

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, August 7, 2023**

OFFICIAL MINUTES

- I. **Call to Order** – President Block called the Board of Trustee Regular Meeting to order at 7:02 P.M.
- II. **Roll call** - Members answering present as follows: Trustee Benes, Trustee Chambers, Trustee Marshall, Trustee Fruit and Trustee Ziegler. Trustee Michener is absent.
- III. **Pledge of Allegiance** – President Block led us in the Pledge of Allegiance
- IV. **Comments from the Audience** – None
- V. **Approval of Meeting Minutes** – President Block asked for a motion for the approval of Meeting Minutes from July 17, 2023. Trustee Chambers made a motion for the approval of Meeting Minutes from July 17, 2023, with a 2nd by Trustee Benes. On a voice call vote Trustees Benes, Chambers & Marshall all in favor. Trustee Fruit & Ziegler abstained. Trustee Michener is absent. Motion carried.
- VI. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$400,431.39. Trustee Fruit made a motion to approve the Warrant in the amount of \$400,431.39, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler and Benes voted yes. Trustee Michener is absent. Motion carried.
- VII. **Reports** -
 - a. **Police Report** – Chief Davenports gave his report for July 2023; see attached report.
 - b. **Public Works** – Jim Stark gave his report for July 2023; see attached report.
 - c. **Committee Report**-
 1. **Tree Committee** – Trustee Benes shared that all the Trees have been ordered and invoices have been sent out with payments being due by September 11, 2023.
- VIII. **Unfinished Business** – None
- IX. **New Business** –
 - a. **Approval of Salt Barn Hoop House Installation at Street Department** – President Block asked for a motion for the approval to award Cooling Inc. to do the installation of the Salt Barn Hoop House. Trustee Fruit made a motion to award the contract to Cooling Inc. in the amount of \$44,700.00 and to waive competitive bidding for the installation of the Salt Barn Hoop House, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Marshall, Fruit, Ziegler, Benes, Chambers, voted yes. Trustee Michener is absent. Motion carried.
 - b. **Approval of up to 5 Village of Kirkland Hydrants Replacements by Stenstrom based on Time and Materials Charges.** – President Block asked for a motion for the approval of up to 5 Village of Kirkland Hydrants replacements by Stenstrom based on time and materials charge. Trustee Fruit made a motion for the approval of Village of Kirkland Hydrant Replacements to

Stenstrom not to exceed \$50,000.00 and to waive competitive bidding, with a 2nd by Trustee Ziegler. On a roll call vote Trustee Fruit, Ziegler, Benes, Chambers and Marshall voted yes. Trustee Michener is absent. Motion carried.

- c. Discussion of Village of Kirkland Grant from Compeer Financial facilitated by DeKalb County Community Foundation – President Block received notification from Terry Sparks, DeKalb County Community Foundation member, letting us know the Village of Kirkland was 1 of 2 municipalities chosen by Compare Financial to receive a \$12,500.00 Grant. We were chosen because we had an Economic Development Implementation project. With this grant, and what we have left over from another grant, we have the ability to get water, electricity and a potentially part of our fencing at the Parking Lot at 6th and Main St. This will become a parking lot and used for a Farmers Market and maybe for food trucks to come in.
- d. Discussion of Safe Route to School Grant Opportunity for Village of Kirkland – President Block received an email from our State Representative Tony McCombie letting us know that IDOT is administering the Safe Route to School grant program, which aims to support projects that promote safe transportation option for students traveling to and from school. There are two remaining webinars to better understand this grant. President Block provided details to the Trustees if they would like to call in to the webinars.
- e. Discussion of Village of Kirkland Sales Tax Referendum on future Election Ballot – Attorney Brad Stewart gave an update on putting the Sales Tax Referendum back on the Election Ballot in the Spring 2024 election.

X. Executive Session – At 8:10 P.M, President Block asked for a motion to adjourn to Executive Session for the purpose of Litigation [pursuant to 5ILCS 120/2(2)(11)]. Trustee Ziegler made a motion to adjourn to Executive Session for the purpose of Litigation [pursuant to 5ILCS 120/2(2)(11), with a 2nd by Trustee Chambers. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler and Benes voted yes. Trustee Michener is absent. Motion carried.

XI. Return to Regular Session - At 8:30 P.M., the Board of Trustees returned to Regular Session. President Block asked for a roll call. Members answering present as follows: Trustee Benes, Trustee Chambers, Trustee Marshall, Trustee Fruit and Trustee Ziegler. Trustee Michener is absent.

XII. Adjournment – At 8:31 P.M., President Block asked for a Motion to Adjourn. Trustee Ziegler made the Motion to Adjourn with a 2nd by Trustee Fruit. On a voice call vote all in favor. Meeting adjourned.

Next Board of Trustees Regular Meeting will be Monday, September 18, 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



08/07/2023

Village Board Meeting

7:00pm

Monthly Police Report

July 2023

The Kirkland Police Department handled twenty-eight (28) reportable calls for the month of July and one hundred and eight (108) reportable activities for July

Chief Davenport will be at the Midwest Security and Police Expo on August 10th and 11th—no cost for attendance or trainings while at expo

Chief Davenport will be at the DCLEEA Meeting on 8/9/23

Chief Davenport attended the “Lessons Learned: Highland Park Parade Shooting” call on the 27th of July—see attached certificate

Chief Davenport will be attending Active Shooter training on the 14th in Pecatonica—no cost to Agency—offered via NITAB

Public Service Announcement—Home Preservation Program through Habitat for Humanity—see attached flier

- Minor repairs
- Critical repairs
- Accessibility
- Dollar amount up to \$5,000
- Cost to homeowner is 20% not to exceed \$1,000.00 USC

Thank you to Jim and his crew at Public works. They have assisted me with the radar sign installation and moving it back and forth. They have been a big help.

Garden Program Spring 2024 Planting season and Fall Pumpkin Patch—looking to gauge interest from the community

Why are the Police involved? Our interactions with the community and the children and youth in this community has paid dividends over the past several years. KPD believes that continued



Kirkland Police Department

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Chief Adam Davenport



interaction and engagement with community members only helps to strengthen the relationship between local Law Enforcement and the Community. (See Village Clerk Stiegman or Chief Davenport)

Needs: Experienced gardener(s), rototilling property, input from the community



CERTIFICATE OF ATTENDANCE

THIS CERTIFICATE IS AWARDED TO

Adam Davenport

FOR ATTENDING THE WEBINAR

Lessons Learned:

Highland Park Parade

Shooting [75 minutes]



July 27, 2023



HOME PRESERVATION PROGRAM

Keeping Homeowners Safe and Healthy in Their Homes

Why Home Repair?

By providing affordable home repairs, our Home Preservation Program preserves homeownership for low-income residents while alleviating critical health and safety concerns. Home repairs are performed by either skilled volunteers, licensed contractors and overseen by Habitat for Humanity of DeKalb County construction members.

Qualified homeowners can find help with a variety of interior and exterior repairs.

Types of repairs



MINOR REPAIRS

roof repair and minor electrical, plumbing, and water heater repairs, siding and paint



CRITICAL REPAIRS

upgrading electrical systems, replumbing, flooring replacement, replacing windows and doors



ACCESSIBILITY

ramps, grab bars, kitchen and bath modifications



MOBILE HOME REPAIRS

Includes all of the above repair types

Scope of Work?

Before any work begins, an agreed upon scope of work order will be determined by the homeowner and HFHDC representatives. The applicant will then be provided a copy of the estimate based on the agreed scope of work to be done. Total repairs costs can not exceed \$5,000 to any one applicant within a calendar year. The cost to the homeowner applicant for all repairs will be calculated at 20% of the total project cost (not to exceed \$1,000). All repair costs are to be paid in full by the applicant within six months of the signed Agreement.

Ready to apply?

Contact Kim McIver, Habitat for Humanity of DeKalb County Executive Director at 815-991-5341 or kim.mciver@habitatdcil.org.

I say "home is where your heart is." Because my father doesn't have wind blowing through his siding, his home is secure and he has a better place to hang his heart. From my family to yours, thank you for this opportunity. ~ Sarah, daughter of Home Preservation Homeowner

Village of Kirkland Public Works Report for July 1st-31st 2023

Tasks underway and completed.

- Continued cleaning and organizing of the Public Works garage and property.
- Place barricades for detours in preparation for the parade.
- Place no-parking signs up for Police dept.
- Trim trees and bushes over sidewalks.
- Detailed and waxed trucks before festival.
- Set-up and take down barricades before and after parade.
- Place extra trash cans on Main St. and on South St., empty and clean when done.
- Street sweep Main and South after parade.
- We had additional men with shovels scraping candy off the streets so the sweeper could do a better job.
- Clean up trash throughout town after festival.
- We placed action packs(rid-ex) in the lagoon system to help eat the sludge.
- Called in Julies for storm sewer projects.
- Started digging once Julies cleared at Kirkvale apartments to drain the parking lot. Main line cable was mis-marked by 19.5" and was hit. (Not our fault)
- We cleaned out the aerators to get garbage out of them.
- We have been watering all the flowerpots on Main St., the flowers at both Kirkland signs, and the Swamp White Oak at Behnke Park.
- We finished mortaring all connecting joints on the cement block walls for the salt barn.
- We have cleared three beaver dams in Bull Run Creek.
- I had purchased a partial pallet of bricks to fix the sewer at the gas station back entrance into railroad alley.
- We dug out the old collapsed storm drain, made a new cement base, and built our own storm catch basin with cement bricks and mortar. We then borrowed the Franklin Township's hot asphalt box and did our own patch around the drain.
- We have trimmed some trees back at right of ways and at intersections.
- Returned the borrowed barricades to Dekalb Township.
- Emptied trash cans at parks and on Main St.
- Chandler Fruit and I watched a four-hour on-line wastewater class/seminar.
- We have washed and painted almost all fire hydrants in town, Hickory Ridge will be done as time permits. All others are on the replacement list.
- I purchased two can liners from Doty & Son's for our downtown trashcans, one was set on fire on July 4th.
- We did routine maintenance on trucks and backhoe on rain days.
- We had two very large trees taken down in Pioneer Park by Sisson's tree service, both had splits in their trunk, and one had a hole going through it. We assisted with cleanup and removal to keep costs down.

- We picked up our Cat skid steer after getting the A/C fixed.
- We cut off the extra block portions that hung over the salt barn walls in preparation for building.
- Took down 4th of July banners.
- We worked on cleaning fallen trees and piled up debris along the shores of Bull Run Creek.
- While trimming trees and clearing the creek, the Stihl pole chainsaw was run over accidentally, it was unfixable and was replaced. The crew was told to keep everything back and out of the work zone when not being used.
- The following day while pushing up our burn pile, we had a branch come back through the lower front window of the backhoe. This time the operator (new employee) was told to slow down, think about what you are doing and to be safer about it.
- We cut out and removed a broken piece of plexiglass at Behnke Park.
- We trimmed trees and bushes in all the alleys.
- Tightened loose A/C belt on Bobcat skid steer.
- We had the last of our salt orders delivered, we put as much as we could in our old salt shed and the rest went out to Brennan Dr. to be stored under a tarp surrounded by blocks.
- We washed all the salt off the trucks after hauling to Brennan Dr.
- We scraped the excess asphalt off the manholes on Rt.72 and cleaned up their openings for easier access.
- We dug a hole after three attempted Julies for Adam's Police radar sign on Pearl St.
- We raised more stop signs to the correct height.
- We trimmed two willow trees that were blocking the view of the stop signs on the streets.
- We dug a hole and trench at the Lutheran Church to resolve their storm drain issue. We rented a 6" coring drill bit, drilled into the back of the catch basin, and with about 30 feet of 6-inch pipe, a couple of couplings and some brick and mortar and we have a functioning storm drain!
- We placed a catch basin and pipe to finish the drainage issue at the Kirkvale apartments/ Lutheran Church parking lot.
- Julies were called in for all the tree permits to see if the trees could go where they are wanted.

This is in no way an all-inclusive list, but most of the things done in July.

Submitted by Jim Stark