

**Village of Kirkland
Board of Trustees Regular Meeting
Kirkland, Illinois 60146
Monday, August 4, 2025**

OFFICIAL MINUTES

- I. **Call to Order** – President Block called the Board of Trustee Regular meeting to order at 7:02 P.M.
- II. **Roll call** - Members answering present as follows: Trustee Michener, Trustee Benes, Trustee Ziegler, Trustee Marshall and Trustee Fruit. Trustee Chambers was absent. 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** –
 - Linda Fett thanked the Public Works department on behalf of the Kirkland Chamber of Commerce for their assistance in hanging all the business banners on the Main St light poles and that Kerry Williams, the Chamber's Treasurer/Secretary may be using a Drone to film them.
 - Sally Jones announced that fifteen lots in Hickory Ridge that were owned by the Holdings Property were sold in February 2025 to Merl Express.
- V. **Approval of Minutes** – President Block asked for a motion for the approval of Meeting Minutes for Monday, July 21, 2025. Trustee Ziegler made a motion to approve the Meeting Minutes for Monday, July 21, 2025, with a 2nd by Trustee Michener. On a voice call vote all in favor. Trustee Chamber was absent. Motion carried.
- VI. **Approval of Warrant** – President Block asked for a motion to approve the Warrant in the amount of \$440,036.88. Trustee Ziegler made a motion to approve the Warrant for \$440,0036.88 with a 2nd by Trustee Marshall. On a roll call vote Trustees Ziegler, Marshall, Fruit, Michener and Benes voted yes. Trustee Chambers was absent. Motion carried.
- VII. **Guest Speaker(s)** – None
- VIII. **Reports** –
 1. **Police Report** – Chief Davenport gave his report for July activity, please see attached report.
 2. **Public Works** – Jim Stark gave his report for July activity, please see attached report. Trustees inquired about the timeframe for completing Pearl Street Bridge. The bridge is estimated to be done by October 2025 and the road by November 2025.
 3. **Committee Reports** –
 - a. Community Garden – Four baskets of vegetables have been donated to the Kirkland Food Pantry so far, and we are planning to bring some to the Village Hall lobby as another location for residents to stop and pickup vegetables.
 - b. Tree Committee - Trustee Benes said they did not meet in July. Village Clerk Leslie and Public Works Supervisor Jim Stark said a few 50/50 applications have already been submitted. Jim is talking to St. Aubin's Nursery about some trees that are dead in the parkways that should be

under warranty. St. Aubin's requested pictures of the trees so they can do research. Discussed possibly asking Matt Felix, a member of the Tree Committee and an arborist to possibly look at the trees and provide feedback to share with St. Aubin's Nursery along with the pictures.

