

VILLAGE OF HEBRON
VILLAGE BOARD MEETING
OCTOBER 23, 2023

President Shelton called the meeting to order at 6:01 p.m.

The meeting began with the Pledge of Allegiance.

Trustees Shepherd, Correll, Milarski, Knaack, and Mogan answered aye to roll call. Trustee Stevens was absent.

Attorney Smoron was in attendance.

Motion to Approve the Minutes of September 25, 2023, Village Board Meeting

Trustee Correll made a motion to approve the minutes of the September 25, 2023, Village Board meeting. Trustee Knaack seconded the motion. Trustee Correll, Knaack, Shepherd, Milarski, and Mogan approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Motion to Approve the September/October 2023 Accounts Payable Balance

Trustee Shepherd made a motion to approve the September/October 2023 accounts payable balance. Trustee Milarski seconded the motion. Trustee Shepherd pointed out that there were several large bills including HLR for the building inspector, which some of it will be charged back to the applicant or contractor, McHenry County Sheriff's Office for the second installment for dispatch services, Herrera and Sons for street maintenance, CSI for IT services which is split between all of the departments, A&A Underground for water and sewer storm sewer at Mead and Maple, Layne Christensen Company for repairs to the well pump number 4, Sabel Mechanical for maintenance on the WWTP, and Scheflow Engineers for engineering service for water main improvements on Prairie Avenue which should come out of grant money received. President Shelton explained that the Layne invoice was revised and he stated that the invoice for Layne will not be paid until the motion is passed by the Board to do so. Trustee Shepherd reported that there was \$37,195.17 due in accounts payable for the General Fund and \$64,663.74 due in the Water/Sewer Fund accounts payable. The total due for accounts payable was \$101,858.91. Trustee Shepherd reported that there were no add-ons this month. Trustee Shepherd, Milarski, Correll, Knaack, and Mogan approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

President's Report

President Shelton reported that the Village audit has been completed by George Roach with GW and Associates, PC. The audit passed with no discrepancies or issues. He mentioned that the Treasurer Andrus will speak about this later in the meeting. President Shelton also reported that the bid invitation was sent out and bids have come in. He stated that Frank Cuda from Scheflow Engineers will speak about the project tonight and the Village Board will vote to accept the low bidder. President Shelton also reported that the first LRS leaf pickup was today and the second pickup will be on Monday, November 6th. He added that Trustee Milarski will comment on the Scarecrow Contest later in the meeting. He said that the decorated poles were nice to have and the Board appreciates the individuals, organizations, and businesses that participated. President Shelton stated that the building department received the plans for the addition to the fire department and Dan Streit is reviewing them. Lastly, he reported that the Haunted 5K Walk/Run

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went well without incident. He thanked all who participated as well as the Village Police Department for helping with the event. He wished all a peaceful Thanksgiving.

Public Comments

Karen Lator, PO Box 388, reported that the Lutheran Church will be doing a raffle with the Board's blessing to benefit the youth programs and special projects of the congregation. She added that they will sell a maximum of 200 chances at \$25 per chance to win prizes and the prizes are a doll house valued at \$1,000, a \$250 cash prize, a wine basket, a \$100 cash prize, and a steampunk lamp. She said that the drawing will take place on the eve of the winter solstice which is December 21. She added that they would like to sell tickets right away if approved. Karen stated that she would fill out the raffle license form and send it to the Village as soon as possible.

Motion to Approve the Low Bidder of the Prairie Avenue Main Improvements Project
Trustee Milarski made a motion to approve the motion as presented. Trustee Knaack seconded the motion. President Shelton asked Frank Cuda to speak regarding this motion. Frank stated that there were nine bids total and were unfortunately quite a bit higher than the grant amount which was based on 2021 pricing. Frank said he spoke with Faith Taylor who oversees the CDBG grant money and she said that this has been a problem due to the high cost of materials. He added that she hoped that the Village Board approves the bid and complete as much of the project as possible as they want the Village to use the grant money and apply for the next call for projects for CDBG. She stated that moving forward with the current project would be a good sign for the Village for future funding. Frank Cuda also stated that the low bidder, Mauro Sewer Construction, is willing to go along with completing as much as possible of this project as well as work with the Village and Public Works to get this project completed. President Shelton stated that there was a standard bid option and then an alternative bid option. He added that the alternative bid was for using PVC piping instead of duct tile iron piping. Frank Cuda stated that PVC piping would be fine, would be less expensive, and you cannot get the duct tile iron piping currently. Trustee Shepherd asked if the PVC piping is easy or the same to connect to and Frank Cuda confirmed that it is almost identical to connect to. Frank Cuda stated that by the time we send the next CDBG grant application to the county, the Village will have a better idea of how far the project went with the funds provided. Trustee Milarski, Knaack, Shepherd, Correll, and Mogan approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Motion to Approve Resolution Providing for an Estimated Tax Levy for 2023

Trustee Shepherd made a motion to approve the motion as presented. Trustee Correll seconded the motion. Treasurer Andrus explained that this levy is at 4.995 percent which keeps the Village from having to put a black box notice in the newspaper or to hold a truth and taxation hearing. She continued to state that it would allow the Village to capture new growth. The county would then limit the Village under the PTell rate. She added that she does not see this changing unless the Board chooses to levy less which she would not recommend or if the Board decided to hold a public hearing for a greater amount of 5 percent. President Shelton stated that the requested percentage has been the standard for many years and he added that the Village does

not wish to go over 5 percent. Trustee Shepherd, Correll, Mogan, Knaack, and Milarski approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Motion to Approve Illinois Municipal League Risk Management Association Invoice for Coverage for 2024

Trustee Milarski moved to approve the motion as presented and Trustee Knaack seconded the motion. Treasurer Andrus recommended approving the Min/Max contribution of \$85,416. She stated that as long as the Village claims stay low as they have in past years, she feels safe to take the discount up front and pay later if needed. President Shelton stated that this is a \$10,000 savings. Trustee Milarski, Knaack, Shepherd, Correll, and Mogan approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Motion to Approve Ordinance Authorizing the Execution of the RMA Minimum/Maximum Contribution Agreement 2024

Trustee Correll moved to approve the motion as presented and Trustee Milarski seconded the motion. Treasurer Andrus stated that as soon as it is approved, she will cut the check; half will come out of the General Fund and half will come out of the Sewer/Water Fund. Trustee Correll, Milarski, Mogan, Knaack, and Shepherd approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Motion to Approve the Revised Invoice from Layne Christensen Company

Trustee Shepherd moved to approve the motion as presented and Trustee Mogan seconded the motion. President Shelton stated that the original invoice from Layne was for \$13,550 and was approved by the Board previously for payment. He added that this was for work to replace the well #4 motor in the well house and there were unanticipated additional hours spent on these repairs. President Shelton said that the revised invoice came in quite higher than expected. He added that he made phone call to Layne to discuss the increase of the new invoice for \$25,000 and Frank Michalczyk had given all the details of the work done by Layne to President Shelton prior to that call. The amount of \$15,675 was agreed upon. Trustee Shepherd, Mogan, Knaack, Correll, and Milarski approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Motion to Ratify the Girl Scouts of Northern Illinois 2024 Cookie Program

Trustee Correll moved to approve the motion as presented and Trustee Knaack seconded the motion. Trustee Shepherd asked if they are planning on setting up tables for sales. President Shelton stated that it will be run most likely like last year. He added that they may ask to sell cookies at businesses in town. Trustee Correll, Knaack, Shepherd, Milarski, and Mogan approved the motion by answering aye. Trustee Stevens was absent. Motion carried.

Department Head Reports

Katherine Andrus, Treasurer reported that the audit was an unmodified opinion which means that it is a clean audit and everything has been accounted for. She added that this year the Village has a positive fund balance which means that the Village brought more revenue in than the Village spent. She continued to explain that last year it was a negative fund balance.

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Treasurer Andrus stated that as of last year the Village had a six-month cash balance which is on the edge of looking at whether the Village can continue and this is what the auditors look at. She said that the Village is making improvement but must continue to spend wisely. She reported that regarding the Senior Bus Grant McHenry County has until December to make their final allocations. She added that Pam Althoff has asked the Department of Transportation and Senior Services to work with PACE to see if they will provide the Village some funding because they cannot service the Hebron area very well. She said that Richmond and McHenry are eager to work with Hebron to try to service everyone better. She concluded by saying that she is confident that the Village will receive grant money this year, however.

Chief Gumble, Police Chief, reported that for the last month the total calls was 254 which consisted mostly of traffic related calls. Chief Gumble stated that the month of October was mainly focused on traffic goals and objectives. They are doing the grant funding paperwork for IDOT to receive the holiday grants. She added that the officers will work four-hour blocks making \$35 to \$40 per hour which the State will reimburse the Village for through the grant. Officer Gumble stated that the Village will benefit from these grants as well.

Dan Nelson, Superintendent of Public Works, reported that they completed brush pickup on the first and third weeks of October and will continue to do so if needed. He added that they did road work on Jacob Avenue, they mowed a lot as the grass has been growing rapidly, they repaired a storm drain near Trustee Correll's house and they have two more to go.

Dan Nelson reported for Frank Michalczyk, Water and Sewer Department, stated that on the water side, he worked on a few water meter change outs as well as completed his normal daily routine. Danny added that on the sewer side Frank had a new starter put in on pump 2 at Hoop's lift station. President Shelton reported that there was a water main break on Green Street which will require a boil order to be in effect.

There were no other reports.

Attorney Report

Attorney Smoron stated that at the last Board meeting the Village Board adopted Paid Leave Ordinance which puts in place freezes to personnel policies in respect to paid vacation days. He added that when the paid leave goes into effect January 1, the personnel handbook will supersede it. He stated that it was brought to his attention that the personnel handbook is completely silent regarding paid time off for part-time employees. He suggested having a policy regarding paid leave for part-time employees and having the Board approve it by ordinance with the same idea that it supersedes the paid leave act. He also added that there is currently a big effort by the Illinois Municipal League to try to get this legislation overturned with respect to municipalities. He said that he will have something ready for the Village Board meeting in November.

Board Comments

Trustee Milariski reported that the Scarecrow Contest was slow to start so she walked into all the businesses to see if she could promote participation. She said that there was a total of three that

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participated. She reported the awards as follows: Most Creative went to Hebron Methodist Church, Most Humorous went to Miss Bella's Sweets, and the Recognition for participation went to Unique Finds at Grampy's. Trustee Milarski stated that there was a ghost running around town, but Officer Muehl had it under control. She said that "Millie" has been cleaned up and stored for next year.

Trustee Knaack suggested that the Scarecrow's stay up through Thanksgiving to encompass all the Fall season. She also stated that she has heard good feedback from residents regarding this contest.

Trustee Correll asked that all make a safe environment for the trick-or-treaters. She wished everyone a Happy Thanksgiving and asked all to remember the veteran's on Veteran's Day. President Shelton added that the Trick-or-Treat hours will be from 3 p.m. to 7 p.m.

Trustee Mogan wished all a Happy Halloween, Thanksgiving, Veteran's Day, and happy birth date to the Marine Corp or any Marines in the room.

Trustee Shepherd wished all a safe holiday season.

President Shelton reported that the November 13th Village Board meeting has been cancelled and the next Village Board meeting will be held on Monday, November 27th at 6:00 p.m. in the Village Hall.

Adjournment

Trustee Knaack made a motion to adjourn at 6:58 p.m. The motion was seconded by Trustee Shepherd. Trustee Knaack, Shepherd, Milarski, Mogan, and Correll approved the motion by answering aye. Trustee Stevens was absent. Motion carried by all.



Jean Attermeier,
Village Clerk



Robert W. Shelton
Village President