

Board of Trustees Regular Meeting

**Village of Kirkland ·
Kirkland, Illinois 60146
Monday, May 5, 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 Ziegler, Trustee Marshall, and Trustee Chambers. Trustee Fruit was not present.
- III. **Pledge of Allegiance** – President Block led the Board of Trustees in the Pledge of Allegiance.
- IV. **Comments from the Audience** – None

*** Trustee Fruit arrived at 7:05 P.M. ***

- V. **Approval of Minutes** – President Block asked for a motion for the approval of Meeting Minutes for Monday, April 7, 2025. Trustee Chambers made a motion to approve the Meeting Minutes for Monday, April 7, 2025, with a 2nd by Trustee Ziegler. 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 \$108,208.33. Trustee Ziegler made a motion to approve the Warrant for \$108,208.33 with a 2nd by Trustee Chambers. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chambers, Michener and Benes voted yes. Motion carried.
- VII. **Guest Speaker** – Caitlin Benes – Principal at Hiawatha CUSD #426, discussed wanting to include a flyer in our July 2025 Utility Bill mailing. The flyer is targeted to reach out to families with birth to three-year-olds to educate about the DeKalb County Resources that are available to them.
- VIII. **Reports** –
 1. **Police Report** – Chief Davenport gave his report for April activity, please see attached report.
 2. **Public Works** – Jim Stark gave his report for April activity, please see attached report.
 3. **Committee Reports** –
 - a. Tree Committee - Trustee Benes reported on the Tree Committee meeting that was held on Tuesday, April 8, 2025. The 12-foot Blue Ops Pine was successfully planted at Franklin Township Park. The Hiawatha Elementary will be sending flyers to kindergartener families about adopting and caring for an oak tree in Behnke Park. The goal is to get families to volunteer to adopt and water the twenty-five baby oak trees newly planted.
 - b. The Police Committee – Trustee Michener reported that the Police Committee met on Tuesday, April 29th and discussed the budget and the squad cars.
- IX. **Recess (Adjourn Sine Die)** – A brief recess occurred to allow new Trustees to take their seats.
- X. **Oath of Office** – Village President Block, Trustee Marshall, Trustee Michener and Trustee Ziegler take their Oath of Office.

- XI. **Roll call** – Members answering present as follows: Trustee Marshall, Trustee Fruit, Trustee Chambers, Trustee Michener, Trustee Benes and Trustee Ziegler. Motion carried.
- XII. **Announcement** – President Block announced that Village Attorney Brad Stewart is retiring and this would be his last meeting. Attorney Matthew Walters with Zukowski, Rogers, Flood & McArdle will be our new Village Attorney.
- XIII. **Approval of Committees and Appointments** – President Block asked for a motion for the approval of Committees and Appointments as presented. Trustee Ziegler made a motion to combine and approve the Committees and Appointments as presented, with a 2nd by Trustee Chambers. On a roll call vote Trustees Fruit, Chambers, Michener, Benes, Ziegler, and Marshall voted yes. Motion carried.
- XIV. **Oath of Office** – New Village Clerk Scidmore took the Oath of Office.
- XV. **Old Business** –
- a. **Presentment and Possible Action Regarding the Veto of the Motion to Purchase the 2025 Ford Explorer from the April 7, 2025 Village Board Meeting** – President Block explained that he Vetoed the Purchase of the 2025 Ford Explorer voted on at the April 7, 2025 Village Board Meeting. Village Attorney Stewart explained the Veto process and requirements and that a motion to override the Veto can be made at that time, or else the Veto would carry by default. Trustee Fruit made a motion to override the Veto, with a 2nd by Trustee Michener. On a roll vote Trustees Michener, Ziegler and Fruit voted yes. Trustees Chambers, Benes and Marshall voted no. Village Attorney Stewart said the super majority was not reached to override the Veto. The Veto stands.
- XVI. **New Business** –
- a. **Approval of the Village of Kirkland Fiscal Year 2025-2026 Board of Trustees Meeting Schedule, Planning and Zoning Meeting Dates and Paid Holiday Schedule** – President Block asked for a motion to approve the Village of Kirkland Fiscal Year 2025-2026 Board of Trustees Meeting Schedule, Planning and Zoning Meeting Dates and Paid Holiday Schedule. Trustee Fruit made a motion to approve the Village of Kirkland Fiscal Year 2025-2026 Board of Trustees Meeting Schedule, Planning and Zoning Meeting Dates and Paid Holiday Schedule, with a 2nd by Trustee Marshall. On a voice call vote all in favor. Motion carried.
- b. **Approval of Ordinance No. 2025-01 / An Ordinance Amending Section 51.02, Water User Service Charges and Section 51.03, Sewer User Service Charges of the Village of Kirkland Municipal Code** – President Block asked for a motion to approve Ordinance No. 2025-01 / An Ordinance Amending Section 51.02, Water User Service Charges and Section 51.03, Sewer User Service Charges of the Village of Kirkland Municipal Code. He explained the Village annually reviews to update water and sewer rates and increase them by three percent for the next five years. Trustee Benes made a motion for the approval of Ordinance No. 2025-01 / An Ordinance Amending Section 51.02, Water User Service Charges and Section 51.03, Sewer User Service Charges of the Village of Kirkland Municipal Code with a 2nd by Trustee Marshall. On a roll call vote Trustees Benes, Marshall, Fruit, Chambers and Michener voted yes. Trustee Ziegler voted no. Motion carried.

- c. Discussion /Approval of adding Leslie Scidmore on First Mid Bank – MFT Account and removal of Carol Stiegman from First Mid Bank – MFT Account – President Block made a motion to approve adding Leslie Scidmore on First Mid Bank – MFT Account and removal of Carol Stiegman from First Mid Bank – MFT Account. Trustee Chambers made a motion to approve adding Leslie Scidmore on First Mid Bank – MFT Account and removal of Carol Stiegman from First Mid Bank – MFT Account, with a 2nd by Ziegler. On a voice call vote all in favor. Motion carried.
- d. Discussion of Fiscal Year 2025-2026 Village of Kirkland Budget – President Block explained that the budget has to be posted on the week of May 19th in order to pass the budget at the Monday, June 2, 2025 General Board Meeting. There was discussion about the reallocation of funds and the merger of duplicate types of accounts. Trustees requested a new report with the last four years of actual totals and updated budget totals.
- e. Discussion of Village of Kirkland Employee Handbook – Trustee Fruit explained that the current Employee Handbook is outdated and needs to be revised. It was suggested that all the Trustees, the Chief of Police and the Public Works Supervisor review the Employee Handbook and bring any notes, questions or suggestions to the next General Board Meeting on Monday, June 2, 2025 for discussion. President Block said he would like to provide final changes to the Village Attorney, Matthew Walters by the July or August 2025 Board Meetings.

XVII. Executive Session – At 8:35 P.M., President Block ask for a motion to adjourn to Executive Session for Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees, and Litigation. Trustee Ziegler made a motion to adjourn to Executive Session for the specified items with a 2nd by Trustee Fruit. On a roll call vote Trustees Chambers, Michener, Benes, Ziegler, Marshall and Fruit voted yes. Motion carried.

XVIII. Return to Regular Session from Executive Session –President Block called the Board of Trustee Regular Meeting back to order at 9:37 P.M. Upon Roll Call, all Trustees were present.

XIX. Adjournment – At 9:40 P.M., the Village Board discussed that there was no need to convene the second regular meeting of the month and that the next meeting would be Monday, June 2, 2025. President Block as 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. Motion carried. Meeting Adjourned.

Next Board of Trustees Regular Meeting will be Monday, June 2, 2025 at 7:00 P.M.



Leslie Scidmore
Deputy Village Clerk



Ryan Block
Village President

HIAWATHA

WELCOMES YOU!

LITTLE HAWKS PRE-K PROGRAM

We are extremely fortunate to have our program fully funded and we are able to offer busing to our Pre-K students. Students are able to experience a learning environment that focuses on play-based learning and teaching our youngest Hawks how to be life-long learners

DEKALB COUNTY BASICS

Drop-in Child-Parent Play Classes
During the Summer

COMMUNITY RESOURCES

Developing Early Childhood
Learning Leaders



SCAN ME

Caitlin.benes@d426.org



Kirkland Police Department

313 West Main Street, P.O. Box 550

Phone: 815-522-3315

Chief Adam Davenport



05.05.2025

Village Of Kirkland

Board Meeting

07:00pm

APRIL 2025 MONTHLY POLICE REPORT

The Kirkland Police Department handled one hundred and seventy (170) reportable activities for the Month of April. This is down from the previous couple of months that were abnormally high due to some slight adjustments on what was being reported and how; Chief Explain/provide example

Calls—we are dealing with various call types, from landlord tenant issues, to traffic enforcement, calls for service, fraud, traffic crash reports, disorderly conduct, harassment, warrants, and domestic violence. This month has been extremely busy and does not look like a good forecast for this summer.

Just last week KPD took in approximately multiple domestic violence calls with at least three having active Orders of some kind.

Stop sign campaign—advise—Information about the campaign will be posted on Facebook and is being disclosed here at this meeting publicly; see campaign note

Reimbursement for full time academy for \$6680—check received, this is great news and was received just a couple of weeks ago!

Cherry Valley Mall Police Memorial will be taking place this month

Truck Enforcement Report—see report

CSO/Ordinance Activity Report—this is just a brief overview of the CSO activity in the first quarter of this year—This is an overview and not a detailed report for every contact made;

School highlights:

Job fair put on by the school was great! The school did a great job for our kids! It was a great opportunity for us to share our auxiliary program, the explorer program, and how to prepare yourself for a career in law enforcement! It was a true job fair for our students, great job!



Kirkland Police Department

313 West Main Street, P.O. Box 550

Phone: 815-522-3315

Chief Adam Davenport



“Touch a truck” took place out back the same day as the Job Fair and was another excellent opportunity for the kids to get sprayed by the fire hoses! Oops I mean meet LE and see our squad cars, and meet the Officers of KPD. Great job to the Elementary Staff for always getting that done each year and including us!

May 2nd ride along with student from student auction---went great—provided a t-shirt and other small trinkets--follow-up feedback from Mrs Benes Elementary School Principal said the student was very excited about her shirt and the entire experience

5/2/25 ---Mock Prom / DUI Crash with KFD at the school—KFD did an excellent job sending a message to the students—KPD participated with the crash scene and the “arrest” of a student

May 13th—KPD will be doing a traffic stop education course for our high school students; This training will look at a few videos of good/bad traffic stop interactions; Conduct a Q&A session with the students; Conduct mock traffic stop scenarios with the students

May 27th 9am-2pm---school field day

Village of Kirkland Public Works Report for April 2025

Tasks underway and completed

- Final reads for people moving.
- Marked many Julie locates throughout the month.
- Checked a resident's house for meter change out. We will have to replace B-box in order to replace the water meter.
- 3 water meter change outs in one day and a few more throughout the month.
- Pulled locate flags up from where all Pearl St. detour signs are now located.
- Got Bobcat running and brought back to the shop.
- We fixed the streetlight at 7th and Benham (the automatic daylight sensor went out).
- Finished sod removal for community garden.
- Filled potholes and spread gravel at pioneer park.
- Fixed ruts at Pioneer Park from a reckless driver doing donuts.
- Took Park garbage cans out to the road.
- Picked up dead racoon, rabbits and squirrels throughout the month.
- We took out snow fence and placed it around the community garden.
- Shoveled some curbs because the street sweeper is broken down.
- Replaced 2 street light bulbs in Kirkwood.
- Started routine mowing.
- Went to Ace Hardware to pick up parts for the toilet at P.D.
- Fixed leaking toilet at P.D.
- Took lawn mower tire to Lovells to get innertube patched.
- Clear culvert of cat tails in Hickory Ridge.
- Zero turn lawnmower maintenance.
- Emergency sewer backup on Easter Sunday.
- Chris and Jim flushed some sewers to make sure everything flushed from the Emergency rodding.
- Planted a Black Tupelo and a Norway Spruce tree in the Parks for Arbor Day.
- Trimmed trees for the school and at the veteran's memorial in FTWP Park.
- Fixed 3 streetlights on Main St.
- Emptied garbage at the Police Dept., Village Hall, and the library.
- Dialed in chlorination and de-chlorination for the sewer effluent to prepare for May 1st and summer months.

This is a majority of tasks completed, but in no way is it an all-inclusive list as we move from job to job as needed.

Thank you, Jim Stark

AGENDA
Board of Trustees Regular Meeting
Village of Kirkland
Kirkland, Illinois 60146
Monday, May 5, 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. Guest Speaker(s)
 1. Caitlin Benes – Hiawatha CUSD #426
- VIII. Reports
 1. Police Report
 2. Public Works
 3. Committee Reports
- IX. Recess (*Adjourn Sine Die*) – A brief recess will occur to allow new Trustees to take their seats
- X. Oath of Office
- XI. Roll Call
- XII. Approval of Committees and Appointments
 1. Approval of Village Committees of the Board
 2. Appointment of Village Attorney
 3. Appointment of Chief of Police
 4. Appointment of Public Works Supervisor
 5. Appointment of Village Treasurer
 6. Appointment of Zoning Administrator
 7. Appointment of Village Clerk
 8. Appointment of Planning & Zoning Commission
- XIV. Old Business
 1. Presentment and Possible Action Regarding the Veto of the Motion to Purchase the 2025 Ford Explorer from the April 7, 2025 Village Board Meeting
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 2. Approval of Ordinance No. 2025-01 / An Ordinance Amending Section 51.02, Water User Service Charges and Section 51.03, Sewer User Service Charges of the Village of Kirkland Municipal Code

3. Discussion / Approval of adding Leslie Scidmore on First Mid Bank – MFT Account and removal of Carol Stiegman from First Mid Bank – MFT Account
4. Discussion of Fiscal Year 2025-2026 Village of Kirkland Budget
5. Discussion of Village of Kirkland Employee Handbook

XVI. Executive Session

1. Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees [pursuant to 5 ILCS 120/2(c)(1)]
2. Litigation [pursuant to 5 ILCS 120/2(c)(11)]

XVII. Adjournment