



# Village of Lily Lake

Regular Board Meeting  
Approved Minutes  
November 20, 2023

## Call to Order

President Diehl called the November 20<sup>th</sup>, 2023 Regular Board of Trustees meeting to order at 7:00 p.m. with the Pledge of Allegiance.

## Roll Call

**Present:** President Diehl, Trustee David Anderson, Trustee Donald Butler, Trustee Pam Conn, Trustee Tim Dell, Trustee Mary Ormond, and Trustee Travis Parry.

**Absent:** None

**Also Present:** Alex McTavish (Village Attorney), Jesse Heffernan (Village Clerk), Juliette Kerr (Village Deputy Clerk), Jeff Lee (Village Plan Commission Chair), Erik Hoofnagle (Village Public Works Consultant), and Lisa Engberg (Village Treasurer).

**Public/Guests** (signed in and legible): None

## Adoption of the Agenda

Motion by Trustee Parry, seconded by Trustee Conn, to adopt the November 20, 2023 Agenda as presented.

*Voice vote, motion passed unanimously.*

## Approval of the October 23, 2023 Regular Board Meeting Minutes

Motion by Trustee Butler, seconded by Trustee Parry, to accept the minutes of the October 23, 2023 Regular Board Meeting as presented. Clerk Heffernan noted there was a vote to approve Ordinance 2023-07 at the October 23, 2023 meeting, but no motion or second was recorded. Motion by Trustee Parry, Seconded by Trustee Conn to approve last month's Ordinance 2023-07; *Roll Call vote, motion passed unanimously.* Minutes recorded as such. No further comment.

*Voice vote, motion passed unanimously.*

## Approval of the October 23, 2023 Executive Session Board Meeting Minutes

Motion by Trustee Parry, seconded by Trustee Conn, to accept the minutes of the October 23, 2023 Executive Session Board Meeting as presented.

*Voice vote, motion passed unanimously.*

## Resolution 2023-31 Approve Postage and Mailing for Village Newsletter; Not to Exceed \$500

Motion by Trustee Conn, seconded by Trustee Parry, to approve Resolution 2023-31. President Diehl explained the process and mailing options for the newsletter he and Trustee Anderson have been working on. This amount will buy the required paper, envelopes and postage/ USPS bulk mailing.

No further discussion. *Roll Call vote, motion passed unanimously.*

## Approve Bills

Motion by Trustee Conn, seconded by Trustee Anderson to approve the Monthly Bills for October/November 2023.

*Roll Call vote, motion passed unanimously.*

## Executive Session; Compensation

Motion by Trustee Parry, seconded by Trustee Anderson to move into an Executive Session at 7:13pm.

*Roll call vote, motion passed unanimously.*

Motion by Trustee Parry, seconded by Trustee Conn to exit Executive Session at 7:50pm.

*Roll Call vote, motion passed unanimously.*

## Ordinance 2023-09 Amend Village Code; Administration; Compensation

Motion by Trustee Conn, seconded by Trustee Anderson, to approve Ordinance 2023-09. Motion by Trustee Parry, seconded by Trustee Butler to amend Ordinance 2023-09 as follows:  
Director of Administration position shall receive monthly \$2586.36, annually \$31,036.25 at 19 hours per week.  
Assistant Director of Administration position shall receive monthly \$1281.25, annually \$15,375 at 13 hours per week  
No further discussion on this amendment; *Voice vote, motion on the amendment passed unanimously.*  
Motion by Trustee Anderson, seconded by Trustee Parry to amend Ordinance 2023-09 further as follows: There shall be an annual review. *Voice vote, motion on the amendment passed unanimously*  
No further comment. *Roll call vote, motion on the full amended Ordinance passed unanimously.*

Motion by Trustee Anderson, seconded by Trustee Parry, to add an agenda item for the December 18, 2023 meeting addressing a bonus to both positions mentioned in Ordinance 2023-09. *Voice vote, motion passed unanimously*

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### **Old Business**

None

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### **New Business**

Trustee Ormond inquired about the webpage and updates; Clerk Heffernan updates the webpage bi-monthly if not more often.

Trustee Parry asked about construction site inspections, specifically who inspects cleanliness, silt fencing and correct construction-site practices on an active location. Clerk Heffernan said B&F is responsible for all inspections. They handle property maintenance as well. She will ask B&F to enforce a proper worksite in regards to the issues Trustee Parry has brought up.

Trustee Parry informed the Board about School District 301 adding another Village/Town Hall meeting to discuss the up-coming referendum for the high school construction. District 301 is also considering the purchase of additional property more suited for the high school expansion.

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### **Adjournment**

Motion by Trustee Parry, seconded by Trustee Anderson to adjourn at 8:07 p.m.  
*Voice vote, motion passed unanimously.*

*Respectfully submitted by: Jesse Heffernan; Village Clerk*