IX. New Business –

- a. Discussion / Approval of Amendment for Increase to the Budget Line-Item Amount for the Administration – Bldg & Maintenance Account due to Library A/C & Electric expense –
President Block explained that the Kirkland Library A/C is a nine-year-old unit and no longer working, nor under warranty, and the electrical in the basement needs to be replaced. Public Works is working with vendors to get quotes for these repairs. Currently, the budget amount for the Administration – Bldg & Maintenance account is \$1,500 for the fiscal year, and budget amount needs to be increased to accommodate for the upcoming repairs to the Kirkland Library. Trustees inquired about all the work that needs to be done and getting additional quotes for the A/C and the electrical work. Also, the Trustees discussed other A/C options that the library might use. Linda Fett, the Librarian, stressed the importance of getting the A/C fixed. Block asked the Village Clerk to call vendor for additional A/C quotes. Block asked for a motion for the approval of Amendment for Increase to the Budget Line-Item Amount for the Administration – Bldg & Maintenance Account to \$5,000 for the Library A/C only and to table an Amendment for increase for the Electric expense until further quotes are received. Trustee Michener made a motion to approve the Amendment for Increase to the Budget Line-Item Amount from \$1,500 to \$5,000 for the Administration – Bldg & Maintenance Account, with a 2nd by Trustee Marshall. On a roll call vote Trustees Marshall, Fruit, Michener, Benes and Ziegler voted yes. Trustees Chambers was absent. Motion carried.
- b. Discussion / Approval of Engineering Services from Fehr-Graham for Grant Application services for the Safe Routes to School Project– Vincent Gallo, the Village Engineer passed out Plan Sheet Map for 2025 Safe Routes to School to all the Trustees. President Block discussed that should the Village move forward with the Grant application it would probably have to be done in two phases. Phase 1 would be a sidewalk along Hortense from First Street to 3rd Street. Phase 2 would continue to sidewalk from 3rd Street to 7th Street. The Grant is for \$250,000 and No Match and all the money can only be used for Construction Cost. The village would be responsible for all Engineering and Environmental costs which would be roughly 30% of the Construction Cost. Trustee Ziegler asked about any other grants for Villages to support persons with disabilities. Trustee Marshall discussed his concerns with the sidewalk being on the North side of the road, versus the South side and the cost to widen the bridge at 7th Street. Vince mentioned it would be cheaper to add a separate structure beside the bridge. It was noted that the Plan Sheet Map provided is out of date, therefore Vincent said they will need to update it. President Block announced that the project will be tabled at this time.
- c. Discussion / Approval of Engineering Services from Fehr-Graham for Grant Application services for the IDNR Kayak/Canoe Boat Launch Project– Vincent Gallo, the Village Engineer passed out Attachment A-2: Site Development Plan for a Boat Launch at Pioneer Park. He mentioned that the Grant is for \$80,000 and No Match. The Engineering costs would be roughly 20% for about \$30,000 - \$40,000. Trustee Marshall mentioned that there is already a canoe/kayak boat launch area at Pioneer Park that is only 3 feet of elevation change to the river with a sandbar. The proposed boat launch plans would be a 14–18-foot drop in elevation to the river. It was decided that the current canoe/kayak boat launch is best.
- d. Discussion / Approval of Purchase and Installation of Security Camera System for the Kirkland Police Department– Police Chief, Adam Davenport explained that he got several quotes from

vendors but they were too high, so he reached out to Mike Ryan, the Village's IT Specialist and owner of Pine's Consulting, to provide a quote. President Block asked for a motion. Trustee Fruit made a motion to approve Quote #1236 from Pines Consulting in the amount of \$9,914 for the Purchase and Installation of Security Camera System for the Kirkland Police Department, with a 2nd by Trustee Michener. On a roll call vote Trustees Michener, Benes, Ziegler, Marshall and Fruit voted yes. Trustee Chambers was absent. Motion carried.

- e. Discussion / Approval of a "New" refurbished computer for the Adjudication Clerk per recommendations from Pines Consulting– Police Chief, Adam Davenport explained that he spoke with Mike Ryan, the Village's IT Specialist about getting a refurbished computer for the new Adjudication Clerk workstation. President Block asked for a motion to approve a new or refurbished laptop and docking station for the Adjudication Clerk. Trustee Fruit made a motion to approve the purchase of a new or refurbished laptop and docking station not to exceed \$400, with a 2nd by Trustee Ziegler. On a roll call vote Trustees Benes, Ziegler, Marshall, Fruit and Michener voted yes. Trustee Chambers was absent. Motion carried.
- f. Discussion of Village of Kirkland Paid-Time-Off Policy per Employee Handbook– Trustee Fruit, shared that IMRF's employee pension plan allows unused sick time to be cashed in at retirement for credit, thus the need to keep a sick time policy but the need to revise it. Also, Leslie Scidmore, the Village Clerk, communicated with the Hampshire Clerk who provided feedback on the pros and cons of using the verbiage Paid-Time-Off in an Employee Handbook. Matthew Walters, Village Attorney, mentioned that the board will need to provide him what they want to offer the employees and he can put a proposal together. He will also work with the Village Clerk to get this done.

- X. Adjourn to Executive Session – At 8:22 P.M. President Block ask for a motion to adjourn to Executive Session. Trustee Ziegler made a motion to adjourn to Executive Session, with a 2nd by Trustee Benes. On a roll call vote Trustees Ziegler, Marshall, Fruit, Michener and Benes voted yes. Trustee Chambers was absent. Motion carried.

- XI. Return back to Regular Session from Executive Session –President Block called the Board of Trustee Regular meeting back to order at 9:13 P.M.

Roll Call – Members answered present as follows: Trustee Benes, Trustee Ziegler, Trustee Marshall, Trustee Fruit and Trustee Michener were present. Trustee Chambers was absent. Also, in attendance were: Village President, Ryan Block, Leslie Scidmore, Village Clerk and Matthew Walters, Village Attorney.

- XII. Adjournment – At 9:14 P.M., President Block as for a motion to adjourn. Trustee Ziegler made a Motion to adjourn with a 2nd by Trustee Fruit. All in favor. Trustee Chambers was absent. Motion carried. Meeting Adjourned.

Due to Labor Day being Monday, September 3rd the Next Board of Trustees Regular Meeting will be Monday, September 15, 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



8.04.25

Village of Kirkland Board Meeting

7:00pm

Monthly Police Report

July 2025

The Kirkland Police Department handled two hundred and seventeen (217) reportable activities for the month of July

Officer Rufenacht will be attending DOT Training in August—40 hour course --\$135/cost of course—begins Monday August 25th

New computer will be needed for the Adjudication Clerk; The existing computer is obsolete and the OS system is no longer functional per recommendations from Pines Consulting. Pines recommends a refurbished computer at a cost of approximately \$350

Public Service Announcement: This alert has been out, but it is good to always remind our citizens especially during the warmer months when yard work is being completed, to be cautious about people knocking at your door or possibly keeping you busy out in the yard while their accomplice makes their move! Alert is generated from Elgin PD—See attached

Information Campaign:

Quarterly Ordinance report—see attached

Officer training mandates—see attached

School Information:

Meeting with all staff and Chief Davenport in August as part of an annual meeting Chief has with all staff; Discussion Topics will include an Introduction, Identifying new staff; Discussion regarding LE plans and involvement for upcoming school year.

PUBLIC WORKS REPORT

JULY 2025



WATER & SEWER DEPARTMENT

- Spread a sludge treatment on the lagoons
- A new automatic transfer switch was installed for the Wastewater Plant's generator in case of power loss
- Hired Wagner Excavating for the replacement of a service valve on 3rd & Benham
- Installed 6 new Radio Read water meters to replace broken or outdated meters

STREETS DEPARTMENT

- Detoured Main Street for the 4th of July Parade and for the Firework show
- Assisted with the installation of a new sidewalk along the 100 block of South Street,
- Placed concrete parking barriers at the Police Department
- Trimmed overhanging tree limbs in the alleys around town
- Put up the new Chamber of Commerce banners on the light poles

PARKS

- Cleaned and refilled the watering tank at the Community Garden
- Gave the new oak trees in Behnke Park another insecticide treatment
- Chandler passed his Turfgrass Pesticide application test

MAINTENANCE

- Repaired the Elgin streetsweeper's water sprayer
- Replaced GMC dump truck's knock sensor, coolant level and oil level sensor

TRAINING

- Continued training Chandler on Water & Sewer responsibilities

NEXT MONTH?

Planning for sewer jetting on Hortense to remove large bricks and rocks. Smoke testing is also planned to find infiltration. The access door at the 4th Street Lift Station is being redesigned and remade. Public Works also met with an electrician in preparation for running power to the gravel lot at the corner of North 6th and Route 72.

VILLAGE OF KIRKLAND
GENERAL BOARD MEETING
PUBLIC COMMENT
SIGN-IN-SHEET
DATE: 8/4/25

Please PRINT clearly.

Name:

Group or Organization:

Issue to Discuss:

LINDA
Sally

Co of C
Hickory

AGENDA
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Village of Kirkland
Kirkland, Illinois 60146
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- I. Call to Order
- II. Roll Call
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- 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
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- X. Executive Session
- XI. Adjournment