

**AGENDA**  
**Board of Trustees Public Budget Hearing**  
**Village of Kirkland**  
**Kirkland, Illinois 60146**  
**Monday, June 3, 2019 - 7:00 P.M.**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Comments from Audience
- V. Approval of Minutes
- VI. Approval of Warrant
- VII. Reports.
  1. Financial Report
  2. Police Report
  3. Public Works
  4. Kirkland Community Center
  5. Committee Reports
    - a. Police Committee
    - b. Ordinance Committee
    - c. Finance Committee
    - d. Water & Sewer Committee
    - e. Streets, Alley & Parks Committee
    - f. Economic Development Committee
- VIII. Guest Speaker
  1. Jason Stoll and Jeff Jacobson from Fehr-Graham
- IX. Unfinished Business
- X. New Business
  - A. Approval of Ordinance No. 2019-09 / Ordinance amending Title III, Chapter 30 to Amend Section 30.33 to the Village of Kirkland Municipal Code regarding "Committees of the Board"
  - B. Approval of FY 2018-2019 Municipal Estimate of Maintenance Costs, Supplemental Resolution for Maintenance under the Illinois Highway Code and BLR 05520 Forms
  - C. Approval of FY 2019-2020 Municipal Estimate of Maintenance Costs, Resolution for Maintenance under the Illinois Highway Code and BLR 05520 Forms
  - D. Approval to obtain bids for 2019 Kirkland Street Project
  - E. Approval to obtain bids for Village of Kirkland Well 1 Closure and Water Main Project
  - F. Discussion of Maintenance for Village of Kirkland Sidewalks
  - G. Approval of TIF Reimbursement Request from Red Brick Inn Bar & Grill
  - H. IML and Open Meeting Act Training update/discussion
  - I. Approval of Kirkland Police Department Expenditures
  - J. Approval of Kirkland Public Works Expenditures for June 2019
- XI. Executive Session
  1. Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees [pursuant to 5 ILCS 120/2(c)(1)]
  2. Litigation [pursuant to 5 ILCS 120/2(c)(11)]
- XII. Adjournment

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Public Budget Hearing  
Monday, April 29, 2019**

**OFFICIAL MINUTES**

- I. **Call to Order-** Village President Block called the meeting to order at 7:00 P.M. and asked for a roll call.
- II. **Roll Call -** Members answering present as follows: Trustee Ziegler, Trustee Ford and Trustee Wiegartz. Trustee Micele, Trustee Harvel and Trustee DeVliieger are absent.
- III. **Pledge of Allegiance -** President Block asked Chief Davenport to lead us in the Pledge of Allegiance.
- IV. **Open Budget Hearing -** President Block opened the Public Budget Hearing.
- V. **Discussion of Village of Kirkland Budget for Fiscal Year 2019-2020 -** President Block asked the Trustees and the Trustee Elect if there were any questions. Trustee Ziegler asked if we were going to hire part-time help for Public Works. President Block stated that yes this is with two part-time help for the summer. Dale explained what the two will be doing. No further questions were raised by the trustees or trustees elect.
- VI. **Opportunity for Public Question and Comments –** President Block opened the hearing up to and Public Comments or Questions. Jean Klock asked if they budgeted for mosquito spraying. President Block stated that the purchase of a new mosquito sprayer and chemicals are in the budget.
- VII. **Close Budget Hearing -** Hearing no additional questions or comments, President Block closed the hearing at 7:11 P.M.

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**Carol Stiegman**  
Village Clerk

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**Ryan Block**  
Village President

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Regular Meeting  
Monday, April 29, 2019**

**OFFICIAL MINUTES**

- I. **Call to Order** - Village President Block called the meeting to order at 7:11 P.M. and asked for a roll call.
- II. **Roll Call**- Members answering present as follows: Trustee Ziegler, Trustee Ford and Trustee Wiegartz. Trustee Micele, Trustee Harvel and Trustee DeVlieger are absent.
- III. **Comments from the Audience** - None
- IV. **Approval of Minutes** - President Block asked for a motion to approve the Regular Board Meeting Minutes for Monday, April 1, 2019; Monday, April 15, 2019 and Committee of the Whole Meeting on Tuesday, April 9, 2019. Trustee Ford made a motion to the Regular Board Meeting Minutes for Monday, April 1, 2019; Monday, April 15, 2019 and Committee of the Whole Meeting on Tuesday, April 9, 2019 with a 2<sup>nd</sup> by Trustee Ziegler. On a roll call vote Trustees Ford, Wiegartz, Ziegler and President Block voted yes. Trustees Harvel, DeVlieger and Micele are absent. Motion carried.
- V. **Approval of Warrant** - President Block asked for a motion to approve the Warrant in the amount of \$51,649.73. Trustee Ziegler made a motion to approve the Warrant in the amount of \$51,649.73 with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Wiegartz, Ziegler, Ford and President Block voted yes. Trustees DeVlieger, Harvel and Micele are absent. Motion carried.
- VI. **Financial Report** – No Report
- VII. **Reports-**
  - A. **Police Report** - Chief Davenport reported that the Department had 144 reportable calls for the month of April. The Department completed Standard Fields and Sobriety Test Training during the month of April. On May 26, Kirkland Police Officers are scheduled to complete CPR training through the Kirkland Fire Department. The Hiawatha School and the Kirkland Police Department will be conducting an unannounced end-of-year ALICE Active Shooter Training.
  - B. **Public Works** – Public Works Department are still cleaning up along Bull Run Creek through Behnke Park. They got all trees down before the moratorium due to bat mating and nesting season. Public Works have been filling potholes and are now out of cold patch, once they get the cold patch replenished, they will continue. As soon as weather permits, we will be flushing hydrants and conduct and record flow data on each hydrant.
  - C. **Kirkland Community Center** – Dan Chambers gave an update on the Architect progress. They have a meeting set for May 29, 2019 at 2:00 P.M. to review the plans before they go out for bid. Linda got a quote from a gentleman from Fairdale on doing the floors. Dan talked with Hines Lumber and they are willing to help with the doors. They just need to know how many doors we are talking for the interior. Linda talked with North Pines and they are willing to help with something not sure what yet.
  - D. **Planning & Zoning** – No update
  - E. **Economic Development** – No update
  - F. **Committee Report-**
    1. **Police Committee** – Nothing
    2. **Ordinance Committee** - Nothing
    3. **Finance Committee** - Nothing
    4. **Water & Sewer** - Nothing

5. Streets & Alley Committee – Nothing
6. Park Committee – Nothing

VIII. Unfinished Business – None

IX. Recess (Adjourn Sine Die) - A brief recess will occur to allow new Trustees to take their seats

X. Oath of Office - Steve Boettger, Jessica Fruit and Dan Chambers took the Oath of Office

XI. Roll Call -Members answering present as follows: Trustee Ford, Trustee Chambers, Trustee Fruit, Trustee Ziegler and Trustee Boettger. Trustee DeVliieger absent.

XII. Approval of Meeting Dates for Fiscal Year 2019-2020 - President Block asked for a motion to approve the meeting dates for Fiscal Year 2019-2020. Trustee Boettger made a motion to approve the meeting dates for Fiscal Year 2019-2020 with a 2<sup>nd</sup> by Trustee Fruit. On a roll call vote Trustees Chambers, Fruit, Ziegler, Boettger and Ford voted yes. Trustee DeVliieger is absent. Motion carried.

XIII. Approval of Village of Kirkland Holidays for Fiscal Year 2019-2020 - President Block asked for a motion to approve Village of Kirkland Holidays for Fiscal Year 2019-2020. Trustee Ziegler made a motion to approve Village of Kirkland Holidays for Fiscal Year 2019-2020 with a 2<sup>nd</sup> by Trustee Boettger. On a roll call vote Trustees Fruit, Ziegler, Boettger Ford and Chambers voted yes. Trustee DeVliieger is absent. Motion carried.

XIV. New Business –

- A. Approval of Ordinance No 2019-05 / Budget and Appropriation Ordinance for Fiscal Year Beginning May 1, 2019 and Ending on April 30, 2020 - President Block asked for a motion to approve Ordinance No. 2019-05 / Budget and Appropriation Ordinance for Fiscal Year Beginning May 1, 2019 and Ending on April 30, 2020. Trustee Boettger made a motion to approve Ordinance No. 2019-05 / Budget and Appropriation Ordinance for Fiscal Year Beginning May 1, 2019 and Ending on April 30, 2020 with a 2<sup>nd</sup> by Trustee Fruit. On a roll call vote Trustees Fruit, Ziegler, Boettger, Ford and Chambers voted yes. Trustee DeVliieger is absent. Motion carried.
- B. Approval of Ordinance No. 2019-06 / Ordinance Amending Fees for Refuse and Garbage Collection and Utility Fees Relating to Water User, Sewer User and Other Charges - President Block asked for a motion to approve Ordinance No. 2019-06 / Ordinance Amending Fees for Refuse and Garbage Collection and Utility Fees Relating to Water User, Sewer User and Other Charges. Trustee Ziegler made a motion to approve Ordinance No. 2019-06 / Ordinance Amending Fees for Refuse and Garbage Collection and Utility Fees Relating to Water User, Sewer User and Other Charges with a 2<sup>nd</sup> by Trustee Boettger. On a roll call vote Trustees Fruit, Ziegler, Boettger, Ford and Chambers voted yes. Trustee DeVliieger is absent. Motion carried.
- C. Approval of Ordinance No. 2019-07 / Ordinance Amending Village of Kirkland Code Regarding the Community Center Advisory Board - President Block asked for a motion to approve Ordinance No. 2019-07 / Ordinance Amending Village of Kirkland Code Regarding the Community Center Advisory Board. Trustee Boettger made a motion to approve Ordinance No.2019-07/ Ordinance Amending Village of Kirkland Code Regarding the Community Center Advisory Board with a 2<sup>nd</sup> By Trustee Ford. On a roll call vote Trustees Boettger, Ford, Fruit, and Ziegler voted yes. Trustee Chambers abstained and Trustee DeVliieger is absent. Motion carried.
- D. Approval of Ordinance No. 2019-08 / Ordinance Amending Committees of the Board for Village of Kirkland Municipal Code – President Block asked for a motion to approve Ordinance No. 2019-08 / Ordinance Amending Committees of the Board for Village of Kirkland Municipal Code. Trustee Chambers made a motion to approve Ordinance No. 2019-08 / Ordinance Amending Committees of the Board for Village of Kirkland Municipal Code with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote

Trustees Ford, Chambers, Fruit, Ziegler and Boettger voted yes. Trustee DeVlieger is absent. Motion carried.

- E. Approval of Resolution No. 2019-02/ Resolution Approving Reciprocal Agreement on Exchange of Information between the Village of Kirkland and Illinois Department of Revenue - President Block asked for a motion to approve Resolution No. 2019-02 / Resolution Approving Reciprocal Agreement on Exchange of Information between the Village of Kirkland and Illinois Department of Revenue. Trustee Ziegler made a motion to approve Resolution No. 2019-02 / Resolution Approving Reciprocal Agreement on Exchange of Information between the Village of Kirkland and Illinois Department of Revenue with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Chambers, Fruit, Ziegler, Boettger and Ford voted yes. Trustee DeVlieger is absent. Motion carried.
- F. Approval of Intergovernmental Agreement for Engineering Services between the Village of Kirkland and DeKalb County, Illinois – President Block asked for a motion to approve an Intergovernmental Agreement for Engineering Services between the Village of Kirkland and DeKalb County, Illinois. Trustee Boettger made a motion to approve an Intergovernmental Agreement for Engineering Services between the Village of Kirkland and DeKalb County, Illinois with a 2<sup>nd</sup> by Trustees Ziegler. On a roll call vote Trustees Fruit, Ziegler, Boettger, Ford and Chambers voted yes. Trustee DeVlieger is absent. Motion carried.
- G. Memorial Day Ceremony Information – President Block informed the Board and the Public that the Village of Kirkland, Kirkland Public Library and the Kirkland Lions Club will be hosting the Memorial Day Ceremony on Sunday, May 26, 2019 at 1:00 P.M. There will be a short Ceremony at the Northern Illinois Veterans Memorial followed by an all men’s Choir that will be performing on the stage at the park, which is presented by the Kirkland Public Library. The Kirkland Lions Club will be serving pork chop sandwiches for a donation. The proceeds from the sandwiches will be donated to the Northern Illinois Veterans Memorial fund.

**XV. Approval of Committees and Appointments** – President Block asked for a motion for the Approval of Committees and Appointments. Trustee Ford made a motion for the Approval of Committees and Appointments with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Ziegler, Boettger, Ford, Chambers and Fruit voted yes. Trustee DeVlieger is absent. Motion carried.

1. Approval of Village Committees of the Board –
  - Finance – Trustees Ziegler, Fruit & DeVlieger
  - Ordinance - Trustees Boettger, Chambers & Fruit
  - Police – Trustees Fruit, DeVlieger & Ziegler
  - Economic Development – Trustees Chambers, Ford & Ziegler
  - Streets, Alleys, & Parks – Trustees Ford, Boettger & Chambers
  - Water & Sewer – Trustees DeVlieger, Ford & Boettger
2. Appointment of Village Attorney – Zukowski, Roger, Flood & McArdle – Brad Stewart
3. Appointment of Chief of Police – Adam Davenport
4. Appointment of Public Works Supervisor – Dale Miller
5. Appointment of Village Treasurer – Newkirk Certified Public Accountant – Bill Newkirk
6. Appointment of Zoning Administrator – B & F Construction Code Services, Inc.
7. Appointment of Village Clerk – Carol Stiegman
8. Appointment of Village Engineers – Fehr-Graham

**XVI. Executive Session** – At 8:02 P.M. President Block asked for a motion to go into executive Session for Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees [pursuant to 5ILCS 120/2(c)(11)] and Litigation [pursuant to 5 ILCS 120/2(c)(11)] Trustee Ziegler made a motion to adjourn to Executive Session for Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees and Litigation with a 2<sup>nd</sup> by Trustee Ford. On a roll call vote Trustees Boettger, Ford, Chambers, Fruit and Ziegler voted yes. Trustee DeVlieger is absent. Motion carried.

At 8:46 P.M., the Board returned to Regular Session and President Block asked for a roll call. Members answering present as follows: Trustee Ziegler, Trustee Ford, Trustee Boettger, Trustee Fruit & Trustee Chambers.

**XVII. Action from Executive Session –**

**A. Approval of Wage Increase for Village Employees.** President Block asked for a motion to approve the wage increase for Village Employees. Trustee Fruit made a motion to approve the wage increases for Village Employees with a 2<sup>nd</sup> by Trustee Chambers. On a roll call vote Trustees Ziegler, Boettger, Ford, Chambers and Fruit voted yes. Trustee DeVlieger is absent. Motion carried.

**XVIII. Adjournment** – At 8:48 P.M, President Block asked for a motion to adjourn. Trustee Ziegler made a motion to adjourn with a 2<sup>nd</sup> by Trustee Boettger. On a voice call vote all in favor. Meeting adjourned.

**Next Board of Trustees Regular Meeting will be Monday, June 3, 2019 at 7:00 P.M.**

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**Carol Stiegman**  
Village Clerk

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**Ryan Block**  
Village President

# VILLAGE OF KIRKLAND

Accounts Payable

## Warrant

June 3, 2019

The President and Board of Trustees of the Village of Kirkland  
Recommends the following Warrant in the amount of

**Total: \$52,319.17**

To be paid on or before  
June 6, 2019

Village President: \_\_\_\_\_

Attest: \_\_\_\_\_

Village Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Village of Kirkland  
Custom Transaction Detail Report

Name Memo Account Debit

June 4, 2019

Name	Memo	Account	Debit
Aflac	ACCT#LXU79	10-2200 · Accrued Payroll	345.42
Aflac	ACCT#LXU79	10-2200 · Accrued Payroll	230.28
Alan Browne Chevrolet	INV#222268	50-5110 · Equipment Repair & Maintenance	24.00
Alan Browne Chevrolet	INV#222268	51-5110 · Equipment Repair & Maintenance	24.00
Alan Browne Chevrolet	INV#90627	13-5110 · Equipment Repair & Maintenance	10.00
Alphagraphics	INV#24436	11-5175 · Printing & Publishing	42.20
Alphagraphics	INV#24436	12-5175 · Printing & Publishing	42.20
Alphagraphics	INV#24436	13-5175 · Printing & Publishing	42.20
Alphagraphics	INV#24436	50-5175 · Printing/Publishing	42.21
Alphagraphics	INV#24436	51-5175 · Printing & Publishing	42.21
Alphagraphics	INV#24436	53-5175 · Printing	42.20
American Legal Publishing	INV#0126647	11-5143 · Codification	495.00
Bee Consulting	INV#2019-019	12-5195 · Alerts/PSAN/PIPS	1,200.00
Brad Manning Ford	FOCS90511	12-5110 · Equipment Repair & Maintenance	36.87
Brad Manning Ford	ACCT#1120-2965	12-5110 · Equipment Repair & Maintenance	79.54
Brad Manning Ford	INV#FOCS90551	12-5110 · Equipment Repair & Maintenance	33.64
Brad Manning Ford	INV#FOCS91191	12-5110 · Equipment Repair & Maintenance	1,382.42
Central Management Services	DE MUNN CHRIS	50-5052 · Health Insurance	561.00
Central Management Services	DE MUNN CHRIS	51-5052 · Health Insurance	561.00
Central Management Services	MILLER DALE	13-5052 · Health Insurance	660.00
Central Management Services	MILLER DALE	50-5052 · Health Insurance	660.00
Central Management Services	MILLER DALE	51-5052 · Health Insurance	660.00
Central Management Services	STIEGMAN CAROL	11-5052 · Health Insurance	343.66
Central Management Services	STIEGMAN CAROL	50-5052 · Health Insurance	343.67
Central Management Services	STIEGMAN CAROL	51-5052 · Health Insurance	343.67
Central Management Services	SALADINO SAM	12-5052 · Health Insurance	1,031.00
Central Management Services	STARK JIM	13-5052 · Health Insurance	1,031.00
Com-Ed	ACCT#2369034053	13-5150 · Electric - ComEd	84.59
Com-Ed	ACCT#0063063150	13-5150 · Electric - ComEd	773.72
Com-Ed	ACCT#1963671044	13-5150 · Electric - ComEd	44.24



Village of Kirkland

Custom Transaction Detail Report

Account	Description	Amount
Com-Ed	ACCT#0954171003	24.11
Com-Ed	ACCT#6693083015	838.48
Com-Ed	ACCT#2933030009	485.52
Com-Ed	ACCT#2653080027	173.02
Com-Ed	ACCT#3713163095	2,387.40
David G. Eterno	INV#12349	142.92
DeKalb Lawn & Equipment	WORK ORDER 63109	198.89
DeKalb Lawn & Equipment	WORK ORDER 63880	10.32
DeKalb Lawn & Equipment	WO#62898	317.54
Des Moines Stamp	INV#1143094	33.40
Des Moines Stamp	ORDER #3272	29.00
FASTENAL COMPANY		
FEHR GRAHM	BULL RUN CREEK CONSTRUCT	87.53
FEHR GRAHM	MFT DOCUMENTATION	1,300.00
FEHR GRAHM	WASTEWATER TREATMENT FA	1,034.00
FEHR GRAHM	RAILROAD WATER MAIN REPLA	779.00
Frontier	ACCT#815-522-9839-122308-5	2,850.00
Frontier	ACCT#815-522-9840-020818-5	105.71
Impact Acquisitions, LLC	INV#1434480	45.53
Impact Acquisitions, LLC	INV#1434480	61.54
Impact Acquisitions, LLC	INV#1434480	61.54
Impact Acquisitions, LLC	INV#1434480	61.54
Impact Acquisitions, LLC	INV#1434480	61.55
Impact Acquisitions, LLC	INV#1434480	61.55
IPO/DBA Cardunal Office Supply	INV#613244-0	33.16
IPO/DBA Cardunal Office Supply	INV#613255-0	33.15
IPO/DBA Cardunal Office Supply	INV#612255-0	19.98
IPO/DBA Cardunal Office Supply	ACCT#811826	34.36
IPWMAN	INV#158	100.00
MARATHON UNIVERSAL	ACCT#0496-00-321525-8	659.57
MARATHON UNIVERSAL	ACCT#0496-00-321525-8	286.91
MARATHON UNIVERSAL	ACCT#0496-00-321525-8	163.70
Martin & Company Excavating	INV#R19906	3,165.00

Village of Kirkland

Custom Transaction Detail Report

Account	Invoice #	Invoice Date	Description	Amount
MENARDS-SYCAMORE	INV#5423	June 30 2019	Equipment Repair & Maintenance	28.31
MENARDS-SYCAMORE	INV#5305	51-5113	Repair & Maintenance	62.98
Napa of Genoa	INV#352348	13-5110	Equipment Repair & Maintenance	10.46
Napa of Genoa	INV#351914	50-5110	Equipment Repair & Maintenance	14.52
Napa of Genoa	INV#352357	50-5110	Equipment Repair & Maintenance	1.94
Napa of Genoa	INV#352520	13-5110	Equipment Repair & Maintenance	102.26
Napa of Genoa	INV#353270	13-5110	Equipment Repair & Maintenance	202.68
NEOFUNDS	ORDER# 16291919	11-5341	Tools/ Equipments	163.63
NEOFUNDS	ACCT#7900 0440 8051 1896	50-5165	Postage	100.00
NEOFUNDS	ACCT#7900 0440 8051 1896	51-5165	Postage	100.00
NEOFUNDS	ACCT#7900 0440 8051 1896	53-5165	Postage	100.00
Neopost USA Inc	INV#56677833	11-5341	Tools/ Equipments	89.85
NICOR	ACCT#72-28-61-6059-2	50-5153	Heat Cost	106.13
NICOR	ACCT#74-68-58-1000 9	51-5153	Heating Cost	80.17
PDC Laboratories	INV#19365241	51-5180	Testing	117.00
PDC Laboratories	INV#19368647	51-5180	Testing	182.00
PDC Laboratories	INV#19367628	50-5180	Testing	50.00
PDC Laboratories	ACCT#19368909	50-5180	Testing	15.00
PDC Laboratories	INV#19369234	51-5180	Testing	157.00
Principal Life Group	CAROL STIEGMAN	11-5050	Life Insurance	7.41
Principal Life Group	ADAN DAVENPORT	12-5050	Life Insurance	22.25
Principal Life Group	SAMUAL SALADINO	12-5050	Life Insurance	22.25
Principal Life Group	DALE MILLER	13-5050	Life Insurance	7.41
Principal Life Group	JIM STARK	13-5050	Life Insurance	22.25
Principal Life Group	CHRIS DE MUNN	50-5050	Life Insurance	11.13
Principal Life Group	CAROL STIEGMAN	50-5050	Life Insurance	7.42
Principal Life Group	DALE MILLER	50-5050	Life Insurance	7.42
Principal Life Group	CAROL STIEGMAN	51-5050	Life Insurance	7.42
Principal Life Group	DALE MILLER	51-5050	Life Insurance	7.42
Principal Life Group	CHRIS DE MUNN	51-5050	Life Insurance	11.12
RANDY BUTTS	CPR RECERTIFICATION CLASS	12-5147	Training	140.00
Slingerland & Clark, P.C.	INV#157791	12-5121	Adjudication	159.25
Stalit, Inc	INV#19-1071	11-5110	Equipment Repair & Maintenance	222.63

Village of Kirkland

Custom Transaction Detail Report

	June 12, 2019		
Tobinson's Hardware	INV#93387/1	13-5118 · Building Maintenance & Cleaning	12.45
Tobinson's Hardware	INV#92981/1	13-5118 · Building Maintenance & Cleaning	9.99
Uniform Den	INV#62410	12-5380 · Uniforms - F/T & PT	198.90
Uniform Den	INV#62411	12-5380 · Uniforms - F/T & PT	102.85
Uniform Den	INV#62590	12-5380 · Uniforms - F/T & PT	234.72
UNITED SYSTEMS TECHNOLOG	INV#229153	11-5335 · Billing Software	273.54
UNITED SYSTEMS TECHNOLOG	INV#229153	12-5335 · Billing Software	273.54
UNITED SYSTEMS TECHNOLOG	INV#229153	13-5335 · Software Program	273.53
UNITED SYSTEMS TECHNOLOG	INV#229153	50-5335 · Billing Software	273.53
UNITED SYSTEMS TECHNOLOG	INV#229153	51-5335 · Billing Software	273.53
UNITED SYSTEMS TECHNOLOG	INV#229153	53-5335 · Billing Software	273.53
USA Blue Book	INV#877932	50-5110 · Equipment Repair & Maintenance	71.28
Verizon - 00001	JETPACK 1	12-5155 · Phone Service	36.01
Verizon - 00001	JETPACK 2	12-5155 · Phone Service	36.03
Verizon - 00001	JETPACK 3	12-5155 · Phone Service	36.03
Verizon - 00002	815-522-3159	11-5155 · Phone Service	32.14
Verizon - 00002	815-522-3501	11-5155 · Phone Service	26.71
Verizon - 00002	815-826-1311	11-5155 · Phone Service	32.14
Verizon - 00002	815-522-2242	12-5155 · Phone Service	30.64
Verizon - 00002	815-522-3315	12-5155 · Phone Service	32.14
Verizon - 00002	815-522-9989	12-5155 · Phone Service	25.28
Verizon - 00002	815-570-1451	12-5155 · Phone Service	32.14
Verizon - 00002	815-522-6170	13-5155 · Phone Service	10.21
Verizon - 00002	815-522-6170	50-5155 · Phone Service	10.22
Verizon - 00002	815-522-6170	51-5155 · Phone Service	10.21
Verizon - 00003	ADAM DAVENPORT	12-5155 · Phone Service	148.51
Verizon - 00003	CHRIS DEMUNN	50-5155 · Phone Service	59.06
Verizon - 00003	SAM SALADINO	12-5155 · Phone Service	148.51
Verizon - 00003	POLICE DEPARTMENT	12-5155 · Phone Service	121.84
Verizon - 00003	FARM & FLEET	13-5110 · Equipment Repair & Maintenance	69.96
Verizon - 00003	FARM & FLEET	13-5110 · Equipment Repair & Maintenance	60.60
Verizon - 00003	FASTENAL COMPANY	50-5110 · Equipment Repair & Maintenance	37.92
Verizon - 00003	FASTENAL COMPANY	51-5110 · Equipment Repair & Maintenance	37.92

Village of Kirkland

Custom Transaction Detail Report

June 2019	FASTENAL COMPANY	FASTENAL COMPANY	Equipment Repair & Maintenance	46.55
	FASTENAL COMPANY	FASTENAL COMPANY	Equipment Repair & Maintenance	46.54
	AMAZON	AMAZON	Dues & Subscriptions	12.99
	HALL SIGNS	HALL SIGNS	Repairs & Maint - Streets	47.70
	NOR*NORTHERN TOOL	NOR*NORTHERN TOOL	Tool/Equipment	274.10
	DOLLAR GENERAL	DOLLAR GENERAL	Misc Expens	33.84
	MARS INC	MARS INC	Equipment Repair & Maintenance	80.00
	BELNICK RETAIL LLC	BELNICK RETAIL LLC	Tools/ Equipments	290.80
	JUSTBLINDS	JUSTBLINDS	Tools/ Equipments	150.88
	AMAZON	AMAZON	Tools/ Equipments	42.82
	INTUIT PAYROLL	INTUIT PAYROLL	Dues & Subscriptions	650.00
	AMAZON	AMAZON	Office Supplies	78.94
	NATIONAL PEN CO LLC	NATIONAL PEN CO LLC	Too Good 4 Supplies	118.50
	INV#3588576-2011-8	INV#3588576-2011-8	Waste Management	14,222.83
	INV#01748555	INV#01748555	Equipment Repair & Maintenance	262.06
	INV#01748554	INV#01748554	Equipment Repair & Maintenance	34.57
	INV#01747522	INV#01747522	Equipment Lease	8.37
	INV#185212	INV#185212	Equipment Repair & Maintenance	208.36
	INV#137282	INV#137282	Legal Expense	3,145.00
				<b>52,319.17</b>

ADM-11	6,836.91
POLICE-12	6,651.49
STREETS-13	8,541.40
MFT-20	1,034.00
CAPITAL PROJECT-35	1,300.00
WATER-50	4,053.71
SEWER-51	5,572.55
WATER IMPR-52	2,850.00
GARBAGE-53	14,700.11
SEWER IMPR-55	779.00
	<b>52,319.17</b>

**ORDINANCE NO. 2019-\_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE III, CHAPTER 30 TO AMEND SECTION  
30.33 TO THE VILLAGE OF KIRKLAND MUNICIPAL CODE  
REGARDING "COMMITTEES OF THE BOARD"**

**WHEREAS**, the Village of Kirkland, DeKalb County, Illinois, is a non-home rule municipality as contemplated by the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's powers and functions as granted in the Constitution of the State of Illinois and statutes; and

**WHEREAS**, the Village Board believes it is in the best interest of public service to the community, transparency as promoted through the Illinois Sunshine laws, to enact this Ordinance to better define roles and duties of the Committees of the Board; and

**WHEREAS**, the President and Board of Trustees believe it is in the best interests of the Village and its residents to amend the membership structure of that Commission.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Kirkland, DeKalb County, Illinois as follows:

**SECTION 1:** Title III, *Administration*, Chapter 30, *Village Departments and Organizations*, Section 30.33(b) shall be amended to replace the existing text in its entirety with the following text:

**§30.33 COMMITTEES OF THE BOARD.**

(B) The standing committees of the Village Board are as follows:

(1) Committee on Finance—primary responsibilities are: to review, on a monthly basis, revenues and expenditures of the Village, to evaluate how the Village is adhering to its appropriation and budget thresholds; to ensure that spending authority is properly exercised for all expenditures; to review the annual budget prior to recommending it to the Village Board; and to otherwise review and make appropriate recommendations to the Village Board regarding financial matters of the Village.

(2) Committee on Ordinances—primary responsibilities are to establish and follow a routine of reviewing the Village Code and identify recommended additions, deletions, or amendments to the Village Code, consulting with the Village Attorney as appropriate to ensure legal compliance.

(3) Committee on Police—primary responsibilities are: to review police response metrics; to review any requests made by the Chief of Police for equipment, vehicles, and supplies and make a recommendation to the Village Board; and to discuss and recommend any internal policy changes for the betterment of the Police Department's operations, consulting with the Chief of Police as appropriate.

(4) Committee on Economic Development—primary responsibilities are: to identify and recommend strategies for the Village Board to entice beneficial business and other growth into the community by means of existing business expansion, identifying occupants for vacant spaces, discussing Tax Increment Finance Districts, reviewing and making recommendations for requests for incentives by potential developers and business investors, and otherwise identify ways to engage the Village in opportunities for expansion of its tax base and the equalized assessed value of properties within the Village.

(5) Committee on Streets, Alleys, and Parks—primary responsibilities are: to review the functionality of existing roads, alleys, and park spaces; to identify and review grant and other funding opportunities for improvements to roads, alleys, and park spaces; to identify improvements and repairs that can be made and make recommendations to the Village Board regarding priorities for any improvement/repair on such roads, alleys, and park spaces, consulting with the Public Works Director as appropriate; and to identify and review requests and opportunities for use of the Village’s park spaces.

(6) Committee on Water and Sewer—primary responsibilities are: to review the functionality of existing water and sewer facilities and infrastructure; to identify and review grant and other funding opportunities for improvements to water and sewer infrastructure; and to identify improvements and repairs that can be made and make recommendations to the Village Board regarding priorities for any improvement/repair of water and/or sewer infrastructure, consulting with the Public Works Director as appropriate.

(C) Rules & Responsibilities Applicable to Board Committees. Unless otherwise stated in the Code, the following Rules & Responsibilities apply to all Board Committees:

- (1) All Board Committee appointments and designated Chair of each Committee are made by the Village President, with the advice and consent of the Village Board, on an annual basis;
- (2) A minimum of three (3) Board members shall serve on each Committee, with a minimum of two (2) being present to establish a quorum for a meeting;
- (3) All Board Committee Meetings are to be conducted in compliance with the Open Meetings Act (5 ILCS 120/1 *et seq.*), with public comment being permitted as prescribed by Article I, Chapter 11 of the Village Code;
- (4) Each meeting shall have a call to order, roll call, discussion on any agenda items, review of past meeting minutes, opportunity for public comment, and adjournment. The Chair shall appoint a recording secretary for the meetings to prepare minutes.

- (5) Committees are expected to meet as often as needed but in no event less than quarterly (NOTE: The Finance Committee is expected to meet monthly).

**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 upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Passed this \_\_\_ day of \_\_\_\_\_, 2019, by a roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Colleen Ford	_____	_____	_____	_____
Trustee Sarah Ziegler	_____	_____	_____	_____
Trustee Steve Devlieger	_____	_____	_____	_____
Trustee Jessica Fruit	_____	_____	_____	_____
Trustee Steven Boettger	_____	_____	_____	_____
Trustee Daniel Chambers	_____	_____	_____	_____
President Ryan Block	_____	_____	_____	_____

APPROVED THIS \_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President Ryan Block

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk Carol Stiegman

Published: \_\_\_\_\_

## CERTIFICATION

I, CAROL STIEGMAN, do hereby certify that I am the Clerk of the Village of Kirkland, DeKalb County, Illinois, and that as Clerk, I am the keeper of the records and minutes and proceedings of the President and Board of Trustees of said Village of Kirkland.

I do further certify that at a regular meeting of the President and Board of Trustees of the Village of Kirkland, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, the foregoing Ordinance entitled *AN ORDINANCE AMENDING TITLE III, CHAPTER 30 TO AMEND SECTION 30.33 OF THE VILLAGE OF KIRKLAND MUNICIPAL CODE REGARDING BOARD COMMITTEES* was duly passed by the President and Board of Trustees of the Village of Kirkland.

The pamphlet form of Ordinance No. 2019- \_\_\_\_, including the Ordinance was prepared, and a copy of such Ordinance was available in the Village Hall, commencing on the \_\_\_\_ day of \_\_\_\_\_, 2019, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Village Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said Village for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and seal of the Village of Kirkland, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Carol Stiegman, Village Clerk  
Village of Kirkland  
DeKalb County, Illinois

(SEAL)



## Carol Stiegman

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**From:** Chad Clauson <cclauson@fehr-graham.com>  
**Sent:** Wednesday, May 29, 2019 9:11 AM  
**To:** Carol Stiegman  
**Cc:** ryanblock.kirkland@gmail.com; Jason Stoll; Mick Gronewold; Jeffrey Jacobson  
**Subject:** MFT Documentation  
**Attachments:** MFT Estimate BLR 14231 FY18 to FY19 (revised).pdf; 19-447 - MFT Supplemental Resolution 2018-2019 BLR 14220.pdf; 19-447 - BLR 14310 Expenditure Statement BLR 14310 FY18 to FY19.pdf; 19-447 MFT Estimate BLR 14231 FY19 to FY20.pdf; 19-447 - MFT Resolution 2019-2020 BLR 14220.pdf; 19-447 - BLR 05520 2018-2019 MFT Engineering (FG Signed).pdf; 19-447 - BLR 05520 2019-2020 MFT Engineering (FG Signed).pdf

Carol,

After many calls to IDOT, I think we have everything in order to close out the 2018 MFT program and start the 2019 MFT program. Attached is the following information:

FY 2018 -2019 MFT:

- **2018 Municipal Estimate of Maintenance Costs form (Revised)** – This is required since the MFT expenses for FY 18 exceeded the original estimate. Will need to be signed by Ryan.
- **2018 Supplemental Resolution for Maintenance Under the Illinois Highway Code** – Since more MFT expenses were used, a supplemental resolution will need to be in place to approve the additional MFT funds spent. Will need to be approved by the Village Board and signed by Ryan.
- **Fehr Graham and Dekalb County BLR 05520 forms (Signed)** – IDOT requires these forms be submitted since the Village used MFT funds to pay for \$2,694.87 in engineering completed by Fehr Graham and Dekalb County. Additionally, based on the size of the MFT projects from last year, IDOT is only allowing the Village spend a maximum of \$2,221.32 on engineering for 2018. So the Village will need to reimburse the difference (\$473.55) into the MFT account from general funds. If this is an issue, there is a possibility the Village would be able to use some of the 2017 MFT funds, but IDOT noted this would be difficult.

FY 2019-2020 MFT:

- **2019 Municipal Estimate of Maintenance Costs form** – Please verify these funds match what the Village plans to spend for FY 2019. If so, Ryan will need to sign.
- **2019 Resolution for Maintenance Under the Illinois Highway Code** – Will need to be approved by the Village Board at next week's meeting.
- **Fehr Graham and Dekalb County BLR 05520 forms (Signed)** – As with the 2018 form, this will allow for the Village to use MFT funds for approved engineering expenses (Category I or IIA).

For future reference, if the Village would like to use MFT funds for anything more than what is listed on the 2019 Municipal Estimate of Maintenance Cost form, IDOT should be notified and a Supplemental Resolution may be needed. This is the best way to make sure IDOT will allow for MFT funds to be used.

As always, please feel free to let me know if you have any questions or concerns.

Thanks,

CHAD CLAUSON | Staff Engineer



### Municipal Estimate of Maintenance Costs



Submission Type Revised

Local Public Agency	County	Section Number	Maintenance Period	
Village of Kirkland	DeKalb	18-00000-00-GM	Beginning 05/01/18	Ending 04/30/19

#### Estimated Cost of Maintenance Operations

Maintenance Operation (No. and Description)	Maint. Eng. Group	Insp. Req.	For Group I, IIA, IIB or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
Road Salt	I	N	Road Salt	TON	132.79	\$75.00	\$9,959.25	\$9,959.25
Roadway Improvements	IIA	Y	Crack Filling & Routing	LF	37,305	\$0.41	\$15,257.75	\$15,295.37
Roadway Improvements	IIA	Y	Rejuvenator-Reclamite	SY	4,453	\$0.84	\$3,740.52	\$3,740.52
Roadway Improvements	IIA	Y	Bituminous Mat. (seal)	TON	29.13	\$458.00	\$13,341.54	\$13,341.54
<b>Total Estimated Maintenance Operation Cost</b>							<b>\$42,336.68</b>	

Estimated Cost of Maintenance Engineering	
Preliminary Engineering	\$1,885.44
Engineering Inspection	\$809.43
Material Testing	
Advertising	
Bridge Inspections	
<b>Total Estimated Maintenance Engineering Cost</b>	<b>\$2,694.87</b>

Maintenance Program Estimated Costs			
	Estimated Cost	MFT Portion	Other Funds
Maint Oper	\$42,336.68	\$42,336.68	
Maint Eng	\$2,694.87	\$2,156.87	
<b>Totals</b>	<b>\$45,031.55</b>	<b>\$44,493.55</b>	
<b>Total Estimated Maintenance Cost</b>		<b>\$45,031.55</b>	

**Submitted**

Municipal Official  Date

Title

Village President

**Approved**

Regional Engineer  
Department of Transportation

Date

### Instructions for BLR 14231

This form shall be used when a Municipality wants to expend funds for a maintenance period. The maintenance estimate must include all operations to be funded with Motor Fuel Tax (MFT) funds. If operations are added during the maintenance period, a revised or supplemental estimate is required. All estimates of maintenance costs must be submitted to the district for approval prior to incurring any expenses. The amount of MFT funds expended on items covered in the estimate is limited to the amount of MFT funds appropriated in the maintenance resolution. IF rental equipment is included in the estimate, BLR 12110 must also be completed and submitted.

For additional information refer to the Bureau of Local Roads and Streets Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

- Submittal Type** From the drop down, choose Original (being submitted for the first time), Revised (revising a previously approved submittal), or Supplemental (addition to estimate(s) already approved).
- Local Public Agency** Insert the name of the municipality.
- County** Insert the name of the County in which the municipality is located.
- Maintenance Period**
- Beginning** Insert the beginning date of the maintenance period. This must be 12 or 24 consecutive months. The dates must match those on the resolution.
- Ending** Insert the ending date of the maintenance period, following the above guidelines.

#### Estimated Cost of Maintenance Operations

To aid in determining quantities for maintenance operations, the LPA may develop their own spreadsheet containing the following information. IDOT does not provide a form for this purpose.

Location			Surface			Maintenance Operation			
Street/Road	From	To	Existing Type	Length	Width	No.	Description	Unit	Quantity

- Maintenance Operations** List each maintenance operations with a consecutive operation number. If an operation is not listed MFT funds cannot be expended for that operation.
- Maint. Engineering Group** From the drop down, select the group number that applies to the maintenance operation to be performed. All maintenance operations shall require one of the following group designations.
- 1. Group I.** Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program ([www.purchase.state.il.us](http://www.purchase.state.il.us)) or another joint purchasing program that has been approved by the District BLRS or Central BLRS.
  - 2. Group II-A.** Routine maintenance or maintenance items that do not require competitive sealed bids according to section 12-1.02(a) or local ordinance/resolution.
  - 3. Group II-B.** Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of CC&G repair, scour mitigation, pavement patching and minor drainage repairs.
  - 4. Group III.** Maintenance items that are not covered by Group I or IIB and require competitive bidding with a material proposal or a delivery and install proposal.
  - 5. Group IV.** Maintenance items that are not covered by Group I or IIB and require competitive bidding with a contract proposal.
- Insp Req.** From the drop down, select 'Y' if the operation being performed requires an engineering inspection or 'N' if the operation does not need an engineering inspection.
- Item** For Groups I, IIA, IIB (not performed by a formal contract), and III type operations list each item to be used in this maintenance operation. For Group IIB items being done by a formal contract and Group IV items list "by contract".
- Unit** For Groups I, IIA, IIB (not performed by a formal contract), and III insert the unit of measure for each listed item.
- Quantity** For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated quantity for each listed item.
- Unit Price** For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated unit price for each listed item.
- Item Cost** This is a calculated field, no entry is necessary. It calculates the quantity times the unit price.
- Est. Total Operation Cost** For each operation listed, insert the total estimated cost of that operation.
- Total Estimated Maintenance Operation Cost** This is a calculated field, no entry is necessary. It sums all the maintenance operations listed.

### Estimated Cost of Maintenance Engineering

Preliminary Engineering	Insert the estimated cost for preliminary engineering. This will be calculated based on the maintenance engineering agreement.
Engineering Inspection	Insert the estimated cost of engineering inspection. This will be calculated based on the maintenance engineering agreement.
Material Testing	Insert the estimated cost of material testing, if applicable.
Advertising	Insert the estimated cost of advertising, if applicable.
Bridge Inspections	Insert the estimated cost of bridge inspections, if applicable. This will be calculated based on the engineering agreement.
Total Estimated Maintenance Engineering Costs	This is a calculated field, no entry is necessary. It sums all the maintenance engineering costs listed.

### Maintenance Program Estimated Costs

Estimated Costs	For maintenance, insert the total estimated maintenance operation costs. For Maintenance Engineering, this will be automatically inserted based on the estimated engineering costs from the maintenance engineering table. The totals will automatically calculate.
MFT Portion	For each type insert the MFT funds estimated to be used for that type. The totals will automatically calculate.
Other Funds	For each type insert the amount of other funds estimated to be used for that type. The totals will automatically calculate.
Totals	This is a calculate field, no entry is necessary. It sums the total for estimated cost, MFT portion and other funds.
Submitted	The proper municipal official shall insert their title and date here.
Approved	Upon approval the Regional Engineer shall sign and date here.

**A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.**

Following the Regional Engineer's approval, distribution will be as follows:

- Municipal Clerk
- Engineer (Municipal or Consultant)
- District Compliance Review
- District File



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number [ ] Resolution Type Supplemental Section Number 18-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Kirkland Illinois that there is hereby appropriated the sum of Five thousand one hundred seventy-two dollars and ninety-eight cents Dollars (\$5,172.98) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/18 to 04/30/19.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Kirkland shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Carol Stiegman Village Clerk in and for said Village of Kirkland in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Kirkland at a meeting held on Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day of Month, Year

(SEAL)

Clerk Signature [ ]

APPROVED

Regional Engineer Department of Transportation Date [ ]

### Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

**A minimum of four(4) certified signed originals must be submitted to the Regional Engineer's District office.**

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Municipal, Consultant or County)
- District Compliance Review
- District File



# Maintenance Engineering to be Performed by a Consulting Engineer



Local Public Agency Village of Kirkland	County DeKalb	Section Number 18-00000-00-GM
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The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14221 or BLR 14231), shall consist of the following:

**PRELIMINARY ENGINEERING shall include:**

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

**ENGINEERING INSPECTION shall include:**

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

### SCHEDULE OF FEES

Total of all Maintenance Operations:

<= \$20,000 Base Fee   > \$20,000 Base Fee = \$1,250.00

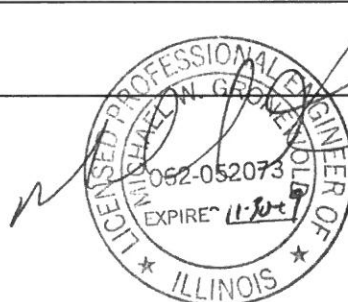
Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%	2%	1%	1%	Crack Fill, rejuvenator, Sealing
IIB	3%		3%		
III	4%		4%		
IV	5%		6%		

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:  
Local Public Agency Signature  Date   
  
Title  
Village President

BY:  
Consulting Engineer Signature  Date 5-28-19  
  
Title  
District Manager  
P.E. Seal  Date

Approved:  
Regional Engineer, IDOT  Date



## Instructions for BLR 05520

This form shall be used by a Local Public Agency (LPA) to establish an agreement with a licensed professional engineer to provide engineering services for maintenance work funded in whole or in part with MFT funds.

For more information, see Chapter 5 of the Bureau of Local Roads and Street Manual (BLRS Manual).

For signature requirements, refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

Local Public Agency	Insert the name of the LPA
County	Insert the name of the county in which the LPA is located.
Section Number	Insert the section number assigned to this project.
Schedule of Fees	If the total of maintenance operations from BLR 14221 or BLR 14231 is less than \$20,000 then check the box for less than \$20,000 and insert the amount of base fee being charged by the consultant - this cannot exceed \$1,250.00. If the maintenance operations are equal to or greater than \$20,000 the base fee will be \$1,250.00 so that box should be checked. <b>ONLY ONE BASE FEE IS ALLOWED PER MAINTENANCE PERIOD.</b>
Plus	For each maintenance engineering category, there is an acceptable fee listed for preliminary engineering and engineering inspection. The acceptable fee % is the maximum that can be charged for the maintenance engineering category. Under negotiated fee % an amount needs to be inserted for the amount being charged by the consultant. The negotiated fee % cannot exceed the amount listed in the acceptable fee. For maintenance category IIA, only items that require inspection will be allowed to be charged for engineering inspection. Under operation to be inspected list the maintenance operation number from the estimate of cost which applies to the maintenance category.
Local Public Agency Signature	The LPA official will sign and date here, and insert their title.
Consulting Engineer Signature	The consulting engineer will sign and date here, and insert their title along with their PE seal and license expiration date.
IDOT Signature	Upon approval the IDOT regional engineer will sign and date here.

**A minimum of three (3) signed originals must be submitted to the Regional Engineer's District office. Following the IDOT's approval, distribution will be as follows:**

Local Public Agency Clerk  
District  
Engineer (Municipal, Consultant, County)





Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	19-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Kirkland Illinois that there is hereby appropriated the sum of Forty-five thousand, one hundred twenty-two dollars and three cents Dollars ( \$45,122.03 ) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/19 to 04/30/20.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Kirkland shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Carol Stiegman Village Clerk in and for said Village of Kirkland in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Kirkland at a meeting held on \_\_\_\_\_ Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ Month, Year \_\_\_\_\_.

(SEAL)

Clerk Signature

APPROVED

Regional Engineer  
Department of Transportation

### Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

**A minimum of four(4) certified signed originals must be submitted to the Regional Engineer's District office.**

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Municipal, Consultant or County)
- District Compliance Review
- District File



## Municipal Estimate of Maintenance Costs



Submission Type Original

Local Public Agency  
Village of Kirkland

County  
DeKalb

Section Number  
19-00000-00-GM

Maintenance Period  
Beginning  
05/01/19

Ending  
04/30/20

### Estimated Cost of Maintenance Operations

Maintenance Operation (No. and Description)	Maint. Eng. Group	Insp. Req.	For Group I, IIA, IIB or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
Road Salt	I	N	Road Salt	TON	300	\$75.00	\$22,500.00	\$22,500.00
Roadway Improvements	IIA	N	Cold Patch	TON	50	\$70.00	\$3,500.00	\$3,500.00
Roadway Improvements	IIA	N	Aggregate	TON	200	\$15.00	\$3,000.00	\$3,000.00
Roadway Improvements	IIA	N	Bituminous Mat. (seal)	TON	8.73	\$458.00	\$3,998.34	\$3,998.34
Roadway Improvements	IIA	N	HMA Patches	TON	50	\$100.00	\$5,000.00	\$5,000.00
Roadway Improvements	IIA	N	Crack Filling & Routing	LF	4,878	\$0.40	\$1,951.20	\$1,951.20
Roadway Improvements	IIA	N	Striping	LF	300	\$1.00	\$300.00	\$300.00
Roadway Improvements	IIA	N	Weed Control	LS	1	\$1,000.00	\$1,000.00	\$1,000.00
Roadway Improvements	IIA	N	Street Signs	LS	1	\$1,000.00	\$1,000.00	\$1,000.00
Roadway Improvements	IIA	N	PCC Pavement Patch	SF	100	\$10.00	\$1,000.00	\$1,000.00
<b>Total Estimated Maintenance Operation Cost</b>								<b>\$43,249.54</b>

Add Row

**Estimated Cost of Maintenance Engineering**

Preliminary Engineering	\$1,664.99
Engineering Inspection	\$207.50
Material Testing	
Advertising	
Bridge Inspections	
<b>Total Estimated Maintenance Engineering Cost</b>	<b>\$1,872.49</b>

**Maintenance Program Estimated Costs**

	Estimated Cost	MFT Portion	Other Funds
Maint Oper	\$43,249.54	\$43,249.54	
Maint Eng	\$1,872.49	\$1,872.49	
<b>Totals</b>	<b>\$45,122.03</b>	<b>\$45,122.03</b>	
<b>Total Estimated Maintenance Cost</b>		<b>\$45,122.03</b>	

**Submitted**  
Municipal Official  Date

Title  
Village President

**Approved**  
Regional Engineer  
Department of Transportation  Date

**Instructions for BLR 14231**

This form shall be used when a Municipality wants to expend funds for a maintenance period. The maintenance estimate must include all operations to be funded with Motor Fuel Tax (MFT) funds. If operations are added during the maintenance period, a revised or supplemental estimate is required. All estimates of maintenance costs must be submitted to the district for approval prior to incurring any expenses. The amount of MFT funds expended on items covered in the estimate is limited to the amount of MFT funds appropriated in the maintenance resolution. IF rental equipment is included in the estimate, BLR 12110 must also be completed and submitted.

For additional information refer to the Bureau of Local Roads and Streets Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

- Submittal Type                      From the drop down, choose Original (being submitted for the first time), Revised (revising a previously approved submittal), or Supplemental (addition to estimate(s) already approved).
- Local Public Agency                Insert the name of the municipality.
- County                                Insert the name of the County in which the municipality is located.
- Maintenance Period  
    Beginning                         Insert the beginning date of the maintenance period. This must be 12 or 24 consecutive months. The dates must match those on the resolution.
- Ending                             Insert the ending date of the maintenance period, following the above guidelines.

**Estimated Cost of Maintenance Operations**

To aid in determining quantities for maintenance operations, the LPA may develop their own spreadsheet containing the following information. IDOT does not provide a form for this purpose.

Location			Surface			Maintenance Operation			
Street/Road	From	To	Existing Type	Length	Width	No.	Description	Unit	Quantity

- Maintenance Operations            List each maintenance operations with a consecutive operation number. If an operation is not listed MFT funds cannot be expended for that operation.
- Maint. Engineering Group            From the drop down, select the group number that applies to the maintenance operation to be performed. All maintenance operations shall require one of the following group designations.
  - 1. Group I.** Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program ([www.purchase.state.il.us](http://www.purchase.state.il.us)) or another joint purchasing program that has been approved by the District BLRS or Central BLRS.
  - 2. Group II-A.** Routine maintenance or maintenance items that do not require competitive sealed bids according to section 12-1.02(a) or local ordinance/resolution.
  - 3. Group II-B.** Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of CC&G repair, scour mitigation, pavement patching and minor drainage repairs.
  - 4. Group III.** Maintenance items that are not covered by Group I or IIB and require competitive bidding with a material proposal or a delivery and install proposal.
  - 5. Group IV.** Maintenance items that are not covered by Group I or IIB and require competitive bidding with a contract proposal.
- Insp Req.                                From the drop down, select 'Y' if the operation being performed requires an engineering inspection or 'N' if the operation does not need an engineering inspection.
- Item                                        For Groups I, IIA, IIB (not performed by a formal contract), and III type operations list each item to be used in this maintenance operation. For Group IIB items being done by a formal contract and Group IV items list "by contract".
- Unit                                        For Groups I, IIA, IIB (not performed by a formal contract), and III insert the unit of measure for each listed item.
- Quantity                                 For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated quantity for each listed item.
- Unit Price                                For Groups I, IIA, IIB (not performed by a formal contract), and III insert the estimated unit price for each listed item.
- Item Cost                                 This is a calculated field, no entry is necessary. It calculates the quantity times the unit price.
- Est. Total Operation Cost            For each operation listed, insert the total estimated cost of that operation.
- Total Estimated Maintenance Operation Cost                                This is a calculated field, no entry is necessary. It sums all the maintenance operations listed.

### Estimated Cost of Maintenance Engineering

Preliminary Engineering	Insert the estimated cost for preliminary engineering. This will be calculated based on the maintenance engineering agreement.
Engineering Inspection	Insert the estimated cost of engineering inspection. This will be calculated based on the maintenance engineering agreement.
Material Testing	Insert the estimated cost of material testing, if applicable.
Advertising	Insert the estimated cost of advertising, if applicable.
Bridge Inspections	Insert the estimated cost of bridge inspections, if applicable. This will be calculated based on the engineering agreement.
Total Estimated Maintenance Engineering Costs	This is a calculated field, no entry is necessary. It sums all the maintenance engineering costs listed.

### Maintenance Program Estimated Costs

Estimated Costs	For maintenance, insert the total estimated maintenance operation costs. For Maintenance Engineering, this will be automatically inserted based on the estimated engineering costs from the maintenance engineering table. The totals will automatically calculate.
MFT Portion	For each type insert the MFT funds estimated to be used for that type. The totals will automatically calculate.
Other Funds	For each type insert the amount of other funds estimated to be used for that type. The totals will automatically calculate.
Totals	This is a calculate field, no entry is necessary. It sums the total for estimated cost, MFT portion and other funds.
Submitted	The proper municipal official shall insert their title and date here.
Approved	Upon approval the Regional Engineer shall sign and date here.

**A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.**

Following the Regional Engineer's approval, distribution will be as follows:

- Municipal Clerk
- Engineer (Municipal or Consultant)
- District Compliance Review
- District File

Roscoe Glass -

2 Front Windows -  
2- Commercial doors - \$6134.54

2 <sup>side</sup> Windows -

1- "Door" - ~~1~~

\$2640.50

\$8775.04



**Roscoe**  
**Glass**  
**COMPANY**

27812

Professional Glass Replacement for Your Home or Car

Remit payment to: 14725 Klinewood Dr. South Beloit, IL 61080

Ph: (815) 623-6268 Cell: (815) 494-9333 Fax: (815) 270-0370 Shop Location: 11212 Main St. Roscoe, IL 61073

COUNT	AGENT NO	PURCHASE ORDER NO	DATE 4-8-19
CUSTOMER Red Brick Znn 500 W. Main St Kirkland ZL 61046		COMMENTS: Ann: Dallas 815-721-7952	FEDERAL TAX I.D. NO. 38-3677498

**INSURANCE INFORMATION**

INSURANCE CO.	POLICY NO.
POLICY NAME	DISPATCH NO.
INSURANCE CO. PHONE NO.	AUTHORIZATION NO.
AGENT NAME	VERIFIED BY
AGENT PHONE	DATE OF LOSS
	DEDUCTIBLE

**VEHICLE INFORMATION**

MAKE	MODEL	YEAR	DOORS
ODOMETER	LICENSE	VEHICLE I.D. NO.	

Quantity	Description	Unit Price	Net
2	Adams size dead latch + paddle kit	235	470.00

Pd 4/16/19 ✓ # 3033

I hereby authorize and empower the above named insurance company to pay this invoice in full settlement, satisfaction and discharge of all loss under the above policy. Upon such payment, all rights I may have for claim and demand for loss and damage described above against the above named insurance company does not make timely and full payment of this invoice to its terms, I hereby accept responsibility for such payment and agree to pay all charges reflected on this invoice to the above named glass company subject to and agreeing to all terms and conditions on this invoice.

SUBTOTAL  
TAX 37.08  
TOTAL SALE 504.08  
DEDUCTIBLE

CUSTOMER'S SIGNATURE X

SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER ANNUM) WILL BE CHARGED ON OVERDUE ACCOUNTS

AMOUNT DUE

504.08

Front Image

DL & TJ ENTERPRISES LLC  
 RED BRICK INN  
 5298 N DENISE DR  
 DAVIS JUNCTION, IL 61020-9559


3033

DATE 4/16/19 70-454/812

PAY TO THE ORDER OF Roscoe Glass \$ 504.08

Five hundred four & 8/100 DOLLARS

FOR Lina Lauter

Midland  States Bank

003033 081204540 1000611345

Back Image

PAY TO THE ORDER OF  
 FIRST NATIONAL BANK  
 BELOIT WI

075900973  
 FOR DEPOSIT ONLY  
 ROSCOE GLASS CO., INC.  
 1234095

-BranchName=ROSCOE OFFICE-TlrID=908  
 -ItemNum=025038473078-BusDt=04/22/19-StartTm= 9:22:54 AM  
 -Inst=FIRST NATIONAL BANK AND TRUST-RtNum=>075900973<





**Roscoe  
Glass  
COMPANY**

27458

Professional Glass Replacement for Your Home or Car

Remit payment to: 14725 Klinewood Dr. South Beloit, IL 61080

Ph: (815) 623-6268 Cell: (815) 494-9333 Fax: (815) 270-0370 Shop Location: 11212 Main St. Roscoe, IL 61073

ACCOUNT NO	AGENT NO.	PURCHASE ORDER NO.	DATE 2-22-19
------------	-----------	--------------------	-----------------

CUSTOMER:  Red Brick Inn 500 W. Main St Kirkland, IL 61046	COMMENTS:	FEDERAL TAX I.D. NO. 38-3677498
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**INSURANCE INFORMATION**

INSURANCE CO. _____	POLICY NO. _____
POLICY NAME _____	DISPATCH NO. _____
INSURANCE CO. PHONE NO. _____	AUTHORIZATION NO. _____
AGENT NAME _____	VERIFIED BY _____
AGENT PHONE _____	DATE OF LOSS _____ DEDUCTIBLE _____

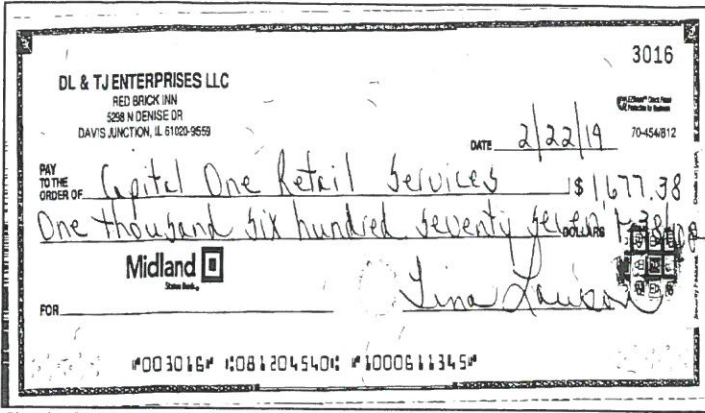
**VEHICLE INFORMATION**

MAKE	MODEL	YEAR	DOORS
ODOMETER	LICENSE	VEHICLE I.D. NO.	

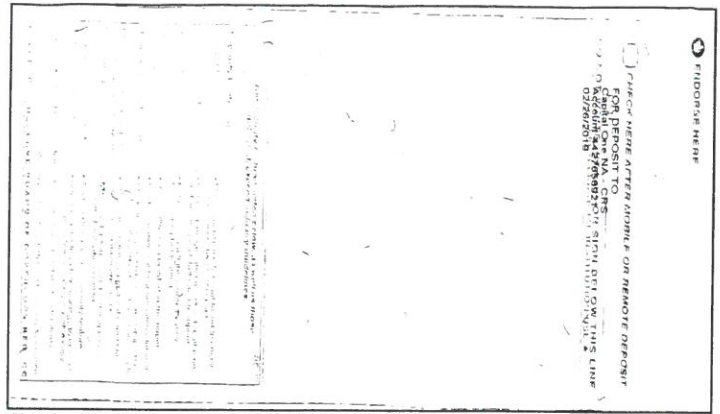
Quantity	Description	Unit Price	Net
1	Misc. architectural store front -clear finish with 1" in fill (2) 40" x 86" doors (2) 72" x 42" windows		3,758.00
1	on site labor		1,600.00
	pp in full ck # 3024		
	Pay Down 2,500.00		
	<b>TOTAL \$ 3,130.46</b>		

I hereby authorize and empower the above-named insurance company to pay this invoice in full settlement, satisfaction and discharge of all loss under the above policy. Upon such payment, all rights I may have for claim and demand for loss and damage described above against the above named insurance company does not make timely and/or full payment of this invoice to its terms, I hereby accept responsibility for such payment and agree to pay all charges reflected on this invoice to the above named glass company subject to and according to all terms and conditions on this invoice.

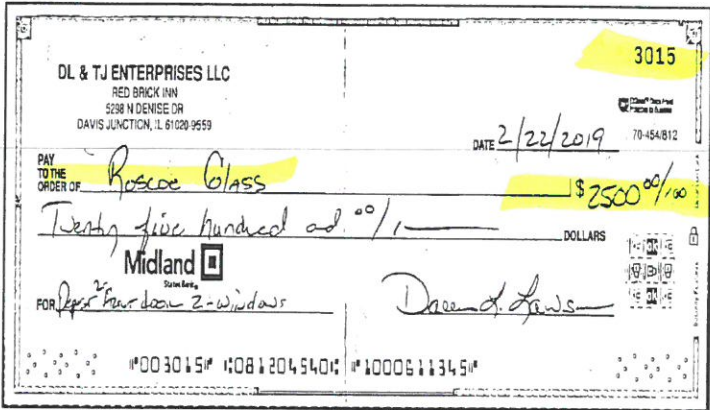
CUSTOMER'S SIGNATURE: <b>X</b>	SUBTOTAL 5,358.00
	TAX 272.46
	TOTAL SALE
	DEDUCTIBLE
A SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER ANNUM) WILL BE CHARGED ON OVERDUE ACCOUNTS	<b>AMOUNT DUE 5,630.46</b>



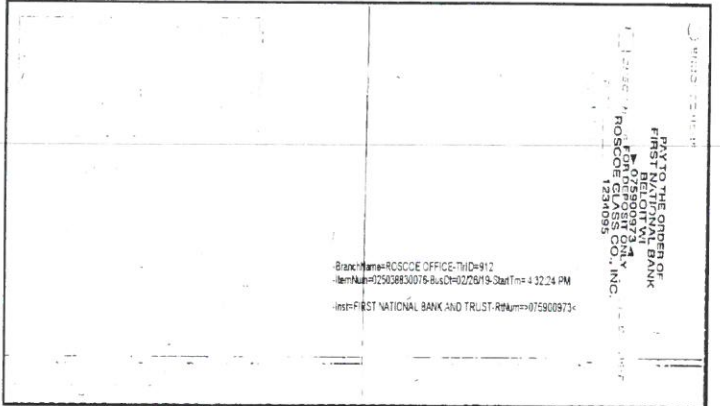
Check: 3016 Amount: \$1,677.38 Date: 2/27/2019  
 Run: 1001, Batch: 8, Seq: 260, Source: C21-Fed



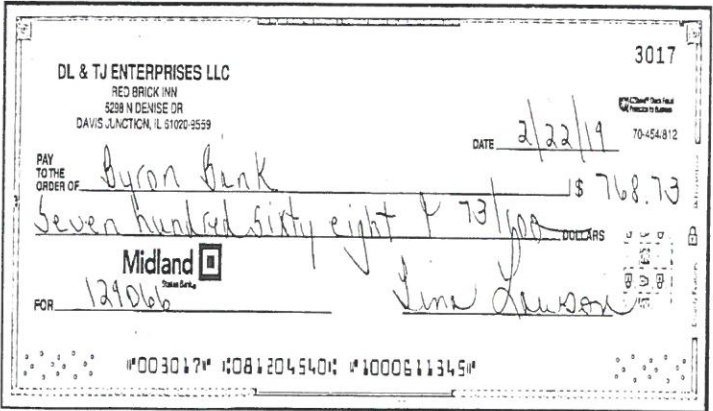
Check: 3016 Amount: \$1,677.38 Date: 2/27/2019  
 Run: 1001, Batch: 8, Seq: 260, Source: C21-Fed



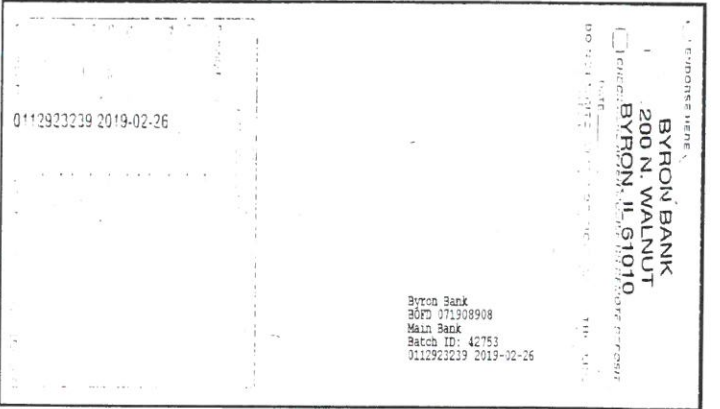
Check: 3015 Amount: \$2,500.00 Date: 2/27/2019  
 Run: 1001, Batch: 11, Seq: 224, Source: C21-Fed



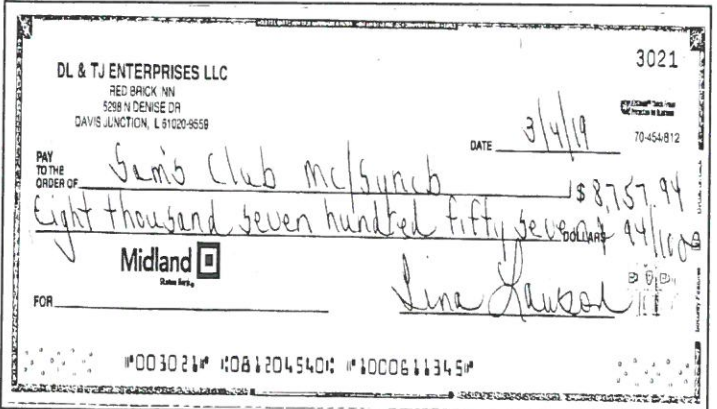
Check: 3015 Amount: \$2,500.00 Date: 2/27/2019  
 Run: 1001, Batch: 11, Seq: 224, Source: C21-Fed



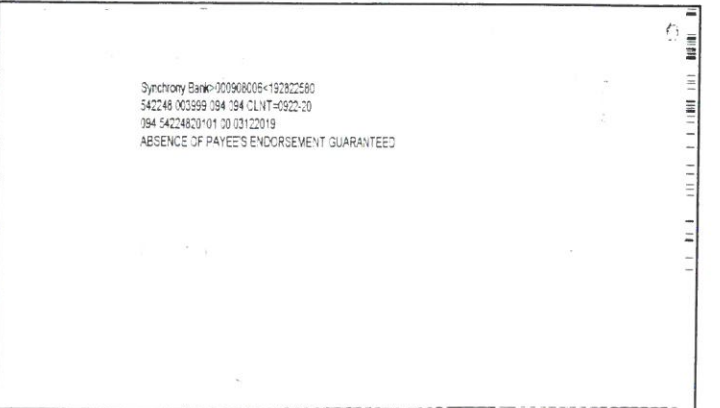
Check: 3017 Amount: \$768.73 Date: 2/27/2019  
 Run: 1001, Batch: 14, Seq: 35, Source: C21-Fed



Check: 3017 Amount: \$768.73 Date: 2/27/2019  
 Run: 1001, Batch: 14, Seq: 35, Source: C21-Fed



Check: 3021 Amount: \$8,757.94 Date: 3/13/2019  
 Run: 1001, Batch: 11, Seq: 205, Source: C21-Fed



Check: 3021 Amount: \$8,757.94 Date: 3/13/2019  
 Run: 1001, Batch: 11, Seq: 205, Source: C21-Fed

DL & TJ ENTERPRISES LLC  
RED BRICK INN  
5298 N DENISE DR  
DAVIS JUNCTION, IL 61020-9559

3019

DATE 3/4/19 70-454912

PAY TO THE ORDER OF Fyr - Fyters \$6,000.00  
Southward P No100 DOLLARS

FOR Red Zimmerman Lina Lawson  
Red Brick Inn

Midland States Bank

⑆003019⑆ ⑆08⑆204540⑆ ⑆10006⑆1345⑆

Check: 3019 Amount: \$6,000.00 Date: 3/15/2019  
Run: 1001, Batch: 15, Seq: 493, Source: C21-Fed

First National Bank in Amboy  
>071911364<  
Dixon North  
2019-03-14  
0501887526

First National Bank in Amboy  
Dixon North  
2019-03-14  
0501887526

Check: 3019 Amount: \$6,000.00 Date: 3/15/2019  
Run: 1001, Batch: 15, Seq: 493, Source: C21-Fed

DL & TJ ENTERPRISES LLC  
RED BRICK INN  
5298 N DENISE DR  
DAVIS JUNCTION, IL 61020-9559

3020

DATE 3/4/19 70-454912

PAY TO THE ORDER OF MDC Environmental \$125.00  
One hundred twenty five P No100 DOLLARS

FOR Lina Lawson

Midland States Bank

⑆003020⑆ ⑆08⑆204540⑆ ⑆10006⑆1345⑆ ⑆00000⑆2500⑆

Check: 3020 Amount: \$125.00 Date: 3/18/2019  
Run: 1003, Batch: 24, Seq: 513, Source: C21-Fed

US BANK NA  
ST PAUL MN CONNECT  
>091000220<  
#2695

15391173653

070 00039 01 074  
077 18953516001 29  
000000000000-508079 3084

0146 031519 189538 20 2655

DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE  
DO NOT SIGN FOR NATIONAL INSTITUTIONS (SEE 1)

PROUSE HERE

DATE

CHECK HERE AFTER MOBILE OR REMOTE DEPOSIT

Check: 3020 Amount: \$125.00 Date: 3/18/2019  
Run: 1003, Batch: 24, Seq: 513, Source: C21-Fed

DL & TJ ENTERPRISES LLC  
RED BRICK INN  
5298 N DENISE DR  
DAVIS JUNCTION, IL 61020-9559

3023

DATE 3/19/2019 70-454912

PAY TO THE ORDER OF Granite Terrace \$2400.00  
Twenty four hundred 00/100 DOLLARS

FOR Granite Bar Dave Adams

Midland States Bank

⑆003023⑆ ⑆08⑆204540⑆ ⑆10006⑆1345⑆

Check: 3023 Amount: \$2,400.00 Date: 3/20/2019  
Run: 1000, Batch: 21, Seq: 311, Source: C21-Fed

275971854< 20190319  
BLACKHAWK BANK  
3093 55

275971854< 47 9855 55 03-19-19

PAK Adams

Check: 3023 Amount: \$2,400.00 Date: 3/20/2019  
Run: 1000, Batch: 21, Seq: 311, Source: C21-Fed

DL & TJ ENTERPRISES LLC  
RED BRICK INN  
5298 N DENISE DR  
DAVIS JUNCTION, IL 61020-9559

3024

DATE 3-26-2019 70-454912

PAY TO THE ORDER OF Roscoe Glass \$3,130.46  
Thirty one hundred thirty dollars 46/100 DOLLARS

FOR Frank Williams and Dore Dave Adams

Midland States Bank

⑆003024⑆ ⑆08⑆204540⑆ ⑆10006⑆1345⑆

Check: 3024 Amount: \$3,130.46 Date: 3/25/2019  
Run: 1003, Batch: 13, Seq: 181, Source: C21-Fed

PAY TO THE ORDER OF  
FIRST NATIONAL BANK  
FIDELITY UNION TRUST  
ROSCOE GLASS CO., INC.  
1234985

Branch Name=ROSCOE OFFICE-TRID=903  
Item Num=025038730065-Bus Cr=03/22/19-Start Tr= 2:48:01 PM  
Inst=FIRST NATIONAL BANK AND TRUST-RNum=075920970<

Check: 3024 Amount: \$3,130.46 Date: 3/25/2019  
Run: 1003, Batch: 13, Seq: 181, Source: C21-Fed

Rob's Remodeling and Construction

Invoice

305 south 3<sup>rd</sup> street  
Oregon, Illinois 61061  
815-732-6896

Red Brick INN

Date 4-16-19

500 W Main

Kirkland, IL 60146

Put in New door and replace  
Window's

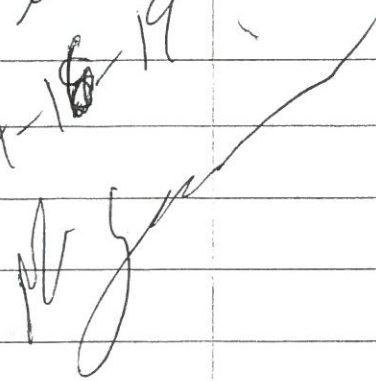
Material \$1425.50

labor \$1215.00

2640.50

Put in front  
CK 3035

4-16-19



2.5 % interest after 30 day charged per month on unpaid balances

HOLD TO LIGHT TO VIEW TRUE WATERMARK PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

3035

**DL & TJ ENTERPRISES LLC**  
RED BRICK INN  
5298 N DENISE DR  
DAVIS JUNCTION, IL 61020-9559

ESCRIBO™ Check Print  
Protection for Business  
70-454/812

DATE 4-16-2019

PAY TO THE ORDER OF

Ross Remodeling

\$ 2640.50

Two thousand six hundred forty and 50/100

DOLLARS



FOR Windows-Doors

Dennis L. Ross



⑈003035⑈ ⑆081204540⑆ ⑈1000611345⑈



>071916042< 20190417  
Stillman BancCorp N.A.  
Drawer#/Trans#: 00107/0024  
HIN: 70461127000062

CHECK HERE

DATE

INTERNATIONAL  
BUSINESS  
DATE

MOBILE OR REMITT DEPOSIT

DATE  
INTERNATIONAL  
BUSINESS  
DATE

ENDORSE HERE

Dennis L. Ross

**Office of Rick Amato  
DeKalb County State's Attorney**

DeKalb County Courthouse  
133 W. State Street  
Sycamore, Illinois 60178

*Stephanie Klein, First Assistant  
David Berault, Chief of Civil Bureau  
Ali Friend, Assistant State's Attorney  
Panorea Tsilimigras, Assistant State's Attorney  
Daniel Regna, Assistant State's Attorney  
Neil Michling, Assistant State's Attorney  
Johanna Madland, Victim Witness Coordinator*



General Offices:  
Tel: (815) 895-7164  
Fax: (815) 895-7101

*Suzanne Collins, Assistant State's Attorney  
Alicia Caplan, Assistant State's Attorney  
Scott Schwertley, Assistant State's Attorney  
Monique Langrehr, Assistant State's Attorney  
Brooks Locke, Assistant State's Attorney  
Stephen Harrell, Assistant State's Attorney  
Julie Beach, Office Manager*

May 9, 2019

President Ryan J. Block  
Village of Kirkland  
511 W. Main St., P.O. Box 550,  
Kirkland, IL 60146

Dear President Block,

I would like to invite you to attend our Freedom of Information Act (FOIA) & Open Meetings Act (OMA) Training Seminar for Local Governments<sup>1</sup>. Together, the Illinois Attorney General's Public Access Counselor's Office (PAC) and the DeKalb County State's Attorney's Office will be holding this second yearly training event on **September 12, 2019, at 6:00 P.M.** at the DeKalb County Farm Bureau, 1350 West Prairie Drive, Sycamore, IL.

As you may know, last year my office decided to work with the Illinois Attorney General to assist in training *all* DeKalb County local government officials on how to be in better compliance with FOIA and OMA. Both Acts are sometimes difficult for government organizations to traverse and errors can easily be made. Improper handling of FOIA and OMA requirements can have the effect of denying public access to information on government activities and the spending of public funds. We hope to avoid such difficulties.

Following the presentation on FOIA and OMA, the Public Access Counselor's staff and I will be on hand to answer questions and provide insight as to how particular issues can be handled. This will be an invaluable tool for all government officials who have lingering questions on the application of both laws.

With that in mind, I hope that you will attend and that you will encourage others in your organization to do so as well. By working to all be properly trained together, it is my hope that DeKalb County local governments will be a model for compliance with both FOIA and OMA.

Very truly yours,

  
Rick Amato  
DeKalb County State's Attorney

<sup>1</sup> The Attorney General's PAC Office has confirmed that attendance at this event is not in violation of the Open Meetings Act itself, and it is also open to the media and public. The PAC may be reached at 1-877-299-FOIA with any questions on this issue.

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# 2019 DEKALB COUNTY FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT TRAINING FOR LOCAL GOVERNMENTS

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**THURSDAY, SEPTEMBER 12, 2019  
6:00 P.M.**

**Location: DeKalb County Farm Bureau, 1350 West  
Prairie Drive, Sycamore, IL**

*Presented by: Rick Amato, DeKalb County State's Attorney, Leah Bartelt of the Illinois Attorney General's Office & DeKalb County Board Chairman Mark Pietrowski, Jr.*

All local government officials and employees are invited to attend a seminar focusing on the Freedom of Information Act (FOIA) and Open Meetings Act (OMA). There will be discussions on both laws, and their enforcement, followed by a question and answer session with Public Access Counselor (PAC) staff, who are entrusted with their enforcement.

This is the second year in a row that such training has been offered in DeKalb County, and we are encouraging all local governments to choose to participate!

For any questions, please contact Tasha Sims at 815-895-1630 or Chief Civil Assistant State's Attorney David Berault at 815-895-7164.

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*The PAC has confirmed that attendance at this event is not in violation of the Open Meetings Act itself. It is also open to the media and public. (See Ill. Att'y Gen. Op. No. 95-004 and Nobani v Conglianse, 552 F. Supp 657, 661 (N.D. Ill. 1982)). The PAC may be reached at 1-877-299-FOIA with any questions on government training.*

## Ryan Block

---

**From:** Adam Davenport  
**Sent:** Wednesday, May 29, 2019 12:12 PM  
**To:** Ryan Block; ryanblock.kirkland@gmail.com  
**Subject:** Agenda items

Ryan,

Below are a few items I am requesting be placed on the agenda for their next board meeting. We can discuss more in person as needed. Thanks

Class A uniform for Officer Saladino- Should not exceed \$325, likely under \$300

Update and approval for Vehicle Maintenance for all three squads

Fleet program proposal --seeking approval to move forward with the information at this time. Actual numbers to be presented for approval once we have them --seeking approval to move forward with the process for our future fleet. No purchase at this time.

Seeking approval for the hiring of two part time officers to go through the part time academy.

Jaceton Clark

Trevor Owen

Academy cost- \$1800 per officer - potential reimbursement from the state once completed

Addtl costs-- hourly wage based on hours and approved wage

Thanks

Sent from my Verizon, Samsung Galaxy smartphone



**Public Works Proposed Expenditures - June 2019**

Expenditure / Description	Proposed Spend	Budget Code	Budget Amount	% Spent of Budget
Purchase of Mosquito Sprayer	\$11,000	01-003-005-5002	\$12,000	92%
Mosquito Insecticide Purchase	\$2,000	01-003-003-5375	\$3,000	67%
Purchase of CA-6 Gravel for WWTP, Old Hortense	\$1,800	20-001-001-5650	\$3,000	60%
Purchase of Play Soft Ground Mulch for Behnke Park	\$1,000	01-003-004-5640	\$1,000	100%
Purchases of 18-Volt Milwaukee High Torque Impact Wrench	\$500	01-003-003-5320	\$2,750	18%
Approval for Maintenance (new Manifolds & Gaskets) on Ford F550	\$3,100	01-003-003-5110	\$18,000	17%
Purchase of Concrete Bins for PW Salt Building & Material Bins	\$8,000	30-001-002-5624	\$45,000	18%
Approval for installation of leaves for 2019 GMC Dump Truck by Rockford Springs	\$1,000	01-003-002-5110	\$18,000	6%
Purchase and Installation of Drainage Pipe, Catch Basin, Inlets and Frames along WWTP Berm	\$5,000	30-001-002-5629	\$13,000	38%
Purchase of BAD ELF GPS Unit and iPad 6/Laptop for Water Mapping Project	\$700	50-001-003-5341	\$1,500	47%
	\$700	51-001-003-5341	\$2,500	28%
	\$600	01-003-002-5110	\$18,000	3%
Purchase of Factory Style Running Boards for Water Service Truck and Street Dump Truck	\$600	50-001-002-5110	\$10,500	6%
	\$175	01-003-003-5380	\$3,000	6%
Approval of new Climbing Harnesses (PPE Safety Gear)	\$175	50-001-003-5380	\$1,000	18%
	\$175	51-001-003-5380	\$1,000	18%
Approval of new Garbage Cans for Main St.	\$5,000	30-001-002-5626	\$5,000	100%

**TOTAL =** \$4,700

**01-003-002-5110** \$18,000

26%

### **Public Works New Business Items**

1. Public Works would like to begin construction on a salt storage building. We have budgeted for the building and found that a Clear Span Extra Tall Hoop Style building delivered would be \$21,300. Our crews would lay the base and concrete bin blocks, then erect the building and install the cover. Our crews will install the gravel floor and compact the gravel. We will also install the electric lighting. Once the bin blocks are installed and the gravel is installed and compacted, we will have the floor asphalted giving us a hard surface to load salt from.
2. Public works will order well chemicals again this month including polyphosphate. The cost will be based on the amount of chemical necessary to bring our containers to full. This is simply a notification that these bills will be coming in July.
3. We will be contacting Kelso-Burnett to have them install more conduit and tie the control can to the new boxes as was planned last year so that the Wastewater Scada Install may continue. Our hope is to have all the hard wiring and SCADA equipment installed and fully functional before fall so that the area around the Control Can and the Wet Well can be concreted before Fall.
4. Public Works will begin working with The SCADA company again this month to continue on the Wastewater side as well as our Lift Station and early warning system.
5. Public Works has been looking for a used Golf Cart or Side by Side to be used for the water mapping as well as a handy way of getting maintenance personnel around town i.e.: painting, meter reading, water mapping, string trimming.
6. Public Works has been talking to South Grove Township about purchasing their single axle dump truck with plow and tailgate salt spreader as an extra plow truck and as a heavy truck to use to carry logs, broken concrete, spoils, and gravel. We lost the 1994 4WD Chevy last year and the 2000 one-ton dump truck both of which were plow trucks. We replaced them with one dump truck. Leaving us a plow short. Sao currently we have been in communication with the Highway Commissioner about possible pricing and possible purchase.