

**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
And Remote (Call In: 866-899-4679, Access Code: 758-715-261)
December 18, 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, Village Attorney Bernie Weiler.

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

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

Remote: None.

Absent: Trustee Ryan Wasson.

Guests: None.

Approval of Elected Officials remote attendance. Jim motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Approval of the bills to be paid as presented on Warrant-FY16 2023, Dated December 18, 2023, in the amount of \$22,682.67. Amanda motioned to approve. Jim seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Approval of November 6, 2023, Board Meeting Minutes. Jim motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Approval of November 20, 2023, Board Meeting Minutes. Deb motioned to approve. Jean seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Kane County Sherriff's Report. No report.

Board Action on Ordinance 2023-5 Tax Levy Ordinance, May 1, 2023-April 30, 2024. Mary Kay explained the Tax Levy does not exceed 105% therefore no public hearing was required. An Affidavit of Compliance with the Truth and Taxation Act was included with the Ordinance to be filed with the Kane County Clerk. Deb motioned to approve. Mike seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Board Action on Ordinance 2023-6 Tax Levy Ordinance SSA No. 2, May 1, 2023- April 30, 2024. Jim motioned to approve. Deb seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Board Action to approve Village Board Meeting Schedule for 2024. Mike motioned to approve. Amanda seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Board Discussion and Action on the Paid Leave for All Workers Act (PLAWA). Mary Kay said the Village already implements a policy that exceeds the requirements of Compliance with the PLAWA Act which takes effect January 1, 2024.

Deb motioned to approve **Ordinance 2023-7 an Ordinance regarding the Illinois Paid Leave for All Workers Act for the Village of Burlington.** Jim seconded. Ayes: Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 5 Ayes, 1 Absent motion carried.

Public Works/Water Plant Report. Mark presented his report. The Board had no questions.

Village Treasurer's Report. Melissa said the General and Water fund budgets are on track. She noted the Social Security amount has increased and will investigate.

Village Attorney's Report. No report.

Village Engineer's Report. John said he received drawings for the original contours of a business property in town that the land has been filled in with dirt. He said he must review the drawings and send them to Kane County because a wetland was filled in. Kane County maintains all jurisdiction over wetlands.

John received a letter from a homeowner on West Engel Rd. (outside Village boundaries) regarding drainage issues on his property. He explained the issue is caused by the agricultural farming practices used at the farm to the East of his property. John said the Village does not have the authority to enforce farmers' compliance with the Kane/DuPage Soil & Water Conservation District. Kane County sent a letter to the farm owner advising him to change his farming practices to comply.

Village Zoning Enforcement Officer's Report. John said the owners at 224 S Main St. have completed the Special Use Permit application process for a new coffee shop named "Burlington Bean". A Public Hearing was scheduled for January 8th before the Zoning Board of Appeals at 7:00 p.m.

Village President's Report.

Village Clerk's Report. Christine said the Illinois Municipal League Calendar of Duties for Municipal Officials for 2024 has been released. She explained it is a reminder of the various tasks that need to be completed each month throughout the year.

Deputy Clerk's Report. A Finance Committee meeting was scheduled for January 9th at 5:30 p.m. to discuss possible changes to the Water Billing schedule and fee structure.

Presentation and Review of Water Billing Memo. November 2023 Receipts were \$9,439.66. Security Deposits were \$900.00. Aged Receivables due at the end of November 2023 were \$9,031.59. November 2023 Water Billing was \$22,557.04.

Public Comments: None.

New Business: None.

Deb motioned to go into an **Executive/Closed Session for the purpose of 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.** Jean seconded. Ayes: Twenhafel, Daffron, Stephens, Szydlo, and Micklevitz. Five ayes, motion carried. The Board went into an Executive/Closed Session at 7:43 p.m.

The Board Meeting reconvened at 8:10 p.m.

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

stated there will be a 4% raise for Mark Wilkison, Christine Jones, Natalie Meisner, and Roy Theiner. Natalie Meisner and Roy Theiner can accept the 4% raise or join IMRF. Village Clerk Christine Jones and Deputy Clerk Natalie Meisner are allowed to work an additional (5) hours per week as needed. Trustee Jim Daffron made a motion to approve Employee Raises for 2023. Trustee Deb Twenhafel seconded the motion. Ayes: Trustees: Jean Micklevitz, Deb Twenhafel, Jim Daffron, Amanda Stephens, and Mike Szydlo. Five ayes, one absent, motion carried. Jim motioned to approve. Deb seconded. Ayes: Wlezen, Szydlo, Daffron, Stephens, Micklevitz, Twenhafel. 6 Ayes, 1 Absent motion carried.

Adjournment. Deb motioned to adjourn. Jean seconded. All Ayes: Motion carried on voice vote.

The meeting adjourned at 8:12 p.m.

Respectfully Submitted,

Christine Jones