

VILLAGE OF HEBRON  
VILLAGE BOARD MEETING  
MAY 22, 2023

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

The meeting began with the Pledge of Allegiance.

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

Attorney Smoron was in attendance.

**Motion to Approve the Minutes of April 13, 2023, Special Village Board Meeting**

Trustee Correll made a motion to approve the minutes of the April 13, 2023, Special Village Board meeting. Trustee Knaack seconded the motion. Trustee Correll, Knaack, Mogan, Stevens, Milarski, and Shepherd approved the motion by answering aye. Motion carried.

**Motion to Approve the Minutes of April 24, 2023, Village Board Meeting**

Trustee Milarski made a motion to approve the minutes of the April 24, 2023, Village Board meeting. Trustee Stevens seconded the motion. Trustee Milarski, Stevens, Knaack, Shepherd, Correll, and Mogan approved the motion with the corrections by answering aye. Motion carried.

**Motion to Approve the April/May 2023 Accounts Payable Balance**

Trustee Shepherd made a motion to approve the April/May 2023 accounts payable with no add-ons. Trustee Knaack seconded the motion. Trustee Shepherd reported that there were two large items that the Village doesn't normally see and they are as follows, the McHenry County dispatch first installment of \$12,101.21, one for streets to Scheflow Engineers in the amount of \$2,030, a total of 3336.36 for meters, and to Northwestern University in the amount of \$4,400 for Chief Gumble's training. Trustee Shepherd reported that there was \$31,108.56 due in accounts payable for the General Fund and \$10,579.85 due in the Water/Sewer Fund accounts payable. The total due for accounts payable was \$41,688.41. Trustee Shepherd, Knaack, Correll, Milarski, Stevens, and Mogan approved the motion by answering aye. Motion carried.

**President's Report**

President Shelton stated that No Mow May was the first event of this year and the Village had three registered participants. He mentioned that according to the Department of Natural Resources from April 22, 2023, to today the Hebron area has had approximately 2 inches of rain. He added that most residents have already mowed several times. He stated the participants made an incredible act of kindness for the environment by not mowing and at this time he congratulated Robert Peterson, George and Zian Swanson, and Nathan and Jennifer Paulus. He stated that certificates of participation will be handed out after the meeting or they will be available at the Village Hall. He also reported that 4-wheeler vehicles, golf carts, and minibikes are not allowed on the Village roads which are governed by a state statute unless a municipality approves an ordinance to allow them on their roads. The Village of Hebron does not have such

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an ordinance. He reported that the yearly appropriation ordinance is being worked on and is expected to be voted on at the next Village Board meeting.

He reported the Country View Subdivision project bids were received on Wednesday, May 17 and the two bids received were well over the estimate provided by the Village engineer which was \$65,000. The lowest bid was \$97,000 and the other was \$126,000. He added that the Village Board approved an amount not to exceed \$100,000 and that the Village budget amounts are important so the Village must reject the bids as they were too high. He said that it was his prerogative to reject both bids. These amounts could be refined to bring the cost in line to meet the Village needs. He asked Attorney Smoron to explain how the Village will proceed. Attorney Smoron stated that considering the two bids were substantially too high, he would ask the Village Board at the next meeting to ratify the actions by the Village President to reject the two bids. He said the second step, after listening to engineer Frank Cuda today explain that he wanted to try to reduce the scope of the project to make this more manageable for the Village, would be to put a new proposal on the next agenda for approval while waiving the need for bids. Then, with Board approval, a motion to accept a proposal from either of the two past bidders or any additional interested parties to authorize the Village to enter into the proposal at that time with presumably a reduced scope of the project and a lower cost with it. President Shelton agreed with this approach and reiterated that the Board gave approval to not exceed \$100,000 for this project, but he doesn't feel that this amount needs to be spent just because it had Board approval. He does not feel that the Village should go beyond the \$65,000.

President Shelton congratulated all the trustees for their re-election to the Village Board. With the swearing in of these trustees at this meeting, he would like to invite all to join in for some treats at the end of the meeting to welcome these newly elected trustees.

**Public Comments**

*Pat Peterson, 10212 Main Street*, expressed concern about an agenda item of an interfund loan from the water/sewer fund to the general fund to pay off some loans regarding the Village Hall and the parking lot. A complete statement from her is attached to these minutes.

*Janet Ratazaczak, Owner/Manager of Prairie Avenue Antiques and Apartments, Via Email*, President Shelton read the short version of her statement in her absence and a copy of what he read is attached to these minutes.

**Motion to Ratify Approval of Park Rental and Waiver of Fees for the Alden-Hebron Middle School**

Trustee Stevens made a motion to approve the ratification of the approval of the park rental and to have waived the fees for the Alden-Hebron Middle School. Trustee Knaack seconded the motion. Trustee Stevens, Knaack, Mogan, Shepherd, Correll, and Milarski approved the motion by answering aye. Motion carried.

**Motion to Approve an Ordinance Amending Title 6A-4-4, Water and Sewer Connections, Fees, of the Village of Hebron Municipal Code**

Trustee Shepherd made a motion to approve an ordinance amending Title 6A-4-4, Water and Sewer Connections, Fees, of the Village of Hebron Municipal Code. Trustee Milarski seconded the motion. President Shelton stated that he felt that once fees have been paid, he doesn't believe it would be proper to be able to come back and request a refund. He added that these payments should stand and that no previously prepaid sewer or water connection or tap on fees shall be refunded by the Village which spells out the change requested by this ordinance amendment. Trustee Shepherd, Milarski, Correll, Stevens, Knaack approved the motion by answering aye. Trustee Mogan voted nay. Motion carried.

**Motion to Approve Using CSI Technical Services, Inc. for Village IT Support**

Trustee Milarski made a motion to approve using CSI Technical Services, Inc. for Village IT support. Trustee Correll seconded the motion. President Shelton explained that CSI is in Crystal Lake, Illinois, and that they service other local municipalities including Harvard. He stated that the current IT support for the Village is lacking in speed, cost efficiency, and there are some other things that have been brought forward recently. These issues make it in the Village's best interest to search for local support with a faster response time and with more accuracy. He stated that he provided information regarding CSI to the Village Board which explains that they provide support world-wide and the significant advantage to the Village is that they can provide support, dial-in support when there are issues, and they are local making it easy for them to visit onsite when needed. He stated that there would be a contract and payments would be made monthly. He said that the Village recently purchased a new Lenovo computer for the water and sewer department and CSI is a registered and certified Lenovo dealer so they are very familiar with this equipment. They will also be supplying the Village with an additional higher speed router at no additional cost. President Shelton reported that the Village spent over \$10,000 on the current IT company last year and he stated that there were many things that could have been done better. He added that the Village needs a company that can meet the needs of the Police Department promptly and efficiently. CSI is familiar with police departments and stated that they are equipped to meet their needs. President Shelton asked the Board to consider this company for the Village IT needs.

Dustin Shepherd from CSI stated that they have been in business for 23 years. He gave a summary of his experience working with government and municipalities. He stated he brought that experience with him when he joined CSI. He confirmed that they are a service provider in the area for Lenovo. President Shelton stated that the Village is looking at a support package from CSI at a cost of \$499 per month which covers their help desk for issues, remote support licensing, monitoring anti-virus support, security patches, etc. Trustee Milarski stated that she has worked with Microsoft 365 and she uses a Lenovo; she stated that she is happy to get out of the current system that they are using as it is not very user friendly. President Shelton stated that the monthly fee may not cover some other issues that occur, but he feels that it will still be more

efficient and thus save the Village money. Trustee Milarski stated that she called a City of Harvard trustee as they use CSI and she reported that they are very happy with them. President Shelton reported that there are plans to replace the Clerk's computer and he added that all the Village employees will switch to using Outlook. Trustees Milarski, Correll, Shepherd, Mogan, Knaack, and Stevens voted aye. Motion carried.

**Motion to Authorize Interfund Loan from Water/Sewer Fund to General Fund to Finance Payoff of Harvard State Bank Loans on Village Hall and Vacant Lot/Parking Lot**

Trustee Shepherd made a motion to authorize an interfund loan from the Water/Sewer fund to the General Fund to finance the payoff of the Harvard State Bank loans on the Village Hall and the vacant lot/parking lot. Trustee Stevens seconded the motion. President Shelton explained that the Board cannot take funds from the water/sewer funds and pay bills for the general fund or vice versa. They are their own specific entities. However, he added that he spoke with the Village auditor, the Village Treasurer, and the Village attorney and it was determined that a loan can be made from the water/sewer fund to take care of the open loans. He confirmed that it must be paid back, however. He stated that the reason they would be doing this is to save money on interest payments in the long run. The Village would then make monthly payments directly back to the water/sewer account. Records must be kept to carefully record these payments. President Shelton stated that the loans are coming due in June of 2024. He added that the loan due for the lot is \$61,074.23 and for the Village Hall there remains \$142,457.96. He feels that the Village must be paying more than just the interest payment each month. Attorney Smoron agreed that there must be progress made on paying off these loans so not to incur an issue regarding the Village audit. Trustee Milarski asked if there was a deadline to pay back the water/sewer fund. President Shelton stated no, but the Village will not pay less each month than the loan payments are presently.

Discussion ensued. President Shelton stated that this could save the Village roughly \$16,000 in interest payments per year. Trustee Milarski stated she is for this if the needs of the water/sewer department are not put in jeopardy. President Shelton confirmed they would not be. Trustees Shepherd, Stevens, Milarski, Correll, Knaack, and Mogan voted aye. Motion carried.

**Motion to Authorize the Payoff of Loans from Harvard State Bank for the Village Hall and Vacant Lot/Parking Lot**

Trustee Shepherd made a motion to authorize the payoff of the loans from Harvard State Bank for the Village Hall and Vacant Lot/Parking Lot. Trustee Knaack seconded the motion. Trustees Shepherd, Knaack, Stevens, Mogan, Milarski, and Correll voted aye. Motion carried.

**Motion to Approve Part-Time CSO Position for the Police Department**

Trustee Milarski made a motion to approve the part-time CSO position for the Police Department. Trustee Stevens seconded the motion. President Shelton stated that he supports the position of a Community Service Officer, but he wanted to clarify that this position was not

being provided by a grant as this misinformation has been circulating within the Village. This part-time position will be held by a nineteen-year-old that is a non-sworn in officer and he will act as another set of eyes, ears, and hands. President Shelton added that the CSO officer would not be making arrests. He could alert a qualified officer of issues and could be asked to help in the schools as well. Chief Gumble reported that a Community Service Officer helps officers greatly while they are busy with other things. The CSO officer can walk or drive through the community looking for violations of village ordinances and he can stop motorbikes and ATV's as the Village has been having issues with them lately. She added that he cannot conduct traffic, cannot be a part of an arrest, however, he can be another set of eyes and ears for an officer that is scheduled on duty alone. She gave other examples of issues that he could help with. He will be a huge help to the officers regarding their safety. President Shelton stated that he will be paid a lot less than an officer with their starting wage of \$22 per hour; the CSO officer would start at \$16.50 per hour. Trustee Knaack asked what safety mechanisms he will have to protect himself and Chief Gumble stated he will be certified in OC and taser training right here in house. Trustee Mogan asked if he would have a different uniform and Chief Gumble confirmed that his uniform would be different than what the officers wear. Trustee Mogan mentioned that a CSO could also help with parking and traffic control. Chief Gumble added that he will be available to help in other departments as well. Trustee Milarski asked what his hours would be. Discussion ensued, but it was confirmed that he would mostly work during the weekday. Trustee Stevens thought this was a wonderful idea. President Shelton stated that the CSO candidate is extremely professional and polite. Trustees Milarski, Stevens, Shepherd, Correll, Knaack and Mogan voted aye. Motion carried.

### **Swearing in of the Village Trustees**

Attorney Smoron asked each trustee, one at a time, to step forward and be sworn in.

### **Department Head Reports**

*Dan Nelson, Superintendent of Public Works*, reported that they worked on maintenance to the police cars, they made repairs to the park from past vandalism, they had the north tank of the sewer department pumped down so the needed repairs would be visible.

*Chief Gumble, Police Chief*, reported that this month they had 107 calls. She stated that there have been multiple issues lately with motorbikes and 4-wheelers in the Village. She said that they have been doing a lot of work on the police department computers including installing a new program, getting all the officer's logins and sign ins, which takes a lot of time. She added that they continue to work with the high school on their emergency plan as well as other things, Also, Axon body cameras have been set up with officers watching the necessary tutorials, and they have done traffic stops with one driving 90 mph and two others over 100 mph. She asked residents to call in with a license plate number of a speeding offender which she said can help.

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*President Shelton read the report for Dick Ackerman, Building Inspector, in his absence.*

President Shelton stated he is working on getting phone access for Dick when he is unable to attend the Village meetings and the Board has questions for him. He stated that Dick has had conversations with two potential buyers of a 10-acre parcel located at the northwest corner of Route 173 and Seaman Road. They were asking about annexation and water/sewer rates. One company would like to install solar panels and the other is KBI Company located at 12406 Hansen Road. He sent out three letters of violations, dealt with unauthorized ATV's, discussed the possibility of installing signs with the organizer at the baseball field stating, "no alcohol" and "Dog Must be Leashed," prepared information requested by the McHenry County EMA, and inspected a remodel on Main Street. He also reported that KLM is building two more homes in Woodland Meadows Subdivision.

*President Shelton read the report for Frank Michalczyk, Water/Sewer Department, in his absence* and reported that on the water side the 2023 spring hydrant flushing was completed, meters were installed, and there were a few shut offs for nonpayment. On the sewer side, he worked on getting quotes for having the north aeration tank cleaned as well as the north clarifier cleaned so that repairs can be made.

There were no other reports.

#### **Attorney Report**

No report

#### **Board Comments**

*Trustee Correll* thanked residents for attending the meeting. She also thanked Chief Gumble for running a good department and she wished all a safe Memorial Day weekend.

*Trustee Milarski* stated that she appreciated the No Mow May effort by residents. She stated that it was fun, served a purpose and didn't cost anything.

*Trustee Stevens* said that he thought No Mow May was a good way to give back to the environment. He reported that the school Memorial Day program will be in the auditorium from 9:00 a.m. to 10:30 a.m.

*Trustee Mogan* congratulated his fellow Board members on being re-elected. He mentioned that Memorial Day is the start of summer, but asked all to remember what the day represents. He also wished all a Happy Pride month. Lastly, he thanked Kim Doran for the tasty treats she supplied for this meeting.

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*President Shelton* thanked Trustees Milarski and Knaack for the work they did on the Village entryway flower box. He reported that the Village Board meeting on June 12<sup>th</sup> is cancelled and the next Board meeting will be on Monday, June 26, at 6:00 p.m.

**Adjournment**

Trustee Shepherd made a motion to adjourn at 7:34 p.m. Trustee Knaack seconded the motion. Trustee Shepherd, Knaack, Correll, Milarski, Stevens, and Mogan approved the motion by answering aye. Motion carried by all.



Jean Attermeier,  
Village Clerk



Robert W. Shelton  
Village President

Good evening

According to your agenda this evening, there is a discussion about an interfund loan from the water/sewer fund to the general fund to pay off some loans re: the Village Hall and the parking lot.

Maybe the laws have changed, but during my tenure as a Village Clerk as well as a Village trustee, the funds earmarked for the general fund stayed in that particular fund and the funds earmarked for the water/sewer fund stayed in that particular fund. By law, the monies were not to be intermingled for any reason. The Village Hall loan has been on the books for well over 25 years and the payment amount is minimal. Land for the parking lot was donated, and I do not know the reason for the loan for that parcel.

If I was misinformed concerning the legality of this move from one fund to another, and the Board approves this move, then I have questions. If, in fact, these funds can be moved from fund to fund, will the interest now being given to the bank for these loans be given to the water/sewer fund while the loan is paid back? What is the length of the loan period? Will other items now designated to the water/sewer fund be put on hold because of lack of funds?

I would hope the Board of Trustees would look long and hard at this intermingling of funds.



The short version:

What-

I am requesting that a sign be posted for: "No Parking in the Driveway" on the south side of Prairie Avenue, adjacent to my driveway at the east end of my property called Prairie Avenue Antiques. There is a sign on the north side of Prairie Avenue adjacent to the property, which still affords the property owner and their designers to park there, as shown in the attached first two photos.

Why-

I need to pull my vehicle close enough to plug in to the electrical access I had to install, given that I can no longer access my own property behind my building!

My tenants, particularly one who is a single Mom of a under 2 yr old, need a close spot to park!

My customers and I need to be able to get as close as possible to transport furniture and other heavy items to and from my shop.

How-

Please post and enforce this signage.

Additional Important Points-

Please also consider re-stripping the parking along Prairie Avenue and include additional lines for the portion adjacent to Hart's property which is not striped. This should aide in identifying my driveway!

Please post signage to the municipal parking lots at the village hall and on Rte 173 at Illiois.

Please DO NOT allow any additional business developments in the business district WITHOUT adherence to the ordinance, that was ignored for Hart's multiple business expansions. This ordinance requires the business seeking to modify the building or use, provide a specific number of off street parking spaces based on business type. New business developments should not come at the detriment of those existing businesses that have supported Hebron over the years!

Please read the following for additional information about this and additional related concerns.

Janet Ratajczak

Owner/Manager Prairie Avenue Antiques and Apartments

