

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, MARCH 4, 2020, 5:15 PM
BYRON CITY HALL**

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney Kim Krahenbuhl, Mayor John Rickard, Police Chief Todd Murray

Chairman Hanlin called the meeting to order at 5:15 pm.

1. **PUBLIC COMMENT** – None
2. **APPROVAL OF MINUTES FEBRUARY 5, 2020:** Alderman Hanlin motioned to approve the Administrative Committee meeting minutes of February 5, 2019, seconded by Alderman Isaacs. Motion passed.
3. **REVISIONS TO PERSONNEL POLICIES** – Nothing new.
4. **2020-2021 Budget** – Alderman Isaacs reported that he has made slight adjustments to the proposed 2020-2021 budget. Salaries, and several other items, still need to be updated. The general fund, 01-11-11, still shows a \$274,000 shortfall. He would like to tighten the budget more to reduce this figure. Funds would still be available for needed purchases, but larger items would need approval by council. Currently, expenditures over \$7,500 need to be approved by the Mayor. No bond revenue will be coming in this year. Alderman Isaacs is asking department heads to review the budget again, as he would like to get the deficit under \$100,000. Chief Murray suggested that there should only be one technology line item (except for water and sewer). Alderman Hanlin stated that we need to examine water and sewer rates through a rate study. Alderman Reilly is concerned about our aging system, and our lack of planning for the future. Alderman Isaacs added that we need to plan and budget for future maintenance. Prior to finalizing the budget, he will check on the water and sewer bond and talk to department heads about making cuts in their departments. He will have a final proposed budget by the next meeting. The budget needs to be posted prior to the public hearing.
5. **REVIEW BANKING AUTHORIZED SIGNATURES** – Chief Murray stated that even though the bank requires only one signature on checks, we always try to have two. For payroll checks, Chief Murray and Melissa Baxter sign checks. For bills, the Mayor and Melissa sign. Director Vincer can sign, and Treasurer Huber is now authorized to sign. If we ask the bank to change our requirement to two signatures, there is a monthly fee. Attorney Krahenbuhl said that because Melissa reconciles the accounts, it would be good practice to remove her as an authorized signatory. The committee agreed and will bring the recommendation to Council. The resolution itself will come from Byron Bank.

6. **HEALTH INSURANCE** – The Forest Preserve has asked if we want to team up with other taxing bodies to get better rates on health insurance. Chief Murray said our current contract runs through December 2020.
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 5:51 p.m.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois