

**Village of Kirkland
Board of Trustees Regular Meeting
Kirkland, Illinois 60146
Monday, November 17, 2025**

OFFICIAL MINUTES

- I. **Call to Order** – Trustee Sarah Ziegler called the meeting to order with a Roll Call at 7:02 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 Dave Nolan, Temporary Village Attorney.
- III. **Motion for President Pro Temp** - Trustee Sarah Ziegler asked for a motion to assign her President Pro Temp of the meeting in President Block's absence. Trustee Chambers made a motion to appoint Trustee Ziegler as President Pro Temp, with a 2nd by Trustee Michener. On a roll call vote Trustees Michener, Benes, Ziegler, Marshall, Fruit, and Chambers voted yes. Motion carried.
- IV. **Pledge of Allegiance** – President Pro Temp Ziegler led the Board of Trustees in the Pledge of Allegiance.
- V. **Comments from the Audience** –
 1. Sally Jones inquired why the residents in Hickory Ridge who do not have sewer service in their neighborhood were being charged the \$3 Sewer Improvement fee on their utility bills. The board will investigate the matter and get back to her with an answer.
 2. Sally Jones inquired about when the Village board will be communicating with the Kirkland Public Library board about the plans to sell the building back to the library board. Trustees assured her that once the Village board has made a decision, they will communicate directly with the Kirkland Public Library board to notify them of their plans.
 3. Kathleen Hall addressed the board about a high-water bill due to an unused toilet continuously running upstairs at 301 North Street. The board agreed to do an average calculation of their 12-month billing cycle consumption and the Village Clerk will submit her a new adjusted bill that will be approved at the next board meeting. Jim Stark confirmed the problem has been fixed and the consumption has not been high since the problem was fixed.
 4. Joe Emerich, Elaine Mitchell's son, addressed the board about a high-water bill consumption amount at 200 Benham Street. Joe checked for leaks but none were found. The board agreed to do an average calculation of their 12-month billing cycle consumption and the Village Clerk will submit a new adjusted bill to be approved at the next board meeting. Jim Stark mentioned that currently the meter software can keep a 30-day history of water meter readings, but for \$3,000 we can upgrade the software to obtain a 90-day history of meter readings.

- VI. Approval of Minutes** – President Pro Temp Trustee Ziegler asked for a motion for the approval of Meeting Minutes for Monday, October 20, 2025. Trustee Fruit made a motion to approve the Meeting Minutes for Monday, October 20, 2025, with a 2nd by Trustee Chambers. On a roll call vote Trustee Benes, Ziegler, Marshall, Fruit, Chambers and Michener voted yes. Motion carried.
- VII. Approval of Warrant** – Trustee Benes inquired about Fehr Graham bills regarding the Pearl Street Bridge project. Trustees agreed to direct these questions to President Ryan Block. Leslie Scidmore, Village Clerk shared that a final amount has been provided by Fehr Graham and she will ensure the trustees are given that information. President Pro Temp Trustee Ziegler asked for a motion to approve the Warrant in the amount of \$186,191.62. Trustee Fruit made a motion to approve the Warrant for \$186,191.62, with a 2nd by Trustee Chambers. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chambers, Michener and Benes voted yes. Motion carried.
- VIII. Guest Speaker** – None
- IX. Reports** –
1. Police Report – Chief Davenport gave his report for October activity, please see attached.
 2. Public Works – Jim Stark gave his report for October activity, please see attached report.
 - Trustee Benes asked about the time Public Works spent to clean up the Central Pacific railroads mess. It was discussed that in the future the railroad would be financially responsible for the cleanup.
 - Trustee Fruit inquired about the Waste Water and Clean Water Training/Test for Jim Stark and Chandler Fruit.
 3. Committee Reports –
 - a. Tree Committee - Trustee Benes reported the Tree Committee would be meeting on Tuesday, November 18, 2025.
- X. Unfinished Business** - None
- XI. New Business** –
- a. Discussion / Approval of Village of Kirkland Fiscal Year 2024-2025 Financial Audit –Board Trustees, Chief of Police Adam Davenport and Jim Stark, Public Work Supervisor, agreed that more time was needed to review the Financial Audit. It was agreed to table further discussion and the approval of the Fiscal Year 2024-2025 Financial Audit until the next board meeting.
 - b. Discussion / Approval of Village of Kirkland Ordinance No. 25-07 / An Ordinance Authorizing the Sale of Certain Village-Owned Real Property No Longer Necessary or Useful to the Village (65 ILCS 5/11-76-2) for 700 W Prospect Ave and 101 Brennan Drive from Village of Kirkland– Trustee Fruit asked who was interested in the 101 Brennan Drive lot. Village Clerk explained that a village resident was interested in purchasing the lot to build a Morton Shed. Dave Nolan, Village Attorney, said that the Prospect Ave Lot is part of one pin number along with the other property in that area. Trustee Fruit requested to revise Exhibit A with an Amendment to split the Prospect Ave parcel and to remove Brennan Drive from the Ordinance. Trustee Fruit made a motion for the approval of the Village of Kirkland Ordinance No. 25-07 with an Amendment to

Exhibit A to remove the Brennan Drive address and with the split of the lot for 700 W Prospect Ave, with a 2nd by Trustee Chambers. On a roll call vote Trustees Fruit, Chambers, Michener, Benes, Ziegler and Marshall voted yes. Motion carried.

- c. Discussion of Sale of Kirkland Public Library Building between Village of Kirkland and Kirkland Public Library– Trustee Fruit mentioned that at the previous board meeting it was brought up to sell the Kirkland Public Library for a dollar in order to alleviate the financial burden on the Village of Kirkland. The board of trustees agreed that more information is needed to discuss at the next General Board meeting, and then to be shared with the Library Board at their next meeting on Monday, December 15, 2025 at 6:00pm.
- d. Discussion of Village of Kirkland Raffle License Rules and Application– The trustees discussed having questions and needing more information from President Ryan Block. The item was tabled until the next General Board meeting.
- e. Discussion of Village of Kirkland 2025-2026 Financial Options – Village Clerk, Leslie Scidmore shared President Ryan Block's recommendations to double the Water and Sewer Improvement Fees and to implement a Capital Improvement fee. These ideas would be to help offset our decreasing Sales Tax, State PPRT Tax and State Income Tax. Trustee Chamber asked about Annexing in homes North of the Kishwaukee River. Trustee Benes asked about reintroducing a Sales Tax for the Village of Kirkland. These ideas were discussed by the trustees.
- f. Discussion / Approval of adjustment of Utility Bill for 714 Prospect Street – Trustee Fruit made a motion for the approval the adjustment of Utility Bill for 714 Prospect Street, with a 2nd by Trustee Michener. On a roll call vote Trustees Ziegler, Marshall, Fruit, Chambers, Michener and Benes voted yes. Motion carried.
- g. Discussion / Approval of Bull Run Creek LOMR Adjacent Properties Survey by Fehr-Graham – Pete Paulsen, a resident on S 6th Street explained that the LOMR is an extension to get the entire FEMA floodplain map revised. After further discussion it was agreed to table the item for further discussion until the next general board meeting at which the trustees would like Jason Stoll, our Fehr-Graham engineer to attend.
- h. Discussion / Approval of Central South Branch Kishwaukee River Watershed Based Plan– Dean Johnson, Executive Director for DeKalb County Soil and Water Conservation District, and is also the DeKalb County Watershed Coordinator, introduced the Central South Branch Kishwaukee River Watershed-Based Plan to the board of trustees. He gave an overview of the history of the program and the purpose of improving water quality in our area. Within the plan there are recommendations specifically for the Village of Kirkland. The U.S. Environmental Protection Agency (ETA) has approved the plan, thus he explained that should the Village of Kirkland adopt the plan it would make us eligible for 319(h) grants for storm water improvement projects down the road. After further discussion it was decided that the trustees would review the plan provided to them, and then add it to the agenda for the next board meeting.
- i. Discussion / Approval of replacement of Fire Hydrant by Euclid Chemicals by Stenstrom– Jim Stark, Public Works Supervisor, discussed the reason for the replacement of the fire hydrant after a traffic crash that damage the property. Leslie Scidmore, Village Clerk said that she called the insurance company of the driver at fault, to file a claim. The trustees discussed the option of Euclid Chemicals using the fire hydrants down by the Fire Department, until we get the funds from the insurance company.

- j. Discussion / Approval Remove (2) Walnut Trees in parkway at 313 S 4th Street – Jim Stark, Public Works Supervisor explained that the owner is requesting the trees be moved due to branches falling and obstruction the entry into their home and the damage done to their home and cars. The Board of Trustees discussed the health of the trees and other options. It was decided to have the Leslie Scidmore, Village Clerk, call ComEd to inquire about them trimming the trees on behalf of the resident.
- k. Discussion / Approval of Kirkland Public Works Employees to attend CPR/First Aid Training – President Pro Temp Trustee Ziegler made a motion to approve Kirkland Public Works Employees and Village Clerk to attend CPR/First Aid Training by Tiffany Thurlby not to exceed \$220, with a 2nd by Trustee Chambers. On a roll call vote Trustees Michener, Benes, Ziegler, Marshall, Fruit and Chambers voted yes. Motion carried.

XII. Adjournment – At 8:37 P.M., the Village Board discussed that next meeting would be Monday, December 1, 2025. President Pro Temp Ziegler asked for a Motion to Adjourn. Trustee Fruit made a Motion to Adjourn with a 2nd by Trustee Chambers. On a roll call vote Trustees Benes, Ziegler, Marshall, Fruit, Chambers and Michener voted yes. Motion carried. Meeting Adjourned.

Next Board of Trustees Regular Meeting will be Monday, December 1, 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



11/03/2025

Village of Kirkland

Board Meeting

7:00pm

October 2025

Monthly Police Report

The Kirkland Police handled one hundred and sixteen (112) reportable calls for the Month of October.

KPD Event dates:

10/25/25 Kirkland Fire Dept Open House—attended event

10/26/25—Sycamore Pumpkin Fest—provided support

10/26/25—Trunk or Treat here in Kirkland in the evening—attended event

10/31/25—HALLOWEEN!

School:

Drill scheduled with staff and Police, students will not be in the building for this drill

PUBLIC WORKS REPORT

OCTOBER 2025



WATER & SEWER DEPARTMENT

- Fall hydrant flushing took place, along with flow-testing.
- Several new water meter installs.
- Replaced Aerator #7 due to a leaky float.
- Continued smoke testing sections of sewer around town.
- We pumped down the chlorine contact tank in order to get measurements on the skimmer to be rebuilt.

STREETS DEPARTMENT

- Trimmed overhanging and drooping branches from the alleys in town in preparation for snowplowing.
- Advised the Methodist church on how to redo their storm drains.

PARKS

- Cleaned up a large mess left behind by the railroad tree clearing crew, just west of Pioneer Park on both sides of train tracks and by 6th street gravel lot.
- Trimmed back the retention ponds by the Sawmill and Kirkwood subdivision.

MAINTENANCE

- Started a large rustproofing operation on the F550 which involves grinding off old flaky metal and rust and sealing the clean metal with a new coat of paint.
- Repaired the passenger side taillight on the F350 with a plastic welder after Jim backed into a fence.

TRAINING

- Chandler, Joe, and Jim attended IRWA's Northern Illinois Conference in Rockford

NEXT MONTH?

VILLAGE OF KIRKLAND
GENERAL BOARD MEETING
PUBLIC COMMENT
SIGN-IN-SHEET
DATE: 11/17/25

Please **PRINT** clearly.

Name:

Group or Organization:

Issue to Discuss:

Kathy Hall
Joe Enrick

Dean Johnson

Jean Bauer

Sally Hore

Becky Lamont

Pete Hansen

Water bill

Water bill

Water bill

library

// Sewer

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WOMEN

AGENDA
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Village of Kirkland
Kirkland, Illinois 60146
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- 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 Village of Kirkland Fiscal Year 2024-2025 Financial Audit
 - 2. Discussion / Approval of Village of Kirkland Ordinance No. 25-07 / An Ordinance Authorizing the Sale of Certain Village-Owned Real Property No Longer Necessary or Useful to the Village (65 ILCS 5/11-76-2) for 700 W. Prospect Ave and 101 Brennan Drive from Village of Kirkland
 - 3. Discussion of Sale of Kirkland Public Library Building between Village of Kirkland and Kirkland Public Library
 - 4. Discussion of Village of Kirkland Raffle License Rules and Application
 - 5. Discussion of Village of Kirkland 2025-2026 Financial Options
 - 6. Discussion / Approval of adjustment of Utility Bill for 714 Prospect Street
 - 7. Discussion / Approval of Bull Run Creek LOMR Adjacent Properties Survey by Fehr-Graham
 - 8. Discussion / Approval of Central South Branch Kishwaukee River Watershed Based Plan
 - 9. Discussion / Approval of replacement of Fire Hydrant by Euclid Chemicals by Stenstrom
 - 10. Discussion / Approval Remove (2) Walnut Trees in parkway at 313 S 4th St
 - 11. Discussion / Approval of Kirkland Public Works Employees to attend CPR/First Aid Training
- X. Executive Session
- XI. Adjournment