

AGENDA
Board of Trustees Public Budget Hearing
Village of Kirkland
Kirkland, Illinois 60146
Monday, May 7, 2018
7:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Open Hearing by Village President Block
- V. Discussion of Village of Kirkland Budget for Fiscal Year 2018-2019
- VI. Opportunity for Public Questions and Comments
- VII. Close Hearing

AGENDA
Board of Trustees Regular Meeting
Village of Kirkland
Kirkland, Illinois 60146
Monday, May 7, 2018

- I. Call to Order
- II. Roll Call
- III. Comments From Audience
- IV. Approval of Minutes
- V. Approval of Warrant
- VI. Financial Report
- VII. Reports.
 1. Police Report
 2. Public Works
 3. Zoning
 4. Pioneer Park
 5. Economic Development
 6. Committee Reports
 - a. Police Committee
 - b. Ordinance Committee
 - c. Finance Committee
 - d. Water & Sewer Committee
 - e. Streets & Alley Committee
 - f. Parks Committee

- VIII. Scheduled Speakers
- IX. Approval of Committees and Appointments
1. Approval of Village Committees of the Board
 2. Appointment of Village Attorney
 3. Appointment of Chief of Police
 4. Appointment of Water & Sewer Supervisor
 5. Appointment of Streets Supervisor
 6. Appointment of Village Treasurer
 7. Appointment of Zoning Administrator
 8. Appointment of Village Clerk
 9. Approval of Kirkland Community Center Committee
- X. Approval of Meeting Dates for Fiscal Year 2018-2019
- XI. Approval of Village of Kirkland Holidays for Fiscal Year 2018-2019
- XII. Unfinished Business
1. Update on Economic Development Study with NIU Center for Governmental Studies
 2. Mediacom Building Lease Update/Discussion
- XIII. New Business
1. Approval of Ordinance No. 2018-04 / Budget and Appropriation Ordinance for Fiscal Year Beginning May 1, 2018 and Ending on April 30, 2019
 2. Approval for Gary W. Anderson to provide Architectural Services to Village of Kirkland for Kirkland Community Center
 3. Approval of contract for B & F Construction Code Services to update Village Building Codes
 4. Memorial Day "Tribute for the Troops" Ceremony Information
- XIV. Executive Session
1. Appointment, Compensation, Discipline, Discharge and/or Performance of Specific Employees [pursuant to 5 ILCS 120/2(c)(1)]
 2. Litigation [pursuant to 5 ILCS 120/2(c)(11)]
- XV. Actions from Executive Session
1. Approval of Wage Increases for Village Employees
- XVI. Adjournment
-

**Village of Kirkland
Kirkland, Illinois 60146
Board of Trustees Regular Meeting
Monday, April 2, 2018**

OFFICIAL MINUTES

- I. **Call to Order.** Village President Block called the meeting to order at 7:00 P.M. and asked for a roll call.
- II. **Roll Call.** Members answering present as follows: Trustee Ziegler, Trustee DeVliieger, Trustee Harvel, Trustee Micele and Trustee Wiegartz. Trustee Ford absent. Also in attendance is Police Chief Adam Davenport and Village Attorney Brad Stewart.
- III. **Pledge of Allegiance** - Village President Block asked Trustee Harvel to lead us in the Pledge of Allegiance.
- IV. **Comments From Floor** - Paul Naugle expressed his concerns with turning the old IGA into a community center.
- V. **Approval of Minutes** - President Block asked for a motion to approve the Regular Board Meeting Minutes from March 19, 2018. Trustee Ziegler made the motion to approve the Minutes from March 19, 2018 with a 2nd by Trustee DeVliieger. On a roll call vote Trustees Ziegler, DeVliieger, Micele and Wiegartz voted yes, Trustee Ford is absent and Trustee Harvel abstained. Motion carried.

~ Trustee Ford joined the meeting ~

- VI. **Approval of Warrant** - President Block asked for a motion to approve the Warrant in the amount of \$29,471.92. Trustee Ziegler made the motion to approve the warrant in the amount of \$29,471.92 with a 2nd by Trustee Harvel. On a roll call vote Trustees Harvel, Ford, Ziegler, DeVliieger and Wiegartz voted yes, Trustee Micele voted no. Motion carried.

- VII. **Financial Report** – Nothing to report

VIII. **Reports**

1) **Police Report** - 96 reportable calls this month. Chief Davenport gave an update on the cars that we are going to get rid of. After having all three cars looked at, and talking with the Village President, the decision was made to go ahead and get rid of all three older cars. The reasoning is that the cost to get anyone of them repaired is greater than what the cars are worth. Chief Davenport explained how the Coffee with a cop program will work and will be setting that up for May.

2) **Public Works** - With Dale Miller being out, President Block gave Dale's report. They got as many trees down at Bull Run Creek as they could before the March 31 deadline. In the next couple of weeks they will go out and clean up the brush and get it out of there. Joe and Chris are working on the shed at the Waste Water Treatment Plant. Chris went out around town and took down all the road posted signs. Looking into April work, there is still more repairs at the wells that needs to be done.

3) Committee Reports-

- a) Police Committee - Committee meeting set for April 18, 2018 at 7:00 P.M.
- b) Ordinance Committee - Nothing
- c) Finance Committee – C.O.W. Meeting for budget review set for May 1, 2018 at 7:00 P.M.
- d) Water & Sewer Committee - Committee meeting set for April 12, 2018 at 7:00 P.M.
- e) Streets & Alley Committee - Committee meeting set for April 12, 2018 right after the Water & Sewer meeting is complete.
- f) Parks Committee - Nothing

IX. Scheduled Speaker - We had no scheduled speakers this month

X. Unfinished Business -

- 1) Approval of Municipality Software for the Village of Kirkland - President Block asked for approval of Municipality Software for the Village of Kirkland. Trustee Ford made a motion for approval of Municipality Software for the Village of Kirkland not to exceed \$10,000.00 with a 2nd by Trustee Ziegler. On a roll call vote Trustees Harvel, Ford, Ziegler and Wiegartz voted yes, Trustee Micele voted no and Trustee DeVlieger Abstained. Motion carried.
- 2) Discussion of LED Lights for Downtown Street Lights- Everyone liked the bulb on the east side of the KFR. Dale had started the conversation with LED Rite to get the street lights update. Now that he is going to be out, Joe is going to work with LED Rite to get quote going while the ComEd incentives are still there.
- 3) Update on Kirkland Community Center- President Block has received a preliminary agreement with the architect to start moving forward on the Community Center. President Block is also finalizing the members for the Kirkland Community Center committee.

XI. New Business-

- 1) Approval of Ordinance 18-03 / Ordinance for Kirkland Community Center Committee - President Block asked for a motion to approve Ordinance 18-03 / Ordinance for Kirkland Community Center Committee. Trustee Ziegler made a motion to approve Ordinance 18-03 / Ordinance for Kirkland Community Center Committee with a 2nd by Trustee DeVlieger. On a roll call vote Trustees Ford, Ziegler, DeVlieger, Wiegartz and Harvel voted yes and Trustee Micele voted no. Motion carried.
- 2) Approval of Agreement between The Village of Kirkland and Blake Oil Company to remove Designation of Well #1 - President Block asked for a motion to approve the Agreement between the Village of Kirkland and Blake Oil Company to remove Designation of Well #1. Trustee Ziegler made a motion to approve the Agreement between the Village of Kirkland and Blake Oil Company to remove Designation of Well#1 with a 2nd by Trustee DeVlieger. On a roll call vote Trustees Ziegler, DeVlieger, Wiegartz and Ford voted yes, Trustees Micele and Harvel voted no. Motion carried.
- 3) Approval for Village President to authorize contract between The Village of Kirkland and NIU Center for Governmental Studies for Kirkland Economic Development Project - President Block asked for a motion to approve the Village President to authorize a contract between the Village of Kirkland and NIU Center for Governmental Studies for Kirkland Economic Development

Project. Trustee DeVlieger made a motion to authorize the Village President to authorize a contract between The Village of Kirkland and the NIU Center for Governmental Studies with a 2nd by Trustee Ziegler. On a roll call vote Trustees DeVlieger, Micele, Wiegartz, Harvel, Ford and Ziegler voted yes. Motion carried.

4) Approval of Loan Program with DeKalb County Government Sheriff's Department for Digital Radio Communication System - President Block asked for a motion for Approval of Loan Program with DeKalb County Government Sheriff's Department for Digital Radio Communication System. Trustee Ford made a motion for the approval of the Loan Program with DeKalb County Government Sheriff's Department for Digital Radio Communication System with a 2nd by Trustee Ziegler. On a roll call vote Trustees Micele, Wiegartz, Ford, Ziegler and DeVlieger voted yes and Trustee Harvel abstained. Motion carried.

5) Discussion of DCEDC Quarterly Board Meeting for March 2018 - President Block attended the monthly meeting and just wanted to forward the meeting minutes on to the Trustees.

6) Approval for Kirkland Public Works Expenditures for April 2018 - President Block asked for a motion to approve the Kirkland Public Works Expenditures for April 2018. Trustee DeVlieger made a motion to approve the Kirkland Public Works Expenditures for April 2018 with a 2nd by Trustee Ford. On a roll call vote Trustees Wiegartz, Harvel, Ford, Ziegler, DeVlieger and Micele voted yes. Motion carried.

XII. **Motion To Adjourn** - At 8:05 P.M. President Block asked for a motion to adjourn the Regular Board Meeting. Trustee Ford made a motion to adjourn the Regular Board Meeting at 8:05 P.M. with a 2nd by Trustee Wiegartz. On a voice call vote all in favor. Motion carried.

Next Board of Trustees Regular Meeting will be May 7, 2018 at 7:00 P.M.

ATTEST:

Carol Stiegman
Village Clerk

Ryan Block
Village President

VILLAGE OF KIRKLAND

Accounts Payable

Warrant

May 7, 2018

The President and Board of Trustees of the Village of Kirkland
Recommends the following Warrant in the amount of

Total: \$45846.44

To be paid on or before
May 10, 2018

Village President: _____

Attest: _____

Village Clerk: _____

Date: _____

Village of Kirkland
Custom Transaction Detail Report
April 27 through May 4, 2018

Name	Memo	Account	Amount
ARCHER ALIGNMENT INC.	INV#74905	13-5110 · Street Repairs & Maint - Equip	1,222.27
Azavar	INV#14252	11-5997 · Azavar Reimbursement	18.99
Azavar	INV#11052	11-5997 · Azavar Reimbursement	18.65
Azavar	INV#10845	11-5997 · Azavar Reimbursement	18.65
Azavar	INV#10934	11-5997 · Azavar Reimbursement	18.65
Azavar	INV#11287	11-5997 · Azavar Reimbursement	26.33
B & F Construction Code Services	INV#49134	11-5131 · Permit Inspections -	535.00
Blake Oil Company	TICKET #387607	13-5370 · Street Automotive Fuel	341.24
Bobcat of Rockford	INV#109560	13-5110 · Street Repairs & Maint - Equip	36.61
Brad Manning Ford	INV#FOCS80331	12-5110 · Police Repairs & Maint-Equip	100.00
Brad Manning Ford	INV#FOCS80231	12-5110 · Police Repairs & Maint-Equip	100.00
Brad Manning Ford	INV#FOCS80196	12-5110 · Police Repairs & Maint-Equip	100.00
Brad Manning Ford	INV#FOCS80175	12-5110 · Police Repairs & Maint-Equip	34.12
Brad Manning Ford	INV#FOCS80161	12-5110 · Police Repairs & Maint-Equip	34.12
Central Management Services	GERALD DE MUNN	50-5052 · Water Fund Health Insurance	983.00
Central Management Services	DALE MILLER	13-5052 · Street Health Insurance	890.00
Central Management Services	DALE MILLER	50-5052 · Water Fund Health Insurance	890.00
Central Management Services	CAROL STIEGMAN	11-5052 · ADMINISTRATION HEALTH INSURANCE	927.00
Central Management Services	DEMUNN, GERALD	50-5052 · Water Fund Health Insurance	983.00
Central Management Services	MILLER, DALE	13-5052 · Street Health Insurance	890.00
Central Management Services	MILLER, DALE	50-5052 · Water Fund Health Insurance	890.00
Central Management Services	STIEGMAN, CAROL	11-5052 · ADMINISTRATION HEALTH INSURANCE	927.00
Com-Ed	ACCT#2369034053	13-5150 · Electric - Street Lights	332.55
Com-Ed	ACCT#6693083015	50-5150 · Electric - Water	790.99

Village of Kirkland

Custom Transaction Detail Report

April 27 through May 4, 2018

Com-Ed	ACCT#3713163095	13-5150 · Electric - Water	2,489.11
Com-Ed	ACCT#0063063150	13-5150 · Electric - Street Lights	695.15
Com-Ed	ACCT#1963671044	30-5152 · Utilities & Taxes - 419 W Main	49.57
Com-Ed	ACCT#2933030009	50-5150 · Electric - Water	651.02
Com-Ed	ACCT#2653080027	50-5150 · Electric - Water	52.81
Com-Ed	ACCT#0954171003	50-5150 · Electric - Water	22.98
CORE & MAIN	INV#I605655	50-5115 · Meter Repair	3.04
David G. Eterno	INV#12122	11-5121 · Administrative Adjudication	230.42
DeKalb Lawn & Equipment	INV#54725	13-5110 · Street Repairs & Maint - Equip	26.70
FEHR GRAHM	STREET IMPROVEMENTS-CONSTRUCTION SERV	30-5608 · TIF Fund Street Improvements	792.00
FEHR GRAHM	BULL RUN CREEK- ARMU CORP AND FEMA PER	35-5655 · Bull Run Creek Project	980.00
Frontier	ACCT#815-522-9840-020818-5	11-5155 · Admin Telephone	43.18
Frontier	ACCT#815-522-9839-122308-5	50-5155 · Water Fund Telephone	214.22
Hawkins, Inc.	INV#4268793	50-5332 · Materials & Supplies/Treatment	71.06
Hawkins, Inc.	INV#4269984	50-5332 · Materials & Supplies/Treatment	1,536.55
Illinois Department of Agriculture	018, 2019 & 2020 PEST CONTROL LICENSE	13-5145 · Street Dues & Training	60.00
Illinois Department of Agriculture	2018, 2019, & 2020 PEST CONTROL LICENSE	13-5145 · Street Dues & Training	60.00
IPO/DBA Cardinal Office Supply	INV#601375-0	50-5331 · Materials & Supplies - Sewer	36.51
IPO/DBA Cardinal Office Supply	INV#601375-0	50-5331 · Materials & Supplies - Sewer	36.51
IPO/DBA Cardinal Office Supply	INV#601375-0	13-5320 · Street Tools/Equipment	5.25
IPO/DBA Cardinal Office Supply	INV#601375-0	12-5110 · Police Repairs & Maint-Equip	5.25
IPO/DBA Cardinal Office Supply	INV#601375-0	11-5340 · Admin Tools/Equipment	5.24
JOE CAVENY	THE HOME DEPOT	50-5111 · Repairs & Maint - Water	9.17
Lovell's Discount Tire	INV#51759	13-5110 · Street Repairs & Maint - Equip	40.00
MARATHON UNIVERSAL	INV#53973671	12-5370 · Police Automotive Fuel	685.05
MARATHON UNIVERSAL	INV#53973671	50-5370 · Water Fund Automotive Fuel	128.21
MARATHON UNIVERSAL	INV#53973671	13-5370 · Street Automotive Fuel	77.64

Village of Kirkland
Custom Transaction Detail Report

Account	Transaction	Amount
Mediacom	ACCT#83383912370014553	66.44
Mediacom	ACCT#83383912370090032	145.12
Mediacom	ACCT#83383912370014553	66.44
MENARDS- CHERRY VALLEY	INV#88469	26.60
MENARDS- CHERRY VALLEY	INV#89496 ACCT#30420458	44.50
MENARDS- CHERRY VALLEY	INV#89109 ACCT#30420458	141.00
MENARDS- CHERRY VALLEY	INV#90303	20.89
MENARDS- CHERRY VALLEY	INV#90788	47.60
MENARDS-SYCAMORE	INV#80621	26.99
Napa of Genoa	INV#319026	31.74
Napa of Genoa	INV#318469	55.40
Napa of Genoa	INV#319946	39.82
Napa of Genoa	INV#320567	6.58
Napa of Genoa	INV#320561	91.96
Napa of Genoa	INV#320643	24.97
Napa of Genoa	INV#320644	13.50
Napa of Genoa	INV#320648	15.38
Napa of Genoa	INV#320560	222.77
Napa of Genoa	INV#320238	8.97
Napa of Genoa	INV#322054	18.57
Napa of Genoa	INV#322060	18.45
Napa of Genoa	INV#321816	25.65
Napa of Genoa	INV#321146	10.19
Napa of Genoa	INV#321427	101.96
Napa of Genoa	INV#321428	25.48
Napa of Genoa	INV#321412	25.48
Napa of Genoa	INV#321419	50.98

Village of Kirkland

Custom Transaction Detail Report

April 27 through May 4, 2018

Napa of Genoa	INV#321222	13-5110 · Street Repairs & Maint - Equip	-19.04
Napa of Genoa	INV#321953	13-5110 · Street Repairs & Maint - Equip	-118.73
Napa of Genoa	INV#322054	13-5110 · Street Repairs & Maint - Equip	-22.65
NEWKIRK & ASSOCIATES, INC	INV#6744	11-5123 · Treasurer/Accounting Expense	750.00
NICOR	ACCT#7468581000 9	50-5153 · Heat - Sewer Plant	271.37
NICOR	ACCT#67-56-60-2916 0	50-5153 · Heat - Sewer Plant	96.45
NICOR	ACCT#72-28-61-6059 2	50-5153 · Heat - Sewer Plant	92.03
Northeast Multi-Regional Training	INV#233708	12-5145 · Police Dues & Training	190.00
Northern Illinois training advisory Board	1911	12-5145 · Police Dues & Training	850.00
PDC Laboratories	INV#893389S	50-5180 · Testing - Water	15.00
PDC Laboratories	INV#893388	50-5180 · Testing - Water	117.00
PDC Laboratories	INV#894636	50-5180 · Testing - Water	142.00
PDC Laboratories	INV#19318657	50-5180 · Testing - Water	127.00
PDC Laboratories	INV#19319098	50-5180 · Testing - Water	15.00
PDC Laboratories	INV#19318223	50-5180 · Testing - Water	65.00
PDC Laboratories	INV#19319823	50-5182 · Testing - Treatment	117.00
PDC Laboratories	INV#19319854	50-5180 · Testing - Water	27.50
Principal Life Group	ADAM DAVENPORT	12-5050 · Police Life Insurance	22.25
Principal Life Group	CHRIS DEMUNN	50-5050 · Water Fund Life Insurance	22.25
Principal Life Group	CAROL STIEGMAN	50-5050 · Water Fund Life Insurance	22.25
Principal Life Group	DALE MILLER	13-5050 · Street Life Insurance	22.25
Ryan Block	ORDER # 112-0963182-1325027	50-5113 · Water Fund Repairs/Maint-Sewer	59.99
Tobinson's Hardware	INV#85618/1	50-5116 · Repairs & Maint - Treatment	6.32
Verizon - 00001	3 JETPACKS	12-5155 · Police Telephone	108.03
Verizon - 00002	PD SECONDARY	12-5155 · Police Telephone	29.13
Verizon - 00002	POLICE DEPARTMENT	12-5155 · Police Telephone	29.13
Verizon - 00002	PUBLIC WORKS	50-5155 · Water Fund Telephone	29.13

Village of Kirkland

Custom Transaction Detail Report

April 27 through May 4, 2018

Verizon - 00002	CLERKS OFFICE	11-5155 · Police Telephone	8.71
Verizon - 00002	KIKRLAND POLICE FAX	12-5155 · Police Telephone	25.27
Verizon - 00002	INV#9805118068	11-5155 · Admin Telephone	29.13
Verizon - 00002	VILLAGE PRESIDENT OFFICE	11-5155 · Admin Telephone	29.13
Verizon - 00003	ADAM DAVENPORT	12-5155 · Police Telephone	55.49
Verizon - 00003	CHRIS DEMUNN	50-5155 · Water Fund Telephone	59.00
Verizon - 00003		12-5155 · Police Telephone	55.49
VETO ENTERPRISES INC.	INV#29636	12-5950 · Equipment Lease	742.00
VETO ENTERPRISES INC.	INV#29635	12-5950 · Equipment Lease	1,250.00
Visa	WALGREENS	50-5380 · Uniforms	149.99
Visa	ADVANCE AUTO PARTS	12-5110 · Police Repairs & Maint-Equip	66.06
Visa	FARM & FLEET	50-5380 · Uniforms	250.00
Visa	WISTEX II	50-5113 · Water Fund Repairs/Maint-Sewer	3,319.36
Visa	WALGREENS	50-5380 · Uniforms	299.35
Vortex Technologies, Inc.	INV#5361	50-5116 · Repairs & Maint - Treatment	565.00
Waste Management	INV#3558865-2011-1	11-5250 · Garbage Collection	13,440.72
Weidstar Company	INV#01643668	13-5110 · Street Repairs & Maint - Equip	215.36
Weidstar Company	INV#01643668	50-5332 · Materials & Supplies/Treatment	215.36
Weidstar Company	INV#01651189	13-5110 · Street Repairs & Maint - Equip	8.37
Zukowski, Rogers, Flood & McArdle	INV#131038	11-5120 · Admin Legal Expense	508.75

45,846.44

11-ADM.	17,671.96
12-PD	4,490.10
13-STR	5,577.81
50-WT/SW	16,285.00
30-TIF	841.57
35-Capital Project	980.00
	45,846.44

APPOINTMENTS – BY VILLAGE PRESIDENT: RYAN BLOCK

<u>OFFICE</u>	<u>APPOINTEE</u>	<u>EFFECTIVE</u>
VILLAGE CLERK	Carol Stiegman	01 May 2018
VILLAGE ATTORNEY	Brad Stewart – ZRFM	01 May 2018
CHIEF OF POLICE	Adam Davenport	01 May 2018
WATER & SEWER SUPERVISOR	Joe Caveny	01 May 2018
STREETS SUPERVISOR	Dale Miller	01 May 2018
VILLAGE TREASURER	Bill Newkirk – Newkirk and Associates	01 May 2018
ZONING ADMINISTRATOR	B & F Construction Code Services, Inc.	01 May 2018
VILLAGE ENGINEER	Chad Clausen – Fehr-Graham	01 May 2018

LIST OF COMMITTEES, CHAIRS, AND MEMBERS - COMMITTEES OF THE BOARD

FINANCE

CHAIR: **Emily Harvel**
 Mary Micele
 Steve Devlieger

ORDINANCE

CHAIR: **Colleen Ford**
 Emily Harvel
 Mary Micele

POLICE

CHAIR: **Brandon Wiegartz**
 Steve Devlieger
 Sarah Ziegler

PARKS

CHAIR: **Mary Micele**
 Emily Harvel
 Sarah Ziegler

STREETS AND ALLEY

CHAIR: **Sarah Ziegler**
 Brandon Wiegartz
 Colleen Ford

WATER AND SEWER

CHAIR: **Steve Devlieger**
 Colleen Ford
 Brandon Wiegartz

Village of Kirkland

Kirkland Community Center Committee

Each person serves a one-year (1) term per Village Ordinance 18-03

Dan Chambers

Nicole Patterson

Dawn Darling

Jean Klock

Linda Fett

Village of Kirkland
2018-2019
General Board Meeting Schedule

All meetings are on Mondays at 7:00pm unless otherwise noted.

Meeting Date

May 7, 2018

May 21, 2018

June 4, 2018

June 18, 2018

July 9, 2018

July 23, 2018

August 6, 2018

August 20, 2018

September 4, 2018 Tuesday 7:00pm

September 17, 2018

October 1, 2018

October 15, 2018

November 5, 2018

November 19, 2018

December 3, 2018

December 17, 2018

January 7, 2019

January 21, 2019

February 4, 2019

February 18, 2019

March 4, 2019

March 18, 2019

April 1, 2019

2018-2019 Schedule Holiday Dates

Memorial Day -Monday May 28, 2018

Independence Day-Wednesday July 4, 2018

Labor Day-Monday Sept. 3, 2018

Veterans Day- Monday Nov. 12, 2018

Thanksgiving Day-Thursday Nov. 22, 2018

Day after Thanksgiving-Friday Nov. 23, 2018

Christmas Eve Day-Monday Dec. 24, 2018

Christmas Day-Tuesday Dec 25, 2018

New Years Eve-Monday Dec.31, 2018

New Years Day-Tuesday Jan. 1, 2019

Good Friday- Friday April 19, 2019



Ryan Block <ryanblock.kirkland@gmail.com>

Kirkland Strategic Plan Outline and Dates

Mel Henriksen <mhenriksen@niu.edu>

Thu, Apr 19, 2018 at 5:08 PM

To: Ryan Block <ryanblock.kirkland@gmail.com>

Cc: Jeanna Ballard <jballard5@niu.edu>, Gregory Kuhn <gkuhn@niu.edu>

Ryan:

Thank you so much for getting back to me with the Tax ID number—that will help with getting the contract moving. I let our business manager know that we were going to wait to send the first bill until after May 1 and that was not problem.

New Orleans was great—thank you for asking—weather was much better than here but I feel a warm front coming on!

Glad to hear we have progress on the focus groups. We often try to schedule them over one or two days and possibly do some of the interviews as well just to save travel time but we can be flexible. Below is are a few dates and sampling of how the time slots could be used, but we understand that some of the participants (depending on the group) may need a different time slot (i.e., morning vs. night). Also, it may be good to schedule our interview with you and your Board President and then we can work around your schedules to fill in the rest. Did you still want to do a youth focus group as well or are you happy with the three you have listed (business, civic, residents).

Current dates we have open for focus groups are below and we could do a combination of the days depending on scheduling needs but if possible 1-2 days is ideal.

- Tuesday, May 15
- Wednesday, May 16
- Thursday, May 17

Example:

- Business Leaders Focus Group 7:30-9:00 a.m.
- Civic Organizations Focus Group: 10:00 -11:30 or 12-1:30 p.m.
- Residents Focus Group 2-3:30 or 5-6:30 p.m.

For interviews we could do the above dates or Monday, May 21 is available as well.

Example:

- Interviews with Village President and Clerk (can be together or separate) 7:30-8:30 a.m. or 12-1:00 p.m. or 4-5:00 p.m.-basically need a one hour time slot (30 minutes each)

- Interview with Board President and/or other Board members- about 30 minutes needed could be right before or after the VP and clerk or before or after a focus group as well.

If we were able to complete the focus group and interviews by Mid-May we could do a retreat in early to mid- June. Do any of the dates below seem like they may work. If not we can start to look at a few others. Once this date is set we can look at lining up the department head prep session as well.

- Option one, two week nights: If you think we could line up the focus groups as soon as the beginning of May we might be able to make Monday, June 4 and Thursday, 7th work (4-8 or 5-9 p.m. (this was to help incorporate at least one of the two Mondays you suggested). This may be too soon to organize the focus group because we need about two weeks to process results, but if you think we can organize them we can look at some dates the first/second week in May.
- Option two, two week nights: Monday, June 18 and Tuesday 26th (4-8 or 5-9 p.m.) this would allow us to capture the third Monday as you suggested.
- Option three, Saturday: The only Saturday we have available in June or July is June 2nd. The same issue of having the focus groups arranged my beginning of May would be true here as well.

Feel free to call as well if you have any questions on the proposed dates or times.

Melissa (Mel) Henriksen

Research Associate

Center for Governmental Studies

Northern Illinois University

Email: mhenriksen@niu.edu

148 N. 3rd St.

DeKalb, Illinois 60115

Office: 815-753-0323

Fax: 815-753-7278

From: Ryan Block [mailto:ryanblock.kirkland@gmail.com]

Sent: Wednesday, April 18, 2018 9:26 AM

To: Mel Henriksen <mhenriksen@niu.edu>

Cc: Jeanna Ballard <jballard5@niu.edu>; Gregory Kuhn <gkuhn@niu.edu>

Subject: Re: Kirkland Strategic Plan Outline and Dates

[Quoted text hidden]

**VILLAGE OF KIRKLAND
DeKalb County, Illinois**

BUDGET AND APPROPRIATION ORDINANCE

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS
FOR THE VILLAGE OF KIRKLAND, DEKALB COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE FIRST (1ST)
DAY OF May 2018 AND ENDING ON THE
THIRTIETH (30th) DAY OF APRIL 2019**

RYAN BLOCK, Village President

CAROL STIEGMAN, Village Clerk

COLLEEN N FORD

EMILY D. HARVEL

MARY A. CARRIGAN-MICELE

BRANDON WIEGARTZ

STEVE DeVLIEGER

SARAH ZIEGLER

Village Board

ORDINANCE NO. 18-04

BUDGET AND APPROPRIATION ORDINANCE

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS
FOR THE VILLAGE OF KIRKLAND, DEKALB COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE FIRST (1ST) OF MAY 2018
AND ENDING ON THE THIRTIETH (30TH) DAY OF APRIL 2019**

BE IT ORDAINED BY THE BOARD OF TRUSTEES (“BOARD”) of the Village of Kirkland, DeKalb County, Illinois:

SECTION 1. It is hereby found and determined that all legal requirements for the adoption of the Annual Budget and Appropriation Ordinance of the Village for the fiscal year beginning May 1, 2018 and ending April 30, 2019 have heretofore been performed.

SECTION 2. The following sums of money, or so much thereof as may be authorized by law for the following funds and accounts, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May 2018 and ending on the thirtieth day of April 2019:

General Fund	\$ 1,475,595
Motor Fuel Tax Fund	71,250
Tax Incremental Financing Fund	648,750
Revolving Loan Fund Grant	91,792
Grant Fund	270,000
Water & Sewer Funds	660,961
Capital Projects Fund	<u>1,253,400</u>
Total Appropriations	<u>\$4,471,748</u>

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this Village during the fiscal year beginning May 1, 2018 and ending April 30, 2019 for the respective purposes set forth.

SECTION 3. That each total is divided among the several objects and purposes specified and in particular amounts in attached EXHIBIT – A, for each fund and account respectively, constituting the total appropriations in the amount of Four Million Four Hundred Seventy-One Thousand Seven Hundred Forty-Eight Dollars and no/100 (\$4,471,748.00) for the fiscal year of May 1, 2018 through April 30, 2019.

SECTION 4. All unexpended balances of the appropriations for the fiscal year ended April 30, 2018 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this budget/appropriation/ordinance, in making this appropriation in accordance with applicable law.

SECTION 5. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION 6. This ordinance shall be in full force and effect immediately upon its passage.

Passed and approved this _____ day of _____, 2018.

AYES:

NAYS:

ABSENT:

ABSTAIN:

VILLAGE OF KIRKLAND

Ryan Block, Village President

ATTEST:

Carol Stiegman, Village Clerk

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

GENERAL FUND SUMMARY

	2016/2017 Actual	2017/2018 Budget	2017/2018 YTD (3/1/18)	2018/2019 Budget
REVENUES				
Real Estate Taxes	\$202,447	\$205,300	\$205,260	\$205,415
Utility Taxes	\$100,950	\$93,500	\$73,864	\$100,500
Sales Tax	\$123,200	\$125,000	\$106,348	\$150,000
State Income Tax	\$163,600	\$165,000	\$117,660	\$145,000
Other Taxes	\$51,750	\$54,900	\$37,676	\$53,750
Total Taxes	\$641,947	\$643,700	\$540,808	\$654,665
Licenses & Permits	\$16,966	\$19,100	\$12,037	\$14,050
Intergovernmental Revenue	\$3,749	\$0	\$340	\$0
Garbage Service Charge	\$151,850	\$154,600	-	-
Fines & Forfeits	\$50,850	\$45,000	\$25,306	\$35,000
Interest Income	\$1,675	\$1,500	\$3,807	\$5,000
Miscellaneous Income	\$28,273	\$5,000	\$5,177	\$7,850
Impact Fee Account	\$45	\$55	\$0	-
Donations/Grants	-	-	-	\$12,000
Vehicle Purchase Deposit	\$28,500	-	-	-
Total General Fund Revenues	\$923,855	\$868,955	\$587,475	\$728,565
EXPENDITURES				
Administration & Finance	\$325,062	\$322,700	\$146,339	\$168,680
Police Department	\$333,811	\$289,890	\$266,764	\$299,810
Street Department	\$150,649	\$156,980	\$141,899	\$355,970
Capital Outlay	\$58,566	\$93,036	\$29,613	\$0
Total General Fund Expenditures	\$868,088	\$862,606	\$584,615	\$824,460
<i>Revenues Over (Under) Expenditures</i>	\$55,767	\$6,349	\$2,860	(\$95,895)
General Account Fund Balance	-	-	\$820,405	\$724,510

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

General Fund Revenues

Account No.	Title	2018/19 Budget	Appropriation
Tax Revenue			
01-000-000-4010	Property Taxes	\$199,132	\$298,698
01-000-000-4012	Road & Bridge Tax	\$6,283	\$9,425
01-000-000-4020	Utility Tax-Nicor	\$16,000	\$24,000
01-000-000-4022	Utility Tax-ComEd	\$52,500	\$78,750
01-000-000-4024	Telecom Tax	\$32,000	\$48,000
01-000-000-4030	Sales Tax	\$150,000	\$225,000
01-000-000-4032	State Income Tax	\$145,000	\$217,500
01-000-000-4034	State Use Tax	\$42,500	\$63,750
01-000-000-4036	PPRT Tax	\$2,250	\$3,375
01-000-000-4038	Video Gaming Tax	\$9,000	\$13,500
<i>TOTAL TAX REVENUES</i>		<i>\$654,665</i>	<i>\$981,998</i>
Other Revenues			
01-000-000-4210	Liquor License	\$5,000	\$7,500
01-000-000-4220	Misc. License	\$250	\$375
01-000-000-4230	Building Permits	\$6,000	\$9,000
01-000-000-4270	Cable TV Franchise Fee	\$2,200	\$3,300
01-000-000-4290	Golf Cart Permit	\$600	\$900
01-000-000-4595	Donation/Grants	\$12,000	\$18,000
01-000-000-4710	Ordinance Fines	\$35,000	\$52,500
01-000-000-4800	General Fund Interest Income	\$1,000	\$1,500
01-000-000-4801	General Fund Interest - IPTIP	\$4,000	\$6,000
01-000-000-4900	Misc. Income	\$2,500	\$3,750
01-000-000-4910	Tower Rental	\$4,800	\$7,200
01-000-000-4920	Insurance Reports	\$50	\$75
01-000-000-4950	General Fund Reimbursements	\$500	\$750
<i>TOTAL OTHER REVENUES</i>		<i>\$73,900</i>	<i>\$110,850</i>
TOTAL GENERAL FUND REVENUES		\$728,565	\$1,092,848

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

General Fund Expenditures

Account No.	Title	2018/19 Budget	Appropriation
Salaries & Benefits			
01-001-001-5001	Salaries - Village President & Trustees	\$13,760	\$20,640
01-001-001-5006	Liquor Commissioner Salary	\$500	\$750
01-001-001-5010	Salaries - Village Clerk	\$24,200	\$36,300
01-001-001-5011	Holiday Pay	\$0	\$0
01-001-001-5030	Payroll Taxes	\$2,400	\$3,600
01-001-001-5035	Unemployment Taxes	\$100	\$150
01-001-001-5040	IMRF Pension	\$1,450	\$2,175
01-001-001-5050	Life Insurance	\$150	\$225
01-001-001-5052	Health Insurance	\$6,000	\$9,000
01-001-001-5090	Employee Appreciation	\$50	\$75
<i>TOTAL SALARIES & BENEFITS</i>		<i>\$48,610</i>	<i>\$72,915</i>
Contractual Services			
01-001-002-5110	Equipment Repair & Maintenance	\$1,000	\$1,500
01-001-002-5118	Building Maintenance & Cleaning	\$500	\$750
01-001-002-5120	Legal Expense	\$24,000	\$36,000
01-001-002-5123	Accounting Expense	\$9,000	\$13,500
01-001-002-5125	Audit Expense	\$9,200	\$13,800
01-001-002-5131	Building & Fire Inspection Expense	\$8,500	\$12,750
01-001-002-5135	Engineering Expense	\$1,000	\$1,500
01-001-002-5143	Codification	\$2,500	\$3,750
01-001-002-5147	Training (IML)	\$4,000	\$6,000
01-001-002-5155	Phone Service	\$2,500	\$3,750
01-001-002-5156	VIP Text Club	\$1,000	\$1,500
01-001-002-5157	Internet Service	\$250	\$375
01-001-002-5158	E Worldlinx Service	\$1,200	\$1,800
01-001-002-5160	Insurance & Bonds	\$32,500	\$48,750
01-001-002-5165	Postage	\$250	\$375
01-001-002-5175	Printing & Publishing	\$500	\$750
01-001-002-5250	Donations/Grant Expense	\$3,500	\$5,250
01-001-002-5230	Dues & Subscriptions	\$3,000	\$4,500
<i>TOTAL CONTRACTUAL SERVICES</i>		<i>\$104,400</i>	<i>\$156,600</i>
Materials & Supplies			
01-001-003-5335	Billing Software	\$ 1,670.00	\$2,505
01-001-003-5340	Office Supplies	\$ 1,500.00	\$2,250
01-001-003-5360	Tools & Equipment	\$ 1,500.00	\$2,250
<i>TOTAL MATERIALS & SUPPLIES</i>		<i>\$ 4,670.00</i>	<i>\$ 7,005.00</i>
Miscellaneous Expense			
01-001-004-5800	Economic Development	\$ 1,500.00	\$2,250
01-001-004-5910	Sales Tax Reimbursement	\$ 8,000.00	\$12,000
01-001-004-5997	Azavar Reimbursement	\$ 500.00	\$750
01-001-004-5998	Misc Expense	\$ 1,000.00	\$1,500
<i>TOTAL MISC. EXPENSES</i>		<i>\$ 11,000.00</i>	<i>\$ 16,500.00</i>
TOTAL GENERAL FUND EXPENDITURES		\$168,680	\$253,020

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

General Fund - Police Dept.

Account No.	Title	2018/19 Budget	Appropriation
Salaries & Benefits			
01-002-001-5001	Salaries - Part Time	\$70,000	\$105,000
01-002-001-5010	Salaries - Full Time	\$95,000	\$142,500
01-002-001-5011	Holiday Pay	\$5,600	\$8,400
01-002-001-5012	Overtime Pay	\$2,000	\$3,000
01-002-001-5030	Payroll Taxes	\$11,000	\$16,500
01-002-001-5035	Unemployment Taxes	\$100	\$150
01-002-001-5040	IMRF Pension	\$8,600	\$12,900
01-002-001-5050	Life Insurance	\$540	\$810
01-002-001-5052	Health Insurance	\$12,000	\$18,000
01-002-001-5090	Employee Appreciation	\$100	\$150
<i>TOTAL SALARIES & BENEFITS</i>		<i>\$204,940</i>	<i>\$307,410</i>
Contractual Services			
01-002-002-5110	Equipment Repair & Maintenance	\$5,500	\$8,250
01-002-002-5118	Building Maintenance & Cleaning	\$250	\$375
01-002-002-5120	Legal Expense	\$4,000	\$6,000
01-002-002-5121	Adjudication Expense	\$6,000	\$9,000
01-002-002-5147	Training	\$5,000	\$7,500
01-002-002-5155	Phone Service	\$3,600	\$5,400
01-002-002-5195	Alerts/PSAN/IPIPS	\$5,650	\$8,475
01-002-002-5197	911 Dispatch Fee	\$15,700	\$23,550
01-002-002-5157	Internet Service	\$250	\$375
01-002-002-5165	Postage	\$250	\$375
01-002-002-5175	Printing & Publishing	\$250	\$375
01-002-002-5250	Donations/Grant Expense	\$500	\$750
01-002-002-5230	Dues & Subscriptions	\$1,500	\$2,250
<i>TOTAL CONTRACTUAL SERVICES</i>		<i>\$48,450</i>	<i>\$72,675</i>
Materials & Supplies			
01-002-003-5334	Too Good 4 Supplies	\$1,250	\$1,875
01-002-003-5335	Billing Software	\$1,670	\$2,505
01-002-003-5340	Police Supplies	\$4,000	\$6,000
01-002-003-5360	Tools & Equipment	\$4,000	\$6,000
01-002-003-5370	Automotive Fuel	\$8,000	\$12,000
01-002-003-5380	Uniforms F/T & P/T	\$8,000	\$12,000
<i>TOTAL MATERIALS & SUPPLIES</i>		<i>\$26,920</i>	<i>\$40,380</i>
Miscellaneous Expense			
01-002-004-5950	Equipment Lease	\$500	\$750
01-002-004-5998	Misc Expense	\$1,500	\$2,250
01-002-004-5990	DeKalb Co. Radio Loan Expense	\$4,000	\$6,000
<i>TOTAL MISC. EXPENSES</i>		<i>\$6,000</i>	<i>\$9,000</i>
TOTAL POLICE DEPARTMENT EXPENDITURES		\$299,810	\$449,715

Vehicle / Equipment Fund

01-002-005-5000	Police Vehicle - Starting Balance	\$17,274	-
01-002-005-5001	Police Vehicle / Equipment Revenue	\$13,500	\$20,250
01-002-005-5002	Police Vehicle / Equipment Purchase	\$0	\$0

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

General Fund - Streets Dept.

Account No.	Title	2018/19 Budget	Appropriation
Salaries & Benefits			
01-003-001-5001	Salaries - Part Time	\$33,800	\$50,700
01-003-001-5010	Salaries - Full Time	\$78,500	\$117,750
01-003-001-5011	Holiday Pay	\$0	\$0
01-003-001-5012	Overtime Pay	\$3,000	\$4,500
01-003-001-5030	Payroll Taxes	\$9,400	\$14,100
01-003-001-5035	Unemployment Taxes	\$100	\$150
01-003-001-5040	IMRF Pension	\$4,700	\$7,050
01-003-001-5050	Life Insurance	\$400	\$600
01-003-001-5052	Health Insurance	\$18,000	\$27,000
01-003-001-5090	Employee Appreciation	\$100	\$150
<i>TOTAL SALARIES & BENEFITS</i>		\$148,000	\$222,000
Contractual Services			
01-003-002-5110	Repair & Maintenance - Equipment	\$15,500	\$23,250
01-003-003-5112	Repair & Maintenance - Weather Siren	\$1,200	\$1,800
01-003-002-5113	Repair & Maintenance - Streets	\$127,000	\$190,500
01-003-002-5114	Street Lights	\$1,000	\$1,500
01-003-002-5117	Forestry	\$12,500	\$18,750
01-003-002-5118	Building Maintenance & Cleaning	\$250	\$375
01-001-002-5147	Training	\$500	\$750
01-003-002-5150	Electric - Street Lights (ComEd)	\$8,000	\$12,000
01-003-002-5155	Phone Service	\$1,000	\$1,500
01-003-002-5157	Internet Service	\$250	\$375
01-003-002-5165	Postage	\$250	\$375
01-003-002-5175	Printing & Publishing	\$250	\$375
01-003-002-5230	Dues & Subscriptions	\$500	\$750
01-003-002-5240	Sidewalk Construction	\$10,000	\$15,000
01-003-002-5250	Donations/Grant Expense	\$500	\$750
<i>TOTAL CONTRACTUAL SERVICES</i>		\$178,700	\$268,050
Materials & Supplies			
01-003-003-5320	Tools / Equipment	\$2,000	\$3,000
01-003-003-5335	Billing Software	\$1,670	\$2,505
01-003-003-5339	Street Decorations	\$500	\$750
01-003-003-5340	Office Supplies	\$250	\$375
01-003-003-5370	Automotive Fuel	\$4,500	\$6,750
01-003-003-5375	Mosquito Abatement	\$2,600	\$3,900
01-003-003-5380	Uniforms F/T & P/T	\$500	\$750
<i>TOTAL MATERIALS & SUPPLIES</i>		\$12,020	\$18,030
Miscellaneous Expense			
01-003-004-5640	Parks	\$1,000	\$1,500
01-003-004-5950	Equipment Lease	\$1,000	\$1,500
01-003-004-5998	Misc Expense	\$250	\$375
<i>TOTAL MISC. EXPENSES</i>		\$2,250	\$3,375
TOTAL STREETS DEPARTMENT EXPENDITURES		\$355,970	\$533,955

Vehicle / Equipment Fund

01-002-005-5000	Public Works Vehicle - Starting Balance	\$56,240	-
01-002-005-5001	Public Works Vehicle / Equipment Revenue	\$15,000	\$22,500
01-002-005-5002	Public Works Vehicle / Equipment Purchase	\$26,000	\$39,000

* Public Works Proposed Purchases are:

72" Zero Turn Mower - \$14,000

Dump Truck State Bid Purchase Program - \$12,000

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

General Fund - Garbage Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
53-000-000-4550	Refuse Bills - Gross	\$158,300	\$237,450
53-000-000-4900	Miscellaneous Income	\$1,000	\$1,500
<i>TOTAL GARBAGE REVENUE</i>		<i>\$159,300</i>	<i>\$238,950</i>
<hr/>			
Expenditures			
53-001-003-5335	Billing Software	\$1,670	\$2,505
53-001-003-5390	Waste Management	\$157,600	\$236,400
<i>TOTAL GARBAGE EXPENDITURES</i>		<i>\$159,270</i>	<i>\$238,905</i>

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

Water Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
50-000-000-4550	Water Bills - Gross	\$177,200	\$265,800
50-000-000-4900	Miscellaneous Income	\$1,000	\$1,500
<i>TOTAL REVENUES</i>		\$178,200	\$267,300
TOTAL WATER FUND REVENUE		\$178,200	\$267,300

Salaries & Benefits

50-001-001-5001	Salaries - Part Time	\$22,400	\$33,600
50-001-001-5010	Salaries - Full Time	\$45,600	\$68,400
50-001-001-5011	Holiday Pay	\$0	\$0
50-001-001-5012	Overtime Pay	\$1,500	\$2,250
50-001-001-5030	Payroll Taxes	\$4,200	\$6,300
50-001-001-5035	Unemployment Taxes	\$100	\$150
50-001-001-5040	IMRF Pension	\$2,800	\$4,200
50-001-001-5050	Life Insurance	\$400	\$600
50-001-001-5052	Health Insurance	\$12,000	\$18,000
50-001-001-5090	Employee Appreciation	\$75	\$113
<i>TOTAL SALARIES & BENEFITS</i>		\$89,075	\$133,613

Contractual Services

50-001-002-5110	Repair & Maintenance - Equipment	\$2,000	\$3,000
50-001-002-5113	Repair & Maintenance - Water	\$3,000	\$4,500
50-001-002-5115	Meter Repair	\$16,200	\$24,300
50-001-002-5116	Repair & Maintenance-Treatment	\$2,800	\$4,200
50-001-002-5118	Building Repair & Maintenance	\$250	\$375
50-001-002-5147	Training	\$750	\$1,125
50-001-002-5150	Electric - ComEd	\$19,000	\$28,500
50-001-002-5153	Heating Costs	\$900	\$1,350
50-001-002-5155	Phone Service	\$2,000	\$3,000
50-001-002-5157	Internet Service	\$250	\$375
50-001-002-5163	Property/Liability Insurance	\$9,000	\$13,500
50-001-002-5165	Postage	\$500	\$750
50-001-002-5175	Printing & Publishing	\$500	\$750
50-001-002-5180	Testing - Water	\$2,800	\$4,200
50-001-002-5185	Julie	\$400	\$600
50-001-002-5190	Equipment Rental	\$500	\$750
50-001-002-5230	Dues & Subscriptions	\$250	\$375
50-001-002-5250	Donations/Grant Expense	\$500	\$750
<i>TOTAL CONTRACTUAL SERVICES</i>		\$61,600	\$92,400

Materials & Supplies

50-001-003-5330	Materials & Supplies - Water	\$4,000	\$6,000
50-001-003-5332	Materials & Supplies - Treatment	\$500	\$750
50-001-003-5333	Lab Supplies	\$1,100	\$1,650
50-001-003-5335	Billing Software	\$1,670	\$2,505
50-001-003-5340	Office Supplies	\$250	\$375
50-001-003-5341	Tools / Equipments - Water	\$1,000	\$1,500
50-001-003-5345	Tools / Equipments - Treatment	\$1,500	\$2,250
50-001-003-5370	Automotive Fuel	\$2,500	\$3,750
50-001-003-5380	Uniforms	\$1,500	\$2,250
<i>TOTAL MATERIALS & SUPPLIES</i>		\$14,020	\$21,030

Miscellaneous Expense

50-001-004-5960	Transfer to Water Improvement	\$12,000	\$18,000
50-001-004-5993	Lease - Property	\$300	\$450
50-001-004-5998	Misc Expense	\$1,000	\$1,500
<i>TOTAL MISC. EXPENSES</i>		\$13,300	\$19,950

TOTAL WATER FUND EXPENDITURES **\$177,995** **\$266,993**

TOTAL PLUS / (MINUS) EXPENSES FOR WATER FUND **\$205**

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

Sewer Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
51-000-000-4550	Sewer Bills - Gross	\$174,600	\$261,900
51-000-000-4900	Miscellaneous Income	\$1,000	\$1,500
<i>TOTAL REVENUES</i>		<i>\$175,600</i>	<i>\$263,400</i>
TOTAL SEWER FUND REVENUE		\$175,600	\$263,400

Salaries & Benefits

51-001-001-5001	Salaries- Part Time	\$22,400	\$33,600
51-001-001-5010	Salaries Full Time	\$45,600	\$68,400
51-001-001-5011	Holiday Pay	\$0	\$0
51-001-001-5012	Overtime Pay	\$1,500	\$2,250
51-001-001-5030	Payroll Taxes	\$4,200	\$6,300
51-001-001-5035	Unemployment Taxes	\$100	\$150
51-001-001-5040	IMRF Pension	\$2,800	\$4,200
51-001-001-5050	Life Insurance	\$400	\$600
51-001-001-5052	Health Insurance	\$12,000	\$18,000
51-001-001-5090	Employee Appreciation	\$75	\$113
<i>TOTAL SALARIES & BENEFITS</i>		<i>\$89,075</i>	<i>\$133,613</i>

Contractual Services

51-001-002-5110	Repair & Maintenance - Equipment	\$2,000	\$3,000
51-001-002-5113	Repair & Maintenance - Sewer	\$8,000	\$12,000
51-001-002-5116	Repair & Maintenance - Treatment	\$5,000	\$7,500
51-001-002-5118	Building Maintenance & Cleaning	\$250	\$375
51-001-002-5147	Training	\$750	\$1,125
51-001-002-5150	Electric - Sewer (ComEd)	\$19,000	\$28,500
51-001-002-5153	Heat-Nicor	\$900	\$1,350
51-001-002-5155	Phone Service	\$2,000	\$3,000
51-001-002-5157	Internet Service	\$250	\$375
51-001-002-5163	Property/Liability Insurance	\$9,000	\$13,500
51-001-002-5165	Postage	\$500	\$750
51-001-002-5175	Printing & Publishing	\$500	\$750
51-001-002-5180	Testing - Treatment	\$3,600	\$5,400
51-001-002-5230	Julie	\$400	\$600
51-001-002-5190	Equipment Rental	\$500	\$750
51-001-002-5230	Dues & Subscriptions	\$250	\$375
51-001-002-5250	Donations/Grant Expense	\$500	\$750
<i>TOTAL CONTRACTUAL SERVICES</i>		<i>\$53,400</i>	<i>\$80,100</i>

Materials & Supplies

51-001-003-5330	Materials & Supplies - Sewer	\$6,000	\$9,000
51-001-003-5332	Materials & Supplies - Treatments	\$500	\$750
51-001-003-5333	Lab Supplies	\$1,100	\$1,650
51-001-003-5335	Billing Software	\$1,670	\$2,505
51-001-003-5340	Office Supplies	\$250	\$375
51-001-003-5341	Tools / Equipments - Sewer	\$4,000	\$6,000
51-001-003-5345	Tools / Equipments - Treatment	\$500	\$750
51-001-003-5370	Automotive Fuel	\$2,500	\$3,750
51-001-003-5380	Uniforms	\$1,500	\$2,250
<i>TOTAL MATERIALS & SUPPLIES</i>		<i>\$18,020</i>	<i>\$27,030</i>

Miscellaneous Expense

51-001-004-5960	Transfer to Sewer Improvement	\$12,000	\$18,000
51-001-004-5990	NPDES Permit	\$2,500	\$3,750
51-001-004-5993	Lease Property	\$300	\$450
51-001-004-5998	Misc Expense	\$250	\$375
<i>TOTAL MISC. EXPENSES</i>		<i>\$15,050</i>	<i>\$22,575</i>

TOTAL WATER FUND EXPENDITURES **\$175,545** **\$263,318**

TOTAL PLUS / (MINUS) EXPENSES FOR WATER FUND **\$55**

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

Water Improvement Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
52-000-000-4900	Starting Balance	\$190,092	-
52-000-000-4993	Water Hook-On Fees	\$500	\$750
52-000-000-4997	Transfer from Water Fund	\$12,000	\$18,000
<i>TOTAL REVENUES</i>		<i>\$202,592</i>	<i>\$208,842</i>
TOTAL WATER IMPROVEMENT FUND REVENUE		\$202,592	\$208,842
<hr/>			
Expenditures			
52-001-001-5135	Engineering	\$5,000	\$7,500
52-001-001-5667	Water Improvement Projects	\$24,900	\$37,350
	<i>SCADA Ethernet Radios, Water System - SCADA Programming, Well 2 Transducer, Well House Control Panels, SCADA I/O Documentation/As-Builts, Well 2 Piping & Meter, Abandon Well 1</i>		
<i>TOTAL EXPENDITURES</i>		<i>\$29,900</i>	<i>\$44,850</i>
TOTAL WATER FUND EXPENDITURES		\$29,900	\$44,850
WATER IMPROVEMENT FUND BALANCE		\$172,692	

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

Sewer Improvement Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
55-000-000-4900	Starting Balance	\$150,800	-
55-000-000-4994	Sewer Hook-On Fees	\$500	\$750
55-000-000-4997	Transfer from Sewer Fund	\$12,000	\$18,000
<i>TOTAL REVENUES</i>		<i>\$163,300</i>	<i>\$169,550</i>
TOTAL SEWER IMPROVEMENT FUND REVENUE		\$163,300	\$169,550
<hr/>			
Expenditures			
55-001-001-5135	Engineering	\$5,000	\$7,500
55-001-001-5667	Sewer Improvement Projects	\$52,200	\$78,300
	<i>WWTP - Windows, Concrete Walk and Equipment Pad, Raw Lift Station Control Panel, SCADA Configuration, Aerators SCADA Configuration, Touch Panel and 4th Street SCADA Configuration</i>		
<i>TOTAL EXPENDITURES</i>		<i>\$57,200</i>	<i>\$85,800</i>
TOTAL SEWER FUND EXPENDITURES		\$57,200	\$85,800
WATER IMPROVEMENT FUND BALANCE		\$106,100	

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

Motor Fuel Tax Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
20-000-000-4000	Starting Balance	\$212,783	-
20-000-000-4038	MFT Allotment	\$44,900	\$67,350
20-000-000-4800	Interest income	\$1,000	\$1,500
20-000-000-4900	Miscellaneous Income	\$0	\$0
<i>TOTAL MFT REVENUES</i>		<i>\$258,683</i>	<i>\$281,633</i>
Expenditures			
20-001-001-5135	Engineering	\$5,000	\$7,500
20-001-001-5645	Road Salt	\$8,000	\$12,000
20-001-001-5650	Street Repairs & Improvement	\$34,500	\$51,750
<i>TOTAL MFT EXPENDITURES</i>		<i>\$47,500</i>	<i>\$71,250</i>
MFT FUND BALANCE		\$211,183	

Revolving Loan Fund Grant (Streets/Sidewalk Projects)

Account No.	Title	2018/19 Budget
Revenues		
40-000-000-4595	RLF Grant Revenues	\$91,792
<i>TOTAL RLF GRANT REVENUE</i>		<i>\$91,792</i>
Expenditures		
40-001-001-5240	Sidewalk Construction	\$11,792
40-001-001-5650	Street Repair & Improvement	\$80,000
40-001-003-5998	Misc Expense	\$0
<i>TOTAL RLF GRANT EXPENDITURES</i>		<i>\$91,792</i>

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

TIF Fund

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
30-000-000-4000	Starting Balance	\$209,561	-
30-000-000-4015	TIF Property Tax	\$290,000	\$435,000
30-000-000-4800	Interest Income	\$400	\$600
30-000-000-4900	Miscellaneous Income	\$0	\$0
<i>TOTAL TIF REVENUES</i>		<i>\$499,961</i>	<i>\$645,161</i>
TOTAL TIF REVENUE		\$499,961	
<hr/>			
Contractual Services			
30-001-001-5125	TIF Audit/Consultant	\$500	\$750
TOTAL CONTRACTUAL SERVICES		\$500	\$750
TIF Projects			
30-001-002-5610	Village Hall/Police Dept. Upgrades	\$10,000	\$15,000
30-001-002-5611	Hiawatha Dist. 426 Safety Project	\$100,000	\$150,000
30-001-002-5612	Kirkland Community Center	\$250,000	\$375,000
30-001-002-5613	Splendor Painting	\$4,000	-
30-001-002-5614	Dave Engelbrecht Project	\$27,000	-
30-001-002-5615	Post Office Concrete Work	\$21,000	-
30-001-002-5616	Library LED Lights	\$6,000	-
30-001-002-5617	Village LED Street Light Upgrade	\$10,000	\$15,000
30-001-002-5618	Village TIF Sidewalk Work	\$6,000	\$9,000
30-001-002-5619	Village TIF Paving Project	\$50,000	\$75,000
30-001-002-5620	Village TIF Road Striping	\$1,200	-
TOTAL TIF PROJECTS		\$485,200	\$639,000
Miscellaneous Expense			
30-001-003-5910	Blake Tax Reimbursements	\$8,200	-
30-001-003-5998	Misc Expense	\$6,000	\$9,000
TOTAL MISC EXPENSES		\$14,200	\$9,000
TOTAL TIF EXPENDITURES		\$499,900	\$648,750
TIF FUND BALANCE		\$61	

VILLAGE OF KIRKLAND
2018-2019 FISCAL YEAR BUDGET

Bull Run Creek Project

Account No.	Title	2018/19 Budget	Appropriation
Revenues			
35-000-000-4426	IEPA Loan	\$800,000	\$1,200,000
35-000-000-4525	Installment Loan	\$0	\$0
35-000-000-4700	Transfer from General Fund	\$35,600	\$53,400
35-000-000-4800	Interest income	\$0	\$0
35-000-000-4900	Miscellaneous Income	\$0	\$0
<i>TOTAL BULL RUN CREEK PROJECT REVENUE</i>		<i>\$835,600</i>	<i>\$1,253,400</i>

Expenditures			
35-001-001-5655	Bull Run Creek Construction	\$750,000	\$1,125,000
35-001-001-5814	Bull Run Creek Property Loan	\$35,600	\$53,400
35-001-001-5815	IEPA Loan Fees	\$50,000	\$75,000
35-001-001-5816	Bond Loan Fees	\$0	\$0
<i>TOTAL BULL RUN CREEK PROJECT EXPENDITURES</i>		<i>\$835,600</i>	<i>\$1,253,400</i>

VILLAGE OF KIRKLAND
 2018-2019 FISCAL YEAR BUDGET

GRANT FUNDS

Account	Title	Appropriation
---------	-------	---------------

GRANT FUND REVENUES

	General - Kirkland Community Center Grant	\$125,000
	Public Works - Water & Sewer Grants	\$60,000
	Public Works - Streets Department Grants	\$40,000
	Police Department Grants	\$45,000
	<i>TOTAL GRANT FUND REVENUES</i>	<i>\$270,000</i>

TOTAL GRANT FUND REVENUES **\$270,000**

GRANT FUND EXPENDITURES

	General - Kirkland Community Center Project	\$125,000
	<i>Kitchen Cook Top, Hood and Fire Suppression System</i>	
	<i>Fridge/Freezer, Dishwasher, Microwave, Sink</i>	
	<i>Misc. Kitchen Accessories and Utensils</i>	
	Public Works - Water & Sewer Grant Projects	\$60,000
	<i>Well 2 Generator</i>	
	<i>Chemical Feed Systems Upgrade</i>	
	Public Works - Streets Dept. Grant Projects	\$40,000
	<i>Mower</i>	
	<i>Concrete Floor for Behnke Park</i>	
	<i>Windmill Aerator for Pioneer Park Pond</i>	
	Police Department Grant Projects	\$45,000
	<i>Bullet Proof Vests (per IL Code 50 ILCS 712/5)</i>	
	<i>Portable Radios</i>	
	<i>Preliminary Breathalyzer Test (PBT)</i>	
	<i>Mobile Data Transmitters (MDT)</i>	
	<i>Fire Extinguishers/Medical Equipment</i>	
	<i>Firearms</i>	
	<i>Handheld & Stationary Radar Units</i>	
	<i>In-Squad Cameras/Body Cameras</i>	
	<i>AED Machines</i>	
	<i>TOTAL GRANT FUND EXPENDITURES</i>	<i>\$270,000</i>

TOTAL GRANT FUND EXPENDITURES **\$270,000**



Client Agreement

Thank you for considering GWAA to assist you with the renovation of the future Kirkland Community Building. We have teamed with Fehr Graham to assist with the structural analysis during this first phase. To complete this project in a thorough and professional manner, we will team with you throughout the process. The purpose of this Agreement is to outline our rights and obligations to each other, providing clarity for moving forward.

Introduction

This Client Agreement ("Agreement") is between the **Village of Kirkland** ("Client" or "You") and **Gary W. Anderson Architects** ("We" or "Us") to provide architectural services as outlined below for:

Owner

Village of Kirkland
Ryan Block
511 W. Main St.
Kirkland, IL 60146

Architect

Gary W. Anderson, AIA
Gary W. Anderson Architects
200 Prairie Street, Suite 201
Rockford, IL 61107

Contract Date: March 30, 2018

Scope of Service:

1. Scan both the interior and the exterior building which will create a 3D photo model that provides embeddable, web-hosted 360 degree views of the entire space. The scan also measures the space in detail, providing us with data to develop a 3D physical model to use as a base for construction drawings which includes a working model of plans, sections, and elevations.
2. Conduct initial structural evaluation to determine the viability of the existing structure and its capacity for modifications. This work will not include any structural modifications to the building or analysis to the building's foundation.
3. Develop a schematic design based on initial programming and Village vision.
4. Provide a cost estimate reflecting the proposed renovations and scope of work.
5. Create two renderings for fundraising purposes.
6. As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

Understanding of Architecture Phases:

1. **Pre-Design (PD).** PD helps us to know you better, clarify the project vision, goals and other project expectations. During this stage, we will scan and model the existing conditions of the building. PD helps us evaluate, plan and set a program for use in the SD phase of project development.
2. **Schematic Design (SD).** During the SD phase we work with you to develop floor plan and elevation sketches based on the project goals and budget developed during the Pre-design phase. This phase will establish the conceptual design of the project, resolve programmatic and code issues, and any special requirements. We will work with you to estimate the costs of site work, construction, and building systems at this phase for budgeting purposes.

Fee Summary, Schedule, and Payment:

1. **Fee Summary.** Below are the costs by major service categories:

Pre-design (scan and model)	\$ 1,500
Schematic Design	\$ 6,150
Cost Estimating	\$ 850
Initial structural evaluation (Fehr Graham)	\$ 2,000
Total	\$10,500

Optional asbestos testing, completed by a 3rd party to the owner is estimated at \$2,000

Letters, e-mail communications, phone calls, PDF creation for design and design-related documents are billable expenses and are included in the above fee summary.

1. **Schedule.** We are prepared to start our work within 10 business days of receipt of a signed Client Agreement.
2. **Billing.** Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Our standard hourly rates (2018 Rate Table) are listed below for the billing on Change Orders and for the services provided outside of Scope of Services.

Principal Architect	\$ 175 / hour
Urban Planner	\$ 125 / hour
Senior Project Architect	\$ 125 / hour
Project Architect	\$ 110 / hour
Architectural Designer	\$ 90 / hour
Interior Designer	\$ 85 / hour
Architectural Drafter	\$ 65 / hour
Office Administration	\$ 75 / hour

3. **Reimbursable Expenses.** Reimbursable expenses are in addition to compensation for basic services and include expenses incurred by us in the interest of the project. The client will reimburse us for out-of-pocket costs (i.e., 30"x42" bond plots at \$14.00 per sheet), mileage charged at standard

mileage rate as issued by IRS for business miles driven, and postage. When time allows, and it is cost effective for the Owner, outside reproductions will be billed to you at a cost plus 15%.

4. **Payment Plan.** Payments to us are due within 30 days from the billing date. Interest charges will accrue at 1.5% per month on any balance not paid by the due date.

General Conditions:

1. **Additional Services.** We recognize changes can or will occur throughout the duration of the project. You are welcome to request these services from us through the duration of the project. Request for changes not included in the Scope of Work or Basic Services sections of this agreement is considered an additional service. We will bill you for this time, using our hourly rates.
2. **Cancellation.** We hope to fulfill the project vision and provide you a quality experience. If, for any reason, it is determined by you or us that the relationship and performance is unsatisfactory, then this agreement for architectural services may be ended. A written cancellation will be provided to us by you, along with payment for all expenses incurred and any work done toward the completion of the project at the date of cancellation letter.
3. **Marketing.** Drawings, renderings and photography developed before, during, and after construction may be used for marketing purposes by us.
4. **Final Design Documents.** We will provide you a copy of the design documents including, but not limited to final construction documents. We will issue to you the final construction documents upon receipt of final payment.

Acceptance:

If everything looks good to you, then please sign below with the understanding that this proposal will expire 90 days from the contract date listed on page 1.



Jennifer Spencer, AIA, Partner

03-30-18

Date

Date

OFFICE & SHIPPING:
2420 Vantage Drive
CORRESPONDENCE:
P.O. BOX 5178
ELGIN, IL 60121-5178

B & F CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

PHONE (847) 428-7010
FAX (847) 428-3151
TOLL FREE 1-800-232-5523
E-MAIL bfccs@bfccs.org

April 17, 2018

Ryan Block
Village of Kirkland
511 W. Main Street
Kirkland, IL 60146

RE: Proposal for Code Update

Dear Mr. Block:

Thank you for the opportunity to provide this proposal, we look forward to working with you on this project. This proposal is for reviewing and updating the current building codes to the 2018 International Code Series for the Village of Kirkland.

For this project B & F Construction Code Services, Inc., will provide the following items:

1. A review of the current code amendments;
2. Two (2) code development meetings;
3. Final draft of the updated code on paper and electronic version (in Microsoft Word format);
4. One (1) presentation at a Village Board Meeting;
5. Additional meetings available at \$150.00 per hour;
6. Review of the significant changes to the building and residential codes

The code study and meetings will be completed no later than three (3) months from the approval of the contract and the receipt of an electronic version of the current village code amendments. This project will be invoiced one month from the date of contract. Should you be in agreement with this proposal, please sign where indicated below. Please retain one (1) copy for your records and return the original copy for our files. The fee for the code update is Three Thousand Three Hundred Dollars (\$3,300.00).

We are able to schedule the first meeting at your earliest convenience.

Sincerely,

Richard A. Piccolo

Richard A. Piccolo
President
Master Code Professional
Certified Fire Official

B & F Construction Code Services, Inc. is hereby authorized to provide consulting services for the code study as stated above.

Name

Title

Date