

**Village of Kirkland
Board of Trustees Regular Meeting
Kirkland, Illinois 60146
Monday, August 3, 2026**

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 were present. Also, in attendance were Village President Block, Village Attorney Walter and Village Clerk Scidmore, and Public Work Supervisor Stark.
- III. **Pledge of Allegiance** – President Block led the Board of Trustees in the Pledge of Allegiance.
- IV. **Comments from the Audience** –
 - a. Resident Lou Ferrante asked the Board about the Village's position on property preservation, specifically noting the unkempt yard and accumulated garbage outside the Kirkland Fitness Center. President Block stated he spoke with Chief Davenport regarding the property. The Village has notified the business owner that they are currently out of compliance and have 15 days to remediate the violations. Trustee Fruit noted that B&F Construction Code Services is contracted by the Village to identify ordinance violations. Due to limited staffing in the Police and Public Works Departments, code enforcement is not their primary focus. Consequently, the Board emphasized that the most efficient way to address ordinance violations is for residents to report them directly to these departments.
 - b. Resident Katie Stoddard thanked Village Clerk Scidmore and Chief Davenport for their assistance. Ms. Stoddard requested to change her residential address from 6th Street to Prospect Street, as her primary entrance faces Prospect Street. This change would also allow her to install a fence in what is currently designated as her front yard. The Board discussed several options with Ms. Stoddard. The recommended next steps include contacting DeKalb County for authorization to alter the address and, if required, presenting a formal request to the Village's Planning & Zoning Board.
 - c. Jerry Salvino, owner of the apartment complex on Byers Street, requested that the Village fund the repaving of his property's parking lot. He presented documentation indicating that the Village utilized Tax Increment Financing (TIF) funds to repave the lot in 2004. Following Board discussion, it was determined that because the TIF District program has expired, the Village cannot fund the project. Mr. Salvino remains financially responsible for the full cost of repaving the private parking lot.
- V. **Approval of Minutes** – President Block asked for a motion for the approval of Regular Meeting Minutes for Monday, July 20, 2026. Trustee Ziegler noted that a correction needed to be made to a GIC representative's name. Fruit made a motion to approve the Regular Meeting Minutes for Monday, July 20, 2026, to include an amendment to the GIC representative's name in the minutes, with a 2nd by Trustee Chambers. 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 \$119,456.04. Trustee Ziegler made a motion to approve the Warrant for \$119,456.04, 2nd by Trustee Benes. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chamber, Michener and Benes voted yes. Motion carried.

VII. **Guest Speaker** – None

VIII. **Reports** –

- a. **Police Report** – Chief Davenport gave his report for July 2026 activity, please see attached.
- b. **Public Works** – Jim Stark gave his report for July 2026 activity, please see attached report.
- c. **Committee Reports** –
 1. Tree Commission – Next meeting will be held on August 11, 2026 at 7pm
 2. Water, Sewer, Streets, Alleys & Parks Committee – No updates
 3. Economic Development Committee – No updates

IX. **Unfinished Business** –

X. **New Business** –

- a. **Discussion / Approval of Water Leak Adjustment to Balance Due at 702 Prospect Ave** – President Block requested approval for a water leak adjustment to the balance due for the property at 702 Prospect Ave. Trustee Fruit made a motion to approve the adjustment, 2nd by Trustee Michener. On a voice call vote all in favor. **Motion carried.**
- b. **Discussion / Approval for New Replacement Fire Hydrant at Euclid Plant** – Public Works Supervisor Stark reported that the replacement quote from Senstrom for the Euclid Plant fire hydrant increased by \$1,500. The Board directed Stark to request an itemized cost breakdown from the vendor to explain the increase. The Board also requested that Stark evaluate if performing a portion of the labor in-house could reduce the total cost. This item was tabled until the next regular board meeting on Monday, September 21, 2026.
- c. **Discussion / Approval to Purchase a Meter to Measure the Flow at the Wastewater Treatment Plant** – President Block requested a motion to approve the purchase of a flow meter featuring a one-year warranty from Vortex for the Wastewater Treatment Plant. Trustee Michener made a motion to approve the purchase at a cost not to exceed \$4,400, 2nd by Trustee Benes. Upon a roll call vote, Trustees Chambers, Michener, Benes, Ziegler, Marshall and Fruit voted yes. **Motion carried.**
- d. **Discussion of Village of Kirkland Building Permit Ordinances for review of Building Permit Definitions and Various Fees, (Plan Review Fees, Inspection Fee & STOP WORK Fees)** – The Board reviewed Building Permit Definitions and various fees (Plan Review, Inspection, and Stop Work Fees). The Board agreed to remove specific building permit fee amounts from the Village Code because rates change annually based on B&F Construction Code Services, Inc. pricing. Fees will instead be listed in the building permit application packet. Village Attorney Walters noted that the current Ordinance Codes require clarification and offered to research more up-to-date ordinances that omit specific fee amounts. He will collaborate with Village Clerk Scidmore to draft an ordinance package for future Board review. The Board confirmed that the Village Clerk may charge the Plan Review Fee upfront and invoice residents for Failed

Inspection and Stop Work fees, inclusive of a 25% administrative fee. Following the ordinance updates, the Village Clerk will post a reminder on social media regarding building permit requirements.

- e. Discussion / Approval of Village of Kirkland Waste Services Contract Request for Bid – Village Attorney Walters presented a draft RFP for Solid Waste Services. President Block noted the existing five-year Waste Management contract expires on December 31, 2026. The Board established that the open bid window will begin September 18, 2026, at 10:00 a.m., via a link on the official Village website. Trustee Michener made a motion to approve the Village of Kirkland to put out for bid a Waste Services Contract Request, 2nd by Trustee Ziegler. On a voice call vote all in favor. Motion carried.
- f. Discussion / Approval of Proclamation “BE THE ONE” for Veterans Suicide Prevention organized by the American Legion’s – The Board reviewed the proclamation supporting the "BE THE ONE" campaign for Veterans Suicide Prevention, organized by the American Legion. President Block officially proclaimed September 20, 2026, as “BE THE ONE” Day in the Village of Kirkland, emphasizing that every day offers an opportunity to save a veteran's life. Following remarks from attending American Legion veterans, President Block signed the proclamation. The Village Board of Trustees then took a commemorative photograph with the visiting veterans.
- g. Discussion / Approval to Purchase Lightbulbs for Streetlights on Main St and 1 at the Gas Station – Public Works Supervisor Stark reported a burnt-out streetlight bulb near the gas station on Main Street. He requested authorization to purchase a standard order of one dozen replacement bulbs. Trustee Fruit directed Stark to obtain competitive pricing from Grainger and Uline. Trustee Marshall noted that Board approval is not required for this purchase, provided the total cost remains within the department's existing budget limits.
- h. Discussion / Approval to Purchase a Receiver and an Android Device (preferably a laptop) to retrieve more than 30 days of data from our Water Meters – Public Works Supervisor Stark stated that purchasing a Una Pro Receiver would allow the Public Works Department to retrieve and store more than 35 days of historical data from the water meters. Trustee Fruit questioned whether a software upgrade was needed instead of additional equipment. Trustees Fruit and Ziegler also inquired why the new receiver requires an Android device (preferably a laptop) rather than the Apple tablet currently used by the Public Works Department. The Board directed Supervisor Stark to contact the Sensus sales representative for clarification. Additionally, President Block and Stark will meet in September to conduct further research and present their findings at the next board meeting on September 21, 2026.
- i. Discussion / Approval of Purchase of New Meter for Well #2 and damage Parts for the SCADA Equipment – President Block requested a motion to approve the purchase of a new meter for Well #2 and replacement parts for the SCADA equipment, which was recently damaged by a lightning strike. Trustee Fruit made a motion to approve the purchase of a new meter for Well #2 and replacement parts for the SCADA Equipment in an amount not to exceed \$2,500, noting that the wiring has already been tested, 2nd by Trustee Michener. On a voice call vote all in favor. **Motion carried.**
- j. Discussion / Approval of EPA Village Emergency Water Supply Plan and Compliance of Backflow Prevention Devices, Inspection & Maintenance Tracking – President Block stated

that the Village Ordinance has adopted the Illinois Plumbing Code, which outlines backflow prevention requirements in detail, therefore no further action should be necessary. Trustee Fruit provided an overview, noting that only licensed plumbing contractors with a Certified Cross-Connection Control Device Inspector (CCCDI) license are authorized to perform these inspections. Business owners are responsible for ensuring these inspections are completed annually and that the resulting reports are submitted to the Public Works Department for compliance tracking. [Title] Scidmore noted that annual notification letters can be sent to affected property owners. The Board directed Public Works Supervisor Stark to contact Genoa and other local municipalities to obtain copies of their EPA Emergency Water Supply Plans for review. Action on this item was tabled until the next Board meeting on September 21, 2026.

- k. Discussion / Approval to Purchase a box of Water Meters – Public Works Supervisor Stark reported that the inventory is currently reduced to two water meters. Following discussion, the Board decided to defer the purchase of new meters until the remaining inventory is fully utilized.
- l. Discussion / Approval of Village of Kirkland Laptop Replacement Schedule –President Block noted that while the newly established five-year replacement schedule designates his laptop for an upgrade, he declines a replacement at this time. The next scheduled acquisitions are two new computers for the Public Works Department. Review of these purchases has been deferred until later this fall, following the recent acquisition of two computers for the Police Department.
- m. Open Discussion of Salt Purchase Agreement – President Block reported that DeKalb County did not secure a salt bid. Following consultations with Franklin Township, he recommended the Village contract with the vendor offering road salt at \$135 per ton. President Block directed Trustee Stark to contact the company to complete the registration and purchase process.

- XI. Adjournment –President Block noted the next scheduled meeting is Monday, September 21, 2026, and requested a motion to adjourn. Trustee Fruit moved to adjourn, with a 2nd by Trustee Ziegler. On a voice call vote, all were in favor. Motion carried. Meeting Adjourned at 8:57 P.M.

Next Board of Trustees Regular Meeting will be Monday, September 21, 2026 at 7:00 P.M.


Leslie Scidmore
Village Clerk


~~Ryan Block~~
~~Village President~~ Dan Chambers
Pro Temp President

PUBLIC WORKS REPORT

JULY 2026



WATER & SEWER DEPARTMENT

- Preparing to list sewer jetter for auction
- Bought a new skimming device to attempt to control the growth of duckweed on the secondary lagoon
- Pressure tested several houses around town for complaints of high bills, leaks, and low water pressure including 108 Hiawatha Drive which we dug up, cut into and rodded out
- Lightning struck near Well #2 which fried the flow meter and urgently needs replacement
- The flow meter at the sewer plant is causing over-cycling of the wastewater pumps which needs replacement. The pumps are still going airborne frequently

STREETS DEPARTMENT

- Detoured Route 72 for the 4th of July celebration
- Continual trimming and spraying of weeds all over town
- Filling in potholes in gravel alleys to prepare for road grading
- Worked on a culvert going underneath Prospect & 6th street which had a concrete headwall that collapsed

PARKS

- Continued to work on cleaning up the washed-out gravel walking path in Behnke Park
- Sprayed weeds at the Behnke Park playground and re-graded the dirt underneath for new mulch to be spread
- Cut down several trees in Pioneer Park

MAINTENANCE

- Worked on storage solutions for the Sewer Plant garage now that the jetter's bay is open

NEXT MONTH?

Planning on inspecting a street sweeper being sold by Tim Hall's auction service over in Union, IL



THE VILLAGE OF KIRKLAND, ILLINOIS

PROCLAMATION BY THE PRESIDENT

WHEREAS, 18 to 22 military-affiliated Americans are lost to suicide each day; and

WHEREAS, Veterans are at 58% higher risk of suicide than those who haven't served; and

WHEREAS, across the nation, change is underway to reduce the number of military-affiliated Americans who are lost to suicide, including the Illinois Governor's Challenge to Prevent Suicide Among Service Members, Veterans and their Families; and

WHEREAS, The American Legion's primary mission, Be the One, is a concentrated effort to save the lives of veterans and servicemembers at risk of suicide...one is too many; and

WHEREAS, September is Suicide Prevention Awareness Month—a time to raise awareness, promote hope, and normalize help-seeking; and

WHEREAS, Veteran organizations (including the American Legion, AMVETS, VFW) and communities across the DeKalb area are participating in the 3rd Annual Be the One Walk on September 20, 2026, to stand together in strength, dignity, hope, and purpose to help save military-affiliated lives.

Therefore, I, Ryan J. Brown, PRESIDENT of the Village of KIRKLAND, Illinois, join The DEKALB American Legion Post # 66 FAMILY, and advocates across the country in taking action to prevent Veteran suicide,

DO HEREBY PROCLAIM THE DAY OF SEPTEMBER 20, 2026 AS "BE THE ONE" DAY

In the VILLAGE of KIRKLAND, reminding everyone that each day of the year is an opportunity to be the one to save the life of at least one veteran.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the Village of KIRKLAND, to be affixed this 3 day of AUGUST, in the year Two Thousand Twenty-Six.



The DeKalb American Legion Post #66 Family



Be The One

At its core, Be the One is The American Legion's top priority at a national level as well as at Veteran Organizations across DeKalb County. It is a mission to reduce the number of veterans and servicemembers who die by suicide and involves everyone throughout the entire American Legion Family and the community. What started with a mission Nationally, developed into a vision at DeKalb American Legion Post 66, and has now expanded and has been embraced by American Legion Posts across DeKalb County and beyond, AMVETS, VFW, the City of DeKalb, Northwestern Medicine, and many community entities. The collaboration across the county is impressive, strong, and growing.

We now have a seat on the DeKalb County Suicide Prevention Committee, bringing increased exposure to the veteran suicide crisis and will help to build strong community partnerships and ongoing collaboration.

Key Strategies in 2026 include:

- Training the public in suicide prevention
- Promoting safe lethal means storage
- Reducing the stigma around seeking help
- Building support networks
- Continuing our emphasis on building awareness and community partnerships

3rd Annual Be The One Walk

The 3rd Annual Be the One Walk, which will take place on **September 20th**, will help to **build awareness** about the crisis, **destigmatize asking for mental health support**, and provide background on how to **identify and assist Veterans in crisis**.

DATE: **September 20, 2026**

TIME: 10:00 AM – 12:00 PM

LOCATION: NM Kishwaukee Health and Wellness Center, DeKalb, IL

REGISTRATION: Opens on May 1, 2026



Why attend? We walk to raise awareness. We walk to raise funds. But most importantly, we walk to raise each other—to show that no one has to go through this alone.

Education/Training Opportunities for Suicide Prevention (June-October 2026)

Donations from last year's activities were earmarked for education and training for the public in 2026. Because of those donations, we are able to offer the following events at no cost in 2026.

Our thanks to our donors!

- Saturday, June 27: **PTSD Training 11:00 AM at NM Kishwaukee Health and Wellness Center Auditorium at 626 Bethany Road, DeKalb**, to include causes, symptoms, methods on how to support someone with PTSD, and resources and treatments available. This will be held on National PTSD Awareness Day, which is also PTSD Screening Day. It will help you reach out to someone you might know who struggles with PTSD and let them know they are not alone and treatment modalities are available and effective.
- Wednesday, July 15: **VA S.A.V.E. Training** (offered twice this day at 11 am and 6 pm) at *NM Kishwaukee Health and Wellness Center Auditorium*. Will focus on 4-steps that allow you to help a veteran in crisis. The acronym S.A.V.E. provides a helpful way to remember the step-by-step instructions to help prevent veteran suicide.
- Saturday, August 1: **VA S.A.V.E Training** (as above) at 11:00 AM at the *Genoa Veterans Home*, followed by a Veteran's Fair.
- Sunday, September 20: **VA S.A.V.E Training** at Noon (following the 3rd Annual Be the One Walk) at *NM Kishwaukee Health and Wellness Center Auditorium*.
- Friday, October 16: **Columbia University Training Protocol for Suicide Prevention** from 5:00 pm–7:00 pm at NM Kishwaukee Health and Wellness Center Auditorium, 626 Bethany Rd, DeKalb. (Up to 150 people can be accommodated. Master trainers from Columbia University (Dr. Adam Walsh, Dr. Keita Franklin, and Wendy Lasko) will be present in the community and will provide a 2-hour training program for our veterans and families, healthcare professionals in the community, first responders, and the general public in the use of the protocols. This is a unique face-to-face experience with the trainers from Columbia University. After the training, participants will be able to: determine at-risk individuals, identify risk factors and warning signs, outline behaviors that indicate imminent risk, and communicate effectively with an individual who may be at risk of hurting themselves.
- Saturday and Sunday, October 17-18: **Columbia University Training Protocol, Train the Trainer Program** (25-30 Trainees) 8:00 am-4:30 pm each day at the DeKalb County Veterans Assistance Commission, 2500 N Annie Glidden Rd, DeKalb, IL 60115
 - *Background:* As part of The American Legion Be the One mission to end veteran suicide, The American Legion has joined forces with Columbia University to develop training for those who want to learn more about interacting and responding with veterans who may be in crisis. The bandwidth for in-person training by master trainers is limited, and funding has recently been cut.
 - *Strategy:* We will build capacity within our community/system to include 25-30 trainees who will be invited to a 2-day training opportunity and will serve as a foundation moving forward to provide this training to multiple people and organizations throughout the year. It is building capacity for spread across Northern IL.

AGENDA
Board of Trustees Regular Meeting
Village of Kirkland
Kirkland, Illinois 60146
Monday August 3, 2026 – 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. Old Business
- X. New Business
 - 1. Discussion / Approval of Water Leak Adjustment to Balance Due at 702 Prospect Ave
 - 2. Discussion / Approval for New Replacement Fire Hydrant at Euclid Plant
 - 3. Discussion / Approval to Purchase a Meter to Measure the Flow at the Wastewater Treatment Plant
 - 4. Discussion of Village of Kirkland Building Permit Ordinances for review of Building Permit Definitions and Various Fees, (Plan Review Fees, Inspection Fee & STOP WORK Fees)
 - 5. Discussion / Approval of Village of Kirkland Waste Services Contract Request for Bid
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 - 7. Discussion / Approval to Purchase Lightbulbs for Streetlights on Main St and 1 at the Gas Station
 - 8. Discussion / Approval to Purchase a Receiver and an Android Device (preferably a laptop) to retrieve more than 30 days of data from our Water Meters
 - 9. Discussion / Approval of Purchase of New Meter for Well #2 and damage Parts for the SCADA Equipment
 - 10. Discussion /Approval of EPA Village Emergency Water Supply Plan and Compliance of Backflow Prevention Devices, Inspection & Maintenance Tracking
 - 11. Discussion / Approval to Purchase a box of Water Meters
 - 12. Discussion / Approval of Village of Kirkland Laptop Replacement Schedule
- XI. Executive Session
- XII. Adjournment

**VILLAGE OF KIRKLAND
GENERAL BOARD MEETING**

**PUBLIC COMMENT
SIGN-IN-SHEET**

DATE: Aug 3 2024

Please **PRINT** clearly.

#	Name	Group or Organization	Issue to Discuss
1	Lay Ferraro	Property Preservation	
2	Katie Stoddard		Property
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