

**CITY OF BYRON  
MINUTES OF THE ADMINISTRATIVE COMMITTEE  
WEDNESDAY, JANUARY 5, 2022, 5:15 PM  
BYRON CITY HALL**

Alderman Hanlin called the meeting to order at 5:15 pm.

**1. ROLL CALL –**

**MEMBERS PRESENT:** Chairman Alderman Christy Hanlin, Alderman Jessica Nehring (by phone), Alderman Todd Isaacs (by phone), Alderman Cheryl Metz

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Clerk Caryn Huber, Attorney Aaron Szeto, Economic Development Director Larry Hewitt, Police Chief Todd Murray

**CITIZENS PRESENT:** Jerry Funk, WIPFLI (by phone), Raul Leon, Jesse Robinson

- 2. APPROVAL OF AGENDA – JANUARY 5, 2022 –**Alderman Isaacs motioned to approve, as amended, the January 5, 2022, Administrative Committee meeting agenda. Seconded by Alderman Metz. Roll call vote: Metz, AYE; Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.
- 3. PUBLIC COMMENT –** None
- 4. APPROVAL OF MINUTES – DECEMBER 1, 2021 –** Alderman Nehring motioned to approve, as presented, the December 1, 2021, Administrative Committee meeting minutes. Seconded by Alderman Hanlin. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE; Metz, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.
- 5. 2020-2021 AUDIT PRESENTATION – JERRY FUNK, WIPFLI –** Jerry Funk called in by phone to give an overview of the audit. He stated they did not have any difficulty performing the audit, and there were no changes in government accounting standards. We use a modified cash basis. They noted one account (4<sup>th</sup> of July Fireworks) that is not a city account, and advised that the city not open any accounts under their EIN unless the city has total control of the money. Alderman Metz asked about the use of modified cash basis. Mr. Funk said it is used as a cost saving measure, however, in the event we acquire an EPA loan, they require using a gap basis financial statement. Accounts will need to be set up differently. Mr. Funk reviewed the financial statements, assets and liabilities, major and non-major funds, and the income statement. They also issued a statement of compliance with TIF regulations. He invited council members to contact him with questions, and he is willing to meet with the entire council if needed.
- 6. 2020-2021 AUDIT –** Alderman Metz motioned to recommend council approval of the 2020-2021 audit. Motion seconded by Alderman Hanlin. Roll call vote: Nehring, AYE; Hanlin, AYE; Metz, AYE; Isaacs, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.
- 7. UTV ORDINANCE AND APPLICATION –** Chief Murray said that if we decide to go with a sticker, the cost per vehicle will not be more than \$20. That cost will be covered by the fees listed in the ordinance. Alderman Metz asked how officers will determine sticker number if

the vehicle has stickers from other communities as well. Chief Murray said we can also look up sticker numbers from other communities. He will continue to work on the administrative process for registering the UTVs. **Alderman Metz motioned to move the UTV Ordinance and Application to full Council, without committee recommendation, for review and vote. Motion seconded by Alderman Isaacs. Roll call vote: Hanlin, NAY; Metz, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 3; NAY, 1; ABS, 0.**

**8. ORDINANCE REGARDING PERFORMANCE BONDS FOR ROW EXCAVATIONS –**

Attorney Szeto drafted an ordinance dealing with contractors working in our right of ways, to ensure that any ground or property damage will be restored. This can be done in the form of a performance bond. Homeowners that are doing curb cuts, replacing sidewalks or accessing water lines can also leave a deposit of \$1,000 (or a performance bond) that we can use if the job is incomplete. Director Hewitt added that we have never had to use one of the deposits. Alderman Metz has concerns about over burdening homeowners that are attempting to improve their property. The ordinance keeps the refundable deposit at \$1,000 for homeowners, but contractors need to post bonds equal to 125% of the job. Alderman Metz asked for further clarification in the ordinance to protect homeowners.

**9. ORDINANCE ABATING TAX LEVY ON G.O. BONDS SERIES 2014A –**

Attorney Szeto explained that these are alternate revenue bonds, however, if for some reason we cannot make the payment, the amounts needed to make the bond payments are included in our tax levy. Since we are able to make the payment, we need to abate the tax levy. These ordinances need to be passed every year. **Alderman Hanlin motioned to recommend council approval of the Ordinances Abating Tax Levies on G.O. Bonds Series 2014A and 2014B. Motion seconded by Alderman Nehring. Roll call vote: Metz, AYE; Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**

**10. ORDINANCE ABATING TAX LEVY ON G.O. BONDS SERIES 2014B – (See item #9)**

**11. CITY HALL PARKING LOT –** Engineer Stoll is working on a design for the City Hall parking lot. Exelon has approached the city about including car charges in the lot.

**12. COVID POLICY –** A draft of a COVID policy is in Dropbox. The policy includes rules about social distancing, masks and quarantine. Much of the ordinance is taken from CDC guidelines. There needs to be discussion about the use of PTO time in the event an employee gets COVID. Government funding is no longer available for COVID pay. Attorney Szeto said the committee may want to consider the use of PTO time for vaccinated vs. unvaccinated employees. Alderman Isaacs asked if an employee has to have proof of a positive test. Chief Murray would like to see proof of a positive test as well as proof of vaccination. Alderman Hanlin asked how many paid hourly employees this could effect, vs salaried employees. Most budgets would not have to be adjusted for COVID pay, unless the employee has to be replaced if absent (i.e. Police). Alderman Metz agrees that vaccinated people should be entitled to COVID pay, but thinks we may want to set a limit on the number of days that are available to them. The committee will discuss further at the February meeting. Chief Murray asked that the pay be retroactive, if passed. Alderman Isaacs believes that all should receive the five days (vaccinated or unvaccinated).

**13. ADJUSTMENT TO PAY SCALE –** Public works pay adjustments have been presented. Mayor Rickard will have the rest of the staff numbers by the next meeting.

14. **MURAL PROJECT** – Clerk Huber reported that the committee spoke with three artists. Recently, we contacted them again asking for a broad idea of their direction for a mural in Byron, and clarifying their availability to work with the high school art class. The committee will meet soon to discuss.
15. **LEAF BURNING ORDINANCE** – We received requests to extend the leaf burning time due to the fact that the leaves started dropping late this year. Director Vincer has been asked to look into the possibility of purchasing a leaf vacuum. Discussion will continue.
16. **ADJOURN** – Alderman Hanlin motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Isaacs. Roll call vote: Metz, AYE; Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.

Alderman Hanlin adjourned the meeting at 6:26 pm.

Respectfully submitted,

*Caryn A. Huber*, City Clerk of Byron, Illinois