

**CITY OF BYRON  
MINUTES OF THE ADMINISTRATIVE COMMITTEE  
WEDNESDAY, JUNE 2, 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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Clerk Caryn Huber, Attorney Aaron Szeto, Economic Development Director Larry Hewitt, Police Chief Todd Murray

- 2. APPROVAL OF AGENDA – JUNE 2, 2021 –**Alderman Hanlin motioned to approve, as presented, the June 2, 2021, Administrative Committee meeting agenda. Seconded by Alderman Nehring. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

- 3. PUBLIC COMMENT -** None

- 4. APPROVAL OF MINUTES – MAY 5, 2021 –** Alderman Hanlin motioned to approve, as presented, the May 5, 2021, Administrative Committee meeting minutes. Seconded by Alderman Nehring. Roll call vote: Nehring, AYE; Hanlin, AYE; Isaacs, ABS. Motion passed: AYE, 2; NAY, 0; ABS, 1.

- 5. ORDINANCE AMENDING ZONING CODE TO ALLOW SHORT TERM RENTALS AS SPECIAL USE –** The Zoning Board of Appeals will meet to discuss prior to council approval.

- 6. ORDINANCE AMENDING PERMIT FEES –** Attorney Szeto stated that our current permit fees are not in line with our ordinance. Rather than list the dollar amount of the various permit fees in our ordinance, and then change the ordinance every time a fee is changed, this ordinance refers to the permit fee schedule, which “may be amended from time to time”. The fee schedule is currently being updated, and will be presented for approval at the next committee meeting. **Alderman Isaacs motioned to recommend that council approve the ordinance to change the process as to how permit fees can be amended. Seconded by Alderman Hanlin. Roll call vote: Hanlin, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

- 7. BAKER PROPERTY FINES AND FEES –** Attorney Szeto has informed Attorney Floski that the city intends to recoup attorney’s fees for work completed regarding the Baker house demolition. The city does not intend to pursue fines at this time. Attorney Floski will speak to his clients. Attorney fees total \$3,622. Alderman Hanlin asked if anyone else’s time was taken into consideration (Chief Murray, Director Hewitt, etc). At this time they are not, but may be for future cases. Alderman Isaacs asked what would happen if the property is sold before we receive the fees, and suggested the possibility of a lien on the property. Attorney Szeto said we would need to get a judgement in this case and then we can record that

judgement against the property. The judgement is then recorded against every property that they own in the county.

8. **ADMINISTRATIVE HEARINGS-COMPLIANCE** – Attorney Szeto explained this item came about as a result of a conversation at TAS regarding code violations. Instead of filing in circuit court every time there is a code violation, there is an intermediate step that can be implemented where we set up hearings using an attorney (that has been practicing for at least three years, and has taken training). Currently, we do this with vicious dogs and administrative tow hearings. The attorney hearing the case will make a judgement, which can include imposing fines and ordering the rectifying of the code violation. If this process is unsuccessful, the case would then be referred to the circuit court. Attorney Szeto will draft an ordinance to be discussed further next month.
9. **FOOD TRUCK APPLICATION/ORDINANCE** – A proposed ordinance regarding food trucks and a food truck application are in Dropbox. The application was modeled after reviewing the applications in nearby communities. Several points still need to be reviewed such as setting a time frame, setting parameters as to their location (public property, private property, distance from a restaurant, etc). Vendors are responsible for getting a criminal background check. Attorney Szeto will make changes and present at the second meeting in June.
10. **DISCUSSION OF LOCAL TAX USAGE** – When the city imposed the 1% sales tax, the wording of the referendum was broad, and was not specific as to where the money would be spent. Since the tax was implemented, it has been spent on street improvements, and Aldermen Hanlin and Isaacs agree it should continue to be used on roads. Currently, the local use tax is also used on roads. Alderman Isaacs suggested that the local use tax be used in the general fund. Alderman Hanlin believes the money should stay allocated for roads. Alderman Isaacs suggested reducing expenses as an alternative, but is concerned about hiring additional officers for the police department, particularly if we need to provide a resource officer for the schools. Alderman Isaacs will examine the budget, and discussion will continue if additional police officers need to be hired.
11. **ADJOURN** – Alderman Hanlin motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Nehring. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

Alderman Hanlin adjourned the meeting at 6:22 pm.

Respectfully submitted,

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