - g.ii. **Ordinance Committee** - No Report
 - g.iii. **Finance Committee** - No report, Trustee Harvel said a Finance Committee will be set-up prior to July meeting to review bills to be paid.

- g.iv. Water & Sewer Committee – No Report, meeting held May 24th and Meeting Minutes will be sent out soon.
- g.v. Streets & Alley Committee – No Report, meeting held May 24th and Meeting Minutes will be sent out soon.
- g.vi. Parks Committee – No Report

X. **Scheduled Speakers** – Joe Sientz was unable to attend but did indicate that a recent analysis showed that Gaming Parlor’s in this area would provide minimal profit and has opted to place the pursuit of such on hold.

XI. **Unfinished Business**

- a. Franchise Agreement with Mediacom – Trustee DeVlieger provided an updated to the Trustees on his conversations with Mediacom. Mediacom reached out to Les Bellah and Scott Puma in 2015 regarding an opportunity to obtain 5% rather than the default 3% revenue from Mediacom. However, upon receiving no response from either, Mediacom enrolled the Village of Kirkland into the program at the default 3%. Mediacom did provide an ordinance template for the Village to adopt to increase the rate from 3% to 5%. Attorney Stewart will review the ordinance and provide insight. Also, further discussions will take place with Mediacom regarding their asset being on Village property and potential rental fee in which the Village could collect.
- b. Approval of Real Estate Contract for 419 Main St. – A formal contract was provided by Hoffman Realty and reviewed by Attorney Stewart and Village President Block. Modifications were made and approved by both and presented to the trustees. A motion was made by DeVlieger with a 2nd by Ford to approve the Real Estate Contract for 419 Main St. with Hoffman Realty. On a roll call vote Harvel, Ford, Ziegler, DeVlieger and Micele voted yes, Motion carried.

XII. **New Business**

- a. Ordinance 2017-03 / Ordinance Establishing Prevailing Wage Rates for the Village of Kirkland for 2017 and Amending the Village Code’s Title III, Chapter 31, Section 70, “Public Works; Prevailing Wage Rates.” – Attorney Stewart provided an update the purpose of the ordinance to the trustees. Trustee DeVlieger asked questions regarding purpose and ramifications if such an ordinance was not passed and insight was provided by Attorney Stewart. After discussion, a motion was made by Ford with a 2nd by Ziegler to approve Ordinance 2017-03 / Ordinance Establishing Prevailing Wage Rates for the Village of Kirkland for 2017 and Amending the Village Code’s Title III, Chapter 31, Section 70, “Public Works; Prevailing Wage Rates.”. On a roll call vote Micele, Harvel, Ford and Ziegler voted yes with DeVlieger voting No, Motion Carried.

- b. Ordinance 2017-04/Ordinance regarding the use of Golf Carts upon the Roadways of the Village of Kirkland – Village President Block provided an update on the proposed changes between the original ordinance proposed in 2012 and this ordinance. After discussion, a motion was made by Harvel with a 2nd by Ziegler to approve Ordinance 2017-04/Ordinance regarding the use of Golf Carts upon the Roadways of the Village of Kirkland. On a roll call vote Ford, Ziegler, DeVlieger, Micele and Harvel voted yes, Motion carried.
- c. Ordinance 2017-05/Ordinance Amending Title III, Chapter 31, Sections 04, 05, 56 and 59 “Village Officials and Employees” of the Village of Kirkland Municipal Code- Discussion was provided by Attorney Stewart on the changes to the existing ordinance. A motion was made by Ford with a 2nd by Ziegler to approve Ordinance 2017-05/Ordinance Amending Title III, Chapter 31, Sections 04, 05, 56 and 59 “Village Officials and Employees” of the Village of Kirkland Municipal Code. On a roll call vote Ziegler, DeVlieger, Harvel and Ford voted yes with Micele voting No, Motion carried.
- d. Appointment of representative for DeKalb County Regional Planning Commission – Trustee DeVlieger volunteered to represent the Village of Kirkland on the DeKalb County Regional Planning Commission.
- e. Appointment of representative for the DeKalb County Economic Development Committee – Village President Block volunteered to represent the Village of Kirkland on the DeKalb County Economic Development Committee.
- f. ATCyber/Evergent Lease Agreement Discussion – Discussion was held regarding questions from ZRFM and the current agreement with Evergent. Responses will be sent back and investigation will continue on modifications of the current rates.
- g. Approve Memorandum of Understanding of DeKalb County Emergency Services and Disaster Agency – Village President Block indicated that annual acknowledgement is required from the Village of Kirkland for the DeKalb County Emergency Service and Disaster Agency. President Block will work with Dale Miller and Officer Davenport to create an Emergency Plan for the Village of Kirkland. A motion was made by Ziegler with a 2nd by DeVlieger to approve the Memorandum of Understand with DCESDA. On a roll call vote Micele, Harvel, Ford, Ziegler and DeVlieger voted yes, Motion carried.
- h. Approval of Website Format/Structure Change – Trustee Ziegler provide an update the eWorldlinx, the Village’s website provider, would be willing to update the format of the Village’s website to a more user friendly, phone formatted version. The cost for the update would be a one-time fee of \$200 and be similar in format to the Village of Maple Park. A motion was made by DeVlieger with a 2nd by Ziegler to approve the website format/structure change. On a roll call vote Harvel, Ford, Ziegler, DeVlieger and Micele voted yes, Motion carried.
- i. Approval of Public Works Streets and Water and Sewer Dept. Purchases, Disposal of Kirkland Public Works Property and Acceptance of Engineering Proposal from Fehr-Graham for 2017 Kirkland Street Project – Discussion was held on disposal of two (2) existing Street Sweepers pending approval of purchase of new Street Sweeper in addition to scrap metal. A motion was made by Ford with a 2nd by Ziegler to approve Public Works Streets and Water and Sewer Dept. Purchases, Disposal of Kirkland Public Works Property and Acceptance of Engineering Proposal from Fehr-Graham for 2017

Kirkland Street Project. On a roll call vote Harvel, Ford, Ziegler, DeVlieger and Micele voted yes, Motion carried.

- j. Joey G's Pizza Request for two (2) Fifteen (15) Minute Parking Spots – Discussion was held regarding previous Trustee approval for two (2) signs that were ordered to address this issue. Consensus was to approve putting the signs up.
 - k. Fiscal Year 2017-2018 Budget Review/Discussion – A Committee of the Whole meeting will be set-up to discuss the budget and a Public Hearing will be set for 6:30 p.m. prior to the June 19th Board Meeting
- XIII. **Executive Session** – A motion was made at 7:30 p.m. by Ziegler with a 2nd by Ford to enter Executive Session for the purpose of Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees, pursuant to 5 ILCS 120/2(c)(1) and Litigation, pursuant to 5 ILCS 120/2 (c)(11) and discussion of Appointment of Board Vacancy. On a roll call vote Ziegler, DeVlieger, Micele, Harvel and Ford voted yes, Motion carried.
- XIV. **Return to Regular Session** – A motion was made by Harvel with a 2nd by DeVlieger to return to Regular Session. On a voice vote all trustees voted yea, returned to Regular Session at 7:52 p.m.
- XV. **Action Items from Executive Session**
- a. Employment/Appointment of Village Clerk – President Block made a recommendation to appoint Carol Stiegman as Full-Time Village Clerk with a salary of \$44,000 being split 50/50 with Water and Administration and Finance accounts. Carol will begin as Village Clerk on Monday, June 19th, 2017. A motion was made by Ziegler with a 2nd by Ford to approve the appointment of Carol Stiegman per the terms as the Village Clerk effective June 19, 2017. On a roll call vote DeVlieger, Harvel, Ford and Ziegler voted yes with Micele voting No, Motion carried.
- XVI. **2nd Meeting for June** – There will be a 2nd Board Meeting for June held on June 19th with a Public Hearing at 6:30 p.m. for Budget followed by Regular Board Meeting at 7:00 p.m. for Budget approval and other items.
- XVII. **Adjournment** – A motion was made by Ziegler with a 2nd by DeVlieger to adjourn the meeting. Upon a voice vote all trustees voted yea, Meeting was adjourned at 7:57 p.m.

ATTEST:

Carol Stiegman
Village Clerk

Ryan Block
Village President