

Administration Committee Meeting

City Of Virden

City Council Chambers

Thursday, November 2, 2023

Meeting called to order by Alderman Mottershaw at 6:59 pm

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

Aldermen absent: Mitchell (sick) and Calloway (sick)

Also in attendance: Mayor Murphy and City Clerk Boster

Visitors: Nita Hamilton (left at 7:17 pm)

Comments from audience:

Nita Hamilton: We decided on the first Saturday every month from April to October with July being the 2nd Saturday. October would be the wellness fair that we have had in the past. I would like to keep a porta potty up at the square all the time. It would be \$125.00/mo. rather than \$400 each time. It would not be open all the time, but I am willing to open it up for other events on the square. I am willing to give the city a key to open it. It would save money if allowed to stay up there all the time. I have talked with the businesses on the square and they are not doing well. We are calling it Operation Bring Business back. We want to keep the food vendors local. I want to keep the booth rates down. Typical booth spaces are \$75-100 but I want to keep them under \$40. We have mapped the square and it would allow for 120 booths with it being 5 feet between each booth with a 10-foot walkway. The committee members' consensus was to take to council to approve the fair. The committee members would like to think about and discuss the porta potty further.

Topics:

1. Approval of meeting minutes 09/7/2023

Motion made by Mottershaw second by Bertolino approve meeting minutes 09/07/2023. Motion passed with all in favor.

2. Park Hours: need to be included in ordinance and posted in all parks per casualty insurance provider.

The hours are posted at the parks.

3. City employee Social Media policy needs to be implemented per insurance provider

Copies of the "sample" policy were distributed to the council. This is risk control from the insurance carrier. First is the defibrillator in the community center, when the city employee took their CPR class the instructor did say that they may be able to furnish the city with one. Pokey will inform the Mayor. Next is carbon monoxide detectors. We do not have these. Pokey will get these and put them up in all the buildings. Next is driver record review, concerns were voiced regarding this section. Concerns raised were permission to get the driving history, that it states reducing potential liability exposure by ensuring that those operators do not have a history of violations. The insurance company is trying to get out of paying if this isn't followed. The committee members will review

and discuss at next month's administrative meeting. The insurance company is Dimond Brothers and we have had our insurance with them for 10 years.

4. Review 2024 employee health insurance rates

Spreadsheets were passed out to committee members with comparisons for different health insurance plans. The BCBS is the same as what they have currently with an increase. Employees currently pay \$56.61/pay and it will increase to \$68.79/pay. City currently pays \$262.84/pay and it will increase to \$281.11/pay. United Healthcare would be \$89.04/pay for employees and \$311.48/pay for the city. Health Alliance would be \$122.20/pay for employees and \$361.22/pay for the city. The committee recommends staying with BCBS. They will have the insurance committee meeting. This will go to the December council meeting after recommendations have been discussed with the insurance committee.

5. Discuss employee vacation and personal time

Mottershaw spoke with both supervisors, Pokey and the chief. All employees will be able to use it all time except Pokey and Dave Bounds. Pokey and Dave would like it paid out. Under some circumstances we have allowed employees to carry over or be paid out.

6. Committee meetings

We need to keep items that pertain to each committee to that committee. The chairs will communicate with each other to make sure that there is room if an item needs to be placed on another committee.

7. Schedule insurance committee meeting

The insurance committee meeting will be on their own time. This meeting allows them to see the difference in the policies and costs. The date will be 14th or 21st. Administrative chairperson and the mayor will attend the meeting.

8. Insurance for HDA grant

The grant for the demolition of houses requires insurance. IMT is willing to increase the limit. It will be an additional \$797.00. The Employee Dishonesty policy under the description of operations needs to have expiration date listed. It was agreed this is within the mayor's spending budget.

9. Fireworks

The superintendent has stopped fireworks due to issues that occurred during the last game. The city already has codes in place regarding not having fireworks in the city.

10. Employment Application

The current application is a bad copy. Alderman Cunningham passed out a couple copies of suggestions. She would recommend if keep current application to take off the social security number. This will be discussed at next administration meeting.

11. Grant Writer/Manager

Alderman Cunningham passed out the differences between grant writer and a grant manager along with the average salaries. These positions can be combined. Since Virden is a small city, these positions can be combined. This can be a contract position but would more than likely cost more than a full-time employee. It was suggested to look at having this for the next fiscal year.

Before going into talking about the budget for next year, we need to know what the priorities are for the community. Then based off those priorities we would have the grant writer look for grants to help pay for them. This can be added to agenda in January when budget discussions begin.

Additional Items:

Alderman Ibberson would like to have copies of the code book and copies of the contracts. Mottershaw has a code book that is up to date.

Motion made by Bertolino seconded by Boster to enter executive session at 8:35 pm. Motion passed with all in favor.

Executive Session

1. Approval of Executive Session Meeting Minutes (5 ILCS 120/2 (c)(21)
2. Personnel- Employment: 5 ILCS 120/2(c)(1)

Motion made by Murphy seconded by Boster to exit executive session at 8:45 pm. Motion passed with all in favor.

Motion made by Mottershaw seconded by Boster to adjourn. All in favor to adjourn at 8:48 pm.

Meeting adjourned at 8:48 pm.



Shelly Boster
City Clerk

Date Minutes Approved: