

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
February 5, 2018**

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 DeVlieger, Trustee Micele, Trustee Wiegartz and Trustee Ford. Trustee Harvel absent. Also in attendance were Police Chief Adam Davenport, Interim Public Works Superintendent Dale Miller and Village Attorney Brad Stewart.
- III. **Pledge of Allegiance** - Village President Block led us in the Pledge of Allegiance.
- IV. **Comments from Floor** - Jean Klock wanted to invite everyone to join the Kirkland Historical Society on Wednesday, February 21st at 7:00 P.M. at the Funeral Home. Connie Worden is doing a presentation on the history of our oldest buildings downtown.
- V. **Approval of Minutes** - President Block asked for a motion to approve the Regular Board Meeting Minutes from January 16, 2018. Trustee Ziegler made the motion to approve the Minutes from January 16, 2018 with a 2nd by Trustee Wiegartz. On a roll call vote Trustees Wiegartz, Ford, Ziegler and DeVlieger voted yes, Trustee Micele abstained and Trustee Harvel absent. Motion carried.
- VI. **Approval of Warrant** - President Block asked for a motion to approve the Warrant in the amount of \$97,786.92. Trustee Ford made the motion to approve the warrant in the amount of \$97,786.92 with a 2nd by Trustee DeVlieger. Trustee DeVlieger asked if we had an arrangement with a Ford dealership dealing with the service of our vehicles. Dale and Adam both agreed that is something that needs to be looked at. Trustee Ziegler asked where we were with Syndeo coming into town. Dale gave the board an update on Syndeo getting their equipment on the water tower. On a roll call vote Trustees Ford, Ziegler, DeVlieger and Wiegartz voted yes, Trustee Micele voted no and Trustee Harvel was absent. Motion carried.
- VII. **Financial Report** - Village Treasurer Bill Newkirk put together the Financial Report but President Block has not had time to talk with Bill about a few line items that do not make sense. President Block will sit down with Bill and have them cleaned up.
- VIII. **Reports**
 - 1) **Police Report** – Kirkland Police Department had 78 reportable calls for the month.
 - 2) **Public Works** – Kirkland Public Works are working on keeping the plow truck going. They are working on the water systems trying to streamline and simplify it for part-time help to use. Dale is currently working on getting the street light switched over to LED. Current issues being caused due to having reflectors in our street lights and the bulbs that LED Rite have are

too tall. Dale has contacted a company that made the lights and they have a new head to switch these over to LEDs but they do not work with ComEd. The Company has a rep that is working with ComEd to try and get them qualified so we can get still get the incentives. If we cannot get a shorter bulb or ComEd qualified then we will have to take all the globes off and modify them to work.

3) Zoning - Nothing

4) Pioneer Park - Nothing

5) Economic Development - President Block talked to Mel from NIU. She will have paper work to him by Wednesday so he can start looking at them and start getting thing rolling. This still depends on the grant that we submitted to DCCF. Talked to Anita and all our paper work is in for that and we should hear back on the grant on or around March 1st.

6) Committee Reports -

a) Police Committee - Nothing

b) Ordinance Committee - Sarah asked Brad about a rental dwelling license, crime-free housing program and if it was something that the Village may benefit from and if he has had any dealings with it. Attorney Brad Stewart explained the program. Trustees discussed the program and have decided that there is more to think about.

c) Finance Committee - Nothing

d) Water & Sewer Committee - Meeting on February 7, 2018 at 7:00 P.M.

e) Streets & Alley Committee - Meeting on February 7, 2018 at 7:00 P.M.

f) Parks Committee - Nothing

IX. Scheduled Speaker - None

X. Unfinished Business-

1.) Approval of Intel Xeon Dual Core Server from Interserve for Village of Kirkland. President Block asked for a motion to approve the purchase of Intel Xeon Dual Core Server. Trustee Ziegler made the motion to approve the purchase of Intel Xeon Dual Core Server not to exceed \$4800.00 with a 2nd by Trustee DeVlieger. On a roll call vote Trustees Ziegler, DeVlieger and Wiegartz voted yes, Trustees Ford and Micele voted no and Trustee Harvel was absent. Motion carried.

2.) Discussion of NICOR Gas Ordinance for The Village of Kirkland. President Block talked to David from NICOR Gas Company about terms of contract. They are back to only entertaining a 30 or 35-year contract. President Block is going to ask David to go ahead and put the Ordinance together for the next Board meeting.

3.) Approval to purchase a Postage Machine for the Village of Kirkland. President Block asked for a motion to approve the purchase a Postage Machine for the Village of Kirkland. Trustee Wiegartz made a motion to approve a purchase a Postage Machine for the Village of Kirkland with a 2nd by Trustee Ziegler. On a roll call vote Trustees Micele, Wiegartz, Ford, Ziegler and DeVlieger voted yes. Trustee Harvel was absent. Motion carried.

4.) Approval of LED Lighting for Main St Light Poles. Tabled – Dale Miller gave update under Public Works.

XI. New Business-

1) Approval of Resolution 18-01/ Requesting Illinois Route 72 Closed on July 4th, 2018 for the Kirkland Lions Parade. President Block asked for a motion for Approval of Resolution 18-01/ Requesting Illinois Route 72 Closed on July 4th, 2018 for the Kirkland Lions Parade. Trustee Ford made a motion for Approval of Resolution 18-01/ Requesting Illinois Route 72 Closed on July 4th, 2018 for the Kirkland Lions Parade with a 2nd by Trustee Wiegartz. On a roll call vote Trustees Wiegartz, Ford, Ziegler, DeVlieger and Micele voted yes. Trustee Harvel is absent. Motion carried.

2) Approval of ORDINANCE NO. 2018-01 / AN ORDINANCE AMENDING TITLE III, CHAPTER 32, SECTION 50, SUBSECTION B, "APPOINTMENT; QUALIFICATION ; TRAINING; TERM" OF THE VILLAGE OF KIRKLAND MUNICIPAL CODE. President Block asked for a motion to approve Ordinance No 2018-01 / An Ordinance amending Title III, Chapter 32, Section 50, Subsection B, "Appointment; Qualification; Training; Term" of The Village of Kirkland Municipal Code. Trustee Ford made a motion to approve Ordinance No 2018-01 / An Ordinance amending Title III, Chapter 32, Section 50, Subsection B, "Appointment; Qualification; Training; Term" of The Village of Kirkland Municipal Code with a 2nd by Trustee Ziegler. On a roll call vote Trustees Ford, Ziegler, DeVlieger, Micele and Wiegartz voted yes. Trustee Harvel is absent. Motion carried.

3) Approval for payment to Martin and Company Excavating for remainder of 2017 Kirkland Street Project. President Block asked for a motion for approval of payment to Martin and Company Excavating for remainder of 2017 Kirkland Street Project in the amount \$69063.00. Trustee DeVlieger made a motion to approve final payment to Martin and Company Excavating for the remainder of 2017 Kirkland Street Project with a 2nd by Trustee Ford. On a roll call vote Trustees Ford, Ziegler, DeVlieger, Micele and Wiegartz voted yes. Trustee Harvel is absent. Motion carried.

4) Approval of payment to DeKalb County Regional Planning Commission for Membership Dues. President Block asked for a motion for approval of payment to DeKalb County Regional Planning Commission for Membership Dues. Trustee DeVlieger made a motion to approve payment to DeKalb County Regional Planning Commission for Membership Dues in the amount of \$500.00 with a 2nd by Trustee Wiegartz. Trustee DeVlieger will continue to go to the meetings as he stated that he feels that is a good thing if what information he is getting is being brought back to the board. Trustee DeVlieger also asked the Board Members if there is anything that they would like information on to let him know because they will be calling for the agenda. President Block stated water tower maintenance. On a roll call vote Trustees Ziegler, DeVlieger, Micele, Wiegartz and Ford voted yes. Trustee Harvel is absent. Motion carried.

5) Discussion of LED Lights for Kirkland Public Library and Kirkland Community Center. We have not gotten anything back on the Community Center yet, but we did get the quote for the Library, which is \$3585.00. Linda asked Dale if Kevin from LED Rite had gotten ahold of him because the quote has the labor to install the new lights at \$3000.00. Linda would rather

see the money go to the Community Center now, the new LED lights at the Library are not a must right now.

6) IGA Building Updates. President Block presented a sketch of the building and he explained his thoughts of the updates. President Block asked Chad from Fehr-Graham to have someone from his company come and give their thoughts on what he is purposing. President Block requested that we have an ordinance drawn up to form a committee to oversee the project.

7) 2017 Annual Evaluation Report for DeKalb County All Hazards Mitigation Plan. President Block informed the Trustees that a copy of the DeKalb County All Hazards Mitigation Plan is for their review. If you have any questions we will have to bring it up with them.

8) Approval of ILEAS Conference for Chief Davenport and Officer Saladino in March 2018. President Block asked for a motion to approve Chief Davenport and Officer Saladino to go to the ILEAS Conference in March 2018. Trustee DeVlieger made a motion to approve Chief Davenport and Officer Saladino to go to the ILEAS Conference in March 2018 with a 2nd by Trustee Wiegartz. On a roll call vote Trustees Ford, Ziegler, DeVlieger, Micele and Wiegartz voted yes, Trustee Harvel is absent. Motion carried.

9) Approval of purchase of Class A Uniform for Chief Davenport. President Block asked for a motion to approve Chief Davenport to purchase a Class A Uniform. Chief Davenport explained to the board what a Class A Uniform was and that he would only need the suit jacket and pants, he has everything else. Trustee Ford made a motion to approve Chief Davenport to purchase a Class A Uniform with a 2nd by Trustee Wiegartz. On a roll call vote Trustees Ford, Ziegler, DeVlieger, Micele and Wiegartz voted yes, Trustee Harvel is absent. Motion carried.

10) Approval of purchase of Taser and Taser Cartridges for Kirkland Police Department. President Block asked for a motion to approve the purchase of Taser and Taser Cartridges for the Kirkland Police Department. Chief Davenport explained the need for a new taser and cartridges because a while back one of the two tasers was not working properly so the taser Training Officer took it out of service. This one is to replace the one that was taken out of service and the cartridges would be utilized for officer training needs. Trustee Ford made a motion to approve the purchase of Taser and Taser Cartridges for the Kirkland Police Department not to exceed \$2500.00 with a 2nd by Trustee Ziegler. On a roll call vote Trustees Ziegler, Wiegartz and Ford voted yes, Trustee DeVlieger and Micele voted no and Trustee Harvel is absent. Motion carried.

11) Discussion of DeKalb County Digital Radio Conversion Program. Chief Davenport explained that the County is doing a \$4 million project on the radio system. We, as a small-town agency, need to purchase new digital radios and whatever goes with them. If we do not go with them we will not have radio service. The County is offering some incentive for any agency that needs help with the conversion. More details to come as we get closer to implementation of the new system.

12.) Bull Run Creek Project Update - Army Corp of Engineers Results and Removal of Trees/Shrubs, IEPA Loan and Water Billing Line item. Chad from Fehr-Graham got approval

from the Army Corp. to complete the project. They did offer one restriction on tree removal that trees will have to be taken down in the fall or winter, before the bats come out. You can only take a tree down between October 1st and April 1st due to the bat migration. Trustee DeVlieger asked Chad where they were on the IEPA loan. Chad said they just got the information on the water billing and will be submitting that soon. President Block did inform the Board we will be adding a fee on to the water bills. Trustee DeVlieger asked if residents wanted to come and get dirt they can. Chad said that yes, they can bring their shovel.

13.) Pearl Street Bridge Update. Chad stated that the County would be doing the Engineering. The qualification for the bridge project will take place in April. Chad stated that Fehr-Graham will be putting their hat in the ring. More details to come as we approach April.

14.) Employee Evaluation Discussion - Evaluation Forms and Evaluation Time Frame. President Block asked that the department heads reach out to other Municipality Department heads to see what they use for employee evaluation form. He would like to see a form that is unique to their departments requirements. President Block would like to have the evaluation form done by the end of February or beginning of March. The Department heads would then have the evaluations done in March so come budget time we can have something to go on with payroll.


- XII. Adjourn to Executive Session - At 9:11 P.M. President Block asked for a motion to adjourn to Executive Session. Trustee Ziegler made a motion to adjourn to Executive Session with a 2nd by Trustee DeVlieger. On a voice call vote Trustees Ford, Ziegler, DeVlieger, Micele and Wiegartz voted yes, Trustee Harvel is absent. Motion carried.
- XIII. Return to Regular Session - Back in Regular Session at 9:38 P.M.
- XIV. Roll Call - President Block asked for a roll call. Members answering present as follows: Trustee Ziegler, Trustee DeVlieger, Trustee Micele, Trustee Wiegartz and Trustee Ford. Trustee Harvel absent.
- XV. Motion to Adjourn - President Block asked for a motion to adjourn. Trustee Ziegler made a motion to adjourn at 9:43 P.M. with a 2nd by Trustee Wiegartz. On a voice call vote all trustees voted yes. Motion carried.

NEXT BOARD MEETING WILL BE MONDAY, MARCH 5, 2018 AT 7:00 P.M.

ATTEST:



Carol Stiegman
Village Clerk



Ryan Block
Village President