

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, January 4, 2021
Zoom Meeting Option**

OFFICIAL MINUTES

- I. **Call to Order** - 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 Michener, Trustee Ford, Trustee Chambers, Trustee DeVlieger and Trustee Fruit. Trustee Ziegler is absent.
- III. **Pledge of Allegiance** – President Block led us in the Pledge of Allegiance.
- IV. **Comments from the Audience** – No one on Zoom and no one present at Village Hall had comments for Public Comments.
- V. **Approval of Minutes** - President Block asked for a motion to approve the Public Hearing Meeting Minutes on December 7, 2020 and Regular Board Meeting Minutes for Monday, December 7, 2020. Trustee Ford made a motion to approve the Public Hearing Meeting Minutes and Regular Board Meeting Minutes for Monday, December 7, 2020 with a 2nd by Trustee Michener. On a roll call vote Trustees Ford, Chambers, DeVlieger, Fruit and Michener voted yes. Trustee Ziegler is absent. Motion carried.
- VI. **Approval of Warrant** - President Block asked for a motion to approve the Warrant in the amount of \$138,926.32. Trustee Fruit made a motion to approve the Warrant in the amount of \$138,926.32 with a 2nd by Trustee Chambers. On a roll call vote Trustees Chambers, DeVlieger, Fruit, Michener and Ford voted yes. Trustee Ziegler is absent. Motion carried.
- VII. **Reports** -
 1. **Police Report** – Chief Davenport gave the December 2020 Department Monthly Police Report - please see attached report to Meeting Minutes.
 2. **Public Works** – Dale Miller gave the December 2020 Village of Kirkland Public Works Report along with Public Works Notes and Projection for 2021 and going forward – please see attached report to Meeting Minutes.
 3. **Committee Report** -
 - a. Police Committee – Nothing to report
 - b. Ordinance Committee – Nothing to report
 - c. Finance Committee – Nothing to report
 - d. Water & Sewer – Nothing to report
 - e. Streets & Alley & Parks Committee – Nothing to report
 - f. Economic Development Committee – Nothing to report
- VIII. **Guest Speaker** – A representative for WIPFLI Auditing Firm gave FY2020 Village of Kirkland Audit Report and answered questions from the Village Trustees.
- IX. **Unfinished Business** – None

X. New Business -

1. Approval of Village of Kirkland Audit & Treasurer Report for Fiscal Year Starting May 1, 2019 and Ending April 30, 2020 - President Block asked for a motion for the Approval of Village of Kirkland Audit & Treasurer Report for Fiscal Year Starting May 1, 2019 and Ending April 30, 2020. Trustee Chambers made a motion for the Approval of Village of Kirkland Audit & Treasurer Report for Fiscal Year Starting May 1, 2019 and Ending April 30, 2020, with a 2nd made by Trustee Fruit. On a roll call vote Trustees DeVlieger, Fruit, Michener, Ford and Chambers voted yes. Trustee Ziegler is absent. Motion carried.
2. Approval of Ordinance 2021-01 / An Ordinance Amending Section 154.130, Schedule of Parking Requirements, Of Chapter 154, Zoning, Of Village of Kirkland Municipal Code - President Block asked for a motion for the Approval of Ordinance 2021-01 / An Ordinance Amending Section 154.130, Schedule of Parking Requirements, Of Chapter 154, Zoning, Of Village of Kirkland Municipal Code. Trustee Chambers made a motion for the Approval of Ordinance 2021-01 / An Ordinance Amending Section 154.130, Schedule of Parking Requirements, Of Chapter 154, Zoning, Of Village of Kirkland Municipal Code, with a 2nd made by Trustee Michener. On a roll call vote Trustees Fruit, Michener, Ford, Chambers and DeVlieger voted yes. Trustee Ziegler is absent. Motion carried.
3. Approval of Resolution 2021-01 / Adopting The 2019 DeKalb County All Hazards Mitigation Plan – President Block asked for a motion for the Approval of Resolution 2021-01 / Adopting the 2019 DeKalb County All Hazards Mitigation Plan. Trustee DeVlieger made a motion for the Approval of Resolution 2021-01 / Adopting the 2019 DeKalb County All Hazards Mitigation Plan with a 2nd by Trustee Chambers. On a roll call vote Trustees Michener, Ford, Chambers, DeVlieger and Fruit voted yes. Trustee Ziegler is absent. Motion carried
4. Motion to Approve Contract with Kelso Burnett Inc. for Well #2 Electrical Work and Waive Competitive Bid Requirements – President Block asked for a Motion to Approve Contract with Kelso Burnett Inc. for Well #2 Electrical Work and Waive Competitive Bid Requirements. Trustee Chambers made a Motion to Approve Contract with Kelso Burnett Inc. for Well #2 Electrical Work and Waive Competitive Bid Requirements, with a 2nd by Trustee Michener. On a roll call vote Trustees Michener, Ford, Chambers, DeVlieger and Fruit voted yes. Trustee Ziegler is absent. Motion carried
5. Approval of IEPA Loan Payment for Bull Run Project - President Block asked for a motion for the approval of IEPA Loan Payment for the Bull Run Project. Trustee Chambers made a motion for the approval of IEPA Loan Payment for the Bull Run Project in the amount of \$28,634.72, with a 2nd made by Trustee Michener. On a roll call vote Trustees Ford, Chambers, DeVlieger, Fruit and Michener voted yes. Trustee Ziegler is absent. Motion carried.

- XI. Adjournment** – At 7:55 P.M., President Block asked for a motion to adjourn the meeting. Trustee Fruit made a motion to adjourn, with a 2nd made by Trustee DeVlieger. On a roll call vote Trustees Chambers, DeVlieger, Fruit, Michener and Ford voted yes. Trustee Ziegler is absent. Meeting adjourned.

Next Board of Trustees Regular Meeting will be Monday, February 1, 2021 at 7:00 P.M.



Carol Stiegman
Village Clerk



Ryan Block
Village President



Kirkland Police Department

511 West Main Street, P.O. Box 550

Phone: 815-522-3315

Fax: 815-522-9989

Chief Adam Davenport



01.04.2021

December 2020 Monthly Police Report

- 1.) The Kirkland Police Department handled thirty (30) reportable calls for the Month of December with over ninety-five (95) reportable activities.
- 2.) Officers' out with Covid-19—Officers have returned to service. State is looking at offering vaccine to first responders who are interested in receiving it.
- 3.) Stop Sign Campaign—not mandated as in previous months but still an active campaign as we identify areas of interest based on observations/complaints
- 4.) IDES fraud scams—ALERT
https://www2.illinois.gov/ides/Pages/Reporting_Unemployment_Insurance_Fraud.aspx
- 5.) Shop with a Cop—Friends of the Library books—went well this year despite the restrictions! Thank you to all who donated, from individuals to business to our business partners!
- 6.) Thank you letter from DCSO regarding child with cancer and our participation in the parade.
- 7.) Snow Parking restrictions—This season is still in full swing and KPD is requesting everyone to be observant of parking restrictions with regards to snowfall in the amount of two 2" inches or greater. Please help out of Public Works Team that works so hard during these winter months!
- 8.) Questions/concerns:



DeKalb County Sheriff's Office

ADMINISTRATION OFFICE • 815-895-7260
CIVIL PROCESS • 815-895-7259
COMMUNICATION CENTER • 815-895-2155
CORRECTIONS/JAIL • 815-895-4177
FAX • 815-899-0757 - SHERIFF
FAX • 815-895-7275 - COMMUNICATIONS
FAX • 815-895-6525 - CORRECTIONS

"TO SERVE AND PROTECT"

ROGER A. SCOTT, SHERIFF
ANDREW SULLIVAN, CHIEF DEPUTY

December 22, 2020

Chief Adam Davenport
Kirkland Police Department
511 South Main
Kirkland, IL 60146

Chief Davenport,

On behalf of the Sheriff's Office, I want to thank you and your agency for participating in the parade for Tess Nagle this past Sunday afternoon. The turnout for the event was a tremendous success and I certainly believe that everyone did an excellent job representing their departments and were able to help make Tess's birthday a memorable event for that special little girl and her family and friends.

In addition to all of the emergency vehicles and tow trucks that were in the parade, it even included a special fly-by and hover by the OSF Life Flight helicopter as well as a visit from the Pink Fire Engine "Diane". It was certainly nice to hear of the smiles on the faces of Tess and her family that was made by your participation.

We wish you all a Merry Christmas and a healthy and Happy New Year!

Respectfully,

Roger Scott
Sheriff

Village of Kirkland Public Works Report for December 2020

- Continued preparation of Equipment for Snow and Ice Removal Operations.
- Continued finishing steps on Well #2 repairs. Electrical repairs all that remain to be completed.
- IEPA Bacti Testing was successful for Well # 2.
- Completed Well #3 Air Relief Piping Repairs.
- Continued hauling spoils piles from the WWTP to the new Public Works Property.
- Moved Dr. Barb Runnes sump pump lines and downspout lines to the edge of the new Public Works Property. While it remains on Village Property it no longer runs under future paving and material storage hoop structures.
- Continued winterizing water and wastewater facilities.
- Continued clean up at WWTP including work on scrapping metal. Several luggers have been picked up by Behr Iron and Metal.
- Some concrete has been hauled from Pioneer Park to the WWTP to be used for rip rapping along the WWTP riverbank. The rest of the concrete will be moved this spring when the salt spreaders are removed from the trucks.
- All log piles at the WWTP from previous summer tree cutting have been picked up by area farmers.
- Continued checking on ground conditions to allow completion of rip rapping at the Bull Run Project.
- Repaired and hung Christmas Decorations on Village of Kirkland Street Light Poles and Village Hall.
- Worked in Street Light Poles for Christmas in Kirkland Pole Decorating projects.
- Continual resetting of GFI outlets for Pole Decorations. Over the summer Public Works will begin replacing all aged GFCI Outlets.
- Public Works began Hanging the new Downtown wireless speakers.
- Snow and Ice Removal on several occasions in December.
- Cold patching potholes and restoring road edge on Pearl Street south.
- Hauled Gravel to Pioneer Park to fill roadway holes.
- Picked up 2 dump truck loads of limbs and large branches in Pioneer Park.
- Continued Sewer Asset Mapping and Upgrading Water Mapping.
- Identified problem Sanitary Manholes and developing cleaning and maintenance plans going forward. Public Works will recommission and clean up our old waste oil transport trailer to be used for flushing and washing Sanitary Manholes going forward. Public Works will add a pump and fabricate hose reels and holders this winter so that the trailer will be ready for Spring of 2021.

Thank You for your Support,

Dale E. Miller

Village of Kirkland Public Works...Good News Notes:

After many months of spending money on one catastrophe after another it is nice to be able to relay some good news.

- The Bull Run Creek Floodwater Storage Area seems to have had a positive effect on ground water levels in the area of Colonial Estates. Several residents of homes whose sump pumps used to run continuously 24/7/365 now report that the sump pumps shut off for awhile before running again except in times of heavy rain.
- The Influent at the WWTP has gone down significantly. Lately we have been recording daily averages of around 135,000 gallons a day intake while we are selling around 105,000-120,000 gallons of potable water a day. This means we are closing the gap on I n I. We have identified several Sanitary Manholes that are leaking ground water into our system profusely. We plan on rebuilding and repairing these Manholes this Spring 2021, and are hopeful this will lower our intake significantly. One of the factors that we are assuming helped lower our daily intake is The Bull Run Floodwater Project. By lowering the ground water table the Residents whose sump pumps are illegally hooked into our Sanitary System are cycling less and putting less water into our sanitary sewer system. This is only one of the factors effecting our lowered intake and we at the Public Works Department are constantly looking for ways to lower our I n I.
- Residents of the Village of Kirkland are becoming used to Public Works no longer accepting yard waste and are finding other solutions to dispose of their waste. Public Works has only had two incidents in two months of people sneaking in during hours and dumping brush and paper bags of lawn waste. This has slowed dramatically over previous months.

New Business:

Public Works would like the Board of Trustees of the Village of Kirkland to vote to set aside bidding for Electrical Repair at Well # 2. We recommend using Kelso Burnett's Estimate / Proposal to move forward to finish the repairs at Well #2. Kelso Burnett is the Electrical Contractor that the Village of Kirkland has engaged over the last two years for repairing and upgrading the electrical service, wiring at the WWTP, and helped in installing the power and cabinets for our SCADA system. If the Board chooses not to set aside bidding Public Works can contact other contractors for estimates. We can set aside reopening the Well and wait to use Well #2 until Estimates come in and a new Contractor is chosen.

Public Works Notes and Projections for 2021 and going forward.

- Sewer Dept. will recommission the old waste oil trailer. It will be cleaned and flushed out for carrying water treated at the WWTP to be used for flushing Sanitary Manholes and Sanitary Lines. Public Works will fabricate a small Gasoline powered trash pump and hose reel system on the trailer for use when cleaning the Manholes with pressurized water and also for dumping large quantities of water down Manholes which usually do not have enough flow to self clean adequately.
- After the Lift Station Repair at the corner of 4th Street and State Route 72 is completed, Public Works will install a 2" ejector pump and piping that will take some of the flow from interceptor manhole before the Lift Station to the Main Street bypass Manhole. This should help alleviate some of the pressure and flooding of the North Street Residents. The pump will require manual engagement and disengagement at times of flooding. Public Works is hopeful that this pump will negate the needs of using a gasoline trash pump at the corner for bypass pumping during flooding except during extremely heavy rainfall and flooding events.
- Public Works would ask that The Board of Trustees of the Village of Kirkland continue to pursue the purchase of the gravel parking lot at the corner of State Route 72 and 6th Street. This lot is currently owned by IDOT. The Village of Kirkland public Works has maintained this lot for many years and believe this lot could be a great asset to the Village of Kirkland. Ideas for the property use include: Village of Kirkland Christmas Tree Lighting Ceremonies, Christmas in Kirkland tents and festivities, Farmers Markets, Art fairs, Arts and Craft Shows, Car Shows, Food Truck and BBQ Cook Offs, Lions Club activity trailer parking, overflow parking for Independence Day Festivities, and Public Works will continue to use this lot for depositing snow piles and accessing the back portion of our new property.
- Addition of water (yard Hydrants) and electrical plug in boxes at the gravel parking lot at the corner of 6th Street and State Route 72. The addition of these utilities would make this lot more user friendly for various shows and activities. Public Works would also like to plant a specimen evergreen on this corner and maintain the tree to grow into the Village of Kirkland Christmas Tree for years to Come.
- Continued upgrading of Village of Kirkland owned Water and Wastewater facilities. This will include the washing of the water tower this summer as well as internal cleaning and mud removal. Upgrading our pumping wet well station to include a mechanical bar screen and a building cover of the wet well at the WWTP. Continued Sanitary Manhole Inspection, Rebuilding, and Lining. Point repairs of collapsed sanitary lines. Tuckpointing and painting of the WWTP control building. Painting of Well # 2. Paving Well # 2 and Well # 3 Driveways. Continued clean up of the WWTP facility. Replacement of the Auxiliary Generator at the WWTP. Addition of an Auxiliary Generator at Well # 2.
- Continued Investigation and repair of Village of Kirkland Sanitary Lines, Manholes, and Structures. This will involve camera our lines and possibly line them or complete point repairs where required. This will be huge in combatting our I n I problems.

- The Village of Kirkland Board of Trustees will have to address the issue of the Sanitary Main Line that runs through the GIC property and how the Village of Kirkland will move forward with either forcing leaving the line or affording relocation of the line and associated manholes.
- Public Works would like to commence with a tree planting program on Village of Kirkland owned property. Primarily in Pioneer Park (replace old and failing inferior species of trees), Behnke Park(use a nice mix of Evergreen, ornamental flowering and colorful trees, and large deciduous trees for the large open spaces), areas around Kirkwood Subdivision in the Village of Kirkland owned Flood Water Detention areas (tree mixes including ornamental flowering trees, Large specimen deciduous trees, and groupings of evergreens to block views from homes to views such as Highway 72, the Kirkland Sawmill, Hines Truss Plant, ant etc.). This Program would only be for Park spaces and Village owned Lots...not for ROWs. ROWs should remain clear of trees and plantings and remained maintained lawn and pavement surfaces.
- Follow Through on and Commence creating trails from Country Meadows Subdivision through the Bull Run Creek Fled Water Detention Area all the way to IDNR, Department of Conservation, and Dekalb County Forest Preserve Property.
- Installation of Drainage Structures and pipe to drain the old section of town to Bull Run Creek. These areas would include: 2nd Street, Third Street, Fourth Street, Fifth Street, Sixth Street, Prairie Street, Prospect Street, and South Street.
- Continued Clean Up of Right of Ways throughout the Village of Kirkland Corporate Limits. This includes Old Hortense.
- Continued Paving of Streets Including all Streets within The Village of Kirkland Corporate Limits. At some point in time Hickory Ridge is going to require attention. The roads in this subdivision are experiencing large areas of both top and base failure. Many areas are beyond what sealcoating can save.
- Pave all alleys Within Kirkland.
- Create, begin to use, and maintain an equipment replacement plan for Kirkland Public Works that will tailor the equipment purchased to the types of work commonly required. Examples include: the purchase of a mini excavator rather than a larger Tractor backhoe, purchase of a used scissor lift for constant work on streetlights and work inside buildings to increase reach and employee safety.
- Continue the Sidewalk Replacement Program. Increase the yearly dollar amount when the time and income increases.
- Add a pedestrian bridge to the side of the Hortense Street Bull Run Creek Bridge.
- Continue to develop Kirkland Parks Grounds, Facilities, and Activities . The Pioneer Park Canoe Launch will be a nice addition to the Pod, Frisbee Golf, and Skateboard park. At some point in time the Village of Kirkland Board of Trustees may decide to add Basketball Hoops to the Skateboard/Bicycle Pavement Area to increase available activities. The improvement of Facilities also will intime include the paving of Roads and Parking Areas in our Parks....even if only several layers of sealcoat.

These are only a few of the items that are either required as maintenance items or items to make our town nicer and more complete.