

**Village of Kirkland
Board of Trustees Regular Meeting
Kirkland, Illinois 60146
Monday, September 15, 2025**

OFFICIAL MINUTES

- I. **Call to Order** – Trustee Sarah Ziegler called the meeting to order with a roll call at 7:00 P.M.
- II. **Roll call** - Members answering present as follows: Trustee Michener, Trustee Benes, Trustee Chambers, and Trustee Ziegler. Village President Block, Trustee Marshall and Trustee Fruit were absent. Also in attendance were Leslie Scidmore, Village Clerk and Matthew Walters, Village Attorney.
- III. **Pledge of Allegiance** – President Pro Temp Ziegler led the Board of Trustees in the Pledge of Allegiance.
- IV. **Comments from the Audience** – Pete Paulson said he has been growing 2-3 Bald Cypress seedlings for three years in pots and would like to donate the small trees for free to be transplanted at Benke Park on 6th Street. After a brief discussion about the growth habits of the trees, the board agreed that Pete can work with Jim Stark, Public Works Supervisor, to find a location to get them planted at Benke Park.
- V. **Approval of Minutes** – President Pro Temp Trustee Ziegler asked for a motion for the approval of Meeting Minutes for Monday, August 4, 2025. Trustee Benes made a motion to approve the Meeting Minutes for Monday, August 4, 2025, with a 2nd by Trustee Michener. On a roll call vote Trustee Benes, Ziegler, Chambers and Michener voted yes. Trustees Marshall and Fruit were absent. Motion carried.
- VI. **Approval of Warrant** – President Pro Temp Trustee Ziegler asked for a motion to approve the Warrant in the amount of \$104,742.70. Trustee Benes made a motion to approve the Warrant for \$104,742.70, with a 2nd by Trustee Chambers. On a roll call vote Trustees Ziegler, Chambers, Michener and Benes voted yes. Trustees Marshall and Fruit were absent. Motion carried.
- VII. **Guest Speaker** – None
- VIII. **Reports** –
 1. **Public Works** – Jim Stark gave his report for August activity, please see attached report.
 2. **Police Report** – Chief Davenport gave his report for August activity, please see attached.
 3. **Committee Reports** –
 - a. Tree Committee - Trustee Benes reported on the Tree Committee meeting that was held on Tuesday, September 9, 2025 and discussed that due to budget restraints they would not be doing the 50/50 Tree Planting this Fall, but will resume in Spring 2026. The committee will continue to work with the Hiawatha school to partner with them about growing tree saplings in the Hiawatha Green House to later transplant in the

Village. The committee is also considering a new program where Residents can grow their own tree saplings and then donate them to the Village for planting. Residents who donate could get a plaque by their donated tree.

IX. Unfinished Business - None

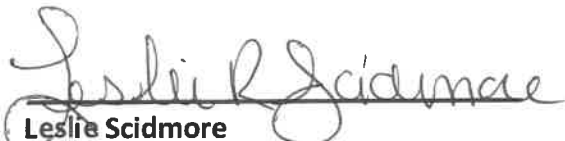
X. New Business –

- a. Discussion / Approval of Ordinance 2025-05 / An Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax for the Village of Kirkland – Village Attorney, Matthew Walters explained that Illinois lawmakers are putting an end to the 1% statewide grocery tax effective January 1, 2026, therefore all local governments would need to implement their own 1% tax on groceries moving forward. The approval of Ordinance 2025-05 would allow Kirkland to continue collecting the current 1% grocery tax after January 1, 2026. Trustee Benes made a motion for the approval of Ordinance 2025-05 / An Ordinance Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax for the Village of Kirkland, with a 2nd by Trustee Michener. On a roll call vote Trustees Chamber, Michener, Benes and Ziegler voted yes. Trustees Marshall and Fruit were absent. Motion carried.
- b. Discussion / Approval of Rental of Village President's Office to Helms for 1-Year during Bridge Work in and around Village of Kirkland– Village Clerk, Leslie Scidmore shared that the Helms engineers are looking for office space to use while working on another bridge in Kirkland. We would offer to rent the office to Helms which includes specific amenities. Trustee Chambers made a motion for President Block to enter into negotiations for a lease agreement for a minimum amount of \$800 a month for the rental of the President's Office and amenities to Helms for 1-Year during bridge work in and around Village of Kirkland with a 2nd by Trustee Michener. On a roll call vote Trustees Chambers, Michener, Benes and Ziegler voted yes. Trustees Marshall and Fruit were absent. Motion carried.
- c. Discussion / Approval of the purchase of 700 W Prospect Ave from Village of Kirkland – Village Clerk, Leslie Scidmore explained that a resident is interested in purchasing the property from the Village of Kirkland. Village Attorney, Matthew Walters said he would discuss with Village President Block about what steps need to be taken to get an appraisal on the property and under what conditions does the Village own the property. The trustees agreed to move forward on getting an appraisal of the property.
- d. Discussion / Approval of Updates to Security Software, Domain, and Email Hosting for Village of Kirkland – The trustees discussed needing more information from Mike Ryan, Village IT Technician before making any decisions. They need a price breakdown of the total cost of the projects recommended. They also requested that Mike Ryan attend the next board meeting to answer questions in order for the board to make a more informed decision.
- e. Discussion / Approval of Aflac Life Insurance verses current American United Life Insurance Co. – Village Clerk, Leslie Scidmore relayed the Aflac Life Insurance Information that had been relayed to her by Angela Ferrigan, the Aflac Insurance Agent. Trustee Ziegler mentioned that the Village Employees should be included in making any changes to the Village's Life Insurance Plan. After more discussion it was decided that an Aflac Insurance Agent needs to meet with the board and Village employees to provide more

information about Aflac's Life Insurance rates and a comparison with American United Life Insurance Co rates.

- f. Discussion / Approval of 2026 CloseBy Text Messaging Services for the Village of Kirkland-
Village Clerk, Leslie Scidmore explained this is an annual renewal fee for the Village of Kirkland text messaging service, which did not increase from the previous year. Trustee Chamber made a motion for the approval of 2026 CloseBy Text Messaging Services for the Village of Kirkland in the amount of \$1,350, with a 2nd by Trustee Benes. On a roll call vote Trustees Ziegler, Chambers, Michener and Benes voted yes. Trustees Marshall and Fruit were absent. Motion carried.
 - g. Discussion / Approval of Braniff Communication Renewal Agreement for Warning Siren System – The trustees noted that the annual renewal fee increased \$100 from the previous year. Trustee Chamber made a motion for the approval of Braniff Communication Renewal Agreement for Warning Siren System in the amount of \$1,680, with a 2nd by Trustee Michener. On a roll call vote Trustees Chambers, Michener, Benes and Ziegler voted yes. Trustees Marshall and Fruit were absent. Motion carried.
 - h. Discussion / Approval of Illinois Labor Law Poster Service – choose from 1 – or 3-Year Subscription and number of sets of posters required– The Board of Trustees agreed that Chief Davenport and Clerk Scidmore should review their current labor law posters to determine whether to purchase the 2026 posters from Amazon or Illinois Labor Law Poster Service. They will present their comparisons at the next board meeting.
 - i. Discussion / Approval of Cancellation of October 6th Board Meeting and hold 3rd Monday Board Meeting on October 20th– Trustee Chamber made a motion for the approval of the Cancellation of October 6th Regular Board Meeting and hold alternative 3rd Monday General Board Meeting on October 20th, with a 2nd by Trustee Michener. On a roll call vote Trustees Chambers, Michener, Benes and Ziegler voted yes. Trustees Marshall and Fruit were absent. Motion carried.
- XI. Adjournment – At 8:40 P.M., the Village Board discussed that next meeting would be Monday, October 20, 2025. President Pro Temp Ziegler asked for a Motion to Adjourn. Trustee Chambers made a Motion to Adjourn with a 2nd by Trustee Benes. On a voice call vote all in favor. Trustees Marshall and Fruit were absent. Motion carried. Meeting Adjourned.

Next Board of Trustees Regular Meeting will be Monday, October 20, 2025 at 7:00 P.M.


Leslie Scidmore
Deputy Village Clerk


Ryan Block
Village President



Kirkland Police Department

313 West Main Street, P.O. Box 550

Phone: 815-522-3315

Chief Adam Davenport



Village of Kirkland

Board Meeting

09.15.2025

August 2025 Police Report

The Kirkland Police handled one hundred and thirty-seven (137) reportable calls for the Month of August.

Ofc Rufenacht attended and completed DOT truck enforcement Training

Crime Stats Report—see attached

Firearms Qualifications took place on September 12th

Senior Citizen initiative

Chief Davenport will be attending a mandated training in Rockford on 9/29—this is for Emergency Medical Response and is a mandated in-person requirement

School:

School is in session:

Planned trainings for students and staff

In-class meetings when possible to engage/interact with the students

KIRKLAND POLICE DEPARTMENT

– CRIME STATS –

MAY 2025 - AUGUST 2025

4 CRIMINAL ARRESTS



TRAFFIC STOPS



REPORTABLE ACTIVITY



775

TICKETS ISSUED - 75

- 20 - SPEEDING
- 02 - SPEEDING 26 TO 34 MPH OVER
- 06 - EXPIRED REGISTRATION
- 24 - SUSPENDED REGISTRATION
- 02 - DRIVING UNDER THE INFLUENCE OF ALCOHOL
- 04 - DRIVING WHILE LICENSE SUSPENDED
- 04 - DRIVING WHILE LICENSE REVOKED
- 08 - UNINSURED MOTOR VEHICLE
- 04 - STOP SIGN VIOLATION
- 01 - EQUIPMENT VIOLATION

ORDINANCE VIOLATIONS



119

WARNINGS ISSUED - 172

- 43 - SPEEDING
- 52 - EXPIRED REGISTRATION
- 11 - SUSPENDED REGISTRATION
- 01 - EXPIRED DRIVERS LICENSE
- 04 - STOP SIGN VIOLATION
- 22 - EQUIPMENT VIOLATION
- 12 - CELL PHONE VIOLATION
- 09 - SEAT BELT VIOLATION
- 06 - UNLAWFUL POSS. OF CANNABIS – VEHICLE
- 12 - IMPROPER LANE USE

7 TRAFFIC CRASHES



3 RECOVERED STOLEN VEHICLES



PUBLIC WORKS REPORT

AUGUST 2025



WATER & SEWER DEPARTMENT

- Installed 7 new water meters to replace outdated or broken units.
- Received 3 rebuilt aerators, installed one.
- Fixed the effluent chlorine injector which had sprung a leak on Sunday the 17th.
- Fixed a leak in Well #2's chlorine pump.
- Hired Visu-Sewer to jet and vacuum out sewers from 3rd to 5th on Hortense, and down 5th Street.

STREETS DEPARTMENT

- Purchased a self-propelled mower for mowing the parkway of the Police Department and for mowing around the Lagoons.
- Continued trimming and spraying of weeds in curbs, alleys and all-around town.
- Picked up limbs and branches from storm damage on the 17th.

PARKS

- Cut up and removed a large tree which had fallen into the pond at Pioneer Park
- Continued taking care of Behnke Park's playground as well as the new trees planted there

MAINTENANCE

- Modified the Ferris mower for towing a broadcast sprayer
- Repaired a blown hydraulic line on the Backhoe

TRAINING

- Chandler & Jim in Confined Spaces, Lockout-Tagout, and Fire Extinguisher training in Loves Park.
- Chandler and Jim also went to the Water360 Training Seminar in Glen Ellyn

NEXT MONTH?

Chandler and Jim will be in water treatment classes in preparation for their Water Operator's test on the 14th of October. Smoke testing has been delayed until the 10th of September.

VILLAGE OF KIRKLAND
GENERAL BOARD MEETING
PUBLIC COMMENT
SIGN-IN-SHEET
DATE: 9/15/2025

Please PRINT clearly.

Name:

Pete Paulsen
Chandler Frost

Group or Organization:

Resident
Public Works

Issue to Discuss:

Tree to Plant

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Kirkland, Illinois 60146
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- V. Approval of Minutes
- VI. Approval of Warrant
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 - 2. Public Works
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