

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, AUGUST 4, 2021, 5:15 PM
BYRON CITY HALL**

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

1. ROLL CALL –

MEMBERS PRESENT: Chairman Alderman Christy Hanlin, Alderman Jessica Nehring, Alderman Todd Isaacs, Alderman Cheryl Metz

MEMBERS ABSENT: None

OTHERS PRESENT: Clerk Caryn Huber, Attorney Aaron Szeto, Economic Development Director Larry Hewitt

- 2. APPROVAL OF AGENDA – AUGUST 4, 2021 –**Alderman Metz motioned to approve, as presented, the August 4, 2021, Administrative Committee meeting agenda. Seconded by Alderman Isaacs. Roll call vote: Metz, AYE; Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.

3. PUBLIC COMMENT - None

- 4. APPROVAL OF MINUTES – JULY 7, 2021 –** Alderman Hanlin motioned to approve, as presented, the July 7, 2021, Administrative Committee meeting minutes. Seconded by Alderman Nehring. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE; Metz, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.

- 5. APPROVAL OF PERMIT FEE SCHEDULE –** Clerk Huber researched several other communities to compare our permit fees. Director Hewitt raised the construction fees from \$900 to \$1,000 and additional inspections from \$75 to \$80. Alderman Metz noted that our costs are higher than other communities. She especially noted that for demolition property deposits our charge is quite a bit higher than Machesney Park. Alderman Isaacs stated that if there is damage, the \$1,000 covers quite a bit of repair, however, they do receive that money back if there is no damage. Alderman Metz asked why there is a line item for a plumbing inspections when we have not collected anything for this item for years. Director Hewitt explained that we use the state plumbing inspector for new construction. There is no cost for this service. The listed fee for a plumbing inspection is for those instances where homeowners may be replacing a hot water heater, a furnace, etc. where we would have to do the inspection ourselves. Alderman Metz asked about how electrical inspections are enforceable. Director Hewitt said that we cannot force homeowners to apply for permits, however, we do try to inform them of the need to get one. Having a permit, and an inspection following the work, protects the homeowner. Attorney Szeto added that most communities set the fees even for those items that don't get charged very often. Director Hewitt added that many communities do not have someone on staff to handle permits and inspections and, instead, hire someone to do it. We do not have the staff to track down homeowners that have not pulled permits, however, we do follow up on inspections for all permits applied for. Alderman Isaacs feels our permit fees are reasonable, and asked if there are any other categories that we should charge for. Director Hewitt will send out the list of Rockford fees to see if there are other categories we should consider. Attorney Szeto

said most communities do not make a significant amount of revenue on fees, but rather hope to cover their staff fees. Discussion was held regarding solar installations and inspections. Director Hewitt said that we require a structural report from the solar company to verify that the roof can support the panels. Director Hewitt added that we used to have impact fees and lag fees, which we discontinued in order to try to generate more new construction in the community. **Alderman Isaacs motioned to recommend council approval of the permit fee schedule as presented. Motion seconded by Alderman Nehring. Roll call vote: Nehring, AYE; Metz, AYE; Isaacs, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**

6. **SIDEWALK CAFÉ ORDINANCE** – Director Hewitt has talked to several restaurant owners about the possibility of having outdoor dining, and feels there is some interest. Attorney Szeto has drafted an ordinance which is included in Dropbox. No fee is mentioned in the ordinance, and since there will be staff time to review the plans, we may want to consider adding one. He added that the owners would also need to add the city as additional insured. Alderman Hanlin asked if there is a time frame we should specify in the ordinance. After discussion, the committee decided on April 1 – Nov. 1. The fee was set at \$50, with the ability to increase later if necessary. **Alderman Nehring motioned to recommend council approval of the sidewalk café ordinance with the addition of the time frame and fee. Motion seconded by Alderman Metz. Roll call vote: Hanlin, AYE; Metz, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**
7. **UTV DISCUSSION/ORDINANCE** – An ordinance is in Dropbox. The ordinance was modeled after Stockton, IL, and lists regulations and safety equipment required. The state statute says that UTVs can be on roads 35 mph or less. Many counties are passing the same statute. Many towns surrounding Byron do allow UTVs on their roads. This ordinance does not include ATVs. Many towns charge a fee, issue a sticker, and check the vehicle for safety features. Attorney Szeto said that automobiles and motorcycles are licensed by the state, however, the state does not recognize the UTV as a “car”, and will not license them. Aldermen Hanlin and Nehring already have residents in their neighborhood that drive their UTVs illegally. Further discussion will continue if needed.
8. **MORING DISPOSAL CONTRACT** – The garbage contract is due for renewal in a year. Moring has proposed a verbal five year contract extension, and Director Hewitt has asked for the proposal in writing to present to council.
9. **ADJOURN** – **Alderman Isaacs motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Nehring. Roll call vote: Metz, AYE; Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 4; NAY, 0; ABS, 0.**

Alderman Hanlin adjourned the meeting at 6:27 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois