

Administration Committee Meeting
City Of Virden
City Council Chambers
Thursday, December 7, 2023

Meeting called to order by Alderman Mottershaw at 7:00 pm

Aldermen in attendance: Bertolino, Boster, Cunningham, Ibberson, Mottershaw, and Neighbors. Calloway came in at 7:46pm.

Aldermen absent: Mitchell and Calloway

Also in attendance: Mayor Murphy

Visitors: Kenny Williams and Angie Stevens (left at 7:18 pm)

Comments from audience:

Topics:

1. Approval of meeting minutes (Special Meeting 11/28/2023)

Motion made by Mottershaw second by Bertolino approve Special meeting minutes 11/28/2023. Motion passed with all in favor.

2. Discuss new employee application information to be required

Cunningham changed the new employee application. Bertolino looked at different applications from different towns from Auburn, Staunton, Rochester, and Chatham. If we are going to change the application form, we should do it once and be done with it. Alderman will look over the different applications and decide what they like and bring it back to the next Admin. Committee Meeting on 01/04/24.

3. Social Media policy Required for employees

Insurance wants us to add this into our policy. Does this apply to Alderman as well? No, it just applies to employees. Mottershaw recommends sending this to the council to vote.

Motion made by Mottershaw to recommend this Social Media personnel policy as presented to the City Council. Motion passed with all in favor.

4. Insurance

Matt is going to get the information. We will have a Special Council Meeting before the Public Works Meeting.

5. Discuss placing the Class F liquor license on the ballot

Craven was asked how can this get there. He said it can get there several different ways a referendum can end up on a ballot with or without council approval. 1. Non-binding advisory referendum majority vote from council to be put on the ballot. It should be done by ordinance so exact wording and time is specified. It must be a yes or no question. 2.

Citizens can put it on the ballot, but it would require about 95 citizen signatures.
Discussed having the citizens being the one to put it to ballot instead of council.

Additional Items:

- Auditors would like to have a meeting either by phone or skype on 12/28/23.
- For special committee meeting agendas, where the policy come up to your house and you have to sign, Cunningham would like to be removed from that. She gets the emails and that is unnecessary. It is a waste of time for the Police. If it's something that is needed, that is fine. It is in the City Code that it is required to be delivered to their house.
- Mottershaw called Nich0lson's about an address. The lady said if it is something we want to pursue, we should talk to our attorney. If we could just get Jack Kirby to sign some paper work signing the property over to the City that would be even better.

Executive Session

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

Motion made by Boster seconded by Neighbors to adjourn. All in favor to adjourn at 8:03 pm.

Meeting adjourned at 8:03 pm.

Karen Burgess
Deputy City Clerk

Date Minutes Approved: