

VILLAGE OF BURLINGTON
P.O. BOX 205
BURLINGTON, IL 60109-0205
VILLAGE CLERK – CHRISTINE JONES
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Village Board Meeting
Meeting Location – Village Hall, 175 Water Street
Remote (Call In: 877-309-2073, Access Code: 145-231-853)
February 18, 2025, 7:00 p.m.

Present: Village President Mary Kay Wlezen, and Village Clerk Christine Jones, Deputy Clerk Natalie Meisner, Village Engineer Kyle Welte, and Village Attorney Eric Stach.

Open the Meeting: President Wlezen opened the meeting at 7:00 p.m.

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

Remote: Village Treasurer Melissa Wellendorf and Public Works Director Mark Wilkison.

Absent: Trustee Jim Daffron.

Guests: Ginger Romano, Matt Krueger (Krueger & Associates), Joseph Laudont (Lauterbach and Amen).

Welcome Guests. Mary Kay welcomed the guests mentioned above.

Approval of the bills to be paid as presented on Warrant-20 FY 2025, Dated February 18, 2025, in the amount of \$24,514.20. Ryan motioned to approve. Mike seconded. Five ayes, One absent. Motion carried.

Approval of January 6, 2025, Board Meeting Minutes. Deb motioned to approve. Amanda seconded. Five ayes, One absent. Motion carried.

Approval of January 21, 2025, Board Meeting Minutes. Mike motioned to approve. Amanda seconded. Five ayes, One absent. Motion carried.

Audit Presentation by Lauterbach and Amen, LLP. Joseph Laudont of Lauterbach & Amen, LLP, provided an overview of the completed 2024 Fiscal Year Audit. He briefly reviewed the required legal documentation and explained that the Village received a Clean Unmodified Opinion in its Annual Financial Report. This designation confirms that the financial statements were presented fairly and accurately, representing the highest possible audit opinion.

He also summarized key financial aspects, including the Narrative for the Fiscal Year, the General Fund Income Statement, and the Water Fund Income Statement. He also discussed the management letter, which outlined best practices and important announcements. He concluded by stating that the audit process went smoothly and expressed his gratitude to Krueger and Associates for their assistance.

Proclamation for “Engineer’s Week” February 16th through February 25, 2025.

Mary Kay read the proclamation aloud and expressed the village’s deep gratitude for Kyle’s help and dedication.

Board Discussion on Approval of Permit Fee Increases-SAFEBuilt. Tabled until the March 3rd Village Board meeting.

Board Action on Ordinance 2025-1 An Ordinance Approving Permit Fee Increase. Tabled until the March 3rd Village Board meeting.

Public Works/Water Plant Report. Mary Kay thanked Mark and the Public Works team for their hard work in clearing snow and ice from the streets after the recent snowstorms. Mark shared that he has trained Jim and Colin to operate the snowplow and has been teaching them other aspects of the job. He also reported that the old generator is no longer working, and the village will need to purchase a new one. He recommended including the cost in the budget and appropriations. He will begin obtaining bids to determine the cost.

Village Treasurer’s Report. Melissa announced that the Finance Committee will meet on March 3rd at 6:00 pm to review the Fiscal Year 2026 Budget, which will be presented to the Board at the second meeting in March.

Village Attorney’s Report. Mary Kay introduced Eric Stach from Vasselli Law, announcing that he will serve as the village’s primary attorney. She noted that he has been working on boundary agreements with Genoa, Sycamore, and Virgil. While the agreements from Genoa and Virgil have been received, the village is still waiting on Sycamore’s. These agreements will be on the agenda for approval at the March 3rd board meeting.

Additionally, Eric is drafting a new boundary agreement with Campton Hills, as none previously existed. Since this is a new agreement, a public hearing notice must be published in the newspaper at least 30 days before the hearing. Following the public hearing, the agreement will be presented to the board for approval at a regular meeting.

Village Engineer’s Report. Kyle shared that he is in the process of uploading the required Community Project Funding documents for the grant into the portal. He is also working on the Illinois Environmental Protection Plan documents, which are necessary to demonstrate financial hardship and qualify for a reduction in treatment costs approved by the Environmental Protection Agency (EPA). A Household Income Survey will be sent to residents in late spring.

Village President’s Report. No report.

Village Clerk’s Report. Christine reported that she received a letter from AT&T stating that they are phasing out landlines. As a result, a different type of phone line will be needed to connect to the alarm system in the wellhouse. She added that AT&T will need to come out to assist with the setup. While the cost is still unknown, Christine recommended including it in the budget and appropriations.

She also announced that she has earned her Registered Municipal Clerk (RMC) designation and thanked the board for their support. Additionally, she has been mentoring the new clerk in Lily Lake and, along with Natalie, attended a board meeting in Virgil to meet and support their new clerk. Christine and Natalie will also be hosting the Northwestern Illinois Municipal Clerks (NIMCA) meeting in Hampshire on February 26th.

Deputy Clerk's Report. Natalie said the new water billing system is working well, and she is adjusting to it. She will begin researching the cost of new water meters and handheld digital reading devices.

Public Comments: None.

New Business: Mary Kay requested volunteers to assist with this year's fireworks event. She mentioned that help will be needed for setup, cleanup, collecting donations, and managing parking. She also noted that three police details will be present during the event and that the total cost is estimated to be around \$18,000.

She also informed the board that Kane County is attempting to pass a new tax bill for public safety and encouraged everyone to research the issue.

Adjournment. Deb motioned to adjourn. Ryan seconded. *Voice vote, motion passed unanimously.*

The meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Christine Jones