

VILLAGE OF HEBRON  
SPECIAL VILLAGE BOARD MEETING  
APRIL 8, 2024

President Shelton called the meeting to order at 6:00 p.m.

The meeting began with the Pledge of Allegiance.

Trustees Shepherd, Correll, Milarski, Knaack, Stevens, and Mogan answered aye to roll call. President Shelton and Attorney Smoron were present as well.

**Public Comment**

*Katherine Andrus, Village of Hebron Treasurer*, explained McHenry County has a grant program only for residents of homes that were built before 1978 to remove the lead out of them. She said that they are trying to service Hebron and they have about four million dollars to spend. Treasurer Andrus said they will come out to residents' homes to check for lead. She added that there is information about this Lead Safe Homes Program on the Hebron Village website and the Village Facebook page as well as forms available at the Village Hall.

**Motion to Approve Ordinance Amending Section 3-2-7B, Number of Licenses Issued, of the Hebron Municipal Code**

Trustee Milarski made a motion to approve the ordinance amending Section 3-2-7B, number of liquor licenses issued, of the Hebron Municipal Code. Trustee Correll seconded the motion. President Shelton said the tobacco store next to Hart's is applying for a liquor license. Trustee Milarski asked if there was a liquor license there before. President Shelton stated that there was, but with each new owner, they must apply for a new liquor license. He explained that liquor licenses do not transfer between owners. Trustee Milarski, Correll, Shepherd, Mogan, Knaack, and Stevens approved the motion by answering aye. Motion carried by all.

**Motion to Ratify Approval of Pay Increase of Water Sewer Billing Clerk, JoAnne Gumprecht**

Trustee Correll made a motion to approve the pay increase for the water/sewer billing clerk, JoAnne Gumprecht. Trustee Shepherd seconded the motion. Trustee Correll, Shepherd, Mogan, Milarski, Stevens, and Knaack. Motion carried by all.

**Discussion of the Proposed FY 2024-2025 Operating Budget for the Village of Hebron**

President Shelton stated that he works with Treasurer Andrus on budgets for the Water/Sewer Fund and the General Fund which covers Public Works, Police, Building, and Administration. The main income for the General Fund is through taxes, what comes in through the police department, and the building department. He stated that the General Fund is extremely tight. He also said that the departments put in their budget wish lists and these requests have been discussed with the department heads. President Shelton said that there will need to be some adjustments. Treasurer Andrus reported that the Village General Fund ending balance as of April 4, 2024, is \$539,111.19 which represents the cash on hand at the end of the fiscal year. She added that the more we spend this year the less the Village has available to spend next year. She said that the Village only receives \$226,000 in property taxes which is not enough to operate with. She explained why carefully watching our budgets each year makes a difference on where this number ends up. She said Village ended the books on April 4 at this ending balance and if

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no more was spent through the end of this fiscal year, the Village would start off next year with \$218,172.94 as a fund balance. She added that this is why the Board needs to look at where cuts can be made, and she said that every dollar saved makes a difference. President Shelton stated that things can be allocated for purchases or improvements, so the funds are there in case it is needed, but this does not mean that it must be spent. He added that if not spent it can still be allocated for the next year. Treasurer Andrus reported that to get the fund balance for next year somewhat close to what it was this year, the Village needs to cut \$300,000 from its budget.

Trustee Knaack questioned line item 420 in the streets budget stating that it shows a significant increase in salaries and wages. Treasurer Andrus said that they were unsure about adding a full-time employee and that this number reflects two part-time employees and one full-time employee. She added that this number could be changed as this is a preliminary budget. President Shelton said that Dan Nelson reported that he does not need a full-time person currently. Trustee Knaack also asked about line item 520 in the building budget, stating that this also seems like a significant increase. Treasurer Andrus said that the \$40,000 was shifted to contractual services after Village employee Dick Ackerman left and the Village hired Dan Streit who provides services under a contract. President Shelton said that the contracted services are staying in the agreed upon parameters for Dan Streit of HLR and for the Village treasurer, Katherine Andrus. He mentioned that the most expensive employee of the Village is the Chief's position. He reminded everyone that full time employees receive benefits such as paying out half of the social security, IMRF, and health benefits. President Shelton stated that the Chief's salary is at \$86,520 per year and with benefits that increases the Village payout to \$104,035 per year. Trustee Knaack stated that she asked Treasurer Andrus what the projection was for paying off the 3.3-million-dollar sewer plant loan. Treasurer Andrus stated that the Village paid interest only on that loan for many years. She thought that it could be paid off, hopefully, by 2038. She explained to Trustee Knaack that every year the payments to IEPA are accounted for in the yearly audit and is filed with the State. Discussion ensued as to the condition of the plant at the time the loan will be paid off. Trustee Shepherd stated that under the previous administration, the Board was able to reduce the interest and extend the life of the loan by 10 years. Treasurer Andrus stated that there is a need to cut funds as the Village cannot survive on an ending balance of \$218,172.94.

President Shelton asked if everyone agreed as to what was being presented for the building fund budget. All agreed that the building fund looks good.

President Shelton stated that they would move on to the police budget. Treasurer Andrus stated that they have stayed conservative on the revenue side of the police budget, but did bump up Court Fees, and Towing/Impound Fees. She said they are still awaiting funds to come in from the police vehicle grant. Treasurer Andrus said that they have budgeted \$15,000 for a police vehicle which is about \$1,000 per month for a police vehicle payment for the duration of the loan. She added that under equipment they have budgeted \$16,000 which does not account for the purchase of tasers at \$23,000 for a package of four, but it does include the purchase of computers. In addition, under commodities for computer hardware she said that they budgeted \$5,500 based on the quotes received from the police department. Treasurer Andrus stated that

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there is a need for big ticket items for equipment and vehicles for the police and the streets departments. Discussion ensued regarding recent maintenance for police vehicles. President Shelton stated that any requests for purchases of these high-cost types need to be presented with concrete numbers ready for a signature. Sergeant Biancalana said that the police department is looking for direction on these purchases and he added that ultimately it is up to the Board to decide on what is to be purchased. After much discussion, President Shelton reiterated that the Village is operating on a very thin budget and there needs to be cuts within the department budget.

Trustee Knaack pointed out a substantial increase for training in the police department budget. Treasurer Andrus stated that Chief Gumble wants to be able to send Darrick Tomlin to the police academy mid-summer. Discussion ensued regarding Darrick being used by the school district at no cost to them and they would like to see him go to the police academy as well. Officer Biancalana said that he spoke with Superintendent Elswick regarding the cost of the CSO officer to the Village and she alluded that she did not want to go to her Board to ask for financial assistance until Darrick had gone through the academy. Sergeant Biancalana stated that the academy is a cost of \$7,200 and President Shelton pointed out that Darrick would also be paid by the Village while he is attending. Trustee Mogan stated that if we ask the school to pay for CSO Tomlin's time there, then the Village would have to obligate to send him there for a specific amount of time. Trustee Mogan asked for clarification of line item 830 and asked why the Police Department needed four tasers. Sergeant Biancalana stated that each full-time officer should have one, but they could get along without new tasers if necessary. Trustee Shepherd questioned contract services, line item 520, and Treasurer Andrus said that is for dispatch services. It was agreed to drop contract services from \$37,600 to \$35,000. Line item 552 Telephone dropped from \$5,000 to \$4,500 and line item 470 Training dropped from \$10,000 to \$5,000.

Discussion ensued regarding General Fund line item 420, Salaries and Wages. It was noted that a portion of Rose Miller's wages come out of sewer and water as she has been doing work for those departments. This line item accounts for one quarter wages each for water, sewer, streets, and administration. Trustee Stevens questioned line item 521 under expenses. After discussion it dropped from \$3,500 to \$500. After additional discussion line item 532, Engineering Services, dropped from \$20,000 to \$10,000, postage dropped from \$2,000 to \$750, and Printing dropped from \$1,800 to \$750. President Shelton recommended line item 533, Legal Services, be dropped from \$50,000 to \$40,000. Computer Hardware, line item 655, dropped from \$5,000 to \$2,000. Line item 590 will drop to \$25,000 after some of it is reallocated to other departments. Line item 930, Community Projects, was dropped from \$1,500 to zero as none was used this fiscal year. President Shelton stated that all the special events of the Village will come out of line item 960, Events and it was dropped from \$2,500 to \$2,000. He also expressed that new office chairs will come out of line item 654, Office Furniture, this year as many chairs need replacing.

Treasurer Andrus suggested line item 520, Contract Services in the Police Fund for dispatch services be budgeted at \$35,000 as it was originally budgeted at \$37,600 and the Board agreed. She also stated that line item 552, Telephone, can be dropped to \$4,500 from \$5,000 and line item 470, Training, can be dropped from \$7,500 to \$5,000. After discussion, under capital

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outlay, line item 830 for equipment was to remain at \$16,000. This line item would include such things as tasers and police vests. Trustee Stevens stated that looking at the budget presented for the police department, he does not see any glaring errors. Treasurer Andrus stated that they are at negative \$380,000 and she explained that this is the problem. She added that is why she stresses that surplus grants are so important to go after. Discussion ensued regarding grants.

Trustee Knaack asked if line item 514 in Streets could be reduced. Treasurer Andrus stated that Dan Nelson wanted it to remain the same as it will be used for cold patching streets. She stated that she would confirm this with Dan. Treasurer Andrus said that she would be comfortable dropping line item 572, Street Lighting, down from \$37,000 to \$35,000. After discussion line item 657, Maintenance Materials was dropped from \$10,000 to \$5,000, line item 672, Tree Trimming, dropped from \$7,000 to \$5,000, line item 830, Equipment, dropped from \$15,000 to \$10,000, and line item, 840, Vehicle, was dropped from \$60,000 to \$40,000. After much discussion, it was agreed upon to drop line item 420, Salaries and Wages, from \$117,000 to \$85,000 as Dan Nelson stated that he feels comfortable with part-time help.

Treasurer Andrus reported that currently the Board has cut \$52,000 in the General Fund, \$10,000 in the Police budget and the Streets budget was cut \$63,000 with the total approximately \$120,000. She recommended additional cuts.

Treasurer Andrus said that the sewer and water budgets are not as concerning and she felt that it would be fine to keep it as presented, but she added that she is open to suggestions. Trustee Stevens asked about line item 620, Meters, and it was determined that it should remain at \$18,000 as the meters are still needed and are currently in back order. Treasurer Andrus stated that line item 710, Principal Payment, is at \$500,000 and after discussion it remained the same. Trustee Knaack questioned the amount allocated to line item 577, Chemicals, and after discussion it was reduced from \$30,000 to \$20,000. Other line items were discussed, and they remained the same as presented. Treasurer Andrus stated that the sewer fund will end the year at 1.2 million in the fund. It was the consensus to keep the Water Fund as presented.

Discussion went back to the Street Fund. Trustee Knaack brought line item 513.10 to the Boards attention. Treasurer Andrus stated that she thought that this was for a part needed for the 2016 Ford Truck. President Shelton explained that there is as a problem with the transmission of this truck which they need to have repaired. Trustee Knaack question line item 520, Contract Services. Treasurer Andrus stated that this was put there as a place holder for snowplowing and the roads. Trustee Knaack asked for clarification regarding line item 521 and Treasurer Andrus said she would have to check to see what this was spent on, but she said that this line item was kind of a catch all as well for unforeseen items. Discussion ensued regarding wage and hiring freezes as well as tax increases as a possibility for the Village.

Trustee Shepherd asked about line item 511, Maintenance – Building, and it was agreed to lower this from \$7,000 to \$5,000. Discussion ensued and eventually agreed to a wage freeze keeping wages where they are currently and decrease salaries by 5 percent across all departments for this budget. They also stated that regarding vehicles, the Village needs to fix what they already have

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instead of new vehicle purchases. Treasurer Andrus said she would rerun these numbers and send a revised copy to the Board. The Board moved into discussion on how to build the Village's economy.

**Adjournment**

Trustee Stevens made a motion to adjourn at 9:20 p.m. Trustee Knaack seconded the motion. Trustee Stevens, Knaack, Correll, Milarski, Mogan, and Shepherd approved the motion by answering aye. Motion carried by all.



Jean Attermeier,  
Village Clerk



Robert W. Shelton,  
Village President

