

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, FEBRUARY 2, 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, Alderman Cheryl Metz

MEMBERS ABSENT: None

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

- 2. APPROVAL OF AGENDA – FEBRUARY 2, 2022 –**Alderman Metz motioned to approve, as amended, the February 2, 2022, Administrative Committee meeting agenda. **Seconded by Alderman Isaacs.** 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 – JANUARY 5, 2022 –** Alderman Isaacs motioned to approve, as presented, the January 5, 2022, Administrative Committee meeting minutes. **Seconded by Alderman Metz.** Roll call vote: **Isaacs, AYE; Nehring, AYE; Hanlin, AYE; Metz, AYE.** Motion passed: **AYE, 4; NAY, 0; ABS, 0.**

- 5. UTV ORDINANCE –** Nothing new to report. Item is being left on the agenda in case there are amendments to the ordinance prior to implementing the program.

- 6. ORDINANCE AMENDING BOND AMOUNT FOR SIDEWALK AND EXCAVATION WORK –** After discussion at the January meeting, Attorney Szeto added a statement to the ordinance regarding homeowners. The clarification keeps the refundable deposit at \$1,000 for homeowners. **Alderman Metz motioned to recommend council approval of the Ordinance Amending Bond Amount for Sidewalk and Excavation Work. Motion seconded by Alderman Isaacs.** Roll call vote: **Nehring, AYE; Hanlin, AYE; Metz, AYE; Isaacs, AYE.** Motion passed: **AYE, 4; NAY, 0; ABS, 0.**

- 7. BOND REFINANCING –** Clerk Huber stated that the TAS Committee has met with William Glass from First Midstate to receive information regarding bond refinancing. Kevin Wills from Bernardi Securities has also contacted the city regarding the possibility of bond refinancing. He will meet with the TAS Committee in March.

- 8. MURAL PROJECT –** After receiving proposals from three artists, the mural committee is recommending the work of Lisa Frost as the first mural project. Pending the building owner's ok, it would be placed at the NE corner of 2nd and Walnut St. Cost for the mural is \$10,000, which would be funded by TIF funds and sponsorships. Fehr-Graham has committed \$1,000 towards the project. The city will also need to rent a lift truck. **Alderman Isaacs motioned to recommend council approval to feature the Lisa Frost design as**

the first mural project at a cost of \$10,000. Motion seconded by Alderman Metz. Roll call vote: Hanlin, AYE; Metz, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.

9. **ORDINANCE AMENDING 5.50 VIDEO GAMING/APPLICATION** – The city may now tax video gaming machines at up to \$250 each. Even though the city was allowed to charge up to \$25 per machine up until now, we have opted not to charge anything. Chief Murray said the gaming companies typically pay half of the cost. Alderman Metz asked how many gaming machines are in Byron, and Chief Murray replied that there are between 40 and 50 (establishments are allowed to have a maximum of six). Establishments are required to have a liquor license if they have gaming machines. Alderman Metz asked if paperwork needs to be filled out yearly. Chief Murray said that unless there are changes, there shouldn't be a need to fill out applications every year. **Alderman Hanlin motioned to recommend council approval of the ordinance that imposes a fee of \$250.00 per video gaming machine. Motion seconded by Alderman Isaacs. Roll call vote: Metz, AYE; Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**
10. **CITY HALL PARKING LOT** – Director Hewitt reported that Engineer Stoll is working on a design for the parking lot. Project estimates are \$100,000. The project will include two car chargers that Exelon has agreed to split the cost of. Chief Murray added that the asphalt and the concrete sidewalk will all need to be removed and redone.
11. **COVID POLICY** – Attorney Szeto reported that he has changed the items in the policy that were discussed at the last meeting. These changes include clarifying CDC guidelines, adding an additional five days of PTO time to vaccinated employees if they are off due to COVID, and the need to provide proof of vaccination. **Alderman Metz motioned to recommend council approval of the updated COVID policy. Motion seconded by Alderman Isaacs. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE; Metz, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**
12. **ADJUSTMENT TO PAY SCALE** – Mayor Rickard included a summary of his proposed payroll changes in Dropbox. As the state increases the minimum wage, the gap between minimum wage and our starting pay was narrowing. Our annual step up is .02864%. Taking this step and adding \$1.00, \$0.75, \$0.50, \$0.25 in subsequent years, widens that gap. Mayor Rickard proposed that the changes take effect on May 1, 2022. Alderman Isaacs added that pay will also increase by COLA. Step increases only affect employees that have been with the city under eight years. Alderman Metz asked how these changes will affect the budget. Alderman Isaacs estimated an increase in the budget of approximately \$8,000. After eight years, employees will only receive COLA increases. **Alderman Hanlin motioned to recommend council approval of the proposed adjustments to pay scale, effective May 1, 2022. Motion seconded by Alderman Isaacs. Roll call vote: Nehring, AYE; Hanlin, AYE; Metz, AYE; Isaacs, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**
13. **LEAF BURNING ORDINANCE** – Mayor Rickard reported that Director Vincer has been looking into the cost of a leaf vacuum, however, the cost is very high and would need additional manpower to operate. There is an additional concern of where to dump the leaves. Alderman Hanlin suggested we look at the leaf burning ordinance to see if any adjustments need to be made. Alderman Metz added that oak trees do not drop leaves until December and January, and, at that time of year, residents have no way to get rid of them. Even Moring Disposal ends their yard waste pick up at the end of November. Alderman

Hanlin feels we should communicate with residents about what we have explored in order to solve this problem. It was agreed that the ordinance will stay as is, however, an additional sentence will be added that the time frame can be extended by approval of City Council.

- 14. ADJOURN – Alderman Isaacs motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Hanlin. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE; Metz, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**

Alderman Hanlin adjourned the meeting at 6:04 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois