

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Regular Meeting  
Monday, April 15, 2024**

**OFFICIAL MINUTES**

- I. **Roll call** - Members answering present as follows: Trustee Benes, Trustee Chambers, Trustee Marshall, Trustee Fruit and Trustee Ziegler. Trustee Michener is absent.
- II. In President Block's absence, Attorney Kevin Chranowski asked for a motion to appoint a President Pro temp. Trustee Chambers made a motion to appoint Trustee Ziegler as President Pro Temp, with a 2<sup>nd</sup> by Trustee Marshall. On a roll call vote Trustees, Chambers, Marshall, Fruit, Ziegler and Benes voted yes. Trustee Michener is absent. Motion carried.
- III. **Call to Order** – President Pro Temp Trustee Ziegler called the Board of Trustee Regular Meeting to order at 7:02 P.M.
- IV. **Approval of Meeting Minutes** – Trustee Zieger President Pro Temp asked for a motion for the approval of Meeting Minutes from March 4, 2024. Trustee Chambers made a motion for the approval of Meeting Minutes from March 4, 2024, with a 2<sup>nd</sup> by Trustee Marshall. Trustees Benes, Chambers, Marshall, Fruit, and Ziegler voted yes. Trustee Michener is absent. Motion carried.
- V. **Approval of Warrant** – Trustee Zieger President Pro Temp asked for a motion to approve the Warrant in the amount of \$115,140.76. Trustee Fruit made a motion to approve the Warrant in the amount of \$115,140.76, with a 2<sup>nd</sup> by Trustee Benes. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler, and Benes voted yes. Trustee Michener is absent. Motion carried.
- VI. **Reports** -
  - a. **Public Works** – Jim Stark gave his report for March 2024; see attached.
  - b. **Police Report** – Chief Davenport gave his report for March 2024; see attached.
  - c. **Committee Reports** -
    1. **Police Committee** – Trustee Fruit reported on Police Committee Meeting that was held on April 9, 2024 at 6:00 P.M.
    2. **Water & Sewer** - Trustee Benes reported on Water & Sewer Committee meeting that was held on April 8, 2024 at 7:00.
    3. **Tree Committee** – Trustee Benes reported on Tree Committee meeting that was held on April 9, 2024 at 7:00pm. Next meeting will be May 14, 2024 at 7:00 P.M.
- VII. **Guest Speaker** – None
- VIII. **Unfinished Business** – None
- IX. **New Business** –
  - a. **Discussion / Approval of FY 2024-2025 Village of Kirkland Meeting Schedule, Planning & Zoning meeting dates and Village of Kirkland Paid Holiday Schedule** – President Pro Temp Trustee Ziegler asked for a motion to approve FY 2024-2025 Village of Kirkland Meeting Schedule, Planning & Zoning meeting dates and Village of Kirkland Paid Holiday Schedule.

Trustee Chambers made a motion for the approval of FY 2024-2025 Village of Kirkland Meeting Schedule, Planning & Zoning meeting dates and Village of Kirkland Paid Holiday Schedule, with a 2<sup>nd</sup> by Trustee Marshall. On a roll call vote Trustee Marshall, Fruit, Ziegler, Benes and Chambers voted yes. Trustee Michener is absent. Motion carried.

- b. Discussion / Approval of Permit Fee (\$500.00) and Bond/Proof of Insurance for Utility Work within the Village of Kirkland – Trustee Ziegler President Pro Temp asked for a motion for the approval of Permit Fee (\$250.00) and Bond/Proof of Insurance for Utility Work within the Village of Kirkland. Trustee Fruit made a motion for the approval of Permit Fee, Bond and Proof of Insurance for Utility Work within the Village of Kirkland, a permit fee of \$250.00, additional verbiage to be added regarding a waiver for work done on private property and requirement of reporting of work completed back to proper jurisdictional agencies, i.e. JULIE, with a 2<sup>nd</sup> by Trustee Chambers. On a roll call vote Trustees Fruit, Ziegler, Benes, Chambers and Marshall voted yes. Trustee Michener is absent. Motion carried.
- c. Discussion of Village of Kirkland FY 2024-2025 Budget – Trustee Ziegler President Pro Temp open the floor to Village Trustees for any questions. Trustee Benes questioned the amount budget for the Clerk’s Salary. Carol explained that she will be retiring April 30, 2025, and the increase is to bring on a part-time person for training for the year. Trustee Fruit asked if there is anything that can be foreseen because of the bridge project that we need to budget for. Trustee Fruit questioned why the full-time salaries went down in Water & Sewer. Would like clarification on full-time salaries.
- d. Discussion of Water and Sewer Rate Survey – This is a survey that is done by the City of Genoa and was just to let Trustees know where we stand.
- e. Discussion / Approval of Televising and Cleaning Kirkland Sanitary Sewer Lines – Chad from Fehr Graham explained why this needs to be done and if there are any cracks they will then have to be lined. After some discussion, the Village Trustees asked to have this tabled until May 2024 Regular Board Meeting so that we can get more quotes.
- f. Discussion / Approval of Installation of Kirkland Sanitary Yard Hydrants for Kirkland Municipal Parking Lot - Trustee Fruit questioned because the quote from Stenstrom states that all material will be provided by the Village. She wanted to know if all the material had been purchased. The Trustees would also like to get a couple of additional quotes. After discussion, the Village Trustees have asked to have this tabled till May 2024 Trustee Regular Board Meeting.
- g. Discussion / Approval of Installation of Electric Service Panel for the Kirkland Municipal Parking Lot – After discussion, the Village Trustees have asked to have this tabled till May 2024 Trustee Regular Board Meeting.
- h. Discussion / Approval of Kirkland Water Department Mission Statement – Jim Stark informed the Village Board that the State of Illinois wants a Mission Statement for the Water Department. Trustee Fruit would like to make some changes to the Mission Statement. Village Trustees asked that this be tabled until May 2024 Trustee Regular Board Meeting.
- i. Discussion/ Approval of advertising Konica Minolta Stapler out For Bid – The Village Attorney suggested that we table this until the next Village meeting in May 2024 because of the way it is worded on the agenda. The wording “sounds” likes we want to buy a stapler and we really want to sell a Konica Minolta Stapler for a copy machine.

- X. **Adjournment** – At 8:53P.M., Trustee Ziegler President Pro Temp asked for a motion to adjourn. Trustee Fruit made the motion to adjourn, with a 2nd by Trustee Benes. On a voice call vote all in favor. Meeting adjourned.

**Next Board of Trustees Regular Meeting will be Monday, May 6, 2024, at 7:00 P.M.**

  
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**Carol Stiegman**  
Village Clerk

  
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**Trustee Ziegler**  
President Pro Temp