

**CITY OF BYRON  
MINUTES OF THE ADMINISTRATIVE COMMITTEE  
REGULAR MEETING  
WEDNESDAY, OCTOBER 18, 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:** Mayor John Rickard, Clerk Caryn Huber, Administrator Brian Brooks, Attorney Aaron Szeto, Police Chief Todd Murray

- 2. APPROVAL OF AGENDA – October 18, 2023 –**Alderman Boyer motioned to approve, as presented, the October 18, 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 – SEPTEMBER 20, 2023 –**Alderman Boyer motioned to approve, as presented, the September 20, 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. ORDINANCE UPDATING BUILDING CODES –** Administrator Brooks reported that we are in the process of updating our building codes to the ICC 2021 edition. Attorney Szeto has drafted an ordinance and Administrator Brooks is reviewing for any changes/exceptions we wish to make. Alderman Boyer asked if radon systems are now required. Administrator Brooks said that on all new structures, built-in radon exhaust systems must be installed but not activated. Administrator Brooks will have a draft of the ordinance by the next meeting.

- 6. VOLUNTARY DENTAL/VISION AND LIFE INSURANCE POLICIES/CITY-PROVIDED DISABILITY –** Information and rate comparisons for these supplemental insurances are in Dropbox. Equitable rates on vision and dental (employee paid) are increasing slightly. Pacific Life, an A+ rated carrier, offers identical coverage for a lesser rate. They will lock in the rates for two years. Rates for life and short-term disability (city paid) haven't changed. Alderman Isaacs motioned to recommend council approval to switch vision and dental to Pacific Life as presented. Motion seconded by Alderman Boyer. Roll call vote: Isaacs, AYE; Fulrath, AYE; Boyer, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0. Alderman Isaacs motioned to recommend council approval to maintain current coverage and rates for life and short-term disability. Motion seconded by Alderman Fulrath. Roll call vote: Fulrath, AYE; Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

7. **TAX LEVY** – Administrator Brooks stated that an Estimate of Revenues is needed sooner than 20 days (second meeting in November) before passing our tax levy. Unless the committee feels differently, he will structure the levy to avoid going over a 5% increase, which would require a public hearing. In the areas where funds are most needed, there is a maximum tax rate which we are already levying (general, police, street lighting and crossing guard). The EAV we are given could change based on assessment objections.
8. **BUDGET COMPARISON YEAR TO DATE ACTUAL EXPENSES** – Administrator Brooks stated that the majority of property taxes have been received with the exception of late payments. He provided a budget vs. actual to date. At 5 months, we are 41.7% through the fiscal year. Under Police, professional fees are at 164.4% due to attorney fees for labor negotiations. Funds for the labor negotiations were budgeted under a different line item and this will need to be adjusted at the end of the fiscal year. Under planning and development, general expenses are at 91.5% because of dues and a payment to Next Site. No other items are expected to be added to this category this year. Building and Zoning misc. expenses is high due to the unexpected 2<sup>nd</sup> St. home demolition. In the general fund year to date, our expenses are \$1,554,558 and net income is \$386,537. Some expensed items were paid for with cash on hand (i.e., Ogle County Economic Development paid for with ARPA funds). Administrator Brooks will continue to monitor the budget vs. actual monthly and will include a spreadsheet in Dropbox.
9. **221 N. WALNUT ST. SIDEWALK REPLACEMENT TIF AGREEMENT** – Administrator Brooks reported that concrete jacking was attempted on the ramp at 221 N. Walnut St. Because of the structural integrity of the ramp, the foam began to come out of the cracks and the process had to stop at that point. The company did not charge for the work since the work was unsuccessful. The ramp will need to be removed, and Brad Miller is working with a contractor to install an ADA compliant lift. He will also contact a mason to repair the brick façade. The contractor will need to coordinate with how the sidewalk is designed in order to design the lift. Because the lift is ADA compliant, it will be eligible to be reimbursed with TIF funds. Alderman Isaacs confirmed that once the lift is installed, Mr. Miller will be responsible to all maintenance and repairs. Administrator Brooks stated that we will also require a release of liability.
10. **MURAL UPDATE** – Clerk Huber talked to the artists this weekend. They will start working evenings as well as weekends and hope to be done in the next few weeks. The sign has been ordered. A ribbon cutting will be scheduled once the mural is complete.
11. **CITY ADMINISTRATOR UPDATES** – No updates.
12. **ADJOURN** – Alderman Fulrath 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 5:52 pm.

Respectfully submitted,

*Caryn A. Huber*, City Clerk of Byron, Illinois