

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, September 18, 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 Benes, Trustee Chambers, Trustee Marshall, Trustee Fruit and Trustee Ziegler.
- 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 Monday, August 7, 2023. Trustee Fruit made a motion for the approval of Meeting Minutes from Monday, August 7, 2023 with a 2nd by Trustee Chambers. On a voice call vote all in favor. Trustee Michener abstained. Motion carried.
- VI. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$79,070.95. Trustee Ziegler made a motion to approve the Warrant in the amount of \$79,070.95 with a 2nd by Trustee Chambers. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler, Michener and Benes voted yes. Motion carried.
- VII. **Reports** -
 - a. **Police Report** – Chief Davenports gave his report for August 2023, see attached report.
 - b. **Public Works** – Jim Stark gave his report for August 2023, see attached report.
 - c. **Committee Report** – No Committee Reports
- VIII. **Unfinished Business** – None
- IX. **New Business** –
 - a. **Discussion of Paid Leave for all Workers Act/Ordinance for Village of Kirkland** – President Block turned the floor over to Brandy from our Attorney’s office to explain this to the Village Trustees. Brandy explained that as of January 1, 2024, all part-time, seasonal and temporary workers will receive 1 hour of paid time off for every 40 hours worked. This will also require our Village Handbook to be updated and will need to have ordinance put into place before the end of calendar year 2023.
 - b. **Discussion of Hickory Ridge Residents letter** – President Block explained to the residents of Hickory Ridge that Kirkland Properties has filed a motion to name them as a third-party in the lawsuit to complete the roads with in the Hickory Ridge subdivision. President Block and Attorney Brandy answered questions from the residents.
 - c. **Discussion / Approval of Annual Preventive Maintenance of Tornado Warning Sirens** – President Block asked for a motion for the approval of annual preventive maintenance of tornado warning sirens in the amount of \$1,440.00. Trustee Chambers made a motion for

the annual preventive maintenance of tornado warning sirens in the amount of \$1440.00, with a 2nd by Trustee Michener. On a roll call vote Trustees Ziegler, Michener, Benes, Chambers, Marshall, and Fruit voted yes. Motion carried.

- d. Discussion / Approval of Upchurch Vehicle Repair caused by Lawn Mower Debris Damage – President Block explained that Mr. Upchurch was traveling down Highway 72 in front of the Kirkland Fire Department and the lawn mowers were mowing and a rock came out and hit the side of Mr. Upchurch truck and chipped the paint. Mr. Upchurch got three estimates: 1. Gerber Collision & Glass for \$885.47; 2. Anderson Auto Body for \$695.89; and 3. Kunes Auto Body for \$1242.40. After some discussion, Trustee Fruit made a motion for the approval to have Gerber Collision & Glass repair Mr. Upchurch’s truck not to exceed \$886.00, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Michener, Benes, Chambers, Marshall, Fruit, and Ziegler voted yes. Motion carried.
- e. Discussion / Approval to Purchase Hemorrhage Control Training Kit and Tourniquet Task Trainer Arm by Kirkland Police Department– Chief Devenport explained that this is something that could be used in the active training drills and could be used if needed at the 4th of July Festival. Trustee Fruit made a motion for the approval to purchase Hemorrhage Control Training Kit and Tourniquet Task Training Arm not to exceed \$1000.00, with a 2nd by Trustee Michener. On a roll call vote Trustees Benes, Chambers, Marshall, Fruit, Ziegler, and Michener voted yes. Motion carried.
- f. Discussion of Village of Kirkland 2023-2024 Sales Taxes – President Block gave an update on Village of Kirkland sales taxes that have been received to date for 2023-2024 fiscal year.
- g. Discussion of Public Works Street Department Building and Kirkland Police Department Building – Trustee Michener handed site plans for placements of the buildings. These were done just to show that they both would fit on the property. President Block gave an update on the two buildings and that before Jeff from Fehr-Graham had put this together so we could see the placement and sizes that would fit on the property. There will be more to come on this.

- X. Adjournment – At 8:15 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, October 2, 2023 at 7:00 P.M.



Carol Stiegman
Village Clerk



Ryan Block
Village President

Village of Kirkland Public Works Report for August 2023

Tasks underway and completed.

- Cleaning and organizing of Public Works building and properties.
- Washing, oiling/ greasing, and painting of fire hydrants.
- Mapping of all storm sewers is starting and will take some time as we are doing it when we have extra time remaining some days.
- We repaired some stop signs by raising them to the correct height.
- Added Sludge RX and Action packs to the lagoon system to help with the digestion of sludge.
- Finished working on storm drains at the Lutheran church and at their parking lot next to the Kirkvale apartments, both are working great!
- We rented a Bobcat jackhammer attachment and broke up all the concrete at Behnke Park, as we did that, we also rented a mini hoe to place all the concrete along the Bull Run Creek as directed by the Dekalb Co. Water and Soil Conservation district.
- We also broke down the sidewalk pieces from this year and are placing it along the riverbank for shoring.
- We took down the snow fence that was surrounding the concrete at Behnke Park.
- Trimmed up trees at Hortense and S.6th for traffic.
- We water the flowerpots in the downtown area, and the new oak tree at Behnke Park. Watering flowerpots stopped at the beginning of September, except for the few extremely hot few days.
- Emptied trash cans in the downtown area and in both parks.
- I ordered 16 trees for the parkway tree program for fall installation, staying under the budgeted amount.
- Carol helped me by making up invoices for all the trees and mailed them out.
- While we had the mini-hoe rented, we fixed a few B-boxes and found one that a portion of sidewalk will need to be removed to fix at 411 S.3rd St.
- We made concrete forms for the salt barn, then drilled and epoxied rebar into the blocks so the new concrete would adhere better.
- Our oldest lawnmower (2013) broke down by Ryan's house. After a short time trying to fix it, we brought it down to the shop to be looked at better. When we could not fix it, we brought it to DeKalb Lawn, and they found the problem within minutes and the mower was usable again.
- Washed and maintained trucks.
- We fixed the complaint about the parkway at S.4th and Hortense.
- We dug the parking lot ditch at the sewer plant to make it drain better.
- I checked over the new sidewalks and measured them out to make sure the invoice was correct, and we received approximately 4 square feet for free.

- We filled potholes around town and spent most of the time and material in the Hickory Ridge subdivision.
- We pulled out and inspected the new 4th St. lift station pump, it visually seems to run correctly but at night it sends an overload alarm for some reason, we are going to investigate this some more with the company that sold it to us.
- Read water meters and had quite a large re-read list for high and low water usage.
- We rented a portable welder from Witwer's for the following repair.
- Welded up new support for the 4th St. lift station door, with all the sewer gases and road salt this door will need to be completely changed out for a new one in the next year or two.
- We replaced a floor drain at the shop because the road salt from washing trucks rusted it through.
- We received a shut- off list from Carol for non-payment of water services, we shut off 3-4 and all but one was turned back on by the end of the day.
- We installed a yard hydrant at the Brennan Dr. lot so that we could clean up tools and materials after working with the concrete.
- Mark Cooley allowed us to use his shop and one of his metal punch machines and we punched holes in metal plates that will be used for holding blocks one to the other.
- I had to order approximately 400 LDT's for the concrete forms and bolting the blocks together.
- We have moved the speed radar sign in and out of the Police garage so that it can charge for Adam.
- We did the second oil change on the new 2022 F-350, it now has just under 9,000 miles on it.
- We prepared everything needed for the concrete cap to be poured the following day, I wanted nothing holding us back from completing this. All went as planned and the new concrete cap looks great.
- I spoke with Mark Cooley and his crew will be here in the next two to three weeks to build the top of the salt barn.

This is not an all-inclusive list, but a majority of the jobs completed for the month.

Thanks, Jim Stark



Kirkland Police Department

511 West Main Street, P.O. Box 550

Phone: 815-522-3315

Fax: 815-522-9989

Chief Adam Davenport



09/18/2023 Village Board Meeting 7:00pm Monthly Police Report August 2023

The Kirkland Police Department handled twenty-four (24) reportable calls for the month of August and one hundred and fourteen (114) reportable activities for August

Chief Davenport attended the Midwest Security and Police Expo on August 10th and 11th—takeaways (Camera system)

Chief Davenport attended the DCLEEA Meeting on 8/9/23 thanking agencies who provided assistance for the 4th of July on behalf of the Village of Kirkland, Lions club, and KPD.

Chief Davenport attended Advanced Active Shooter training on the 14th in Pecatonica—takeaways

Request to assist Cortland PD for their Annual Parade on October 8th 1130 hours to 1400 hours approx.—Officer Nance is already on duty so we will likely just send him over

Additional cameras installed at the PD/Village Hall—added safety and video capabilities and enhancements for our safety as a village

IDOT—Bridge on IL RT 72 near Quarry Rd scheduled for removal and replacement of the bridge at this location. Slated for 2024-2029 (closed down to single rd access, Quarry Rd will be closed and detoured)

School report:

Chief Davenport met with all school staff prior to the start of school. Set expectations for LE for the year, provided insight into the programs and involvement KPD has at the school. Sporting events, School police office, Too Good program, Active Intruder Drill. This was a good chance to meet new staff and encourage everyone that KPD is fully trained and equipped to do what needs to be done.



Kirkland Police Department

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Chief Adam Davenport



School is in full swing—multiple calls in the first week. Great introduction for the new HS/JR High Principal and Dean of Students

Active Intruder drill will be conducted in October; Date unannounced
Situational Awareness training with all school staff on September 15th and an additional training with staff on October 13th for traumatic wound injury treatment, sometimes referred to as “Stop the Bleed”

Positive note: Met with all the Kindergarten students and teachers in the second week of school by request. The teachers requested I visit their class specifically and talk to them. Stickers, coloring pictures, and bracelets were all given out. Students were allowed to hold Chief Davenport’s heavy ballistic vest and show how strong they are!\\

Senator Syverson notice on DMV Changes—see attached email from the Senator!