

**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)
February 20, 2023, 7:00 p.m.**

Present: Village President Mary Kay Wlezen, Village Clerk Christine Jones, Village Treasurer Melissa Wellendorf, Public Works Director Mark Wilkison, Village Engineer/Zoning Officer John Whitehouse.

Open the Meeting: President Mary Kay Wlezen opened the meeting at 7:01 p.m.

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

Remote: None

Guests: Burlington Fire Chief Mike Teidt, Margaret Lindquist, Kyle Goldsworthy, and Tamara Getzelman.

Approval of Elected Officials remote attendance. No remote attendees.

Approval of the bills to be paid as presented on Warrant-FY 14 2023, Dated February 20, 2024, in the amount of \$17,504.95. Jim motioned to approve. Deb seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Approval of September 18, 2023, Village Board Meeting Minutes. Amanda motioned to approve. Jim seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Approval of October 2, 2023, Village Board Meeting Minutes. Deb motioned to approve. Jim seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Approval of October 16, 2023, Public Hearing Minutes. Mike motioned to approve. Jim seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Approval of October 16, 2023, Village Board Meeting Minutes. Deb motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Kane County Sherriff's Report. No report.

Presentation of Audit by Lauterbach and Amen, LLP. Brad Porter (Lauterbach & Amen, LLP.) gave an overview of the General Fund Income Statement, Water Fund Income Statement, and 2023 Fiscal Year Audit. He explained under the Annual Financial Report the Village received a Clean Unmodified Opinion which states the financial statements were presented fairly and accurately. This is the highest opinion the Village can receive. He also went over the management letter regarding best practices/recommendations and suggested a "chart of accounts clean-up" be performed. He said the General Fund shows a negative balance which may be due to the timing of grant funding dispersal. Melissa and Matt will investigate the accounts to simplify them and designate a grant account. Brad said the audit went well and he thanked Melissa and Matt for their help.

Board Action on CMJ Internet Technology services contract for a one-time charge of \$1500.00 and \$434.00 per month thereafter. Deb motioned to approve. Jean seconded.

Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel.

5 Ayes, 1 Absent motion carried.

Board Discussion and Possible Action to change water billing procedures. Jean reported the Finance Committee has discussed changing to a monthly water billing schedule. She said the committee has considered changing late fee amounts and charging a service fee for restarting services after shut off for non-payment. The Board discussed possible January implementation. Action tabled for further discussion later.

Board Discussion and Possible Approval of an Amendment to the Personnel Policy and the Ordinance for the Paid Leave for All Workers Act. Municipal Ordinance. The Personnel Committee will review current policies. Action tabled until December 18th Board meeting.

Board Discussion and Action to accept Website Management quote with Munibit for \$351.00 for the first year and \$468.00 per year going forward without an annual contract.

Jim motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Board Action on Ordinance 2023-3 an ordinance “establishing” Special Service Area No. 4. Jean motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Board Action “Accepting the Plat and Grant of Drainage Easement from Southwind Industries, Inc. to the Village of Burlington covering the facilities included in Special Service Area No. 4” and authorizing the Village President and Clerk to execute the document. Deb motioned to approve. Jim seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Board Discussion and Approval for a memorial bench to be placed in front of 175 N. Main Street that will partially occupy part of the Village sidewalk and right of way. Deb said the bench memorializes Mott’s longtime employee Jon Becklinger. Jim motioned to approve. Amanda seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried

Board Discussion and Action on Pond Maintenance/Beaver removal quote for \$5,500.00. Deb motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

Public Works/Water Plant Report. Mark reported truck #3 had a full-service fluid change and tie rod repair and it has passed the safety inspection. He said last week’s projects included the gazebo staining (Meadows Subdivision) installation of a new water meter and holiday wreaths on Main St.

Village Treasurer’s Report. Melissa reported the 2024 Tax Levy must be published for a Public Hearing by December 31st. She stated the Kane County Clerk had received the annual Treasurer’s Report.

Village Attorney’s Report. No report.

Village Engineer’s Report. John said the wheelchair ramp installation at Art & Alma’s Supperclub and Saloon is now complete. He informed the Board the Project Plan and Funding Request for the Wastewater Planning Grant in the amount of 16.8 million have been submitted to the Environmental Protection

Agency for review. He said hopefully the results of the request will be received by January 2024.

Village Zoning Enforcement Officer's Report. John reported he received a zoning inquiry regarding an in-ground pool with a request for variation of the fencing requirements. He explained there must be a fence that is at least 4 ft. tall for safety issues.

John said plan reviews for the improvements at 124 E. Center St. were approved and the property is looking much better.

An additional inquiry was made about owners renting out their in-law quarters. John explained this is not permissible use under Burlington's Municipal Code.

Holiday Magic on Main Street December 2, 2023, 4 pm – 6 pm / Ornaments at Village for pick up. Mary Kay said Holiday Magic on Main Street will be held Saturday, December 2nd from 4:00 p.m. to 6:00 p.m. Free plastic ornaments for decorating Burlington's tree will be available to residents at the Village Hall. Santa will be at the event from 4:00 to 5:00 p.m. The United Methodist Church will loan their tables for the setup and is donating candy canes and hot cups. The Village will provide hot cocoa, cider, and punch. Ornaments will be handed out at the event. She contacted Klein's Farm and Garden Market for a quote on cookies and a tree.

Village President's Report. Mary Kay announced the "Friends and Family" soft opening and two ribbon cuttings for Art & Alma's Supperclub and Saloon will be on Friday, December 1st at 4:00 p.m. Jim will cut the ribbon for the wheelchair ramp.

Village Clerk's Report. Christine said she will attend the Northern Illinois Municipal Clerks (NIMCA) meeting from December 5th to 6th in Galena.

She said the Village's annual Holiday Coloring Contest pages will be distributed via social media and available for pick up soon. Entries will be accepted until December 15th. The winners will be announced the week of December 18th. Mary Kay thanked Peters Electric for their \$100.00 donation toward the contest.

Deputy Clerk's Report. No report.

Presentation and Review of Water Billing Memo. October 2023 Receipts were \$15,524.23. Security Deposits were \$300.00. Aged Receivables due at the end of October 2023 were \$6,314.66. October 2023 Water Billing was \$14,924.69.

Public Comments: Residents Alejandro Villegas and Sarah Kuifong expressed concerns regarding dogs escaping from a nearby fenced area. There was a brief discussion regarding other reports of loose dogs on Main Street. The Board agreed (as a courtesy) that a letter would be sent to remind homeowners about the Village Code regarding loose animals.

New Business: None

Adjournment. Deb motioned to approve. Jean seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent, motion carried.

The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Christine Jones