

## **Administration Committee Meeting**

City Of Virden

City Council Chambers

Thursday, March 7, 2024

Meeting called to order by Alderman Mottershaw at 7 pm

**Aldermen in attendance:** Bertolino, Mottershaw, Calloway, Mitchell and Neighbors

**Absent:** Ibberson, Boster, Cunningham

**Also in attendance:** Mayor Murphy

### **Topics:**

#### **1. Approval of meeting minutes 1/4/2024**

Motion made by Mitchell second by Mottershaw to approve meeting minutes 1/4/24. Consensus passed.

#### **2. Sunday liquor sales**

Neighbors was wondering about changing Sunday's alcohol sales to the same as the rest of the week. So, you want 7 days a week from 6am-midnight/1am depending on the establishment license and hours? Neighbors says if guys want to buy beer before a fishing trip, they have to drive 4 miles to Girard to buy it. Bertolino asked Murphy what his thoughts were being the liquor commissioner. Bertolino said he could go either way. Is that for all liquor sales or just packaged liquor? Neighbors doesn't know. It's in City Code no liquor sales till noon. Ordinance would have to change. Mottershaw said he'd go either way. Murphy doesn't want to hold a public hearing, but he would like to know what the public thinks. Mitchell thinks its opening a can of worms. It was decided this is in limbo right now.

#### **3. Budget and Appropriations**

Mayor, Alderman, City Clerk and Treasurer are already set and voted on by ordinance. Mayor: \$3,488; Alderman: \$14,400; City Clerk: \$4,500; Treasurer: \$3,600; Mottershaw didn't put anything in for bookkeeper because his salary will be determined later. Questions were asked about Karen's wage as deputy City Clerk. Telephone: \$1,000; Stationary and Office Supplies: \$9,000; Mottershaw didn't put anything down for Admin Assistant. We no longer need the trainee line item. Publication and Notices: \$800; We have to have a hearing on the appropriation report. We have to vote in April to schedule it and have it in the paper 10 days before that. Mottershaw would like to propose to take to council to have the hearing on the appropriation on May 6<sup>th</sup> at 6:45pm and to publish notice of it by law on April 17<sup>th</sup>. Consensus passed.

Auditing: \$13,000; Workman's Comp: \$84,000; Property Insurance: \$70,000; Employee health Insurance: Appropriate: \$10,000; Employee Life Insurance:

\$2,000; Bond: \$1,000; Social Security taxes were left out until we know the salary. Attorney Fees: \$25,000. Other Legal Expenses: \$1,000; Annual Services to the City Code: \$2,500; Unemployment Compensation: \$2,500; Maintenance of Office Equipment: \$1,250; IMRF Retirement left blank until we get Karen's salary we won't be able to determine that. Miscellaneous: Appropriate: \$100,000; Computer and Update: \$4,000; Transfer to Library: \$200; Travel and Education: \$500; Drug testing we need a computer to scramble the names for random testing. Drug testing: \$500; Karen would like a new desk. The desk sits higher on one side and lower on the other and she can't get under it. She found one she likes and it's \$500 something. She has the money in the budget now. She got new chairs? No not for her office. She did say she wanted to get Barry a new chair because his is about shot. Mottershaw said he told her to get a new chair for herself and give Barry her old one since he is only there for a few hours. If it's in the budget now, get it now. Mottershaw asked Karen about filing cabinets and she wants to get a hold of the guy to see what she can get rid of. Office Equipment: \$5,000; Community Activities and Organizations: \$500; Property Clean up and Demolition: \$175,000 Appropriate: \$200,000; Library Transfer: \$8,000; Bank Fees: Appropriate: \$1,000; Web Design: \$1,000; Late Fees and Penalties: \$500; Telecommunication Refunds: \$700.

**Additional Items:**

- Public Works meeting is supposed to be on the 21<sup>st</sup>. Would anyone be opposed to moving it to the 20<sup>th</sup>? Murphy believes Sanitary is supposed to be there. Yes, it is okay.
- When we talk about what's in the contract and what we want to keep or not, the attorney doesn't need to be present but when we sit down to negotiate he needs to be here. What about having him on standby just in case we need him? Murphy said he could ask him.
- If meter reads are correct, do we want to meet with Midwest Meter one more time? Or do we want to decide what our next step is after that? We are going to need to figure out how to tackle this. If we decide to replace the whole system and meters, would we go through Midwest Meter? Bertolino doesn't think he would want to. Calloway agrees especially since they are not very forthcoming. Do we know the towns around us use? No. Discussion went back and forth about ideas on meter reads, equipment, and programming. If we replace all the meters, the meters that are inside need to be moved outside.
- Murphy passed out a spread sheet that Jessica (and Karen) made up of the cost of the water department.
- Joes Place was asking about if an 18-year-old server can carry alcohol to a table. In the ordinance a Class D can, but not a Class A. Can you call the State Liquor Commissioner? It would just be what they have.

**Executive Session**

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

Motion made by Bertolino second by Calloway to adjourn at 8:47 pm. Motion passed with all in favor.

Meeting adjourned at 8:47 pm.

Deputy City Clerk  
Karen Burgess

Date approved: