

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

MEMBERS PRESENT: Chairman Alderman Christy Hanlin, Alderman Todd Isaacs, Alderman Dan Reilly (by telephone)

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney Kim Krahenbuhl, City Clerk Caryn Huber, Mayor John Rickard

Chairman Hanlin called the meeting to order at 5:25 pm.

1. **PUBLIC COMMENT** – None
2. **APPROVAL OF MINUTES DECEMBER 4, 2019:** Alderman Isaacs motioned to approve the Administrative Committee meeting minutes of December 4, 2019, seconded by Alderman Hanlin. Motion passed.
3. **REVISIONS TO PERSONNEL POLICIES** – Clerk Huber reported that the mayor has been working on an alternative method to calculate PTO time, however, the formula is not compatible with the LOCIS system. He will continue to work on this.
4. **CANNABIS ORDINANCES** – IML is offering workshops coming up that will address questions that municipalities may have regarding the regulation of adult-use cannabis. The Rockford workshop will take place on Wednesday, May 13, from 1-4:30pm at the Radisson Hotel. Anyone interested in attending should contact Clerk Huber. Mayor Rickard added that no one from Byron has applied for the July cannabis licenses, so the council need not be in a hurry to take a position.
5. **AUDIT APPROVAL** – Alderman Isaacs reviewed the audit, and brought up the issues that the auditors found with our internal controls due to the size of our staff. This has been cited in previous audits, and is common in staffs of our size. He pointed out that there is a 1.3 million shortfall in our pension, which has to do with IMRF. We are not behind in contributions. Alderman Isaacs will ask a representative from WIPFLI to speak to council. Attorney Krahenbuhl asked why the audit was returned so late, and Alderman Isaacs reported that WIPFLI was not aware it was needed earlier. Clerk Huber stated that the approved audit is needed as soon as possible for TIF reports and bond companies. **Alderman Isaacs motioned to recommend to council the approval of the 2018-2019 audit as presented. Seconded by Alderman Hanlin. Motion passed.** Alderman Isaacs will invite a representative from WIPFLI to speak for 15-20 minutes at the next committee meeting.
6. **2020-2021 BUDGET** – Under the new budget system we are adopting, Mayor Rickard said we need to have the 1st read on March 1 and the second read March 18. This allows plenty of time to revise if necessary.

7. **BYRON FIREFIGHTER'S ASSOCIATION REQUEST** – Clerk Huber reported that the Firefighter's Association is requesting an alternative date for their carnival. ByronFest and the Association will no longer be partnering on the carnival, and each will run their own carnival. The Association is under contract with Skinner Amusements, and they are requesting to hold the carnival the weekend of Memorial Day, May 23-25. A map is included in the packet, as well as a poll of the neighbors. **Alderman Isaacs motioned to send a recommendation to council to allow the Firefighter's Association to hold a carnival over Memorial Day weekend. Seconded by Alderman Hanlin. Motion passed.**
8. **CELEBRATE 610** – Clerk Huber reported on the event. Celebrate 610 is bringing two events together with Stillman Valley and Davis Junction. It starts on June 10 (6/10) and runs through June 13 with Community Garage Sales. While people are in our towns, we are hoping our businesses will offer discounts and special items centering around the 610 theme (similar to the 815 event held in Rockford last year). It is intended to showcase the community, and is not a fundraising event. **Alderman Isaacs motioned to recommend to council that we proceed with the Celebrate 610 event. Seconded by Alderman Hanlin. Motion passed.**
9. **WEBSITE** – Clerk Huber was in recent communication with our website company, and they have new design templates available. We will be choosing one of these templates to give the website a more updated look at no additional charge. Alderman Hanlin asked if there was a link to a payment site for water bills. Clerk Huber will check into this for water bills and building permits.
10. **HIGHWAY AND DOWNTOWN FAÇADE DESIGN STANDARDS** – Nothing new.
11. **EXECUTIVE SESSION (Section)(c)(1)-Personnel** - No Executive Session.
12. **EXECUTIVE SESSION (Section)(c)(21)-Review and Approval of Closed Meeting Minutes** - No Executive Session.
13. **ADJOURN** – Meeting was adjourned by Alderman Hanlin at 5:59 p.m.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois