

**CITY OF BYRON  
MINUTES OF THE ADMINISTRATIVE COMMITTEE  
WEDNESDAY, APRIL 1, 2020, 5:15 PM  
MEETING HELD VIA ZOOM DUE TO COVID-19 RESTRICTIONS**

**MEMBERS PRESENT:** Chairman Alderman Christy Hanlin, Alderman Todd Isaacs, Alderman Dan Reilly

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney Kim Krahenbuhl, Mayor John Rickard, Clerk Caryn Huber, Director Larry Hewitt

Chairman Hanlin called the meeting to order at 5:18 pm.

1. **PUBLIC COMMENT** – None
2. **APPROVAL OF MINUTES – COMMITTEE OF THE WHOLE – MARCH 4, 2020:**  
Alderman Reilly motioned to approve the Committee of the Whole meeting minutes of March 4, 2020. Seconded by Alderman Hanlin. Motion passed.
3. **APPROVAL OF REGULAR MEETING MINUTES MARCH 4, 2020:** Alderman Hanlin motioned to approve the Administrative Committee meeting minutes of March 4, 2020. Seconded by Alderman Isaacs. Alderman Reilly abstained. Motion passed.
4. **REVISIONS TO PERSONNEL POLICIES** – Nothing new.
5. **2020-2021 Budget** – Alderman Isaacs reported that the latest copy of the budget is in Dropbox, and asked the committee to refer to the summary tab. Revenue is \$2,276,150. If the 1% sales tax, which is road related, is subtracted, it leaves \$1.9 million in estimated revenues in the general fund. There is a deficit of \$16,000. Cash on hand needs to be updated, but as of Jan. 1, 2020, it was \$334,000. Funds totaling \$428,900 are available for road projects, but we may need to redirect these funds. In the water/sewer accounts, revenues are estimated at \$1.6 million, and expenditures are at \$1.7 million. A capital connection fee (\$9 out of the \$10 collected) is supposed to be transferred into a separate fund, however, it has not been transferred. The department is at a deficit of \$109,000 based on this budget. A rate study is important to make up for this shortfall. \$55,000 is currently in the operating fund, and CDs total \$227,500 (to be used for superfund site). Some of the original funds were used on the Acorn Rd. water tower, and some was used to move a water line during Route 2 construction. In the general fund, revenues for Video Gaming, State Income Tax, Sales Tax, Replacement Tax and MFT have been cut by 1/12 due to COVID-19, and we may need to cut a total of two months in the final budget. Attorney Krahenbuhl reminded the committee that because we are using budget instead of appropriations, adjustments can be made. Alderman Isaacs said that all supervisors should be cautious when making purchases for the time being, until we have a better understanding of what the revenues will do. Alderman Reilly added that some of the money lost may be reimbursed up to 40% through the state. Alderman Isaacs added that money is included in the budget to fix the roof and HVAC at City Hall. There is also money in the budget to demo the Rush property if the city takes possession. The Department of Public Works has payments for the sweeper and dump truck out of Road and Bridge funds.

6. **BUILDING PERMIT FEE REVIEW** – Director Hewitt said that the department has looked at building and permit fees, and is recommending slight increases. The bigger increases are in new construction. Clerk Huber added that the Commercial new construction rate should have a \$1,000 minimum added. Alderman Isaacs motioned to recommend the approval of the building permit fee changes as proposed, with the addition of the \$1,000 minimum for commercial construction. Seconded by Alderman Hanlin.
7. **HIGHWAY AND DOWNTOWN FAÇADE DESIGN STANDARDS** – Nothing new.
8. **EXECUTIVE SESSION (Section)(c)(1)-Personnel** - No Executive Session.
9. **EXECUTIVE SESSION (Section)(c)(21)-Review and Approval of Closed Meeting Minutes** - No Executive Session.
10. **ADJOURN** – Meeting was adjourned by Alderman Hanlin at 5:44 p.m.

Respectfully submitted,

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