

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, November 6, 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. Trustee Ziegler is absent.
- III. **Comments from the Audience** – None
- IV. **Approval of Meeting Minutes** – President Block asked for a motion for the approval of Meeting Minutes from October 2, 2023. Trustee Fruit made a motion for the approval of Meeting Minutes from October 2, 2023 with a 2nd by Trustee Chambers. On a voice call vote all in favor. Motion carried.
- V. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$253,928.09. Trustee Fruit made a motion to approve the Warrant in the amount of \$253,928.09 with a 2nd by Trustee Chambers. On a roll call vote Trustees Chambers, Marshall, Fruit, Michener and Benes voted yes. Trustee Ziegler is absent. Motion carried.

Trustee Ziegler joined the meeting at 7:07 P.M.
- VI. **Reports** -
 - a. **Police Report** – Chief Davenport gave his report for October 2023; see attached.
 - b. **Public Works** – Jim Stark gave his report for October 2023; see attached.
 - c. **Committee Report** -
 1. **Tree Committee** –Will be meeting on November 14, 2023
- VII. **Guest Speaker** – Mike Whalen, Kirkland Fitness Center. Mike is opening a fitness center at 306 Main St. and introduced himself. Mike gave an explanation of what his thoughts and dreams are for the new business. Mike asked if the Village offered any Economic Development Financial Support. He was looking for anything from \$5,000.00 to \$10,000.00.
- VIII. **Unfinished Business** – None
- IX. **New Business** –
 - a. **Discussion /Approval of Village of Kirkland Fiscal Year 2022-2023 Financial Audit** – President Block asked for a motion for the approval of Village of Kirkland Fiscal Year 2022-2023 Financial Audit. Trustee Chambers made a motion for the approval of Village of Kirkland Fiscal Year 2022-2023 Financial Audit, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Marshall, Fruit, Ziegler, Michener, Benes and Chambers voted yes. Motion carried.

- b. Discussion / Approval of Ordinance 2023-04 / An Ordinance Levying and Assessing Taxes for the Village of Kirkland for the Fiscal Year starting May 1, 2023 and ending April 30, 2024 – President Block asked for a motion for the approval of Ordinance 2023-04 / An Ordinance Levying and Assessing Taxes for the Village of Kirkland for the Fiscal Year starting May 1, 2023 and ending April 30, 2024. Trustee Chambers made a motion for the approval of Ordinance 2023-04 / An Ordinance Levying and Assessing Taxes for the Village of Kirkland for the Fiscal Year starting May 1, 2023 and ending April 30, 2024, with a 2nd by Trustee Ziegler. On roll call vote Trustees Fruit, Ziegler, Michener, Benes, Chambers and Marshall voted yes. Motion carried.
- c. Discussion / Approval of Village of Kirkland Electrical Aggregation Program- President Block gave an update on the Kirkland Electrical Aggregation Program from Progressive Business Solutions and Dynegy. Trustee Fruit made a motion to authorize President Block to execute a final contract with Progressive if they can meet Dynegy proposal for a 24-month rate including the \$500.00 rebate, if not then to go with Dynegy based on their terms and pricing. A 2nd was made by Trustee Michener. On a roll call vote Trustees Ziegler, Michener, Benes, Chambers, Marshall and Fruit voted yes. Motion carried.
- d. Discussion / Approval of Kirkland Public Works / Police Department Building Phase II Site Civil Plans with Fehr-Graham – President Block turned this over to Chad from Fehr-Graham to explain Phase II Site Civil Plans of Public Works / Police Department Buildings. Trustee Fruit made a motion for the approval of Kirkland Public Works / Police Department Building Phase II Site Civil Plans with Fehr-Graham not to exceed \$16,150.00, with a 2nd by Trustee Michener. On a roll Call vote Trustees Michener, Benes, Chambers, Marshall, Fruit and Ziegler voted yes. Motion carried.
- e. Discussion / Approval of Kirkland Tree Committee Signage - President Block turned this over Trustee Benes. Trustee Benes explained that the Tree Committee would like to have 20 signs made to be placed where the new trees were planted. The signs are mainly for promotional reasons, just letting others know that there is a 50/50 program. Trustee Fruit made a motion for the approval of Kirkland Tree Committee Signage, 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 Undetermined Water Service Connection and Water Meter Replacements in Village of Kirkland – President Block explained where we are with the Water Service Connection and Water Meter Replacements. After some discussion, the Trustees would like to have another letter sent out informing the Village residents that they will need to get an appointment set-up by January 1, 2024. If appointments are not made, we will be turning water off and you will be billed a Turn-on/Turn-Off fee of \$200.00.
- g. Discussion / Approval of Kirkland Public Works Radio Frequency Renewal – President Block asked for a motion for the approval of Kirkland Public Works Radio Frequency Renewal. Trustee Ziegler made a motion for the approval of Kirkland Public Works Radio Frequency Renewal not to exceed \$350.00, with a 2nd by Trustee Chambers. On a roll call vote Trustees Marshall, Fruit, Ziegler, Michener, Benes and Chambers voted yes. Motion carried.
- h. Discussion / Approval of Kirkland Public Works Skid Steer Snow Tire Purchase– President Block asked Jim Stark Public Works Superintendent to explain the reason on why these need to be done. President Block asked for a motion for the approval of Kirkland Public Works Skid Steer Snow Tire Purchase. Trustee Chambers made a motion for the approval of Kirkland Public Works Skid Steer Snow Tire Purchase not exceed \$2200. 00, with a 2nd by Trustee Michener. On a roll call vote Trustees Fruit, Ziegler, Michener, Benes, Chambers and Marshall voted yes. Motion carried.

- i. Discussion / Approval of Kirkland Fitness Center Economic Development Financial Support – President Block asked for a motion for the Approval of Kirkland Fitness Center Economic Development Financial Support. Trustee Fruit made a motion for the approval of Kirkland Fitness Center Economic Development Financial Support not to exceed \$7500.00, reimbursable for utility or building infrastructure expenses only and subject to any work being done in a reasonable, professional manner. A 2nd was made by Trustee Chambers. On a roll call vote Trustees Ziegler, Michener, Benes, Chambers, Marshall and Fruit voted yes. Motion carried.
- X. Adjournment – At 9:16 P.M., President Block asked for a Motion to Adjourn. Trustee Ziegler made a 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 December 4, 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



November 6th, 2023

7:00pm

Village Hall

Kirkland, Illinois

October 2023

Monthly Police Report

The Kirkland Police Department handled eighty-six (86) reportable events for the month of October.

Officer Nance status update—need to keep a positive thought process on what these changes look like

Training completed and maintained primarily by FT agency—means less training on our end and in most cases, means extra training for the officer which means a better officer in the field.

Ex: We will continue to do firearms, taser, OC, Mental Health, and other Use of Force trainings here as mandated or as beneficial from a liability standpoint.

KPD consists of some of the best officers in their respective agencies, we need to know that while coverage is limited right now, the officers we have are top notch and committed to being solid officers,

Working on recruiting efforts, lots of obstacles: We do have 3-4 auxiliary candidates so there positive news there.

Chief Davenport has remained committed to ensuring coverage is taking place at critical times as well. (example: Chief was on duty at the homecoming game, the homecoming parade night, and Halloween evening to help mitigate any impact)

Successful support for Cortland Parade, we have received a thank you from CPD for our support on the 8th of October

Successful support for the Sycamore Pumpkin Fest on the 29th of October

Halloween 2023 was successful as far as Kirkland Police is concerned. Large number of kids and families out trick or treating, by 8pm, people were indoors. No complaints came in and no observed pumpkin smashing within the village. This is a huge testament to the type of people and kids we have in our community. Thank you to the kids, and teenagers who had a good time and kept things professional. KPD handed out lots of candy too!



Kirkland Police Department

511 West Main Street, P.O. Box 550

Phone: 815-522-3315

Fax: 815-522-9989

Chief Adam Davenport



School Report:

School Safety Audit 22'-23'—changes to the doors—update

Stop the bleed training conducted with all staff—working on an initiative of trying to obtain a stop the bleed kit for each classroom.

ALICE Drill took place and was successful on the 24th

Prepping for a full scale drill and mass evacuation in Spring of 2024—This will be an all hands on deck experience for the entire community.

Homecoming the first week of October was an exciting and safe week! There was a Homecoming Parade downtown that went very well; thank you to Public works for support in shutting things down.

Kirkland Police was present at the Homecoming football game as well as the homecoming dance!

Shop with a Cop 2023—Multi-Agency Shop with a Cop is being coordinated. We may participate but we also have a nice program so I am not sure what that will look like exactly. Either way, we will again select several students this year as part of the program. We appreciate any and all contributions

PSA—Romance scams—we have had victims within our own community—see attached flier

Village of Kirkland Public Works Report for October 2023

Tasks underway and completed

- Continued cleaning and organizing at the public works garage and sewer plant.
- We flushed fire hydrants around town for three days.
- We did flow testing on hydrants following flushing.
- Exercised valves where needed to shut down flow to the fire hydrants that have on the replacement list.
- Changed out a few water meters.
- We only have 10 Lead service inspections to go. 9.
- We received the VFD for well 2 and the electricians are due on Nov.6th.
- We had the brick layer from The Red Brick Inn take out some glass blocks at well 2 and replace w/ cement block so that the new electric panel can be place on the wall, instead of over the window.
- Emptied and replaced garbage cans at the Parks and Main St.
- We removed the frame and lid of the manhole in the 103 Brennan Dr. lot and raised it approximately 10 inches to line up with the newly expected concrete approach.
- Fixed blowout in gravel driveway on Pearl St. from hydrant flushing.
- Set up detour signs for the homecoming parade.
- Had two guys detouring people during parade while blocking Rt.72.
- Sent two employees for their second round of hepatitis shots so that they could work with wastewater.
- While checking the progress of the salt building being built, I had found that some vehicles had driven over the 3-day old concrete approach, I spoke with Cooley's workers and explained to them that it needs at least a week to cure before light trucks can drive on it.
- Hauled gravel to new lot so that the workers building the salt barn would have a decent entrance/ exit and semis could exit easier after deliveries.
- Pick up branches in Pioneer Park after heavy winds.
- Along w/ the parkway tree program we also had 3 more trees planted in our parks, a Sugar Maple, a Sycamore, and a Northern Red Oak.
- Washed and cleaned trucks.
- We rented a stump grinder and ground stumps all around town that have been accumulating for the past year or two. This took approximately 2 weeks w/ 2 crews on the job.
- The rented stump grinding unit had about a third of its teeth broken off and needed to be returned for replacements, after that it had a connection fitting break while on Prairie St. and sprayed hydraulic fluid on the road, we cleaned it up immediately.
- Fixed a manhole riser and lid that were moved out of place we are guessing by a farmer in the hay field adjoining to Hickory Ridge. It was pushed off the hole about one foot and someone or something could fall in.
- Picked up quite a few animals off the roads.

- Marked water B-boxes for Julies throughout the month.
- With the cooler weather we decided to fix the major oil leak that our 2018 Toro zero-turn mower had, the engine needed to come out to do this and now we are waiting on parts to complete the job.
- We took blowers and a power washer to the salt barn after Cooley's guys left and cleaned the surface inside pavement and gave it a second sealcoat.
- We had received 6 evergreen yews from a generous resident, and while waiting for Julie to mark 2 were taken by someone. The other 4 are now planted. Thank you to the resident!
- We pulled the flowerpots from Main St.
- Organized the Morton building to prepare for winter.
- We used the backhoe to remove the old rotten tree stumps between Kirkwood and the sawmill and cleaned that area up.
- We sealed the new concrete approach with a salt barrier sealant.
- We hung up extension cords needed on all the light poles on Main St. for pole decorating.
- While the village's IT guy was in to fix our wi-fi and firewall, we helped by running the needed wire to add the remote antenna to the farthest garage bay from the office. By doing so we saved him time and saved the village some money.
- We read water meters, and it only takes about 7 hours now to complete the route. When I first started reading meters in 2014 it took approximately 10-12 hours of walking and 2-3 hours of driving.
- Purchased a 4x4 post to hold the new LED light at the west side of town's Kirkland sign.
- Continued street sweeping when possible. The sweeper will need a new main broom soon.
- Went to Curran for cold patch and went around patching potholes throughout the town.
- During heavy rain we watched water operation and safety videos.
- We did final meter reads as people are moving in and out of residences.
- Friday the 27th we took barricades to S. 3rd St. for the Lion's Club costume walk and the Trunk or Treat event and retrieved them the following Monday.
- Continued mapping of storm drains.
- Placed salt spreader on GMC dump truck in preparation of the Halloween snow/ice event expected.
- Hauled out more scrap from public works lot and some farmer fencing to scrap yard and gave Carol the cash and check from two different trips.
- While during maintenance on the F-550 we realized that the oil dipstick is completely rusted away in a 4-inch section, it will be sent in for replacement.

This list is not all inclusive, but a majority of tasks we completed.

Thanks, Jim Stark