

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Regular Meeting  
Monday, October 7, 2024**

**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 Ziegler and Trustee Fruit.
- III. **Approval of Minutes** – President Block asked for a motion for the approval of Meeting Minutes for September 9, 2024. Trustee Chambers made a motion to approve the Meeting Minutes from September 9, 2024, with a 2<sup>nd</sup> by Trustee Ziegler. On a voice call vote all in favor. Motion carried.
- IV. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$168,567.13. Trustee Ziegler made a motion to approve the Warrant for \$168,567.13, with a 2<sup>nd</sup> by Trustee Chambers. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler, Michener and Benes voted yes. Motion carried.
- V. **Reports** –
  1. **Public Works** – Jim Stark gave his report for September; see attached
  2. **Police Report** – Chief Davenport gave his report for September; see attached
  3. **Committee Reports** – Tree Commission had a meeting on September 17, 2024 at 7:00 P.M. They talked about the Urban Forestry Plan and will be applying to be a Tree City again this year. Jim Stark reported that 9 residents purchased 12 trees for the fall planting under the 50/50 program. The Finance Committee had a meeting and will be going over a few things under New Business. The Regional Planning Commission met for their September meeting and the Village of Kirkland hosted the meeting at Resource Bank. The current topic for discussion was the current Watershed Planning project that is ongoing.
- VI. **Guest Speaker** – None
- VII. **Unfinished Business** - None
- VIII. **New Business** -
  - a. **Discussion of Village of Kirkland FY2023-2024 Financial Audit** – President Block asked the Village Trustees to read over the FY2023-2024 Financial Audit. If you have any questions we will answer them at November’s meeting. President Block would like to pass the Financial Audit at November’s Meeting of the Board.
  - b. **Discussion / Approval of Authorization for Village President to sign for FY2022-2023 Municipal Estimate of Maintenance Cost, Resolution under the Illinois Highway Code utilizing MFT funds, Resolution for Maintenance under the Illinois Highway Code Utilizing Rebuild Illinois Funds and BLR 05520 Forms** – President Block explained that the reason for this is because we want to use Rebuild Illinois Funds for the Pearl Street Bridge project, so need to reclassify this to go under the Construction code. The State has asked us to reclassify, fill out new forms, get them signed and send them into the State. Once that is done, we will start working on FY2023-2024 MFT. Trustee Benes asked when they were going to start the bridge. President Block stated that they will be starting in the Spring of 2025 and is to be open before winter, so closed for roughly 6 to 7 months. Trustee Fruit made a motion to approve the Village President to sign for FY2022-2023 Municipal Estimate of Maintenance Cost, Resolution for Maintenance under the Illinois Highway Code Utilizing Rebuild

Illinois Funds and BLR 05520 Forms, with a 2<sup>nd</sup> by Trustee Ziegler. On a voice call vote all in favor. Motion carried.

- c. Discussion of Employee Handbook Paid Time off Changes – President Bock turned this one over to Trustee Fruit. Trustee Fruit explained that when going through the interview process and looking at our employee handbook there are a few things that need some attention, for example, a new employee gets 6 sick days after they have been here for a year. So essentially a new employee cannot get sick for the first year. Another item is that employees start benefits at different times of the year. Sick time and personal time are the first of the year and vacation time is on their anniversary date. Trustee Fruit would like to go to a paid time off and have it all come to the employees at the same time. Trustee Fruit would like to bring her recommendation back to the Board at the November Board Meeting.
- d. Discussion of Employee Handbook Sales Tax Policy for Expenditures – Trustee Fruit would like to implement a policy that if you make a purchase and you get charged Sales Tax the Village will not be reimbursing the employee back for the taxes.
- e. Discussion of Village of Kirkland Referendum and Informational Sessions prior to upcoming November General Election – President Block explained the purpose of the tax increase and had Trustee Fruit look at the PowerPoint that was used last year and make any needed changes. Trustee Fruit will talk to the Postmaster and find out what we must do to put together a mailer to go out to residents.
- f. Discussion / Approval of Closure of 3<sup>rd</sup> Street from South Street to Park Street on Sunday, October 27, 2024 from 5:00 P.M. to 7:00 P.M. for Trunk or Treat – President Block asked for a motion to approve the closure of 3rd Street from South Street to Park Street on Sunday, October 27, 2024 from 5:00 P.M. to 7:00 P.M. for Trunk or Treat. Trustee Ziegler made a motion for the closure of 3rd Street from South Street to Park Street on Sunday, October 27, 2024 from 5:00 P.M. to 7:00 P.M. for Trunk or Treat, with a 2<sup>nd</sup> by Trustee Chambers. On a voice call vote all in favor. Motion carried.

- IX. Executive Session** – At 7:47 P.M., President Block asked for a motion to go into Executive Session for Litigation [pursuant to 5ILCS 120/2(c)(11)]. Trustee Ziegler made a motion to adjourn to Executive Session for Litigation [pursuant to 5ILCS 120/2(c)(11)], with a 2<sup>nd</sup> by Trustee Fruit. On a roll call vote Trustees Marshall, Fruit, Ziegler, Michener, Benes, and Chambers, voted yes. Motion carried.
- X. Return to Regular Session** – At 8:03 P.M., the Board returned to Regular Session. All Trustees were present on Roll Call. President Block then gave an update on the property at 313 Main St.
- XI. Adjournment** – At 8:07 P.M., President Block asked for a Motion to Adjourn. Trustee Ziegler made a Motion to Adjourn, with a 2<sup>nd</sup> by Trustee Chambers. On a voice call vote all in favor. Motion carried, meeting adjourned.

**Next Board of Trustees Regular Meeting will be Monday, November 4, 2024 at 7:00 P.M.**

  
Carol Stiegman  
Village Clerk

 Temporary Chair  
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



**10/7/2024**

## **Kirkland Village Board Meeting**

**Monday October 7<sup>th</sup>**

**7:00pm**

**Monthly Police Report**

**September 2024**

The Kirkland Police Department handled one hundred and forty-six (146) reportable activities for the month September.

### **Officer Rufenacht Academy Progress Report**

Auxiliary Commander Brian Froehlich moving into the CSO position—first few days have begun, typically on duty with Chief Davenport at this time.

Items he will be assisting with in addition to Ordinance Compliance will be: Walk-ins, police intake reporting, loose dogs, vehicle lock-outs, 10-50 crash reports, sex offender registrations/updates (all new registrants will still go through LE for the initial registration).

Working on a grant provided through Wal-Mart for \$1,000.00

### **School Information:**

**a.) Homecoming events:** Homecoming Parade supported by KPD for traffic control and safety—completed, all went well.

KPD and Public Works coordinated efforts for road closures and practiced utilizing the new radios that are shared between the two departments for events such as this.



## Kirkland Police Department

511 West Main Street, P.O. Box 550

Phone: 815-522-3315

Fax: 815-522-9989

Chief Adam Davenport



b.) Homecoming football game will have Kirkland Police Coverage

c.) Active Intruder Drill Scheduled for October

d.) Chief Davenport met with 4<sup>th</sup> grade class—Mr. Sluga and Mrs. Sparrow's classes—discussed local government, how LE works with local government, village board meetings, sub committees, how things are funded, where students can make the most impact

e.) Threat Assessment team scheduled to meet with Mrs. Lehman in her new role later in the month. Chief Davenport met with Mrs. Lehman on 10/4/24 in preparation for the meeting

### **Emergency preparation:**

- a.) Business keyholder/emergency contact info updated across the village—provided to DCSO
- b.) Second phase to that is to conduct a walk-through at any facility within the village for the purposes of active intruder threat  
Building familiarization for the officers to include awareness of any AED, fire extinguishers, hazmat equipment/stations, emergency exits, etc  
Review and establish any necessary emergency protocols

## WEEK 6 Progress Report

Course #: 154	Instructor: Danford	Date: 10/01/24
Course Title: Session 154	Description:	Total No. of Tests: 6
Day/Time:	Term/Year:	Code:

ID: 081  
Name: Rufenacht, Matthew

No.	Date	Test Name	Description	Possible Points	Score
1	08/27/24	Exam 1		48.00	44.00
2	09/03/24	Exam 2		73.00	71.00
3	09/10/24	Exam 3		116.00	107.00
4	09/17/24	Exam 4		48.00	46.00
5	09/24/24	Exam 5		41.00	40.00
6	10/01/24	Exam 6		62.00	58.00
Comments				<b>Total</b>	<b>388.00</b>
				<b>Score %</b>	<b>94.33</b>
				<b>Overall Total</b>	<b>388.00</b>
				<b>Overall Score %</b>	<b>94.33</b>
				<b>Overall Grade</b>	<b>A</b>

# Village Of Kirkland Public Works report September 2024

## Tasks completed and underway

- Gary and Jamie routinely mowing throughout the month.
- multiple Julie locates.
- Pick up the aerators up from being rebuilt.
- Put aerator motors on floats.
- Placing garbage cans out from parks for pick up, then placing them back in their spots.
- Sprayed round up at W.W.T.P.
- Take 2 aerators out of ponds and replace them with newly rebuilt aerators.
- Watered trees and flowers.
- Removed uprooted stump at south and 2<sup>nd</sup> street behind apartment in alley.
- Brought a few heavy items out of the library that were in the basement.
- Cleaned the 2 aerators off that came out of ponds.
- Stump grind at pioneer park.
- Clean up downed branches behind Kennedy and around town throughout the month.
- Pick up trash along Main Street.
- Fill a hole behind Kennedy homes.
- Straighten up the lot behind Morton building at shop.
- Cleaned, organized, and swept shop.
- Fixed belt on one of our mowers (popped off).
- Washed all trucks.
- Clean out and back fill holes from stump grinding.
- Service 2 mowers on a weekly basis.
- Clean the shop bathroom weekly.
- Take mower to cherry valley landscape to be fixed leaking oil from fan motor.
- Dug up uprooted tree stumps in pioneer park from big storm and filled holes.
- Cleaned inside of backhoe and skid steers.
- Paint curbs on main street red in front of fire hydrants.
- Received pressure tank for water tower project.
- Set up barricades around the pressure tank.
- Run water samples to DeKalb two days in a row passing both tests.
- Dug out dead bushes at new lot.
- Fixed tarp on salt shed (anchor weights coming off).
- Straightened leaning stop, yield, street signs around town.
- Wired sump pump up for sewer water for joe.
- Dropped Caterpillar skid steer off at Altorfer for 500-hour service.
- Raked and cleaned up rocks that were left in backfill along new sidewalk on south street.
- Cold patch and dirt work in front of new home on Hortense from when water service was hooked up.
- Weed trimming on Main Street, Rt. 72, and Pearl Street.
- Dirt work along curbs on main street (low dirt around curbs).
- Returned supplies back to core/main that were left over from drainage project on Prospect Street which resulted in over \$1,000. Savings.

- Helped a resident install chain link fence that was hit by one of our mowers.
- Change oil in F-350.
- Pick up fire hose from fire department.
- Weed trimming along pond bank at Pioneer Park.
- Get generator set into place at well 2 for water tower project.
- Cleaned interior on all trucks.
- Stump grind 2 stumps in town.
- Generator got hooked up at well 2 for the water tower project.
- Trim trees in alleys and well 2.
- Make new window for well for generator leads to come into building.
- Ran street sweeper threw all the curbed streets in town.
- Weeded the riverbank along shop.
- Worked on regulating water pressure at well 2 and for pressure relief valve that is installed on hydrant at hickory ridge for water tower project.
- Picked up pipe at core main for Morton building gutter.
- Ran underground gutter off of Morton building at shop (old gutter was collapsed underground).
- Pressure wash aerator motor to be sent off for rebuild.
- Took 2 burn pits and scissor lift to fire station for fireman's dance.
- Dug out stumps from big storm at pioneer park.
- Ran brush cat at Kirkwood retention pond.
- Installed a new water meter at W.W.T.P.
- Tore zero turn apart to fix muffler.
- Shut down water tower and did test runs to ensure water was flowing properly for water tower project.
- Fixed exhaust on mower.
- Removed 1 square of sidewalk on Prairie Street that was popping up then filled with gravel.
- Change out a resident's water meter (they claim it was reading wrong).
- Cold patch city roads throughout the town.
- A lady in the Kennedy subdivision complained that someone cut down and took her tree out by her house. She showed Carol and Jim pictures. Turns out it was Mr. Ford 3-4 houses down trying to do her a favor.
- Clean up black walnuts on road and sidewalk on 6<sup>th</sup> street.
- Grease Bobcat, Cat skid steer, and backhoe.
- Stump grind 1 stump in Kennedy.
- Fixed banners when needed.
- Stacked sandbags at water tower for draining of the tower.
- Went to suburban tire and had 2 tires mounted for Bobcat.
- We placed the 2 new tires on Bobcat.
- Fixed leaky faucet in shop office.
- Menards for supplies for shop.
- Picked up chains for chainsaw at DeKalb lawn.
- Picked up trash around town.
- Installed water meter on yard hydrant to keep track of water being used during water tower project.
- Organized and moved a few skids in Morton building.
- Fixed street sweeper main broom (main broom bolts backed out and 1 sheared off).

- Picked up skid steer from Caterpillar.
- Trim low branches in Kennedy and Kirkwood.
- Cut up and loaded downed branch on 72 west of town.
- We checked the sink hole in Hickory Ridge that we had located so we could fix and found out that the resident had pulled all flags and mowed over the spray paint marking on lawn. I had to re-call in the Julie.
- Greased aerators and threw action packs and sludge pellets in wastewater lagoon system.
- Picked up dead squirrels, raccoons, possums, and coyotes throughout the month.
- Assessed sink hole in hickory ridge dug down about 5 feet and found nothing but our water main. Filled back in with rock then dirt.
- Stump ground stumps in pioneer park hole 8 and excavated area from up rooted trees so it is now level.
- Picked up mower from cherry valley landscape. Both transmission seals were leaking oil.
- Mower tire lost a valve stem. Took the tire to suburban tire to be repaired.
- Changed tire on mower (one had a flat).
- Weeded flowerpots.
- Continued work on sink hole at Hickory Ridge.
- Changed starter in boom truck. The flywheel is in VERY POOR CONDITION.
- Rolled up fire hoses at water tower (tower project pushed back).
- Finished sink hole project in Hickory Ridge. Final seed and excavation of site.

**This is in no way an all-inclusive list.**

**Thanks, Jim Stark**





**AGENDA**  
**Board of Trustees Regular Meeting**  
**Village of Kirkland**  
**Kirkland, Illinois 60146**  
**Monday, October 7, 2024 at 7:00 P.M.**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Comments from Audience
- V. Approval of Minutes
- VI. Approval of Warrant
- VII. Reports
  - 1. Public Works Report
  - 2. Police Report
  - 3. Committee Reports
- VIII. Guest Speaker(s)
- IX. Unfinished Business
- X. New Business
  - 1. Discussion of Village of Kirkland FY2023-2024 Financial Audit
  - 2. Discussion / Approval of Authorization for Village President to sign for FY2022-2023 Municipal Estimate of Maintenance Costs, Resolution for Maintenance under the Illinois Highway Code utilizing MFT funds, Resolution for Maintenance under the Illinois Highway Code Utilizing Rebuild Illinois Funds and BLR 05520 Forms
  - 3. Discussion of Employee Handbook Paid Time Off Changes
  - 4. Discussion of Employee Handbook Sales Tax Policy for Expenditures
  - 5. Discussion of Village of Kirkland Referendum and Informational Sessions prior to upcoming November General Election
  - 6. Discussion / Approval of Closure of 3<sup>rd</sup> Street from South Street to Park Street on Sunday, October 27 from 5:00 P.M. to 7:00 P.M. for Trunk or Treat
- XI. Executive Session
  - 1. Litigation [pursuant to 5 ILCS 120/2(c)(11)]
- XII. Adjournment