

**VILLAGE OF BURLINGTON
P.O. BOX 205
BURLINGTON, IL 60109-0205
VILLAGE CLERK – CHRISTINE JONES
PHONE: 847-683-2283**

**Village Board Meeting
Meeting Location – Village Hall, 175 Water Street
Remote (Call In: 877-309-2073, Access Code: 145-231-853)
January 21, 2025, 7:00 p.m.**

Present: Village President Mary Kay Wlezen, Village Clerk Christine Jones, Deputy Clerk Natalie Meisner, Village Engineer Kyle Welte, Village Attorney Ed Campbell, and Village Treasurer Melissa Wellendorf.

Open the Meeting: President Wlezen opened the meeting at 7:02 p.m.

Roll Call: Trustees: Jean Micklevitz, Deb Twenhafel, Amanda Stephens, Ryan Wasson, Jim Daffron, and Mike Szydlo were present.

Remote: None

Absent: None

Guests: Margaret and Nate Lindquist (Burlington Bean)

Approval of Elected Officials remote attendance. No remote officials.

Welcome Guests. Mary Kay welcomed the guests mentioned above.

Approval of the bills to be paid as presented on Warrant-18 FY 2025, Dated January 21, 2025, in the amount of \$23,170.21. Deb motioned to approve. Ryan seconded. *Roll call vote, motion passed unanimously.*

Approval of December 2, 2024, Village Board Meeting Minutes. Mike motioned to approve. Amanda seconded. *Roll call vote, motion passed unanimously.*

Approval of December 16, 2024, Village Board Meeting Minutes. Amanda motioned to approve. Jim seconded. *Roll call vote, motion passed unanimously.*

Burlington Bean owners to address the Board regarding a fifteen-minute parking sign. Owners of the Burlington Bean requested permission to install a temporary sign designating a 15-minute parking zone in front of their establishment during business hours. After a brief discussion, the board unanimously consented to the request to install the sign for mobile order pickups, with Mark installing the post at the owner's expense.

Board Discussion and Action to continue pond maintenance with McCloud Aquatics. The board briefly discussed pond maintenance, noting that costs remain unchanged, and a discount is available if payment is made by March 31. Jean motioned to continue with McCloud Aquatics, Jim seconded, motion carried. *Roll call vote, motion passed unanimously.*

Public Works/Water Plant Report. Mark reported that a broken lift delayed the removal of Christmas decorations, but it has been repaired, and he will complete the task by the end of the week. He is also coordinating with an electrician to repair a generator that is not producing sufficient power.

Village Treasurer's Report. Melissa stated that the budget is proceeding as planned, and the treasurer's report has been filed. Lauterbach and Amen will present the audit at the February 18th Village Board meeting, and the finance committee will schedule a meeting to finalize the budget appropriations for the new fiscal year.

Village Engineer's Report. Kyle reported that EEI is working with the EPA to finalize the project scope for the water treatment facility and sewer system design. EEI is also uploading documentation for the community project funding grant.

Village Zoning Enforcement Officer's Report. No report.

Village Attorney Report. Boundary Agreements with Campton Hills, Genoa, Sycamore, and Virgil. Mary Kay stated that Genoa proposed a buffer of open space, but a new map is needed to confirm the boundaries. If an agreement is reached, a public hearing will be held. Sycamore and Virgil have agreed to renew their boundary agreements without changes, eliminating the need for a hearing. Campton Hills has proposed modifying the judiciary boundary agreement to include a joint local land resource management plan. Ed reported that the board can proceed with further discussions once Vasselli Law receives the proposed boundary map.

Village President's Report. Mary Kay said fundraising for the Fourth of July event will begin soon, with fireworks costs increasing by 5%, requiring \$17,000 for the show. She also noted that SAFEBuilt's fee schedule has increased by 3.9% based on the cost price index, and the board will review the proposed fees for appropriateness.

She reported the village has seen an increase in unpermitted work and unregistered dumpsters. With the retirement of Zoning Officer John Whitehouse, the board will need to hire a replacement.

Village Clerk's Report. Christine is reviewing and reorganizing old files to improve the village's record-keeping system.

Deputy Clerk's Report. Natalie reported that the new water billing system went live on January 7th, though some data was lost in the transfer. She is working to re-enter account information, and the software company is implementing email statements.

Presentation and Review of Water Billing Memo. December 2024 Receipts were \$14,617. Security Deposits were \$300.00. Aged Receivables due at the end of December 2024 were \$5,315.70. December 2024 Water Billing was \$11,548.50.

Public Comments: None

New Business: None.

At 7:56 p.m. Jim motioned to go into a **Closed or Executive Session: Personnel 5 ILCS 120/2 (c) (1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.** Deb seconded. *Roll call vote, motion passed unanimously*

The Board Meeting reconvened at 8:44 p.m.

Roll Call: Trustees Micklevitz, Twenhafel, Daffron, Stephens, Szydlo, Wasson, and President Wlezen were present.

Board Action on the August 19, 2024, Closed Session Village Board Meeting Minutes Jean motioned to approve. Mike seconded. *Roll call vote, motion passed unanimously.*

Board Action on Employee Raises for 2025. Deb motioned to approve employee raises for 2025. Ryan seconded. *Roll call vote, motion passed unanimously.*

Board Action on Updated Employee Handbook. Ryan motioned to approve the updated handbook. Jim seconded. *Roll call vote, motion passed unanimously.*

Adjournment. Deb motioned to adjourn. Ryan seconded. All Ayes. The meeting adjourned at 8:22 p.m.

Respectfully Submitted,

Christine Jones