

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, February 17, 2025**

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, and Trustee Ziegler.
- III. **Pledge of Allegiance** – President Block led the Board of Trustees in the Pledge of Allegiance.
- IV. **Comments from the Audience** – None
- V. **Approval of Minutes** – President Block asked for a motion for the approval of Meeting Minutes for Monday, January 6, 2025. Trustee Ziegler made a motion to approve the Meeting Minutes for Monday, January 6, 2025, with a 2nd by Trustee Michener. 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 \$150,221.69. Trustee Fruit made a motion to approve the Warrant for \$150,221.69, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler, Michener and Benes voted yes. Motion carried.
- VII. **Reports** –
 1. **Public Works** – Jim Stark gave his report for January, see attached.
 2. **Police Report** – Chief Davenport gave his report for January, see attached.
 3. **Committee Reports** – Tree Committee has meeting scheduled for Tuesday, March 11, 2025 at 7:00 P.M. to discuss planting and holding its 3rd Arbor Day Celebration. The committee applied again and were accepted for Tree City Status at the State level, just waiting to hear back from the National level. They also applied for a Growth Award through Tree City USA. Finally, they will be applying for a grant for the rebuild of damaged trees due to storms last year. Police Committee met on January 27, 2025 at 7:00 P.M and discussed the updates and work to still be completed. As part of the committee’s Open Meeting, they toured the new Police Department and discussed the optics for a future Open House to the public. Regional Planning Committee met at Resource Bank in Somonauk, IL on January 20, 2025. DCEDC has a new Executive Director, named Melissa Amedeo, who is interested in meeting our Village Board.
- VIII. **Guest Speaker** – None
- IX. **Unfinished Business** - None
- X. **New Business** -
 - a. **Discussion / Approval of Resolution No 2025-01 / Resolution Adopting an Authorized Agent with Respect to the Illinois Municipal Retirement Fund** – Village President Block explained this

gives Leslie Scidmore, Deputy Clerk, access to IMRF as an Authorized Agent with the eventual removal of Carol Stiegman, Village Clerk. President Block asked for a motion for the approval of Resolution No 2025-01. Trustee Zeigler made a motion for the approval of Leslie Scidmore as the IMFR Authorized Agent, with a 2nd by Trustee Chambers. On a voice call vote all in favor. Motion carried.

- b. Discussion / Approval of Deputy Clerk Leslie Scidmore's Access to Village of Kirkland Illinois e-Pay Account –Village President Block ask for a motion to give Deputy Clerk Leslie Scidmore access to the Village of Kirkland Illinois e-Pay Account. Trustee Ziegler made a motion for the approval Deputy Clerk Leslie Scidmore's access to the Village of Kirkland Illinois e-Pay Account, with a 2nd by Trustee Benes. On a voice call vote all in favor. Motion carried.
- c. Discussion / Approval of Village of Kirkland SAM Registration Renewal– President Block informed village trustees that the annual SAM Registration Renewal rates are increasing next year. As a cost savings, they are offering a five-year renewal at the current rate. Trustee Fruit questioned what the SAM Registration is. President Block explained that it is a registration number to apply for any State fundings (grants, loans, etc.). Trustee Fruit made a motion to renew with a five-year renewal fee of \$2,995, with a 2nd by Trustee Michener. On a roll call vote Trustees Ziegler, Michener, Benes, Chambers, Marshall and Fruit voted yes. Motion carried.
- d. Discussion / Approval of Village of Kirkland Paid Time Off (PTO) Policy – Trustee Fruit waiting for feedback from Village Attorney, Brad Stewart. Per Attorney Jennifer Gibson, it is still in review. Trustee Fruit asked to discuss it at an upcoming meeting.
- e. Discussion of Curb Cut for Behnke Park-Country Meadows Walk Path at Kennedy and Forest – Trustee Benes explained that the Behnke Park-Country Meadows Walk Path at Kennedy and Forest is not ADA compliant. Trustee Benes asked for ideas and quotes to become ADA compliant.

XI. Executive Session –

- a. Litigation [pursuant to 5 ILCS 120/2(c)(11)] – Village President Block made a motion to go to Executive Session for Litigation. Trustee Ziegler made a motion for the move to go to Executive Session for Litigation, with a 2nd by Trustee Fruit. On a roll call vote Trustees Chambers, Marshall, Fruit, Ziegler, Michener and Benes voted yes. Motion carried.

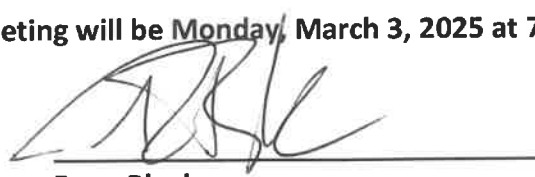
XII. Return back to Regular Session from Executive Session –President Block called the Board of Trustee Regular Meeting back to order at 8:13 P.M.

XIII. Roll call - Members answering present as follows: Trustee Michener, Trustee Benes, Trustee Chambers, Trustee Marshall, Trustee Fruit, and Trustee Ziegler.

XIV. Adjournment – At 8:15 P.M., President Block asked for a Motion to Adjourn. Trustee Ziegler made a motion to adjourn, with a 2nd by Trustee Chambers. On a voice call vote all in favor. Motion carried. Meeting adjourned.

Next Board of Trustees Regular Meeting will be Monday, March 3, 2025 at 7:00 P.M.


Leslie Scidmore
Deputy 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



02/17/2025

Kirkland Village Board Meeting

Monday February 17th

7:00pm

Monthly Police Report

January 2025

1. The Kirkland Police Department handled two hundred and forty-one (241) reportable activities for the month January
2. Officer Rufenacht successfully moving through his Field Training—seeing lots of activity. His FTO has reported this as his most active Field Training experience with regards to number/type of calls.
3. DCCF Grant being worked on for new PD—met and conducted a walk-through to show the various members the new location and some of the bigger projects and ideas for the future. Great first meeting
4. Academy Reimbursement for Officer Rufenacht has been submitted

School Information:

Situational Awareness training was conducted with school staff on 1/17/25 as part of ongoing efforts to satisfy the school safety assessment's recommendations;

Chief Davenport met with Superintendent Poynter on 1/31 to discuss the Completion of the safety assessment and the goal to conduct a new assessment in the coming year. The successful completion of the Assessment's recommendations is a huge success.

Officer Winsler, Officer Rufenacht and Chief Davenport met with Mrs. Tomasi and Mrs. Mecklenburg reference Too Good Program for our 5th graders; Program has begun and is going well. Great feedback so far on the Officers' being prepared

Job Fair Participation in April

School walk-through 2/13 Chief/Officer Winsler met with 6th Grade students

Village of Kirkland Public Works report for January 2025

Tasks underway and completed

- Took down streetlight pole decorations, and Christmas lights down from tree in Franklin Township Park.
- Menards run for paint.
- Took everything off shelves to paint shop walls.
- Clean, wash walls in shop to paint.
- Put up 4 new population signs all stating Pop. 1700.
- Started painting shop.
- Connect MXU to a house in hickory ridge.
- Made new hangers for power tools.
- Mixed poly at well 2 and fixed leaking line for chlorine.
- Moved a few items for P.D.
- Picked up new toolbox from harbor freight to replace old garbage picked cabinet that started rotting out at the bottom.
- Finished painting main shop and putting shelves back up.
- Crushed salt at salt shed in preparation of upcoming storm.
- Put everything back on shelves in main shop and cleaned everything up from painting.
- Crushed salt at salt shed in preparation of upcoming storm.
- Water meter change out.
- Started clearing walls in second bay to paint.
- Took monthly water samples.
- Delt with village hall toilet and drains backing up.
- Put plow on GMC dump and loaded with salt.
- Salted city streets as needed.
- Washed and painted walls in 2nd and 3rd bays.
- Went to Ace Hardware for parts for village hall bathroom.
- Fixed fluoride pump at well 3.
- Picked up a refrigerator in Elburn for P.D.
- Menards run for paint and cleaning supplies.
- Blood borne pathogens, trenching and shoring training in Belvidere
- Worked on frozen aerator.
- Put everything back on shelves and all tools away from painting walls.
- One meter read per Carol's request.
- Julie locate requests throughout the month.
- Washed salt off GMC and loader
- Washed all trucks.
- Cleaned interiors on F-350 and water truck.
- Reorganized bay 3 putting everything back on the shelves.
- Discovered alarm at well 3 for generator. Had low coolant, filled and tested, no leaks.
- Discovered water main break on pearl street called Stenstrom and fixed it same day.

- Service/maintenance chain saws multiple times throughout the month.
- Moved file cabinets at village hall.
- Fixed propeller on poly tank that fell off the shaft at well 2.
- Began cutting trees along pearl street for bridge project.
- Took a trailer tire to suburban tire to be fixed.
- We finished removing trees on the south side of pearl street bridge for bridge project.
- We had a couple of safety concerns which I was made aware of, the employee was spoken to and written up. As part of the write up, the employee was to watch more safety videos, which he did.
- Cut down remaining burnt cat tails at well 3.
- Started cleaning up from cutting trees on pearl street (small sticks).
- Dekalb run to pick up tire and get air filters and chains for chain saws.
- Fixed flickering streetlight on main street.
- Helped P.D. move a few items.
- Brush cat ditch line on Pearl Street where trees were cut.
- Got 3 aerators running after being frozen up.
- Assessed alley ways that need to be trimmed back with hanging branches.
- Lowered and raised flags after President Carter's passing.
- Cleaned shop bathroom and office.

- Training in Belvidere, Bloodborne pathogens, trenching and shoring. The attendees were Jim, Joe, Justin, Chris and Jamie. Chandler was on vacation. This is an annual training that MUST be attended yearly.

This list is most of the tasks completed, but in no way an all-inclusive list as we jump from job to job sometimes if needing items to complete a certain job.

Thank you, Jim Stark

AGENDA
Board of Trustees Regular Meeting
Village of Kirkland
Kirkland, Illinois 60146
Monday, February 17, 2025 – 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 Speakers
- IX. Unfinished Business
- X. New Business
 1. Discussion / Approval of Resolution No 2025-01 / Resolution Adopting an Authorized Agent with Respect to the Illinois Municipal Retirement Fund
 2. Discussion / Approval of Deputy Clerk Leslie Scidmore's Access to Village of Kirkland Illinois e-Pay Account
 3. Discussion / Approval of Village of Kirkland SAM Registration Renewal
 4. Discussion / Approval of Village of Kirkland Paid Time Off (PTO) Policy
 5. Discussion of Curb Cut for Behnke Park-Country Meadows Walk Path at Kennedy and Forest
- XI. Executive Session
 1. Litigation *[pursuant to 5 ILCS 120/2(c)(11)]*
- XII. Adjournment