

**Village of Kirkland
Board of Trustees Regular Meeting
Kirkland, Illinois 60146
Monday, July 21, 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, Trustee Fruit and Trustee Chambers. Also, in attendance were: Leslie Scidmore, Village Clerk and Matthew Walters, Village Attorney.
- III. **Pledge of Allegiance** – President Block led the Board of Trustees in the Pledge of Allegiance.
- IV. **Comments from the Audience** – Sally Jones inquired about the core samples taken in Hickory Ridge. President Block explained the purpose is to establish the condition of the roads for the ongoing litigation.
- V. **Approval of Minutes** – President Block asked for a motion for the approval of Meeting Minutes for Monday, June 2, 2025 and Monday, June 16, 2025. Trustee Ziegler made a motion to approve the Meeting Minutes for Monday, June 2, 2025 and Monday, June 16, 2025, 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 \$189,496.98. Trustee Ziegler made a motion to approve the Warrant for \$189,496.98 with a 2nd by Trustee Marshall. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chambers, Michener and Benes voted yes. Motion carried.
- VII. **Guest Speaker(s)** – None
- VIII. **Reports** –
 1. **Police Report** – Chief Davenport gave his report for June activity, please see attached report.
 2. **Public Works** – Jim Stark gave his report for June activity, please see attached report.
 3. **Committee Reports** –
 - a. Tree Committee - Trustee Benes reported on the Tree Committee meeting that was held on Tuesday, June 17, 2025. The 50/50 Tree Planting Program is in progress and the tree permit applications are available in the lobby at Village Hall. Mr. Dodge, Ag Teacher at the school, is on board with partnering with the Village to cultivate seedlings into trees. Future discussions with the school officials will be held at the next meeting, which will be Tuesday, August 12, 2025 at 7:00 P.M.
 - b. DeKalb County Regional Planning Commission – Trustee Chambers reported that the Regional Planning Committee met on July 10, 2025, at the DeKalb County Administration Building in Sycamore, Illinois and the topic was Rural Development. DCEDC's new Executive Director, Melissa Amedeo, plans to attend one of the village Board meetings in the near future. There was also discussion of a possible \$50,000 grant, so Dan will provide the Board with some information. Trustee Benes asked if there were any grants that could help build a pedestrian bridge over Bull Run Creek to

get to the Dollar General. It was agreed that a pedestrian bridge would be beneficial to the village residents.

- c. Community Garden – Public Works Supervisor Jim Stark reported that volunteers are needed to pull weeds in the garden.

IX. New Business –

- a. Discuss / Approval of Ordinance 2025-04 / An Ordinance Re-zoning 401 W. Main St – Dan Chamber's recused himself from the meeting for the Discussion / Approval of Ordinance 2025-04 / An Ordinance re-zoning 401 W. Main St. President Block explained that on Monday, July 14, 2025, the Village of Kirkland Planning and Zoning Commission held a Public Hearing on the petition of Dan Chambers for re-zoning the property from B-1 to B-2. The re-zoning would permit the property to be used as an automotive maintenance business. There was a unanimous vote by the Planning and Zoning Commission in favor of the Re-zoning request. Block asked for a motion for the approval of Ordinance 2025-04 / An Ordinance Re-zoning 401 W. Main St. Trustee Ziegler made a motion to approve with a 2nd by Trustee Fruit. On a roll call vote Trustees Marshall, Fruit, Michener, Benes and Ziegler voted yes. Trustees Chambers was absent. Motion carried. Trustee Chambers returned to the Board meeting.
- b. Discussion / Approval of conversation of Village of Kirkland 2022 Roadway Project Loan from Annual Payments to Quarterly Payments beginning in August 2025– President Block asked for a motion for the approval of conversion of Village of Kirkland 2022 Roadway Project Loan from Annual Payments to Quarterly Payments beginning in August 2025. Trustee Ziegler made a motion to approve conversion of Village of Kirkland 2022 Roadway Project Loan from Annual Payments to Quarterly Payments beginning in August 2025, with a 2nd by Trustee Michener. All in favor. Motion carried.
- c. Discussion / Approval of Safe Passage to hang Purple Ribbons on Village of Kirkland Main Street Light Poles for Domestic Violence Awareness Month event called "Paint the Town Purple" in October– President Block asked for a motion for the approval of Safe Passage to hang Purple Ribbons on Village of Kirkland Main Street Light Poles for Domestic Violence Awareness Month event called "Paint the Town Purple" in October. Trustee Fruit made a motion to approve with a 2nd by Trustee Chambers. All in favor. Motion carried.
- d. Discussion / Approval of Lost Dog Acres Welding to Fabricate and Supply 4th St. Lift Station Roadway Sewer Door and Fabricate Effluent Skimmer and Parts– Public Works Supervisor, James Stark explained that the Lost Dog Acres Welding had the best estimated cost compared to another vendor. The terms and conditions of the service were discussed in detail and the reason for the Lift Station Roadway Sewer Door and to Fabricate Effluent Skimmer and Parts. The cost is \$6,140. There will be an additional fee to galvanize the Sewer Door for longevity purposes, with an estimated cost of \$500. President Block asked for a motion for the approval of Lost Dog Acres Welding to Fabricate and Supply 4th St. Lift Station Roadway Sewer Door and Fabricate Effluent Skimmer and Parts. Trustee Benes made a motion to approve, with a 2nd by Trustee Michener. On a roll call vote Trustees Michener, Benes, Ziegler, Marshall, Fruit and Chambers voted yes. Motion carried.
- e. Discuss / Approve Xylem's attachment for the Emergency Back-up Sewer Pump for incoming Storm Water– Public Works Supervisor Jim Stark explained that currently the Sewer pumps millions of gallons of water a day but gets inundated with water after a storm and cannot keep up with the volume. Public Works employees must manually use backup gas pumps to assist with the excess water which requires additional manpower and electrical usage. The terms and conditions of the service were discussed in detail and the cost of \$8,100. Kirkland

Public Works will do the installation. Trustee Fruit made a motion to approve the proposal of the Xylem's attachment for the Emergency Back-up Sewer Pump not to exceed \$8,200, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Benes, Ziegler, Marshall, Fruit, Chambers and Michener voted yes. Motion carried.


- f. Discuss / Approve Visu-Sewer's Attachment removing bricks and debris from Sewers in the 400 block of W Hortense— President Block explained that the sewers were scoped and bricks and debris were found which creates blockages and backups Sewage in the system in this area. Public Works will dispose of the debris once it is removed from the sewer line. Trustee Ziegler made a motion to approve Visu-Sewer's Attachment to remove bricks and debris from sewers in the 400 block of W Hortense in the amount of \$4,400, with a 2nd by Trustee Fruit. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chambers, Michener and Benes voted yes. Motion carried.
- g. Discussion of Village of Kirkland Sanitary Sewer / Storm Water Influent Flow— Public Works Supervisor Jim Stark shared that within 2-3 minutes of a storm the village sewers are overwhelmed with excess water. To determine where the excess water is coming from, the Illinois Rural Water Association would conduct a smoke test in the Village sewers to identify any gutters and other points of entry that are hooked up to the Village sewer system. Supervisor Stark said the service was free and part of the Village's association fee with the Illinois Rural Water Association. The Board agreed to move forward with having the service done on condition it was free. President Block asked Supervisor Stark to coordinate a time, preferably before the next General Board meeting in August.
- h. Discussion / Approval of Purchase of Push Mower for Kirkland Police Department and Kirkland Sewer Plant— Public Works Supervisor Jim Stark explained that a new push mower with a mulcher would be to use at the Kirkland Police Department and along the sewage ponds at the Sewer Plant. Trustee Benes made a motion to approve the purchase of a Push Mower for the Kirkland Police Department and Kirkland Sewer Plant not to exceed \$200, with a 2nd by Trustee Michener. On a roll call vote Trustees Fruit, Chambers, Michener, Benes, Ziegler and Marshall voted yes. Motion carried.
- i. Discussion / Approval of Electrical Line and Outlets Replacement in Kirkland Public Library on Basement's West Wall— President Block explained that Public Works employees inspected the Kirkland Public Library's basement west wall and determined that the entire west wall needs to be re-wired and new outlet boxes installed. Librarian Linda Fett said that only four new outlets are necessary, not the number that is currently installed on the wall. President Block will get a couple of electrician quotes to bring back to the next General Board meeting in August.
- j. Discussion / Approval of Village of Kirkland's Return to Work Policy Letter— President Block explained that Illinois Municipal League Risk Management Association is requiring all RMA member municipalities to adopt a Return-To-Work Program Policy letter. President Block asked for a motion to approve the Village of Kirkland's Return to Work Policy Letter. Trustee Ziegler made a motion with a 2nd by Trustee Michener. All in favor. Motion carried.
- k. Discussion of Village of Kirkland Paid Time Off Policy per Employee Handbook—Trustee Fruit would like to move forward with the edit of the Paid Time Off Policy in the Employee Handbook. Trustee Fruit said she would send information to Attorney Matthew Walters and asked him to review it and confirm we are following all the labor laws. Trustee Fruit would like to approve the revised Paid Time Off Policy at the next General Board meeting in August.

- X. **Adjourn to Executive Session** – At 8:36 P.M., President Block ask for a motion to adjourn to Executive Session for Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees [pursuant to 5 ILCS 120/2(c)(1)] and for Litigation [pursuant to 5 ILCS

120/2(c)(11)]. Trustee Ziegler made a motion to adjourn to Executive Session with a 2nd by Trustee Marshall. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chambers, Michener and Benes voted yes. Motion carried.

- XI. **Return to Regular Session** –President Block called the Board of Trustee Regular Board Meeting back to order at 9:19 P.M. Members answered present as follows: Trustee Marshall, Trustee Fruit, Trustee Chamber, Trustee Michener, Trustee Benes and Trustee Ziegler were present. Also, in attendance were: Village President Ryan Block, Village Clerk Leslie Scidmore and Village Attorney Matthew Walters.
- XII. **Adjournment** – At 9:19 P.M., the Village Board discussed that the next meeting would be Monday, August 4, 2025. President Block as for a Motion to Adjourn. Trustee Ziegler made a Motion to adjourn with a 2nd by Trustee Fruit. All in favor. Motion Carried. Meeting Adjourned.

Next Board of Trustees Regular Meeting will be Monday, August 4, 2025 at 7:00 P.M.


Leslie Scidmore
Village Clerk


Ryan Block
Village President



Kirkland Police Department

313 West Main Street, P.O. Box 550

Phone: 815-522-3315

Chief Adam Davenport



7.21.2025

Village Board Meeting 7:00pm Monthly Police Report June 2025

There were two hundred and six (206) reportable activities for the month of June

Information Campaign: Stationary Patrol: see attached document

Stop sign campaign data—see attached report

Taser Training—Officers including myself have all been getting recertified for their taser certification this month and reviewing Use of Force policy and procedures

Sgt Saladino and Chief Davenport are scheduled for High-Risk Traffic Stops training on July 22nd at NIU PD as part of state mandates

New Police Adjudication Clerk—provide details

Midwest Security and Police Expo will be August 14th and 15th—Chief Davenport will possibly be attending depending on scheduling. This conference is not only beneficial for networking, but provides trainings that help go towards annual mandated requirements, as well as provides access and information to new industry related tools and equipment that can then be discussed/presented to our Village Trustees, PD, Fire Dept, or school officials for possible acquisition and implementation.

4th of July report 2025

4th of July—Overall the event went smooth. Increased activity but nothing that was out of the ordinary.

Traffic details for the parade and the end of the fireworks all went well, minor delays as is expected with that many people/vehicles concentrated in one area

Thank you to all of the Law Enforcement agencies that sent support in, Sandwich EMA, Belvidere Wal-Mart, Kirkland Public Works for their assistance. An additional thank you will go out to the LE agencies at the DCLEEA Meeting in August.



Kirkland Police Department

313 West Main Street, P.O. Box 550

Phone: 815-522-3315

Chief Adam Davenport



School: Annual Safety Meeting took place: This meeting is conducted to ensure compliance with the state and Board of Education as it relates to school safety, protocols, plans, goals, etc. are in place for the upcoming school year. Discussion regarding upcoming trainings, meetings, round table discussions, k9 walk-thru, drills, and school safety review/audit for the 2025-2026 school year among other items.



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Chief Adam Davenport



Stationary Patrol

The WHY behind the Mystery!

Below is a list of reasons why an Officer may be sitting stationary:

1. Break time—as allotted by law; I don't know any Officer that stops what they are doing and says, hold on, I get my 15 minutes...but they do stop and breath, go to the gas station, and grab a drink like anyone else, which is also a good community contact
2. Lunch time—Our officers typically work 12 hours rotations, they take a lunch as allotted by law, sometimes that is in their vehicle.
3. Sharing intelligence with fellow officers (sometimes the officer is waiting for another officer/deputy to arrive, or has just finished talking, or is possibly on a phone call with another officer)
4. Running radar
5. Watching stop signs/intersections for the purposes of enforcement
6. General Officer Presence (LE 101)
7. Completing Paperwork—the car is our office, and if we are in the PD too long we get labeled as hiding in the PD.
8. Researching case law, state statute, federal law, ordinance compliance, or call specific information
9. Vehicle “wear and tear”---running a squad all shift just to run it is not feasible. Squads are left stationary to mitigate running a squad to the ground
10. Save on fuel costs by not oversaturating and patrolling the same area repeatedly
11. Observation or information gathering
12. On a business related phone call
13. High Visibility
14. Request of a citizen/complainant/constituent to run stationary for a specific purpose
15. Getting out of the car and stretching

PUBLIC WORKS REPORT

JUNE 2025



WATER & SEWER DEPARTMENT

- Continued maintenance of each of the wellhouses and the sewer plant.
- Replaced 3 aerators and expecting 3 new aerators in the fall
- Replaced many faulty, leaking and old water meters
- Tested several buffalo boxes to ensure proper function
- Assisted with a broken water main along South Street on the 7th
- Worked on clearing a sewer backup along Hortense Drive

STREETS DEPARTMENT

- Put up flags and banners on the light poles in preparation for the 4th of July
- Repaired potholes in pavement and road edges
- Trimmed and sprayed weeds all over town throughout the month
- Continued mowing of all Village properties
- Filled in and planted flowers for the Police Department
- Painted parking lines and handicapped spots on 4th Street for the Police Department
- Collected trash from the street and from each Village building
- Removed old sidewalk along the 100 Block of South Street
- Prepared for the 4th of July parade detour

PARKS

- Continued taking care of the new trees (watering, treating with insecticide) which had been planted in Behnke Park
- Removed a large stump from Pioneer Park along the bank of the pond
- Trimming and spraying all around the banks of the Pioneer Park pond

MAINTENANCE

- Sent the Bobcat skidsteer off for repairs
- Kept up on lawnmower maintenance, and received a new eXmark 72" mower
- Worked on fixing a hydraulic leak and a stuck bearing on the Elgin street sweeper

NEXT MONTH?

Preparing and assisting with the Lion's Club 4th Celebration. A new sidewalk will be installed along the 100 Block of South Street.

Report in Favor of Re-Zoning Request

VILLAGE OF KIRKLAND PLANNING AND ZONING COMMISSION

In re: 401 W. Main Street, Kirkland, IL
PIN: 01-26-207-013

On July 14, 2025, the Village of Kirkland Planning and Zoning Commission held a hearing on the petition (the "Petition") of Dan Chambers for re-zoning the property located at 401 W. Main Street (the "Property") from B-1 to B-2. The re-zoning would permit the property to be used as an automotive maintenance business.

Following presentation of evidence on the petition, comments by the public, and questioning by the Commission, the Commission made the following findings of fact and recommendation to the Village Board with respect to the relief sought by the Petition, based on the factors required by Section 154.205(C)(4) of the Village Code:

- I. Findings of Fact
 - a. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the district in which it is located.
 - b. The plight of the owner is due to unique circumstances.
 - c. The variation, if granted, will not alter the essential character of the locality.
- II. Recommendation: The Planning and Zoning Commission recommends that the Village Board **grant** the Petition, subject to the following conditions:

Adopted by a 5-0 vote of all Commissioners present on July 14, 2025



Chair



Witness

VILLAGE OF KIRKLAND
GENERAL BOARD MEETING
PUBLIC COMMENT
SIGN-IN-SHEET
DATE: 7/21/25

Please **PRINT** clearly.

Name:

Sally Jones

Group or Organization:

Issue to Discuss:

Roads

AGENDA
Board of Trustees Regular Meeting
Village of Kirkland
Kirkland, Illinois 60146
Monday, July 21, 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)
- VIII. Reports
 - 1. Police Report
 - 2. Public Works
 - 3. Committee Reports
- IX. Business
 - 1. Discussion / Approval of Ordinance 2025-04 / An Ordinance Re-zoning 401 W. Main Street
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