

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, SEPTEMBER 7, 2022, 5:15 PM
BYRON CITY HALL**

Clerk Huber called the meeting to order at 5:15 pm.

1. ROLL CALL –

MEMBERS PRESENT: Alderman Christy Hanlin, Alderman Jessica Nehring (by phone), Alderman Todd Isaacs

MEMBERS ABSENT: Alderman Cheryl Metz

OTHERS PRESENT: Clerk Caryn Huber, Attorney Aaron Szeto, Director Larry Hewitt, Mayor John Rickard

- 2. APPROVAL OF AGENDA – SEPTEMBER 7, 2022** – Mayor Rickard asked to add City Administrator to the agenda as item #5. **Alderman Hanlin motioned to approve, as amended, the September 7, 2022, Administrative Committee meeting agenda. Seconded by Alderman Isaacs.** Roll call vote: **Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

3. PUBLIC COMMENT – None

- 4. APPROVAL OF MINUTES – AUGUST 3, 2022** – Alderman Isaacs motioned to approve, as presented, the August 3, 2022, Administrative Committee meeting minutes. **Seconded by Alderman Hanlin.** Roll call vote: **Nehring, AYE; Hanlin, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

CITY ADMINISTRATOR – With Director Hewitt due to retire in March, Mayor Rickard is exploring the possibility of hiring a City Administrator. He is looking at a January hire, with the new administrator then determining what kind of support staff is needed. Attorney Szeto explained that a City Administrator is different from a City Manager. With a City Manager in place, the council sets policy, budget and goals, but the Manager has full discretion on how to achieve those goals. Putting a City Manager in place requires a referendum, as it is a change in the form of government. A City Administrator typically has a degree in public administration, and has the day to day task of running the municipality. The salary tends to be high. The City Council can override decisions made by the administrator. The department heads will still be in charge of their departments, but they would work together with the administrator. The City Administrator can sometimes fill multiple roles, such as Building and Zoning, code enforcement or Economic Development. Other positions could be outsourced as needed. Director Hewitt added that an Administrator would likely need additional help, citing the three positions that have been eliminated at the city. Alderman Isaacs said that we need to be aware of the city budget when deciding what other roles need to be filled. Attorney Szeto added that a City Administrator will also assist with developing the budget. Director Hewitt said that outside consultants may need to be hired during the transition. Mayor Rickard will work with Attorney Szeto to develop a job description.

5. **MORING WASTE DISPOSAL CONTRACT** – Attorney Szeto wrote a first amendment to the Moring Disposal contract. It is in Dropbox. Since we were happy with most aspects of the original Moring contract, he did not rewrite the entire contract. The amendment extends the contract for five additional years with a new rate schedule. He rewrote the provision that provides two roll-offs twice a year, in spring and fall. One is for yard waste, and one for bulk items. Stickers needed for bulk items, etc. will remain the same. Attorney Szeto emphasized that anything not changed in the contract by Moring or the city will remain the same. Currently, households that want yard waste pick up contract directly with Moring. Alderman Isaacs asked about the dumpsters being used downtown (located in Parking Lot 2). It is contracted separately from the Moring contract, and he does not believe we are recouping the total cost of the dumpster from the businesses. The dumpster is shared by the businesses that have back door access to the parking lot. Alderman Isaacs suggested receiving quotes from other waste disposal companies for this service.
6. **CITY HALL PARKING LOT** – The city hall parking lot is almost done. A quote is in Dropbox to complete the city hall parking lot on the west side of the building (\$38,660.00). Chief Murray said the quote indicates that 3" of asphalt will be removed. He thinks there is at least twice that since the fire department used that side for vehicles when they occupied the building. Costs could go up as a result of having to fill with stone should they have to dig deeper to remove all of the asphalt. Alderman Hanlin mentioned the possibility of using slurry seal and repainting. Changes must be ADA compliant. Alderman Isaacs has asked Director Vincer to put together information that includes all of the 2022 street projects, the original estimates, changes, and payments, to see how the figures compare to the original amount budgeted for streets this year. The parking lot could be paid for with TIF funds. Alderman Hanlin looked at the area this evening, and suggested the area be sealed next year.
7. **UTV ORDINANCE** – Nothing new to report.
8. **ADJOURN** – Alderman Nehring motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Isaacs. Roll call vote: Hanlin, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

Alderman Hanlin adjourned the meeting at 5:56 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois