

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
REGULAR MEETING
WEDNESDAY, JANUARY 17, 2024, 5:15 PM
BYRON CITY HALL**

Alderman Isaacs called the meeting to order at 5:18 pm.

1. ROLL CALL –

MEMBERS PRESENT: Alderman Todd Isaacs, Alderman Ron Boyer

MEMBERS ABSENT: Alderman Mittzi Fulrath

OTHERS PRESENT: Clerk Caryn Huber, Administrator Brian Brooks, Attorney Aaron Szeto, Alderman Mike Gyorkos

- 2. APPROVAL OF AGENDA – January 17, 2024 –Alderman Boyer motioned to approve, as presented, the January 17, 2024, Administrative Committee meeting agenda. Motion seconded by Alderman Isaacs. Roll call vote: Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**

- 3. PUBLIC COMMENT – None**

- 4. APPROVAL OF MINUTES – November 15, 2023 –Alderman Boyer motioned to approve, as presented, the November 15, 2023, Administrative Committee meeting minutes. Motion seconded by Alderman Isaacs. Roll call vote: Isaacs, AYE; Boyer, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**

- 5. 2024 MURAL –** Clerk Huber discussed ideas for the 2024 mural. The committee would like to use a portion of the front of City Hall for this year's mural. Rather than having a "picture", the idea is to have a geometric design, using color and shapes. It is hoped we can still incorporate the City logo on the building. Several photos of murals by Rockford artist Brett Whitacre were shown as examples. It is hoped that by starting this process early, the mural can be started as soon as the weather gets nicer and be finished by ByronFest. The murals have been paid for out of the TIF fund, with about half of the cost of each being covered by sponsorships. The committee concurred that the mural committee continue pursuing these ideas for the next mural.

- 6. ORDINANCE UPDATING BUILDING CODES –** Administrator Brooks stated that our Building Inspector, Casper Manheim, has recommended that we update our building codes to the 2021 International Building Codes Edition. We have added the Energy Code and the State Plumbing Code. Sprinklers are only required in new construction with three or more units. We have excluded single family and two-family homes from requiring sprinklers. **Alderman Isaacs motioned to recommend council approval of the Ordinance Updating Building Codes to 2021. Motion seconded by Alderman Boyer. Roll call vote: Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**

- 7. FINANCIAL POLICIES–** Administrator Brooks stated that our auditors have recommended that we implement policies for investments, credit cards and capital assets. Attorney Szeto added that there are only certain types of investments that municipalities are allowed to

invest in, so the policies mirror state statutes. In practice, we are already doing what the policies state. Alderman Isaacs asked who reviews the credit card bills. Currently, Administrator Brooks views them. Going forward, Clerk Huber will review the credit card bill for Administrator Brooks. **Motion by Alderman Isaacs to recommend council approval of the three financial policies as presented. Motion seconded by Alderman Boyer. Roll call vote: Isaacs, AYE; Boyer, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**

- a. Investment Policy
- b. Credit Card Policy
- c. Capital Asset Policy

8. **FEE SCHEDULE REVIEW AND UPDATES** – Administrator Brooks discussed the recommended updates to the fee schedule. The updates include adding in the costs for a third party to conduct criminal background checks for peddlers, solicitors, and mobile food trucks. The updates also include adding Life/Safety Inspection fees if needed. The sidewalk café ordinance does not include a criminal background check requirement so that requirement was taken off the fee schedule. Alderman Isaacs asked if we periodically check how our fees compare to other communities. Administrator Brooks replied that we do, and our building inspector has stated we are in line with other communities. **Motion by Alderman Isaacs to recommend council approval of the revised fee schedule as presented. Motion seconded by Alderman Boyer. Roll call vote: Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**
9. **BUDGET REVIEW** – (Hold discussion until end of agenda)
10. **ORDINANCE TO AMEND PERSONNEL POLICY REGARDING PAID LEAVE** – Administrator Brooks stated that the State of Illinois passed the Paid Leave Act, and we adopted an ordinance in December. This ordinance amends the employee policy manual to reflect the Paid Leave Policy. Paid leave is separate from PTO and will not be treated as such. Accrual at a rate of one hour per 40 hours worked for part-time, seasonal and temporary employees began January 1 if currently employed with the city. The hours cannot be used for 90 days after accrual begins. Employees can carry over up to 40 hours of paid leave annually for a total of 80 hours of paid leave, but they may only use 40 hours per year. **Motion by Alderman Isaacs to recommend council approval to waive first read and approve the Ordinance Amending the Personnel Policies and Procedures to add Paid Leave. Motion seconded by Alderman Boyer. Roll call vote: Isaacs, AYE; Boyer, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**
11. **JUNETEENTH AS A PAID HOLIDAY** – Administrator Brooks stated that as part of the FOP contract negotiations, Juneteenth was added as a paid holiday for Police Officers. Alderman Isaacs stated that if we added it for police, we should extend that paid holiday to all full-time City Hall employees. **Motion by Alderman Isaacs to recommend council approval of changing the personnel policy to include adding Juneteenth (June 19th) as a paid holiday pursuant to the policy manual. Motion seconded by Alderman Boyer. Roll call vote: Boyer, AYE; Isaacs, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.**
12. **221 N. WALNUT ST. SIDEWALK REPLACEMENT TIF AGREEMENT** – Administrator Brooks stated this project is continuing, but there are no updates at this time.
13. **REPUBLIC SERVICES SNOW DAYS** – Due to the recent snow and extremely cold temperatures, Republic had limited and cancelled garbage pick-ups. In some cases,

garbage pick-ups were delayed by a week. Republic agreed to pick up all the extra garbage that residents accumulated during that time. Alderman Isaacs asked to put this on the agenda because Republic did not provide a service and does not believe they should be paid for that service. We are a little over a year into a five-year extension with Republic (previously Moring). Alderman Isaacs asked Administrator Brooks to contact Republic and inquire about issuing a credit due to time missed. Administrator Brooks suggested asking Mayor Rickard to be involved in contacting Republic as well.

(#9) BUDGET REVIEW – Administrator Brooks included a current budget review in Dropbox. He invited committee members to contact him with any questions. He has started to discuss the 2024-2025 budget with department heads.

14. CITY ADMINISTRATOR UPDATES – No updates.

15. ADJOURN – Alderman Isaacs motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Boyer. Roll call vote: Isaacs, AYE; Boyer, AYE. Motion passed: AYE, 2; NAY, 0; ABS, 0.

Alderman Isaacs adjourned the meeting at 6:04 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois