

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, MARCH 1, 2023, 5:15 PM
BYRON CITY HALL**

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

1. ROLL CALL –

MEMBERS PRESENT: Alderman Christy Hanlin, Alderman Todd Isaacs, Alderman Jessica Nehring

MEMBERS ABSENT: None

OTHERS PRESENT: Clerk Caryn Huber, Attorney Aaron Szeto, Administrator Brian Brooks, Ron Boyer

- 2. APPROVAL OF AGENDA – MARCH 1, 2023 –**Alderman Nehring motioned to approve, as presented, the March 1, 2023, Administrative Committee meeting agenda. Motion seconded by Alderman Hanlin. 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 – FEBRUARY 1, 2023 –** Alderman Nehring motioned to approve, as presented, the February 1, 2023, Administrative Committee meeting minutes. Motion seconded by Alderman Hanlin. Roll call vote: Nehring, AYE; Hanlin, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

- 5. BERGAGNA ALLEY VACATION –** Attorney Szeto stated that the Ordinance to vacate the alley at 113 E. 2nd St. is in Dropbox. The alley is not being used currently and the city is not plowing it. **Alderman Isaacs motioned to recommend council approval of the Ordinance Authorizing the Vacation of Certain Portions of Public Right-of-way Located Adjacent to 113 E. 2nd Street.** Motion seconded by Alderman Nehring. Roll call vote: Hanlin, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

- 6. PERU ST. ROW VACATION –** This property is next to Hairy Cow. They are asking the city to vacate a portion of the right of way that is not currently being used for roadway purposes to them to use for parking. Administrator Brooks asked if we could designate a specific use for the property. Attorney Szeto suggested the possibility of writing a deed restriction as a separate agreement. Alderman Isaacs asked if a time restriction could be specified as well. If Mr. McLester doesn't meet the terms of the agreement, the property would revert to the city. Alderman Hanlin stated that the property is green space. When it was assessed, it was not assessed as an alley, but as part of the park. She asked if the city could require payment for the property. Attorney Szeto said yes, but then the property could not revert to the city if the terms of the agreement are not met. Alderman Hanlin prefers maintaining control over the property rather than receiving payment. Alderman Isaacs asked if Hairy Cow would be required to pay costs of the vacation (vacation drawing, fees, etc). Attorney Szeto stated this would not be unreasonable considering they would not be paying for the

property. Alderman Isaacs suggested July 31, 2023 as a deadline to complete a paved parking lot. Alderman Hanlin asked if curbing would be required to avoid patrons parking on the grass of the park. Administrator Brooks will speak with Mr. McLester to discuss these options.

7. **RESOLUTION APPROVING A REPAYMENT AGREEMENT** – Attorney Szeto stated that Officer Parlapiano, when he joined the Byron police force, signed an agreement that stated the city incurs costs for training and equipment. The agreement further provided that if he left the force within a certain number of years, he would owe the city reimbursement for a portion of these costs. The officer has left the Byron Police Department, and this agreement establishes a repayment schedule over the course of the next three years. **Alderman Isaacs motioned to recommend council approval of the Resolution Approving a Repayment Agreement. Motion seconded by Alderman Nehring. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
8. **RESOLUTION IN SUPPORT OF OGLE COUNTY ECONOMIC DEVELOPMENT CORPORATION** – Administrator Brooks stated that this subject was discussed last month. This is an organization that will benefit economic development for the entire county. The Resolution pledges our support and commits us to a financial contribution over the next two years of 10% of our ARPA funds. The ARPA funds can be used for any public service. 10% of our ARPA fund amount totals \$49,916 for two years (\$24,958 per year). Of the \$499,000 we received from ARPA, we have committed \$265,000 for the purchase of generators. If council decides to make the commitment to the corporation, it will leave a balance of approximately \$180,000 in the ARPA fund. After the first two years, it is anticipated that other entities will fund the organization. ComEd has already committed. **Alderman Nehring motioned to recommend council approval of the Resolution in Support of Ogle County Economic Development Corporation. Motion seconded by Alderman Isaacs. Roll call vote: Nehring, AYE; Hanlin, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
9. **BYRON ROCKS 5K-10K PROPOSAL** – Administrator Brooks stated that the Chamber of Commerce is going through a transition with the recent resignation of their new Executive Director. Sheila McCammond will attend the council meeting on behalf of the Chamber. They are asking for use of the City Parking Lot for the Byron Rocks 5K-10K race on May 6, with barricades going up at 2am. They also ask that the mayor be given the authority to approve any last-minute changes to the event. The packet includes the path through the city. The chamber will provide crossing guards at intersections. **Alderman Nehring motioned to recommend council approval of the Chamber's requests for the Byron Rocks event. Motion seconded by Alderman Isaacs. Roll call vote: Hanlin, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
10. **INTERGOVERNMENTAL AGREEMENT WITH PARK DISTRICT** – Administrator Brooks explained that the Park District will be doing work at Johnson Park, and they have asked the city for both personnel and equipment assistance. Director Vincer has agreed, but we currently do not have an intergovernmental agreement to share resources with them. Attorney Szeto stated that each would be listed on the other's insurance policies. Administrator Brooks hopes to put agreements with other agencies in place as well.
11. **SNOW PLOWING ORDINANCE** - Administrator Brooks stated that this topic is on the agenda in response to a citizen complaint at the last council meeting regarding snow plowing in residential areas. A neighbor is plowing snow across the street into another

neighbor's yard and causing damage. The yard is actually a city ROW. Alderman Hanlin drove past the home but did not see any damage. After discussion, the committee decided to address at a later time if there are more resident complaints.

12. **POOL WATER DRAINAGE ORDINANCE** – Attorney Szeto stated that this topic is on the agenda in response to a resident complaint at the last council meeting regarding one neighbor draining pool water into another neighbor's yard. Attorney Szeto questioned whether the water is draining naturally from the pool, or if the neighbor is maliciously diverting the water to go onto the other's property. Our ordinances currently do not address this. Alderman Isaacs will visit the property and speak to the homeowner to assess the situation further.
13. **FRONTIER CONSTRUCTION AND UTILITY USE AGREEMENT AND PERMIT** – Nothing new to report.
14. **CHANGE COMMITTEE MEETING DATE** – Alderman Hanlin stated that our new City Administrator would like to attend both the Administrative and Community Services committee meetings. They currently run simultaneously. It is suggested that the Administrative Committee move their meeting to the third Wednesday of the month at 5:15 pm. The Public Services Committee meets on the third Wednesday of the month every other month, at 6pm. If possible, agendas will be lighter on evenings that the Public Services Committee also convenes. **Alderman Nehring motioned to change the Administrative Committee meeting from the 1st Wednesday of each month to the 3rd Wednesday of each month at 5:15 pm. Motion seconded by Alderman Isaacs. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.** Attorney Szeto will write an ordinance and check publication requirements.
15. **ADJOURN** – Alderman Isaacs motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Nehring. Roll call vote: Nehring, AYE; Hanlin, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

Alderman Hanlin adjourned the meeting at 6:13pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois