

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
SPECIAL MEETING
WEDNESDAY, JULY 12, 2023, 6:00 PM
BYRON CITY HALL**

Alderman Isaacs called the meeting to order at 6:00 pm.

1. ROLL CALL –

MEMBERS PRESENT: Alderman Todd Isaacs, Alderman Mittzi Fulrath, Alderman Ron Boyer

MEMBERS ABSENT: None

OTHERS PRESENT: Clerk Caryn Huber, Administrator Brian Brooks

- 2. APPROVAL OF AGENDA – July 12, 2023 –** Administrator Brooks asked to add County Market Laundry Gaming as item #14. **Alderman Isaacs motioned to approve, as amended, the July 12, 2023, Administrative Committee meeting agenda. Motion seconded by Alderman Fulrath. Roll call vote: Fulrath, AYE; Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

- 3. PUBLIC COMMENT –** None

- 4. APPROVAL OF MINUTES – JUNE 21, 2023 –** Alderman Boyer motioned to approve, as presented, the June 21, 2023, Administrative Committee meeting minutes. **Motion seconded by Alderman Isaacs. Roll call vote: Boyer, AYE; Isaacs, AYE; Fulrath, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

- 5. ANNUAL EMPLOYEE WAGE INCREASE –** Gary Treese and Brian Malone, Public Works Department, did not receive a COLA increase at the beginning of May. Their proposed new rate will be \$30.55, and will be retroactive to May 7, 2023, when the pay increases went into effect. Austin Yuill is also listed on the new payroll spreadsheet. He was hired at a rate of \$19.02 because he has a CDL license and has experience as a diesel mechanic. **Alderman Isaacs motioned to recommend council approval of the wage rate scale for employees as presented, to replace what was approved previously. The motion also includes approval of the pay rate for Austin Yuill. Motion seconded by Alderman Boyer. Roll call vote: Isaacs, AYE; Fulrath, AYE; Boyer, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

- 6. EMPLOYEE HEALTH INSURANCE –** Administrator Brooks was contacted by our insurance rep, who informed him that rates will increase October 1 by 9.9%. We have a grandfathered plan with a low co-pay and low deductible. If we decide to change plans, we will not be offered our current plan again. Administrator Brooks asked the rep to provide him with information for a comparable Blue Cross/Blue Shield plan as well as a partially self-insured plan. Alderman Isaacs suggested that we shop other plans/companies for comparison in the future. Administrator Brooks stated that with the grandfathered plan, our increases are typically 8-11% annually. Other plans see increases of 15-18%. Alderman Boyer suggested looking into Central Management Services through the State of Illinois (Bureau of Benefits). It is available to government agencies.

7. **221 N. WALNUT ST. SIDEWALK REPLACEMENT TIF AGREEMENT** – Administrator Brooks reported that discussion was held at TAS earlier today. Moving the front door in order to better position the ADA ramp, as Brad Miller had suggested, will not be possible due to the height differential. We are considering jacking up the ramp rather than replacing it. An ADA ramp could possibly be placed in the back of the building. Because of the potential liability of the City's water leak possibly causing the movement of the ramp, TORT funds should be able to be used to settle with Mr. Miller. Alderman Boyer asked if the ramp could be turned to avoid ending at the alley. Administrator Brooks replied that there is not enough room to place a required landing.
8. **MURAL** – A revision of the mural design was presented to the committee. It included more obvious references to Byron's history. The committee liked the revised design but asked to add more plants representative of the prairie. **Alderman Isaacs motioned to recommend council approval of the mural revision with the exception of the addition of plants that are more recognizable as prairie plants. Motion seconded by Alderman Fulrath. Roll call vote: Fulrath, AYE; Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
9. **COMMUNITY ROOM USE AND FEE POLICY** – Administrator Brooks began by stating the three categories of community room rental. The first is non-profit groups that meet weekly (\$25/month). Businesses that meet weekly are charged \$50/month, and single events such as parties, showers, etc. are \$25/per event. He suggested changing the wording slightly, to "\$25/month, which allows you to meet up to once a week". The only group that rents the community room now as a non-profit is the senior group. The Chamber uses the room once a month, free of charge. Alderman Isaacs clarified that we are not allowed to charge rent on the room because of the City's agreement with ComEd. Instead, we charge a cleaning fee for usage of the room. Alderman Isaacs asked if we should consider having resident and non-resident rates. He also suggested keeping the non-profit rate the same but increasing the business and per event rate to \$50/event. Administrator Brooks will re-work his recommendations and present them at the next committee meeting.
10. **ELECTED OFFICIALS PAY** – The elected officials pay has not been adjusted since approximately 2008. Because of budget constraints, Alderman Fulrath does not support an increase currently. Alderman Isaacs noted that any increase would not take place until the next election period. Consideration should also be given to the number of allowed absences and the acceptable reasons for being absent. Currently, Aldermen are allowed to miss two meetings per year without a reduction in pay. Alderman Fulrath feels that it would be difficult to determine what absences should be excused. She asked when it is acceptable to call in to a meeting. Administrator Brooks stated that there are three reasons, and these are set by state statute as part of the Open Meetings Act: Illness; employment (if your job calls you out of town); and family emergency. Alderman Boyer suggested increasing the number of allowable missed meetings rather than increasing pay. This will not become effective until an elected official's next election. **Alderman Isaacs motioned to allow elected officials to miss three meetings per fiscal year without a change in pay. Motion seconded by Alderman Fulrath. Roll call vote: Boyer, AYE; Isaacs, AYE; Fulrath, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
11. **BERGAGNA ALLEY VACATION RECONSIDERATION** – The parties involved were asked to contact Administrator Brooks once they determined how they want to proceed. Neither

has contacted him yet. Alderman Isaacs suggested keeping it on the agenda for another month.

12. **PERU ST. ROW VACATION** – Administrator Brooks stated that Mr. McLester has contacted him again regarding vacating the Peru St. ROW. He asked that the ROW be treated like other vacations, without having to reveal details of the usage of the property. Administrator Brooks stated that there are factors that distinguish this vacation as different from others. Most vacations are done between two residences. In this case, the city is the other landowner. The City would not give property away without knowing how it would affect the rest of the property that we own. It is a platted street that has not been improved. Alderman Boyer asked if Mr. McLester can attend the next meeting in order to have a two-way conversation about his request. Administrator Brooks will contact Mr. McLester and explain that the committee is not in favor of recommending the vacation but would invite him to attend the next committee meeting to explain why he wants the vacation. Alderman Fulrath suggested reevaluating the City's parking requirements because it currently does not factor in people seated on a deck.
13. **CITY ADMINISTRATOR UPDATES** – None that have not already been discussed.
14. **COUNTY MARKET LAUNDRY GAMING** – Mr. Nieman from County Market contacted Administrator Brooks regarding the laundromat. He asked about acquiring a liquor license in order to install video gaming at the laundromat. Mr. Nieman provided photos of this type of laundromat he has built in other towns. He intends to spend \$500,000 on improvements at the store including renovation of the laundromat. Administrator Brooks relayed that the council has not voted favorably on similar requests but told him he would present the information to the committee and gauge their interest. After discussion, the committee discussed why requests of this nature have been denied in the past, and how, in their opinion, nothing has changed. No formal vote was taken, and he is welcome to go through the process of applying for a permit.
15. **ADJOURN** – Alderman Boyer motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Fulrath. Roll call vote: Isaacs, AYE; Fulrath, AYE. Boyer, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

Alderman Isaacs adjourned the meeting at 7:43 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois