

**CITY OF BYRON
MINUTES OF THE ADMINISTRATIVE COMMITTEE
WEDNESDAY, MAY 3, 2023, 5:15 PM
BYRON CITY HALL**

Alderman Nehring motioned to allow Alderman Hanlin to participate in the meeting via telephone. Motion seconded by Alderman Isaacs. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

Alderman Hanlin called the meeting to order at 5:16 pm.

1. ROLL CALL –

MEMBERS PRESENT: Alderman Christy Hanlin (by telephone), Alderman Todd Isaacs, Alderman Jessica Nehring

MEMBERS ABSENT: Alderman Ron Boyer

OTHERS PRESENT: Clerk Caryn Huber, Attorney Aaron Szeto, Administrator Brian Brooks, Police Chief Todd Murray

2. APPROVAL OF AGENDA – MAY 3, 2023 – Alderman Isaacs motioned to approve, as presented, the May 3, 2023, Administrative Committee meeting agenda. Motion 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 – APRIL 5, 2023 – Alderman Nehring motioned to approve, as presented, the April 5, 2023, Administrative Committee meeting minutes. Motion seconded by Alderman Isaacs. Roll call vote: Nehring, AYE; Hanlin, AYE; Isaacs, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.

5. NEW MEETING SCHEDULE – Administrator Brooks stated that the Administrative Committee will meet at 5:15pm on May 17, 2023, and then the third Wednesday of the month from then on. A new meeting schedule is in Dropbox and will be posted on the website and at City Hall.

6. CERTIFICATION OF REVENUES – Administrator Brooks stated that the Certification of Revenues is a required document that is a compilation of the revenues that were approved as part of the budget. It will be filed with the County. **Alderman Isaacs motioned to approve the 2023-2024 Certification of Revenues as presented. Motion seconded by Alderman Nehring. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

7. ZONING MAP – Administrator Brooks stated that a new zoning code was written and adopted by the city in 2008. There is no zoning map, however, to go along with the code. He does have a copy of the old zoning map. By working with the 2008 written code and the Comprehensive Plan, he will be working on putting together the zoning map that represents the new code. A City Administrator update line item will be added to the committee agenda and he will report on the progress of the zoning map project.

8. **PERU ST. ROW VACATION AND POSSIBLE SALE OF LAND TO HAIRY COW –**
Administrator Brooks stated that, after the last meeting, he asked Engineer Stoll for a drawing that would depict how much property would be needed in order to replicate the number of stalls in their current parking lot. The drawing was forwarded to Hairy Cow and Administrator Brooks met with Todd McLester earlier today. Mr. McLester would like to build another building in addition to the parking lot. Administrator Brooks asked Mr. McLester for a drawing. Alderman Hanlin anticipated that the committee would like to see a timeline as well as a drawing of the plan.
9. **AUDIT PROPOSALS - WIPFLI AUDIT ENGAGEMENT LETTER –** Administrator Brooks stated that we have received two proposals for the audit. They are both within the \$17,000-\$20,000 range. He anticipates receiving one more proposal. Attorney Szeto had stated that it is good practice to change auditors every three to four years. WIPFLI has been the auditor for at least that long and probably longer. Administrator Brooks hopes to have a recommendation at the May 17 committee meeting. He asked committee members to look over the proposals in Dropbox to see if there are any requirements that the City would be unable to fulfil.
10. **BERGAGNA ALLEY VACATION REQUEST (on the east side of 113 E. 2nd St) –**
Administrator Brooks stated that Mr. Bergagna has asked for a vacation of the north-south alley on the east side of his building. The alley on the north end of his property is already vacated to him. He has not indicated whether the homeowner on the other side of the alley is ok with this. Normally when an alley is vacated, it is split in half between the two properties. Administrator Brooks will be in contact with Mr. Bergagna and the neighbor and the committee will discuss again at the next meeting.
11. **INTERGOVERNMENTAL AGREEMENT WITH PARK DISTRICT –** Administrator Brooks stated that the Park District has reviewed and made changes to the agreement presented to them by the city. Their changes did not alter the gist of the document, and both Administrator Brooks and Attorney Szeto approve of the agreement. He is looking for a recommendation for council approval of both the agreement and a resolution to allow the Mayor to sign the document at the next meeting.
12. **ORDINANCE TO DISPOSE OF SQUAD CAR –** Chief Murray stated that he has been unable to sell an older police vehicle due to many mechanical issues on the car. Attorney Szeto stated that there is an ordinance in Dropbox which declares the vehicle as excess property and allows Chief Murray to donate the vehicle to the Fire Department to be used for training. **Alderman Hanlin motioned to recommend council approval of the Ordinance to Dispose of a Squad Car. Motion seconded by Alderman Nehring. Roll call vote: Hanlin, AYE; Isaacs, AYE; Nehring, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**
13. **ANNUAL EMPLOYEE WAGE INCREASE –** Alderman Isaacs stated that the CPI is 4.98%. In addition, a step increase was improved last year. He questioned whether the increases need to be approved annually, or if the increases automatically go into effect due to the approval of the document last year. Clerk Huber will look for documentation of a motion to approve the stepped schedule.

Alderman Hanlin recalled a discussion regarding the TIF application for Reruns. The applicant was asked if she had a second estimate for the work she was doing on the

façade. If we intend to ask for a second estimate, Alderman Hanlin asked if this should be spelled out on the application. Attorney Szeto agrees this should be put on the agenda. Alderman Hanlin asked that the topic be put on the agenda for further discussion next meeting.

- 14. ADJOURN – Alderman Nehring motioned to adjourn the Administrative Committee meeting. Seconded by Alderman Isaacs. Roll call vote: Isaacs, AYE; Nehring, AYE; Hanlin, AYE. Motion passed: AYE, 3; NAY, 0; ABS, 0.**

Alderman Hanlin adjourned the meeting at 6:42 pm.

Respectfully submitted,

Caryn A. Huber, City Clerk of Byron, Illinois