

Administration Committee Meeting

City Of Virden

City Council Chambers

Thursday, January 4, 2024

Meeting called to order by Alderman Mottershaw at 7 pm

Aldermen in attendance: Cunningham, Boster, Ibberson, Bertolino, Mottershaw, and Neighbors

Absent: Calloway (came in at 7:44 pm) and Mitchell

Also in attendance: Mayor Murphy

Topics:

1. Approval of meeting minutes 12/07/2023

Motion made by Ibberson second by Mottershaw to approve meeting minutes 12/07/24. Motion passed with all in favor.

2. Discuss discontinuing the hand delivery of "Special" City Council Meeting agendas/letters

The police have better things to do than hand deliver letters. We can get an email or a text. Email is free. We are all usually at a meeting when we decide when to have the meeting, why do they have to be delivered by the police. It's in the code book. If we don't like it, then we need to vote to get rid of it or change it. *Murphy passed out a handout with Auburn's code on Special meetings and our code.* We could add to our code electronic communication. Discussed how to change the code.

Motion made by Boster seconded by Ibberson to recommend to Council to adjust 1-6a-3b of the City Code dealing with notice of Special meetings and to be reviewed by Council members and if any rejections they need to say so prior to the regular meeting. Motion passed with majority in favor.

3. Employment application

Looking at previous applications passed out Some of these are asking for DL#'s and SSN's. Do we want to have both or just one? No SSN's. Okay so just DL#'s. Maybe need to add in if they have any other alias'. We need to take out 5 years from Convicted of a Felony. We need to add references back in.

Motion made by Mottershaw seconded by Murphy to recommend to the Council this application with adjustments of taking out 5 years from felony and adding in alias, references, and business only. Motion passed with all in favor.

Additional Items:

- Discussed and asked questions about Holiday hours.
- Madonna asked Sherry, since Springfield Clinic is taking BCBS insurance now, if ours is included. It is not, since ours is a BCE instead of a PPO, but can be an add on so that the employees can decide if they want it and be added on by April 1st. If there is an increase, we will pass it on to the employee. Madonna wants to know about asking Sherry to run the numbers. It doesn't cost us anything if she runs the numbers.
- Benton and Associates contract says they charge \$1,500, the mayors spending limit is \$2,500. We need to include them now with the water loss. Discussed further on water loss and things to do to find it.

Executive Session**1. Approval of Executive Session Meeting Minutes (5 ILCS 120/2 (c)(21))**

Motion made by Boster second by Ibberson to adjourn at 8:20 pm. Motion passed with all in favor.

Meeting adjourned at 8:20 pm.

Deputy City Clerk
Karen Burgess

Date approved: