

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, January 21, 2019**

OFFICIAL MINUTES

- I. **Call to Order.** Village President Block called the meeting to order at 7:01 P.M. and asked for a roll call.
- II. **Roll call.** Members answering present as follows: Trustee Ziegler, Trustee Ford, Trustee Harvel, Trustee DeVlieger and Trustee Wiegartz. Trustee Micele is absent.
- III. **Pledge of Allegiance.** President Block asked for all to stand for the Pledge of Allegiance. Trustee Wiegartz led the Pledge of Allegiance
- IV. **Comments from the Audience - None**
- V. **Approval of Minutes -** President Block asked for a motion to approve the Regular Board Meeting Minutes from December 17, 2018. Trustee Ford made a motion to approve the Regular Board Meeting Minutes from December 17, 2018 with a 2nd by Trustee DeVlieger. On a roll call vote Trustees Ford, DeVlieger and Ziegler voted yes. Trustees Harvel and Wiegartz abstained. Trustee Micele is absent. President Block voted yes. Motion carried.
- VI. **Approval of Warrant -** President Block asked for a motion to approve the Warrant in the amount of \$53,523.99. Trustee Wiegartz made a Motion to approve the Warrant in the amount of \$53,523.99 with a 2nd by Trustee Ziegler. On a roll call vote Trustees Harvel, DeVlieger, Wiegartz, Ziegler and Ford voted yes. Trustee Micele is absent. Motion carried.
- VII. **Financial Report -** President Block will have the report done by the next board meeting.
- VIII. **Reports-**
 - A. **Police Report -** Chief Davenport reported that the Department had 74 reportable calls for the month. Chief Davenport is looking at having Coffee with the Cops on February 23, 2019. He is not 100% sure of that date but will get the word out when he knows for sure. Chief also made a couple of Public Service announcements: 1) Be very vigilant if Energy Companies or any others that are going door-to-door. The recommendation is to ask if they have a permit and if they cannot show you one from the Village then don't give them any information. We have been notified that there are a few groups that are from out-of-state and have been in the DeKalb and Rockford area. 2) All vehicles must be off the streets after two inches or more of snow. 3) With tax season approaching the IRS scams will increase, so be vigilant of them. The IRS will not call local law enforcement to come knock on your door. We are not coming, so do not talk to those people just hang up. If the IRS needs to get ahold of you, they will send you a letter and have you get ahold of them. So please be aware.
 - B. **Public Works -** Public Works have been busy working on salting, snow plowing, getting the SCADA up and running and working on water meter installations. Public Works will be

working on the waste water this upcoming month with the SCADA system. They will be back sometime this week to fix some small things that we have found. We have also been working on meter replacements. We are starting with the ones that we have not been getting reads on and then we will do the multi-units and get them switched over. Dale has a meeting with county to go over the road projects that we want to do this year.

- C. Kirkland Community Center - Dan Chambers has no new update will talk more later under unfinished business.
- D. Planning & Zoning - They have a public hearing on Wednesday, January 23, 2019 in which they will review proposed zoning text amendment to the Villages Zoning code and review a Solar Farm Special Use request.
- E. Economic Development – President Block received a rough draft from Mel and team. She wanted him to look at it, which he did and returned it to her at the end of last week. They are going to tweak a few things and then review it one more time themselves. They should be able to present it at February or March meeting, depending on their schedule.
- F. Committee Reports -
 - 1. Police Committee – Nothing to report
 - 2. Ordinance Committee - Nothing to report
 - 3. Finance Committee - Nothing to report
 - 4. Water & Sewer - Nothing to report
 - 5. Streets & Alley Committee – Nothing to report
 - 6. Park Committee – Nothing to report

IX. Scheduled Speaker –

- A. WIPFLI Auditing Service - Jerry gave a report on last year's audit, including covering the main Findings and Summary for the Village of Kirkland in Fiscal Year 2017-2018.
- B. Kirkland Family Restaurant 2019 TIF Request - Sam from the Family Restaurant is requesting TIF Dollars for new windows in the Restaurant Building. He submitted three bids for next year's budget.
- C. Hiawatha CUSD #426 2019 TIF Request – Superintendent Jared Poynter and Board President Tim Hall submitted what they are requesting from the 2019 TIF Budget on behalf of Hiawatha CUSD #426. Most of the requests are to address Health, Life, Safety violations from 2007 and 2018 audits.

X. Unfinished Business –

- A. Approval of Employee/Personnel Handbook for Village of Kirkland - Attorney Stewart went over changes that have been made to the handbook. Dale asked about not being able to roll over sick days. What happens to the days they have now? Attorney Stewart explained that this is going forward, not anything with what they have at this time. Trustee Ford stated that she really did not agree with not being able to roll any over. She feels that now we are telling them to be sick. President Block asked the Attorney if you must pay for roll over sick time. Attorney Stewart said no, you do not have to pay them anything. President Block asked if we

want to start with roll over of 10 days until we have time to review. Attorney Stewart asked if he could suggest a motion and asked for a motion to approve the Personal Policy and Procedure Manual bearing the date December 2018 with the amendments discussed during tonight's meeting and specifically to cap rollover sick days to 10 total day year-to-year, and that is cumulative to anybody that already has days. Trustee Ziegler made the motion with a 2nd by Trustee DeVlieger. On a roll call vote Trustees DeVlieger, Wiegartz, Ziegler, Ford and Harvel voted yes. Trustee Micele is absent. Motion carried

- B. Red Brick Inn 2019 TIF Request - Dallas Lawson submitted quotes for TIF request on windows and doors and paving for parking in the rear of the building. Each project contained at least 3 quotes for the work involved.
- C. Approval of Kirkland Community Center Construction - Site/Courtyard and Exterior Building Shell- Dan Chambers did a short recap of what was presented last month. He explained that Linda has looked at other funding. Trustee Wiegartz stated that his concerns are what happens if we get this phase done and we do not get any grants. We now have spent all this money and we still have an empty building. Linda explained the grants that she has started to look at and the funding associated with them. The problem is in order to apply for grant money you have to have a project and blueprints to show what you are doing. Linda has talked to DCCF and has started filling out the forms for a \$50,000 grant. She has also investigated a Waste Management grant for \$10,000 and there are a few that are non-for-profit. She called Chris Mitchell with Small Town Strong to talk with him to see what he could do to help. President Block asked for a motion to approve the Kirkland Community Center Construction-Site/Courtyard and Exterior Building Shell. Trustee Ford made a motion to approve the Kirkland Community Center Construction-Site/Courtyard and Exterior Building Shell with a 2nd by Trustee Ziegler. On a roll call vote Trustees Ziegler and Ford voted yes, Trustees Wiegartz, Harvel and DeVlieger voted no, Trustee Micele is absent. Motion denied.

XI. New Business –

- A. Approval of Resolution 19-01 Requesting Illinois Route 72 Closed on July 4th, 2019 for the Kirkland Lions Parade - President Block asked for a motion to approve Resolution 19-01 Requesting Illinois Route 72 Closed on July 4th, 2019 for the Kirkland Lions Parade. Trustee Ford made a motion to approve Resolution 19-01 Requesting Illinois Route 72 Closed on July 4th, 2019 for the Kirkland Lions Parade with a 2nd by Trustee Ziegler. On a roll call vote Trustees Ziegler, Ford, Harvel, DeVlieger and Wiegartz voted yes. Trustee Micele is absent. Motion carried.
- B. Kirkland Sawmill Discussion/IDNR Floodplain Management and Compliance with Village Floodplain Ordinance – President Block explained Chad Clauson's inspection results from his inspection of the Kirkland Saw Mill. The owner from Kirkland Sawmill would like clarification on where the posts are to be set. He was under the understanding that you started measuring from the center of the creek out 50 feet in the past. Now they are saying 50 feet from the bank. President Block will provide the IDNR contact to the Kirkland Sawmill so they can get clarity on locations of the measurements.
- C. Approval of Secure Entry Corridor, Village Clerk Window and Upgrade of Police Window at Village Hall - President Block asked for a motion for the Approval of Secure Entry Corridor,


Village Clerk Window and Upgrade of Police Window at Village Hall. Trustee Wiegartz asked if everything is up to code. President Block stated we will have Ken from B&F come and make sure what we want to do is within the code for this building. Trustee Wiegartz made a motion for the Approval of Secure Entry Corridor, Village Clerk Window and Upgrade of Police Window at Village Hall subject to code approval from B&F not to exceed \$5850.00 with a 2nd by Trustee Ford. On a roll call vote Trustees Harvel, DeVlieger, Wiegartz, Ziegler and Ford voted yes. Trustee Micele is absent. Motion carried.

XII. **Adjournment** – At 8:34 P.M. President Block asked for a motion to adjourn. Trustee Ziegler made a motion to adjourn with a 2nd by Trustee DeVlieger. On a voice call vote all in favor. Meeting adjourned.

Next Board of Trustees Regular Meeting will be Monday, February 4, 2019 at 7:00 P.M.



Carol Stiegman
Village Clerk



Ryan Block
Village President