

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
REGULAR MEETING
WEDNESDAY, SEPTEMBER 20, 2023, 5:15 PM
BYRON CITY HALL**

Alderman Isaacs called the meeting to order at 5:16 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 – September 20, 2023 –**Alderman Fulrath motioned to approve, as presented, the September 20, 2023, Administrative Committee meeting agenda. Motion seconded by Alderman Boyer. 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 – AUGUST 2, 2023 –**Alderman Boyer motioned to approve, as presented, the August 2, 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. AUDIT APPROVAL –** The 2022-2023 preliminary audit is in Dropbox. Administrator Brooks stated that Sikich has several recommendations, outlined in a letter to City Council. One item that is typically cited in our audits is segregation of duties. Because of our limited staff, we are often not able to have more than one person perform financial duties, however, Administrator Brooks stated that with his hiring, he is planning to become a part of more financial processes. He will also speak to Sikich for recommendations on how to structure staff to reduce the opportunity for fraudulent transactions. Alderman Isaacs asked about collateralization. Administrator Brooks responded that he has been working with Scott Mincemoyer at Byron Bank to address this. Sikich also recommends that we adopt an investment policy, a capital asset policy and a credit card policy. **After further discussion, Alderman Isaacs motioned to recommend council approval of the preliminary audit as presented. Motion seconded by Alderman Fulrath. Roll call vote: Isaacs, AYE; Fulrath, AYE; Boyer, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

- 6. UPDATING BUILDING CODES –** Administrator Brooks stated that we are currently operating under the 2006 international building codes. Building Inspector Casper Manheim suggested that we update our building codes since many changes have happened since 2006 and it will bring us more in line with what other communities use. He recommends updating all codes (residential building, plumbing, electrical, etc.) to 2021. Many of the updates are in the energy code, making electrical safer and more energy efficient. Mr. Manheim explained that many communities were resistant to update their codes after 2006

since the use of sprinklers was required after that date. We do have the ability, however, to amend the code to not require sprinklers for R-1 and R-2 residential zoning districts. There may be other amendments to consider as well. The new codes would apply to new construction. In the case of additions to homes, the new codes would only apply to the new portion of the building. Alderman Boyer asked about the plumbing code. Mr. Manheim replied that he does not inspect plumbing. All plumbing inspections are done by the State Plumbing Inspector. There are no amendments or exceptions to the most recent code. Alderman Fulrath asked about projects that are already begun. Mr. Manheim replied that whatever codes were in effect at the start of construction are the codes that would apply. Administrator Brooks stated that if the committee has no objection, he will ask Attorney Szeto to draft ordinances for review at the next meeting.

7. **221 N. WALNUT ST. SIDEWALK REPLACEMENT TIF AGREEMENT** – Administrator Brooks reported that we were contacted by a company that does concrete jacking to level out sidewalks. Director Vincer met with the company, and after looking at the ramp and the basement, they felt they could get the ramp close to the building. Building owner Brad Miller is willing to try this to lessen the gap and stabilize the movement of the ramp, as the gap has gotten significantly wider. The quote to do the work is under \$5,000. Mr. Miller would hire the company and apply for a TIF grant which would be paid once the work is completed. Alderman Isaacs asked if this will affect the sidewalk replacement. Administrator Brooks said it would not. Administrator Brooks asked the committee for approval to move forward with the work. **Alderman Isaacs motioned to recommend council approval of a TIF agreement with Brad Miller for concrete jacking at 221 N. Walnut St., with the amount not to exceed \$6,000. Motion seconded by Alderman Boyer. Roll call vote: Fulrath, AYE; Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
8. **MURAL UPDATE** – Clerk Huber reported that work on the mural has begun. The artists primarily work on weekends. They estimate it will take approximately a month to complete. Sponsorship total is \$5,250. The signage has been ordered, and a ribbon cutting will be scheduled once the mural is completed. We did need to order a lift for one day for the painter who painted the base coat.
9. **CITY ADMINISTRATOR UPDATES** – No updates.
10. **ADJOURN** – Alderman Boyer motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Isaacs. Roll call vote: Boyer, AYE; Isaacs, AYE; Fulrath, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

Alderman Isaacs adjourned the meeting at 5:57 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois