

**Village of Kirkland  
Kirkland, Illinois 60146  
Board of Trustees Regular Meeting  
Monday, November 4, 2024**

**OFFICIAL MINUTES**

- I. **Call to Order** – Trustee Ziegler President Pro Temp called the Board of Trustees Regular Meeting to order at 7:00 P.M.
- II. **Roll call** - Members answering present as follows: Trustee Michener, Trustee Benes Trustee Chambers, Trustee Fruit and Trustee Ziegler. Village President Block and Trustee Marshall are absent. Trustee Ziegler asked for a motion to appoint herself as Temporary Chair in President Block’s absence. Trustee Chambers made a motion to appoint Trustee Ziegler as Temporary Chair in President Block’s absence, with a 2<sup>nd</sup> by Trustee Michener. All in favor via Voice Call Vote. Motion carried.
- III. **Pledge of Allegiance** – President Pro Temp Ziegler led the Board of Trustees in the Pledge of Allegiance.
- IV. **Comments from the Audience** – Casandra Ha from 104 S 2<sup>nd</sup> St. had a Village tree go down during a July storm that damaged the stair railing on her property. Casandra is looking for reimbursement for the cost to repair the railing in the amount of \$795.00. This will be placed on the December agenda for payment approval.  
Ziad Awad from 140 W North St. received a large water bill in the amount of \$1369.32 back in June 2024. Ziad is asking for some forgiveness with this water bill.
- V. **Approval of Minutes** – Trustee Ziegler asked for a motion for the approval of the Meeting Minutes for the Regular Board Meeting for October 7, 2024. Trustee Michener made a motion to approve the Meeting Minutes for the Regular Board Meeting for October 7, 2024, with a 2<sup>nd</sup> by Trustee Fruit. On a voice call vote all in favor. Motion carried.
- VI. **Approval of Warrant** – Trustee Ziegler asked for a motion to approve the Warrant in the amount of \$473,856.54. Trustee Chambers made a motion to approve the Warrant for \$473,856.54, with a 2<sup>nd</sup> by Trustee Michener. On a roll call vote Trustees Chambers, Fruit, Ziegler, Michener and Benes voted yes. Trustee Marshall is absent. Motion carried.
- VII. **Reports** –
  1. **Public Works** – Jim Stark gave his Public Works report for October; see attached.
  2. **Police Report** – Chief Davenport gave his Police report for October; see attached.
  3. **Committee Reports** – Trustee Benes gave the Tree Commission report from their October 8, 2024 meeting. The next Tree Commission meeting is November, 12, 2024 at 7:00 P.M.
- VIII. **Guest Speaker** – None
- IX. **Unfinished Business** - None

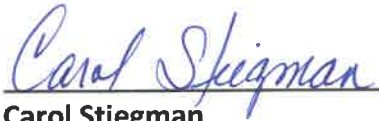
X. **New Business -**

- a. Discussion of Village of Kirkland FY2023-2024 Financial Audit – Trustee Ziegler asked for a motion for the approval of the Village of Kirkland FY2023-2024 Financial Audit. Trustee Michener made a motion to approve the Village of Kirkland FY2023-2024 Financial Audit, with a 2<sup>nd</sup> by Trustee Fruit. On a roll call vote Trustees Fruit, Ziegler, Michener, Benes, and Chambers voted yes. Trustee Marshall is absent. Motion carried.
- b. Discussion / Approval of Ordinance 2024-05 – Ordinance Levying and Assessing Taxes of Village of Kirkland, DeKalb County, Illinois for the Fiscal Year Starting May 1, 2024 and Ending April 30, 2025 – Trustee Ziegler asked for a motion for the approval of Ordinance Levying and Assessing Taxes of Village of Kirkland, DeKalb County, Illinois for the Fiscal Year Starting May 1, 2024 and Ending April 30, 2025. Trustee Benes made a motion to approve Ordinance Levying and Assessing Taxes of Village of Kirkland, DeKalb County, Illinois for the Fiscal Year Starting May 1, 2024 and Ending April 30, 2025, with a 2<sup>nd</sup> by Trustee Michener. On a roll call vote Trustees Fruit, Ziegler, Michener, Benes, and Chambers voted yes. Trustee Marshall is absent. Motion carried.
- c. Discussion / Approval of Authorization for Village President to sign for Request for Expenditure/Authorization of Motor Fuel Tax Funds, 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 00520 Forms for Pearl Street Bridge Engineering and Construction and Illinois Route 72 Sidewalk and Roadwork – Trustee Ziegler asked for a motion for the Approval of Authorization for Village President to sign for Request for Expenditure/Authorization of Motor Fuel Tax Funds, 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 00520 Forms for Pearl Street Bridge Engineering and Construction and Illinois Route 72 Sidewalk and Roadwork. Trustee Fruit moved on this motion with a 2<sup>nd</sup> by Trustee Chambers. Chad Ryan explained that we are only allowed to pay our 20% out of MFT Funds. Chad also would like to amend the motion and remove Illinois Route 72 Sidewalk and Roadway. Trustee Fruit amended her motion, Trustee Chambers amended his 2<sup>nd</sup>. On a roll call vote Trustees Ziegler, Michener, Benes, Chambers, and Fruit voted yes. Trustee Marshall is absent. Motion carried.
- d. Discussion / Approval of Ordinance 2024-06 – An Ordinance Amending Section 54.22, Small Wireless Facilities Deployment Regulations, Regarding Annual Recurring Rates – Trustee Ziegler asked for a motion for the approval of Ordinance 2024-06 – An Ordinance Amending Section 54.22, Small Wireless Facilities Deployment Regulations, Regarding Annual Recurring Rates. Trustee Fruit made a motion for the approval of Ordinance 2024-06 – An Ordinance Amending Section 54.22, Small Wireless Facilities Deployment Regulations, Regarding Annual Recurring Rates, a 2<sup>nd</sup> was made by Trustee Chambers. On a roll call vote Trustees Michener, Benes, Chambers, Fruit, and Ziegler voted yes. Trustee Marshall is absent. Motion carried.
- e. Discussion / Approval of Donation to Voluntary Action Center Meal on Wheels Program for the Village of Kirkland – Trustee Ziegler asked for a motion for the approval of donation to Voluntary Action Center Meal on Wheels Program for the Village of Kirkland. After some discussion, Trustee Fruit made a motion to approve giving a \$1000.00 donation to Voluntary Action Center Meal on Wheels Program for the Village of Kirkland, with a 2<sup>nd</sup> by Trustee Michener. On a roll call vote Trustees Benes, Chambers, Fruit, Ziegler, and Michener. Trustee Marshall is absent. Motion carried.
- f. Discussion / Approval to place Kirkland Public Works Sewer Jetter on Sealed Bid with Bids Due November 29, 2024, Bid Opening on December 2, 2024 and awarded at December's Board Meeting – Trustee Ziegler asked for a motion for the Approval to place Kirkland Public Works

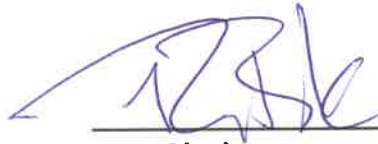
Sewer Jetter on Sealed Bid with Bids Due on November 29, 2024, Bid Opening on December 2, 2024, and awarded at December's Board Meeting. Jim Stark would like to have the starting bid at \$6000.00. Trustee Chambers made a motion for the approval to place Kirkland Public Works Sewer Jetter on Sealed Bid with Bids Due on November 29, 2024, Bid Opening on December 2, 2024, and awarded at December's Board Meeting with the starting bid at \$6000.00, with a 2<sup>nd</sup> by Trustee Fruit. Trustees Chamber, Fruit, Ziegler, Michener, and Benes voted yes. Trustee Marshall is absent. Motion carried.

- XI. **Adjournment** – At 8:18 P.M., Trustee Ziegler asked for a Motion to Adjourn. Trustee Fruit made a Motion to Adjourn with a 2<sup>nd</sup> by Trustee Chambers. On a voice call vote all in favor. Trustee Marshall is absent. Motion carried.

**Next Board of Trustees Regular Meeting will be Monday, December 2, 2024 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



**11/4/2024**

## **Kirkland Village Board Meeting**

**Monday November 4<sup>th</sup>**

**7:00pm**

## **Monthly Police Report**

**October 2024**

1. The Kirkland Police Department handled one hundred and thirty-three (133) reportable activities for the month October.
2. KPD provided assistance to Cortland PD for their Fall parade—CSO Froehlich assisted, and Officer Winsler adjusted her schedule to avoid Overtime being incurred
3. 10/27 Sycamore Pumpkin Fest—KPD provided support for the parade—thank you letter attached
4. 10/27 Trunk or Treat Kirkland—KPD was represented
5. Kirkland Fire Department Open House on the 26<sup>th</sup>—KPD was represented
6. Officer Rufenacht Academy Progress Report—see attached
7. Taser training completed for all KPD staff. Sgt. Saladino completed the training for the department
8. Halloween 2024 was successful and without incident. Thank you to the parents and guardians who help oversee the kids, thank you to those who drove safely throughout the neighborhoods, thank you most importantly to the kids who had fun and avoided any real issues.

### **School Information:**

9. Threat Assessment Team Meeting and staff meeting took place
10. Small school incident—fire alarm went off due to science experiment. School was evacuated and Kirkland PD was on scene and outside with the student body to ensure everything was safe and students felt safe

# Village of Kirkland Public Works Report for October 2024

## Tasks completed and underway

- Cold patch potholes along city streets.
- Shouldered a couple of roads that were low with gravel.
- Fixed down banner on main street.
- Picked up down tree limbs.
- Fixed streetlight on 7<sup>th</sup> and Benham Street.
- Water flowers and trees.
- Put out barricades for the homecoming parade.
- Hand out letters for the water tower project.
- Final water reads for families moving out of town.
- The water tower crew showed up Saturday the 5<sup>th</sup> to set up and prepare and were back on site Oct. 7<sup>th</sup> to start work.
- Greased Caterpillar skid steer and attachment for tree work
- Mower broke down due to a loose ground wire, Fixed in-house.
- Began flushing sanitary sewers to insure none are blocked. Discovered we have a few stuck manhole covers so we will be dealing with them the next couple days/ weeks possibly.
- Removed A/C unit from office window.
- Picked up reflective tape to repair barricades, and also signs for the walking path that state: NO MOTORIZED VEHICLES.
- Took aerator motors to get rebuilt.
- Roll up fire hoses and return to the fire department after draining the water tower.
- Weed playground at Behnke park.
- Mark and layout where trees will be planted in pioneer park.
- Washed village hall windows for Carol.
- Assisted Nicor with sink hole repair by indoor RC track building.
- Weeded flower beds at Kirkland signs.
- Cut down arctic willows in retention pond in Kirkwood.
- Wrapped pressure tank lines in insulation.
- Took out garbage cans around town and parks to be emptied.
- Picked up dead animals around town.
- Picked up stick's branches in pioneer park after storms.
- Removed flowerpots from downtown.
- Joe taught Justin how to do rounds while the water tower is down.
- Cleaned flowers out of flowerpots and placed the pots in storage for the winter.
- Cleaned off sidewalks where flowerpots were.
- After getting permission from the farmer that is leasing the property on the west side of Bull Run Creek, we used the brushcat on the side of the creek bank from W. Hortense to behind Kennedy Dr. and Elizabeth Ct. so that we could access the creek for downed trees or any water flow blockages.

- Install 2 new water meters throughout the month.
- Change oil in Joes truck.
- Started removing trees along the west side of Bull Run Creek.
- Filled potholes in Mike Smith's driveway with gravel (He is letting us use his driveway to access creek bank).
- Ordered batteries for GMC and installed them.
- Started taking down banners and putting up power cords for Christmas decorations.
- Water meter reading.
- Matt + Blake helped Chief Davenport move some stuff into the new police department.
- Replaced manhole cover on 4<sup>th</sup> street.
- Repaired the outside light on the Morton building, it was damaged by heavy winds.
- Ran street sweeper through town.
- Finished taking banners down and putting extension cords up for decorations.
- Started to remove trees in front of new P.D.
- Removed section of sidewalk and back filled with gravel on S.5<sup>th</sup> St., tree roots lifted a section of sidewalk over 4 inches and people were tripping on it.
- Handed out flyers to residents pertaining to the water tower painting on the outside after being notified by the painters that they were going to start working on the outside painting beginning on Sunday due to incoming weather/wind the following week.
- Cleaned grease out of the influent wet well at W.W.T.P.
- Dropped off barricades by church for trunk or treat.
- Trimmed with Brushcat at the Kirkwood retention area.
- Stump ground stumps and backfilled where needed.
- Ran WWTP generator to test/cycle it.
- Rereads for water meters.
- Ran brush cat along Bull Run Creek's bank from W.W.T.P. to 72 and from W. Hortense along Behnke park's walking path's creek bank.
- Fixed broken exhaust and performed routine maintenance on mowers.
- Caulked window at new police station.

This is not in any way an all-inclusive list, but it is a majority of the tasks performed.

Thank you, Jim Stark