

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, December 4, 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 Benes, Trustee Chambers, Trustee Marshall, Trustee Fruit. Trustee Ziegler and Trustee Michener were 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 November 6, 2023. Trustee Chambers made a motion for the approval of Meeting Minutes from November 6, 2023, with a 2nd by Trustee Marshall. On a voice call vote all in favor. Motion carried.
- VI. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$199,354.19. Trustee Fruit made a motion to approve the Warrant in the amount of \$119,354.19, with a 2nd by Trustee Chambers. On a roll call vote Trustees Chambers, Marshall, Fruit and Benes voted yes. Trustees Ziegler and Michener are absent. Motion carried.
- VII. **Reports** -
 - a. **Police Report** – Chief Davenport gave his report for November 2023; see attached.
 - b. **Public Works** – Jim Stark gave his report for November 2023; see attached.
 - c. **Committee Reports** -
 1. **Tree Committee** – Next Tree Committee meeting will be meeting on Tuesday, January 9, 2024
- VIII. **Guest Speaker** – None
- IX. **Unfinished Business** – None
- X. **New Business** –
 - a. **Discussion / Approval of Ordinance 2023-05 / An Ordinance Amending Section 51.02, Water User Service Charge of the Village of Kirkland Municipal Code** – President Block asked for a motion for the approval of Ordinance 2023-05 / An Ordinance Amending Section 51.02, Water User Service Charge of the Village of Kirkland Municipal Code. Trustee Fruit made a motion for the approval of an Ordinance 2023-05 / An Ordinance Amending Section 51.02, Water User Service Charge of the Village of Kirkland Municipal Code, with a 2nd by Trustee Marshall. On a roll call vote Trustees Marshall, Fruit, and Benes voted yes, Trustee Chamber voted no. President Block voted yes. Trustees Ziegler and Michener are absent. Motion carried.
 - b. **Discussion / Approval of Ordinance 2023-06 / An Ordinance Initiating the Submission of a Public Question to the Voters of the Village of Kirkland to Authorize the Village President and Board of Trustees to Impose a 1% Non-Home Rule Municipal Retailer’s Occupation Tax and a**

1% Non-Home Rules Municipal Service Occupation Tax on Eligible Sales for Expenditures on Municipal Operations, Expenditures on Public Infrastructure or Property Tax Relief – President Block asked for a motion for the approval of Ordinance 2023-06 / An Ordinance Initiating the Submission of a Public Question to the Voters of the Village of Kirkland to Authorize the Village President and Board of Trustees to Impose a 1% Non-Home Rule Municipal Retailer's Occupation Tax and a 1% Non-Home Rules Municipal Service Occupation Tax on Eligible Sales for Expenditures on Municipal Operations, Expenditures on Public Infrastructure or Property Tax Relief. Trustee Fruit made a motion for the approval of Ordinance 2023-06 / An Ordinance Initiating the Submission of a Public Question to the Voters of the Village of Kirkland to Authorize the Village President and Board of Trustees to Impose a 1% Non-Home Rule Municipal Retailer's Occupation Tax and a 1% Non-Home Rules Municipal Service Occupation Tax on Eligible Sales for Expenditures on Municipal Operations, Expenditures on Public Infrastructure or Property Tax Relief, with a 2nd by Trustee Chambers. On roll call vote Trustees Fruit, Benes, Chambers and Marshall voted yes. Trustees Ziegler and Michener are absent. Motion carried.

- c. Discussion / Approval of Purchase of Folding Kit for Konica Minolta Printer- President Block asked for a motion for the approval of purchase of a folding kit for Konica Minolta printer. Trustee Chambers made a motion for the approval of the purchase of a folding kit for Konica Minolta printer not to exceed \$1300.00, with a 2nd by Trustee Benes. On a roll call vote Trustees Benes, Chambers, Marshall and Fruit voted yes. Trustees Ziegler and Michener are absent. Motion carried.
- d. Discussion / Approval of Well 2 and Well 3 Containment Supplies per IEPA Compliance Requirements – President Block explained that when we had our IPEA Annual Audit we needed to have a secondary containment for the chlorine and fluoride at Wells 2 and 3. In the event one of them overflowed, there needs to be something that it will spill into. Trustee Chambers made a motion for the approval of Well 2 and Well 3 Containment Supplies per IEPA Compliance Requirements not to exceed \$3000.00, with a 2nd by Trustee Fruit. On a roll Call vote Trustees Benes, Chambers, Marshall and Fruit voted yes. Trustees Ziegler and Michener are absent. Motion carried.
- e. Discussion / Approval of Yard Hydrant Installation for Village of Kirkland Parking Lot Project - President Block asked for a motion for the approval of yard hydrant installation for Village of Kirkland Parking Lot Project. Trustee Chambers made a motion for the approval of Yard Hydrant Installation for Village of Kirkland Parking Lot Project not to exceed \$11,000.00, with a 2nd by Trustee Benes. On a roll call vote Trustees Benes, Chambers, Marshall and Fruit voted yes. Trustees Ziegler and Michener Motion carried.
- f. Discussion of Intergovernmental Agreement between Village of Kirkland and Kirkland Public Library– President Block explained that there were some questions brought up about the Kirkland Public Library needing some work done on the Boiler and the Village owning the building, invoices were brought to us for payment. When these things happen, if they would bring it to our attention and we could maybe have one of our guys look at the problem to see if we were able to fix it and if not we would know that they had to call someone. Attorney Stewart recommends that an inter-governmental between the Village of Kirkland and the Kirkland Public Library be developed. President Block will talk to the Library Board President and let her know what was discussed at the meeting and follow up with an email to all Library Board Members. After some discussion President Block would like to do more investigating and bring back the finding to the next Village Board Meeting for further discussion.

g. Discussion / Approval of Fehr-Graham To update Village of Kirkland Zoning Map – President Block asked to have Fehr-Graham update the Village of Kirkland Zoning Map. Chad from Fehr-Graham will give a quote on what it would cost to get this updated and added to our website.

XI. Adjournment – At 8:15 P.M., President Block asked for a Motion to Adjourn. Trustee Chambers 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, January 15, 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



December 4th, 2023

7:00pm

Village Hall

Kirkland, Illinois

November 2023

Monthly Police Report

The Kirkland Police Department handled fifty-seven (57) reportable events for the month of November.

New Auxiliary Officer began field training this past weekend with CSO Rufenacht—feedback from CSO was very positive

Social Media Post—2.5 hour response time—false and inaccurate information—response time was approximately 10 minutes

School Report:

Mrs Benes to provide names for Shop with a Cop

Shop with a Cop for Christmas 2023— We appreciate any and all contributions This year's event! Holiday themed movie with popcorn, hot chocolate, movie theater style candy and treats! Gift cards and other giveaways!

PSA—scams of all kinds this time of year---do not trust people you do not know, do not go buy gift cards, do not provide gift card information to anyone you do not know. Call KPD if you are unsure about a possible scam. We can typically decipher between legitimate and non-legitimate calls.

Messages from "local law enforcement"—typically fraudulent unless you are expecting a call

Threats of LE coming to your home—fake!

Publisher's Clearing House Winner's—be careful!

Grandkid locked in jail and needs a gift card to bail out or cash app money sent! --fake

Village of Kirkland Public Works Report for November 2023

Tasks completed and underway

- Continued cleaning and organizing of the public works garage and sewer plant.
- We had three fire hydrants replaced, one at S. 6th and South St., one at South 4th and South St., and one at S. 4th and Prospect. We were able to not damage the street or the sidewalks with any of the three replacements.
- We cleaned up the old fire hydrants and pipes off the street and did some dirt work to straighten up the area around the hydrants.
- We ran water samples to DeKalb after fire hydrants were installed in order to remove our water boil order.
- We have only changed one or two water meters this entire month.
- The VFD was installed at well 2 and is up and running, there are a few things that we will need to work on. This spring/ summer we should be able to have the tower cleaned inside and out and painted.
- We emptied and replaced garbage cans at the parks as needed.
- The salt barn still needs to be strapped down to finalize the installation, Cooley has stated they are working on making some sort of bracket to help secure the bottom flaps.
- We received the parts to put the zero-turn mower back together (pan gasket and seal). That is now complete and running.
- We cut down a couple of dead elm trees in Pioneer Park and trimmed a few other trees with dead branches.
- We worked on clearing trees and debris from Bull Run Creek behind Kennedy Dr. and Elizabeth Ct. residences.
- Continued mapping of storm sewers and retention pond inlets and outfalls.
- While searching for manholes to map in the storm sewer system in the backyards of Kennedy Dr., we hit/ cut a cable line that was placed directly on top of our manhole. I called Mediacom immediately.
- We placed flags on the streetlight poles in honor of Veterans Day.
- We pulled out all Christmas decorations and checked all lights before placing them on the streetlight poles, this is a two-to-three-day job for two employees.
- Most of us went to trench and shoring training along with CPR the following week in Genoa.
- We painted the cement blocks on the salt barn.

- We borrowed our Skyjack scissor lift to the fire dept. for a couple days and then got it back.
- We had a controlled burn done at the Bull Run Creek retention area, it didn't burn thoroughly due to the late warmth and new growth at ground level.
- I spoke with Dean at DeKalb Soil and Water, and he said that he would look at the area soon before seeding to let me know if the burn was sufficient enough to allow them to spread the new seed.
- We replaced 4 GFI's in the streetlight poles for the pole decorating.
- When working on the town Christmas tree lights we discovered that the wires were very thin and broke in a few spots. I ordered new matching lights.
- We gave the Kubota a maintenance check-over and prepared it for winter sidewalk plowing.
- Replaced a bad streetlight bulb @ S. 7th and Benham.
- Pulled out and return to garage the speed radar sign as needed for Adam to program.
- Made reflective post for snow removal and placed them where needed.
- We ran the street sweeper after rainy periods due to the sprayers not working correctly.
- We purchased plywood and dropped off at the Methodist Church's parsonage for the pastor's husband to cut into trees for pole decorating.
- Organized our cold storage Morton building for winter months.
- Wash and maintain vehicles.
- We cut down the Arctic Willows that were in the retention area off S. 7th St. along Bull Run Creek and hauled away.
- Trimmed bushes and trees in alleys throughout town to prepare for winter plowing.
- Turned in the F-550 dump for an estimate on the exhaust manifold leak and the rusty dipstick tube, then picked back up in preparation of upcoming predicted snow event.
- We reset GFI's on streetlight poles where needed.
- We discovered that the boom truck had no flashing lights and no brake lights, we tried to fix it and discovered mouse nests up in the wiring under the dashboard.
- We had our first measurable snow event on Sunday Nov. 26th and had our 2 new employees help and I think that they did a great job for their first times doing snow removal for us.
- The day after our first snow event, we went out early in the morning just to double check icy areas and salt them where needed.
- Washed all vehicles used for snow removal.
- We discovered a rust hole in our Bobcat skid steer bucket and attempted to fix it but the immediate area surrounding the hole was also very rusty

and the welder would just burn through it. I have a professional welder that works part-time for us, so I had him take a look and he said that he should be able to fix it by placing a large patch over the area.

- We cleaned up a large pile of apples off the side of the road on Rt. 72 by the Dollar General to help prevent any deer or other animals from feeding there and getting hit from vehicles.
- We hauled all of our stored salt from Bunger's storage facility on Rt.72 to the new salt barn and then cleaned the 2 units we rented the best that we could.
- We received our entire year's salt order for 2023 and should be receiving an invoice for that soon. In years past we would have had to make separate orders because of our small salt barn, not a problem anymore!
- We have started emptying the salt barn at the sewage plant and will have that cleaned up soon.
- We had one of our raw sewage pumps go air bound overnight due to low flow, Chris with 26 years of experience showed Justin our newer employee how to fix the problem.

This is in no way an all-inclusive list, but it is most of the stuff we have accomplished.

Thank you for your time, Jim Stark