

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
SPECIAL MEETING
WEDNESDAY, AUGUST 2, 2023, 6:00 PM
BYRON CITY HALL**

Alderman Isaacs called the meeting to order at 5:01 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, Attorney Aaron Szeto, Police Chief Todd Murray

2. APPROVAL OF AGENDA – August 2, 2023 –Alderman Boyer motioned to approve, as presented, the August 2, 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 – JULY 12, 2023 – Alderman Isaacs pointed out that he adjourned the last meeting, not Alderman Hanlin as indicated on the minutes. **Alderman Isaacs motioned to approve, as amended, the July 12, 2023, Administrative Committee meeting minutes. Motion seconded by Alderman Fulrath. Roll call vote: Boyer, AYE; Isaacs, AYE; Fulrath, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

5. ANNUAL EMPLOYEE WAGE INCREASE – Administrator Brooks explained that three employees, Angie Insko, Amy King and Caryn Huber, received the COLA increase in May but did not receive a service time step up of approximately 2.9%. He presented a chart with the new rates. Administrator Brooks will create new schedules for next year. **Alderman Boyer motioned to recommend council approval of the wage increases, retroactive to the first pay period in May, as presented. Motion seconded by Alderman Isaacs. Roll call vote: Isaacs, AYE; Fulrath, AYE; Boyer, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

6. PERU ST. ROW VACATION – At the committee's request, Administrator Brooks contacted Mr. McLester by email and invited him to this meeting to discuss his planned use of the Peru St. ROW. Attorney Szeto received a call from Mr. McLester's attorney to discuss the committee's need for an explanation. Mr. McLester believes this should be treated just like the other vacations the city has done. Attorney Szeto explained to his attorney that the difference between this ROW and other vacations is that the landowner on the other side is the city. In other vacations, the city does not have a use for the property they are vacating. Because this property is part of our larger park, the city wants to be sure the parcel would be used for purposes consistent with plans for economic development in that location. Alderman Fulrath does not feel we should be giving land to a business, and they should be

responsible for all costs incurred. Alderman Isaacs would like the opportunity for the committee to speak with Mr. McLester.

7. **EMPLOYEE HEALTH INSURANCE** – Because of the increase in rates this year, Administrator Brooks asked our insurance reps to compare several different health insurance plans as well as look into the CMS, State of Illinois Plan. There are plans that are less expensive as far as premiums, however, we run the risk of more out-of-pocket expense. After reviewing the plans, Administrator Brooks recommends that we stay with our grandfathered plan. He will continue to review different plans prior to our renewal next year. **Alderman Boyer motioned to recommend council approval to maintain our current Blue Cross Blue Shield Health Insurance Plan which renews October 1. Motion seconded by Alderman Fulrath. Roll call vote: Fulrath, AYE; Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
8. **221 N. WALNUT ST. SIDEWALK REPLACEMENT TIF AGREEMENT** – Nothing new. Administrator Brooks said the City is trying to find the best solution.
9. **MURAL UPDATE** – Clerk Huber reported that we are wrapping up the contracts with the artists and arranging to have the building primed. Paint has been donated by True Value. The artists do not need the use of a lift. Sponsorship letters were sent out last week, and we already have \$2,500 pledged in sponsorships.
10. **COMMUNITY ROOM USE AND FEE POLICY** – After discussion at the last committee meeting, Administrator Brooks presented a red-lined copy of the Community Room Rules & Regulations. Cleaning fees are as follows: \$25/month for not-for-profit groups. Allows up to one meeting per week per month. \$50/month for Business Entities. Allows up to one meeting per week per month. \$25/event for City residents. \$50/event for non-City residents. Administrator Brooks also took off the language that prohibits teen birthday parties but left in the prohibition of dancing and bands. **Alderman Isaacs motioned to move forward and recommend council approval of the changes to the Community Room Use and Fee Policy. Motion seconded by Alderman Boyer. Roll call vote: Boyer, AYE; Isaacs, AYE; Fulrath, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.** It will be put on the next City Council agenda.
11. **CITY ADMINISTRATOR UPDATES** – Administrator Brooks is speaking with the lead person at Chastain regarding the Comprehensive Plan. An executive committee will be formed that will meet 4-6 times per year and will be the driving force of the plan.
12. **ADJOURN** – **Alderman Fulrath motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Boyer. Roll call vote: Isaacs, AYE; Fulrath, AYE. Boyer, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

Alderman Isaacs adjourned the meeting at 5:30 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois