

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
May 15, 2017**

OFFICIAL MINUTES

- I. **Call to Order.** Village President Block called the meeting to order at 7:00 p.m. and asked for a Roll Call.

- II. **Roll Call.** Members answering present as follows: Ford, Ziegler, DeVlieger, Harvel and Micele with McMurray, D. absent. Also in attendance were Officer Miller, Officer Davenport, Interim Public Works Superintendent Dale Miller, Village Attorney Brad Stewart and Village Treasurer Dave Jepson. The Pledge of Allegiance was then said.

- III. **Motion for Consent of the Appointment of Acting Clerk -** Village President made the recommendation to appoint Wanda McMurray as the Acting Clerk for the Village of Kirkland. A motion was made by Ford with a 2nd by Ziegler to appoint Wanda McMurray as the Acting Clerk. On a roll call vote Micele, DeVlieger, Ford, Ziegler and Harvel voted yes, Motion carried.

- IV. **Comments from Audience**
 - a. Linda Fett – Inquired about the proposed burn at Well #3 with the Kirkland Fire Department and the possibility to let the residents of Hickory Ridge know prior to the burn. Linda also shared that the Friends of the Library will be hosting their annual Salad Luncheon on June 8th, 2017 at 11:00 a.m. at the Kirkland Lutheran Church.
 - b. Paul Naugle – Inquired about the current location and ownership of the 2005 Dodge Durango that was once utilized by the Kirkland Police Department.

- V. **Approval of Minutes.** Minutes of General Board meeting held on May 1, 2017 were presented for approval. A motion was made by Harvel with a 2nd by Ford to approve as read. On a roll call vote Ziegler, DeVlieger, Micele, Ford and Harvel voted yes, Motion carried.

- VI. **Approval of Warrant.** No warrant was presented or necessary

VII. **Financial Report.** Treasurer Jepson indicated that it would take approximately 6 weeks to have an April report, targeting mid-to-end of June for it to be ready. Treasurer Jepson did provide the Village President and trustees with an updated Cash & Investment Report as of the end of April for the Village of Kirkland.

VIII. **Reports**

- a. Police – Office Miller indicated that between the May 1st meeting and May 15th meeting that the Kirkland Police Department handled 43 reports.
- b. Public Works - See Report dated May 15th. Chris D. will be traveling to Mississippi River area to obtain license update for mosquito sprayer and will also be looking to purchase chemical while in attendance. Purchase on-site versus shipping product to Village will result in \$100+ savings, board consensus was to purchase product on-site. Beaver problem has resulted in numerous clean-up activities at Phil's property to ensure proper water flow. Public Works reported sidewalk at 5th and Prospect has been completed and approved, payment can be made to supplier. Public Works inquired about adding an iPass to their trucks due to travel required for testing submissions. Board consensus was to approve adding an iPass for Public Works.
- c. Zoning – No Report
- d. Pioneer Park – No Report
- e. Economic Development – No Report
- f. TIF and Revolving Loan – No Report
- g. Committee Reports
 - g.i. Police Committee – No report, meeting to be set-up to discuss 2017/2018 Budget needs
 - g.ii. Ordinance Committee - No Report
 - g.iii. Finance Committee - No report, Committee of the Whole by Finance Committee to be held on May 31st at 7:00 p.m.
 - g.iv. Water & Sewer Committee – No Report, meeting to be set-up for May 24, 2017 for budget discussion and items from previously canceled meeting in May.
 - g.v. Streets & Alley Committee – No Report, meeting to be set-up for May 24, 2017 for budget discussion and items from previously canceled meeting in May.
 - g.vi. Parks Committee – No Report

IX. **Unfinished Business**

- a. IGA Sale Contract – Once minor repairs are completed to IGA Building, building will be posted For Sale. Matt Hoffman, Hoffman Realty, will send proposed contract to Attorney Brad Stewart and Village President Block

X. **New Business**

- a. Ordinance 2017-02 / Ordinance Adopting the Annual 1000 hour Standard for Illinois Municipal Retirement Fund – Attorney Stewart provided an update that the current IMRF limits between the ordinance and what is on record with the state are not aligned. The State of Illinois reflects that the Village of Kirkland shows 1000 before initiating IMRF whereas our ordinance only reflects 600 hours. Adoption of this ordinance will align these limits between the Village and State. A motion was made by Ford with a 2nd by DeVlieger to approve Ordinance 2017-02 / Ordinance Adopting the Annual 1000 hour Standard for Illinois Municipal Retirement Fund. On a roll call vote Micele, Harvel, Ford, Ziegler and DeVlieger voted yes, Motion Carried.
- b. Franchise Agreement for Mediacom – Village President Block provided an update that a conversation was held with Linda Turk from Mediacom concerning the Mediacom property located on Village property but not collecting a fee on. Linda Turk provided a contact from their Franchise Department, Katelyn Hotle. Steve DeVlieger will follow up with.
- c. Golf Cart Ordinance Review/Discussion - Discussion was held on the review of the previous proposed Golf Cart Ordinance 12-15. Officer Miller indicated that Golf Carts are held in different standard as compared to slow moving vehicles and were allowed to cross 4-way intersections. Golf carts are not allowed to travel down highways, which would include Route 72 (Main St.). Consensus was to review and updated proposed Ordinance 12-15 and bring to June 5, 2017 Board Meeting.
- d. Public Works Part-Time Help Discussion - Dale Miller provided a proposal for part-time and summer help staff for Public Works. The current summer help is working before school hours but will increase hours once school is completed. Dale also covered the utilization of Blake Bratcher as a part-time employee and the functions Blake will be able to assist the Village of Kirkland with as it relates to Public Works. After discussion by the board, a motion was made by Steve DeVlieger with a 2nd by Ford to approve Dale Miller to hire part-time and summer help. On a roll call vote Ziegler, DeVlieger, Micele, Harvel and Ford voted yes, Motion carried.
- e. Fiscal Year 2017-2018 Budget Review/Discussion - The board discussed working with the various departments at the upcoming Committee meetings to work towards a proposed budget. Further budget discussions will take place at the Committee of the Whole meeting by the Finance committee on May 31, 2017.

- XI. **Executive Session** – A motion was made at 7:42 p.m. by Ziegler with a 2nd by Ford to enter Executive Session for the purpose of Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees, pursuant to 5 ILCS 120/2(c)(1) and Litigation,

pursuant to 5 ILCS 120/2 (c)(11) and discussion of Appointment of Board Vacancy. On a roll call vote Ziegler, DeVlieger, Micele, Harvel and Ford voted yes, Motion carried.

- XII. **Return to Regular Session** – A motion was made by DeVlieger with a 2nd by Harvel to return to Regular Session. On a voice vote all trustees voted yea, returned to Regular Session at 9:00 p.m.
- XIII. **Action Items from Executive Session**
- a. **Employment/Appointment of Village Clerk** – President Block recommended to postpone the appointment of the Village Clerk until June 5, 2017. A motion was made by Ford with a 2nd by Ziegler to postpone the appointment of the Village Clerk until June 5, 2017. On a roll call vote DeVlieger, Micele, Harvel, Ford and Ziegler voted yes, Motion carried
 - b. **Approval of Employment/Appointment of Chief of Police** – President Block recommended the appointment of Adam Davenport as the Chief of Police with a 6-month Probation period. A motion was made by Ziegler with a 2nd by Ford to approve the appointment of Adam Davenport as the Chief of Police with a 6-month Probation period. On a roll call vote Harvel, Ford, Ziegler and DeVlieger voted yes with Micele voting no, Motion carried.
 - c. **Motion to authorize Village President to execute the Employment Agreement of Joe Caveny** – President Block recommended the approval to authorize Joe Caveny’s Employment Agreement with Public Works. A motion was made by DeVlieger with a 2nd by Ziegler for the approval to authorize Joe Caveny’s Employment Agreement with Public Works. On a roll call vote Harvel, Ford, Ziegler, DeVlieger and Micele voted yes, Motion carried.
- XIV. **Adjournment** – A motion was made by Ziegler with a 2nd by DeVlieger to adjourn the meeting. Upon a voice vote all trustees voted yea, Meeting was adjourned at 9:10 p.m.

ATTEST:

Wanda McMurray
Acting Clerk

Ryan Block
Village President