

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, DECEMBER 2, 2020, 5:15 PM
MEETING HELD VIA ZOOM DUE TO COVID-19 RESTRICTIONS**

MEMBERS PRESENT: Chairman Alderman Christy Hanlin, Alderman Todd Isaacs, Alderman Jessica Nehring, Alderman Dan Reilly (All Aldermen participated electronically)

MEMBERS ABSENT: None

OTHERS PRESENT: Clerk Caryn Huber (participating in person at City Hall), Attorney Aaron Szeto (participating electronically until 5:30pm), Mayor John Rickard (participating in person at City Hall until 5:25 pm), Police Chief Todd Murray (participating in person at City Hall), Economic Development Director Larry Hewitt (participating electronically), Mike Wilder (WIPFLI) (participating electronically).

Alderman Hanlin called the meeting to order at 5:36 pm.

1. **PUBLIC COMMENT** – None
2. **APPROVAL OF MINUTES – NOVEMBER 4, 2020** - Alderman Nehring motioned to approve, as presented, the November 4, 2020, Administrative Committee meeting minutes. Seconded by Alderman Isaacs. Roll call vote: Hanlin, AYE; Reilly, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.
3. **AUDIT PRESENTATION AND APPROVAL** – Mike Wilder from WIPFLI was in attendance to discuss the 2019-2020 audit. Item was moved later in the agenda to address microphone/sound issues.
4. **ORDINANCE 2020-04 AMENDMENTS TO BYRON MUNICIPAL CODE CHAPTER 17** – Clerk Huber reported that the Ordinance proposes possible changes to Municipal Code Chapter 17, which has to do with zoning. The committee has been reviewing these changes. Attorney Szeto stated that since these are changes to the text of the zoning code, they would first need to go before the Zoning Board of Appeals and include formal public notice. Director Hewitt will set up a zoning meeting for the month of January.
5. **COMCAST FRANCHISE RENEWAL** – Mayor Rickard said we will need to contact Comcast in regard to the contract.
6. **JEANNIE’S JUST SEW TIF** – Director Hewitt said that while there is no formal application for TIF funds, he explained that the owners of Weezy’s are planning to purchase Jeannie’s Just Sew shop, which is next door. If they are planning to spend \$40-\$50,000 in improvements, they are asking if the committee would entertain an application for partial TIF funding of façade improvements. Weezy’s recently received \$20,000 in TIF funding for their façade improvements. Alderman Isaacs, Hanlin and Reilly stated that they are not opposed to the idea, and are interested in seeing a formal proposal.
7. **REVISIONS TO PERSONNEL POLICY** – Chief Murray asked the committee for clarification on a portion of the personnel policy. The policy reads “Daily Time Reports: It is for all employees of the City of Byron to keep accurate records of the time worked. All

employees are asked individually to record on a weekly time card the time they work,” and “The time card should be filled in each day to show the hours you worked that day or filled in later to show the reason you were absent.” This clarification is in regard to exempt employees. Director Hewitt explained that even when he is at home, he typically accepts phone calls, or works several hours, but not necessarily in a single block of time. Our time cards do not allow for putting in small blocks of time, and as a salaried employee, he is questioning the need for this information. He believes that the number of hours worked in a week, along with any PTO being taken, should be sufficient. Our auditor confirmed that as part of the audit, they check for discrepancies, but do not need an hour by hour accounting of when an exempt employee is present. He does not feel that the policy wording needs to be changed, since the existing wording would cover exempt or non-exempt employees. Alderman Isaacs asked if there was a minimum amount of PTO time. Chief Murray explained there is not. Alderman Hanlin expressed concern about liability if the employee is not present on the job. Discussion will continue at the January meeting.

AUDIT APPROVAL – A copy of the 2019-2020 audit is included in Dropbox. Mike Wilder from WIPFLI discussed the Communications letter and the Financial Reports for the 2019-2020 audit. There were no problems in conducting the audit. Internal control (segregation of duties) was mentioned as a deficiency, however, with limited staff, this is not uncommon. There were no questions from the committee. Mr. Wilder will speak to the entire council at the 6:30pm meeting.

8. **HIGHWAY AND DOWNTOWN FAÇADE DESIGN STANDARDS** – Nothing new.
9. **ADJOURN** – Alderman Isaacs motioned to adjourn the meeting. Seconded by Alderman Hanlin. Roll call vote: **Nehring, AYE; Reilly, AYE; Isaacs, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**

Alderman Hanlin adjourned the meeting at 5:52 pm.

Respectfully submitted,

Caryn A. Haber, City Clerk of Byron, Illinois