

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Regular Meeting  
Monday, July 17, 2023**

**OFFICIAL MINUTES**


- I. **Call to Order** – President Block called the Board of Trustee Regular meeting to order at 7:00 P.M.
- II. **Roll call** - Members answering present as follows: Trustee Michener, Trustee Chambers, Trustee Marshall. Trustee Benes, Trustee Fruit and Trustee Ziegler are absent.


*\*\* Trustee Benes joined the meeting at 7:05 P.M. \*\**

- III. **Pledge of Allegiance** – President Block led the group in the Pledge of Allegiance.
- IV. **Public Comments** – Eric Pasko has some discussion about golf cart sticker renewal for his 2 X 4 John Deere Gator. Eric provided information on the Gator and its capabilities being similar to a Golf Cart. President Block will review the current ordinance with Attorney Stewart next month.
- V. **Approval of Meeting Minutes** – President Block asked for a motion for the approval of Meeting Minutes from June 5, 2023. Trustee Chambers made a motion for the approval of Meeting Minutes from June 5, 2023 with a 2<sup>nd</sup> by Trustee Marshall. On a voice call vote all in favor. Motion carried.
- VI. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$282,071.90. Trustee Chambers made a motion to approve the Warrant in the amount of \$282,071.90, with a 2<sup>nd</sup> by Trustee Benes. On a roll call vote Trustees Chambers, Marshall, Michener, Benes and President Block voted yes. Trustee Fruit and Ziegler are absent. Motion carried.
- VII. **Reports** -
- a. **Police Report** – Chief Davenport gave his report for June 2023; see attached notes.
  - b. **Public Works** – Jim Stark gave his report for June 2023; see attached notes.
  - c. **Committee Report**-
    1. **Tree Committee** – Trustee Benes shared that the Tree Committee has set up a Facebook page. Tree Permits are due July 31<sup>st</sup>, so more to come on applications next month.
- VIII. **Unfinished Business** – None
- IX. **New Business** –
- a. **Approval of Application for Payment No. 3 and Final to 2022 Village of Kirkland Roadway and Storm Sewer Project to Northern Illinois Service Co.** – President Block asked for a motion for the approval for Payment No. 3 and Final to 2022 Village of Kirkland Roadway and Storm Sewer Project to Northern Illinois Service Co in the amount of \$205,715.10. Trustee Chambers made a motion for approval of application for Payment No. 3 and Final to 2022 Village of Kirkland Roadway and Storm Sewer Project to Northern Illinois Service Co in the amount of

- \$205,715.10, with a 2<sup>nd</sup> by Trustee Michener. On a roll call vote Trustees Marshall, Benes, Chambers, and President Block voted yes. Trustee Fruit and Ziegler are absent. Motion carried.
- b. Approval of Village of Kirkland Funding for DeKalb County Soil and Water Conservation District Watershed Study for Central South Branch of the Kishwaukee River. (Includes Bull Run Creek Watershed) – President Block asked for a motion for the approval of Village of Kirkland Funding for DeKalb County Soil and Water Conservation Funding District Watershed Study for Central South Branch of the Kishwaukee River. Trustee Chambers made a motion for the approval of Village of Kirkland Funding for DeKalb County Soil and Water Conservation District Watershed Study for Central South Branch of the Kishwaukee River in the amount of \$1860.00, with a 2<sup>nd</sup> by Trustee Michener. On a roll call vote Trustee Michener, Benes, Chambers, Marshall and President Block voted yes. Trustee Fruit and Ziegler are absent. Motion carried.
- X. **Adjournment** – At 7:45 P.M., President Block asked for a Motion to Adjourn. Trustee Chambers made the motion to adjourn, with a 2<sup>nd</sup> by Trustee Michener. On a voice call vote all in favor. Meeting adjourned.

**Next Board of Trustees Regular Meeting will be Monday August 7, 2023 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



## July 17<sup>th</sup> 2023 Village of Kirkland Board Meeting 7:00pm June 2023 with 4<sup>th</sup> of July 2023 Police Report

1. The Kirkland Police Department handled twenty-six (26) reportable calls and Ninety (90) reportable activities for the Month of June and currently for July we are at seventeen (17) reportable calls and sixty-six (66) reportable activities.
2. School Safety Team Meeting on June 27<sup>th</sup> with the school, fire and other support reference school safety planning
3. Attended DCLEEA Meeting in Dekalb 6/13/23; discussions around legislation as it relates to law enforcement; discussions around collaborative training with other agencies within the county
4. Thank you to Public works and all the law enforcement agencies that supported us during the 4<sup>th</sup>
5. Situational Awareness class—Wednesday 21<sup>st</sup> 10:00 am took place—feedback—Future class will be set in the near future
6. Midwest Security Expo—August 10<sup>th</sup> and 11<sup>th</sup>—This show has always been helpful for obtaining additional training at the training sessions offered, networking with other agencies and their members, provided first-hand knowledge of new and improved products related to LE. (Ex: the Nightlock device installed at the school was implemented due to a small side conversation I had at the expo one year, bringing the data and information back locally and ultimately getting them installed at the schools)
7. Grandparent scam—Public Awareness—see attached alert
8. Auxiliary raised over three hundred (\$300) dollars during the 4<sup>th</sup> of July
9. Chief Davenport attending Advanced Solo Officer and School Threat Scenario based training for SRO's and Responding Officers (1 day ) August 14<sup>th</sup> 2023—see attached flyer

NORTHERN ILLINOIS TRAINING ADVISORY BOARD  
Jeff Schelling , Executive Director  
527 Colman Center Drive \*\* Rockford, IL 61108  
Tel: 779-210-8422  
[www.nitab.org](http://www.nitab.org)

**ADVANCED SOLO OFFICER AND SCHOOL THREAT SCENARIO  
BASED TRAINING FOR SRO'S AND RESPONDING OFFICERS**

Date: August 14, 2023                      Registration Deadline: July 14, 2023  
Times: 0900-1700 hours  
Location: Pecatonica High School  
            1300 Main Street  
            Pecatonica, Il.  
Instructor: Danielle Butts Team  
Member Fee:              \$0                      Non-Member & Member Non-Sworn Fee: \$150

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**Purpose of Course:**

This is an 8-hour scenario-based class specifically designed for SRO's and Officers responding to active school threats. This class will focus on building tactical skills when responding to an active school threat. Students will also review optional medical responses for injuries.

**Course Overview**

This course will primarily focus on solo officer actions during a school threat response. Students will participate in guided discussions/lectures, interactive activities, and performance-based exercises.

**Course Goals**

Build and enhance SRO's and responding officers' tactical skills for active school, threat responses as the initial officer on scene. This scenario-based course will focus primarily on the initial solo response.

**Course Prerequisites**

Only personnel who are employed by a unit of local government in a sworn or civilian capacity will be permitted to attend this program. Only the Chief, Sheriff, or Public Safety Director of the agency requesting this training – or his/her designated representative – may enroll student officers. Officers will NOT be allowed to enroll themselves.

## Methods of Evaluation

Students will be required to demonstrate knowledge of all course materials. Additionally, the instructor will evaluate students' comprehension and retention of course topics on their participation in practical exercises/scenarios and discussions conducted during the course. Evaluation forms completed by each student will provide feedback to NITAB on the quality of the course content and the instructor's effectiveness in delivering this content.

## Methods of Instruction

- In-class demonstration
- In-class scenario-based exercises
- In-class general discussion

## Course References/Bibliography

Required Readings: All applicable handouts

## Recommended Instructional Aids

Plastic blue guns/rifles will be used for scenarios. Medical equipment (bandages) will be used for the medical demonstrations/scenarios. Additional demonstration items used by instructors include door stops, mirrors, flashlight "Go bags", other items as available. Location with open gym, school hallways, stairs and classroom.

## Attendance Policy

This is a state certified course. Thus, no more than 10% of class time, or approximately 40 minutes, may be missed. It is strongly suggested, however, that the student be in attendance for the entire session in order to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains the responsibility of the student to contact the instructor and arrange to obtain any information or materials missed due to the absence.

## Safety Protocols

Safety is a priority for all courses, especially involving those that involved hands-on drills and techniques, live fire, or high-risk activities. Safety measures for this course include:

- 1) All students will be searched, and weapons will be secured away from the training area.
- 2) All students will be searched prior to the start of each training session, and upon each return to the training area.
- 3) All students are safety officers.
- 4) Any student may call "cease training" in case of a safety matter.

- 5) Participation in any hands-on portions are voluntary and based on the students perceived ability to take part in those portions. Those unable to participate will remain as safety observers.
- 6) Any other protocols that become necessary based on the students, site, or instructors will be documented in the course outline.
- 7) No live weapons or ammo will be allowed in the training area, and a live firearm inspection will be conducted.
- 8) Only resin training guns will be used.

***This course has been certified by the ILETSB and approved to meet the following mandates:***

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> 1.0 Civil Rights               | <input type="checkbox"/> Constitutional & Proper Use of Law Enforcement Authority |
| <input checked="" type="checkbox"/> 1.0 Crisis Intervention        | <input type="checkbox"/> Cultural Competency                                      |
| <input checked="" type="checkbox"/> 1.0 Emergency Medical Response | <input type="checkbox"/> Human Rights   |
| <input type="checkbox"/> Legal Updates                             | <input checked="" type="checkbox"/> .50 Officer Wellness and Mental Health        |
| <input checked="" type="checkbox"/> 1.0 Procedural Justice         | <input type="checkbox"/> Psychology of Domestic Violence                          |
| <input type="checkbox"/> Reporting of Child Abuse and Neglect      | <input type="checkbox"/> Sexual Assault Trauma Informed Response                  |
| <input checked="" type="checkbox"/> Use of Force                   | <input checked="" type="checkbox"/> De-Escalation Techniques                      |
| <input type="checkbox"/> High-Risk Traffic Stops                   | <input type="checkbox"/> Law concerning stops, searches, and use of force         |
| <input type="checkbox"/> Officer Safety Techniques                 | <input type="checkbox"/> Firearms Restraining Order Act                           |

#### Specialized Training

- |  |   |
|--|---|
| <input type="checkbox"/> Crisis Intervention Team Training (CIT) | <input type="checkbox"/> Lead Homicide Investigator                             |
| <input checked="" type="checkbox"/> 7.0 School Resource Officer  | <input type="checkbox"/> Sexual Assault Investigator Training                   |
| <input type="checkbox"/> Epinephrine Autoinjector (Epi Pen)      | <input type="checkbox"/> Opioid Antagonist (NARCAN)                             |
| <input type="checkbox"/> Drug Recognition Expert (DRE)           | <input type="checkbox"/> Advanced Roadside Impaired Driving Enforcement (ARIDE) |

To receive a State Certificate / training credit for the above listed mandates, no more than 10% of the course hours can be missed.

- **NOTE: The 7.0 hours for SRO will be in the area of Active Threat Response.**

 Reply all |  Delete |  Junk | 

\*Ad\* [SPF ERROR] Grandparent scam calls continue.....



Cherie Aschenbrenner <aschenbrenner\_c@cityofelgin.org>

Mon 6/26, 1:48 PM

Adam Davenport 

 Reply all | 

Deleted Items



Unsubscribe



CAUTION: External email, do not click links or open attachments unless you recognize the sender and know the content is safe.

*From the Desk of [Cherie Aschenbrenner](#)*

**An Elgin senior emailed me this:**

*Cherie*

*After all your warnings I almost fell for a "Grandma I am in jail" call.*

*Sounded like my grandson who just bought a car. When the so called attorney called I asked What city are we talking about? When he said Maimi the light came on. It sounded like something my grandson might have done to get in a legal situation. Actually he was safe at home.*

*Almost swallowed the poison.*

*BH*

**Remember - if you ever get a call from someone claiming to be your grandchild in trouble or jail, maybe even someone claiming to be their lawyer, ask a lot of questions! Ask the grandchild his mother's name, what their pet's name is, what school they went**



scammer will also tell you not to tell anyone about the scam (why?) and want you to buy gift cards to get them out of trouble. **DO NOT buy gift cards or send money.** Hang up and call your son, daughter or grandchild directly to verify.

Cherie Aschenbrenner, Senior Liaison  
Department of Neighborhood Services  
City of Elgin  
847-289-2626 or email  
[cherie.aschenbrenner@elgin.org](mailto:cherie.aschenbrenner@elgin.org)  
[150 Dexter Court, Elgin, IL 60120](https://www.elgin.org/150-Dexter-Court-Elgin-IL-60120)

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## Village of Kirkland Public Works Report for June 1<sup>st</sup>-June 30<sup>th</sup>, 2023.

### Tasks underway and completed.

- Continued cleaning and organizing of the Public Works garage and property.
- We replaced two water meters and are currently down to 16 residences which still need to be inspected for lead service lines.
- The 4<sup>th</sup> St. lift station pump was delivered and installed and is working great.
- We ran the street sweeper after the parade for two days cleaning and had two guys with shovels scraping the road to get any stuck candy up before the state sprays their lines.
- Parking spot lines were painted on 5<sup>th</sup> by the Red Brick Inn, the pharmacy, and then railroad alley's parking spots were completed.
- We were given shelves and work benches from the new owner of R&B manufacturing which we will store and use at our new facility.
- Constant weed trimming on a weekly basis.
- Spray Ranger Pro (round up substitute) in all roadway cracks and curb cracks with weeds or grass growing in them, also around signposts.
- I ordered and received detour signs needed for the parade.
- We painted Kirkland Public Works on the backs of the new signs.
- Cold patch holes and road edges where needed.
- Trimmed trees and bushes over sidewalks in preparation for the 4<sup>th</sup> of July.
- Raked rocks out of the dirt at the new Public Works lot.
- Spread grass seed at new lot.
- Emptied trash cans at Pioneer and Behnke Parks and on Main St.
- Pulled all fence poles at new lot that Dale Miller and I put in showing where we thought the new buildings would be placed.
- With guidance from Fehr Graham and Ryan Block we decide to move the building in from the blacktop edge due to the wall leaning and placed it on a more level spot on the blacktop.
- We started building the hoop barn (salt shed) June 8<sup>th</sup> and finished it by June 30<sup>th</sup>. Then we mortared all the cracks/connection joints.
- Blake Bratcher w/ Franklin Township Road dist. allowed us to borrow their asphalt hot box to use for leveling out the building blocks as we put them up.
- We pulled the silt fence and reshaped the berm on the dentist office side, and the rt.72 side of the new lot.
- We fixed the dehumidifier at the sewer plant that is in the underground mechanical raw pump station.
- Cat skid steer was leaking anti-freeze, we tightened up one end of the hose and discovered the other end was also leaking and could not be reached.
- Cat service was out to look at skid steer and said it needs a new A/C compressor, the current one has a hole in the side of it. They did fix the anti-freeze leak, but the machine needs to go in to shop for A/C work.

- The Cat skid steer was driven by trailer to be serviced in Rockford.
- Fixed parkway at 5<sup>th</sup> & Prospect where last years sidewalk project was and 5 large trees were taken down, there was a bunch of mulch grindings left behind.
- We got rid of the second and last oil drum and stand from the Public Works lot.
- We picked up a large rotten tree stump at Pioneer Park and filled in hole with dirt, then added grass seed.
- We worked on our hole auger which hasn't been running in a year and got that to start and run great.
- We started on removing some brush and dead trees out of Bull Run Creek. Ryan sent a letter out to residents warning them of our presence.
- Took apart the ice-chip hoop shed at the old lot to have the blocks to build the new salt barn with.
- Greased and maintenance all heavy equipment.
- We put flags up for flag day June 14<sup>th</sup>.
- Fixed banners after heavy winds.
- Fixed fence that surrounds the cement chunks at Behnke Park.
- We painted the bathroom at Village Hall two times.
- The brush cat started leaking oil out of its seal, that was taken to Bobcat to get serviced.
- We purchased pulverized dirt from Joe Cooling Sod Farm to fix our parkways where needed.
- We took a weed wacker with a saw blade attachment to the arctic willows in the Bull Run creek retention area.
- We hand dug the water B-box at the Dr.'s office and fixed that. He has a service that is leaking and in need of repair.
- The A/C belt in the bobcat skid steer broke so we replaced that a.s.a.p., works great!
- I have sprayed the new Swamp White Oak tree at Behnke Park for aphids' multiple times and found a systemic pesticide that will help protect the tree (from the inside) from future aphids this season.
- I called in two Julies for the Police Department's radar sign, Windstream has fiberoptic line running out of the school in that general area, so we need to be extra careful there and they continue not to mark it.
- We started oiling, greasing, washing, and painting fire hydrants throughout town.
- After the cement curb was installed at 4<sup>th</sup> & South St. we filled the area with dirt and rake in grass seed.
- After rt.72 was completed being paved, a resident at 217 W. Main mentioned to me that her curb had been broken for a while and was wondering if the state would fix it? The state engineer said that it was not from their work and that it wasn't going to be repaired. We patched that and the cracked-up sidewalk behind Village Hall.
- I let the guy in the water tower to install the school's new radio antenna for the bus communications.
- We placed 9 extra trash cans along the parade route and some on South St. as well.
- Barricades were brought to the Franklin Township Park to block off Park St. on both ends and at the gravel entrance on 3<sup>rd</sup> St.

- We will be adding an 8"-12" of concrete to the top of the blocks to make a nice level surface and to do so we will be needing 9-12 yards of concrete delivered. This will be approx.. \$2,200.00

This list is a majority of tasks completed, but in no way all inclusive. Thank you for your time, submitted by Jim Stark

VILLAGE OF KIRKLAND  
GENERAL BOARD MEETING  
PUBLIC COMMENT  
SIGN-IN-SHEET  
DATE: 7/17/23

Please PRINT clearly.

Name:

Eric Pasco

~~\_\_\_\_\_~~ ~~\_\_\_\_\_~~

Group or Organization:

City Tax Payer

~~\_\_\_\_\_~~ ~~\_\_\_\_\_~~

Issue to Discuss:

Crabbe Trust Straker

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