

Administration Committee Meeting
City Of Virden
City Council Chambers
Thursday January 2nd, 2025

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

Aldermen in attendance: Mottershaw, Bertolino, Neighbors, Donley, Mitchell, Boster, Schnetzler

Absent: Calloway

Also in attendance: Mayor George Murphy City Clerk Jon Myint

Audience: Jessica Selhime and Crystal Creasy

Comments from Audience:

Topics:

1. Approval of Minutes (Special Administrative Meeting 11/26/24 & Special Administrative Meeting 12/09/24)

Motion made by Mottershaw to approve the Special Administrative Committee Meeting Minutes of 11/26/24 & 12/09/2. Consensus passed.

2. LOCIS 8

Jessica Selhime explained the need to upgrade to LOCIS 8 and some of the new capabilities. More capabilities or modules could be added but there would be an additional cost. Boster asked if we have looked at any other options? And what have they done to deserve a \$900.00 increase. The response was no. Mottershaw said that LOCIS was the most widely used software by governmental entities. Boster said that with the \$5300 cost and then the extra cost of training and support, we still owe the citizens to look at the best practical options. More discussion held on work orders, iCloud, paperless billing number of users and prorating the start-up cost.

3. Drug Testing

How to do randomization. Mayor Murphy talked to Carlinville; the basic screen is \$103 plus \$40 for each collection. The mobile clinic is not capable of doing collections currently. The Council needs to review the code on when and who to test and the contract for union employees. Also needed is something in writing for nonunion employees.

4. Existing Trailer Lots

Discussion on uninhabitable, burned down or blown over trailers. When does the 6-month time clock start? Chief Snodgrass was to construct a spreadsheet. Mayor Murphy read the code on Existing Manufactured mobile homes. Alderman Bertolino recommended that this item be brought up at the monthly Police Committee also.

5. Telecommunicator's contract

Mottershaw said we need a copy of their proposal for the budget. Mayor Murphy said he would email Grenzbach and ask him what the best way is to get started.

6. Budget

The following items were discussed for the 2025 budget the Mayor's Alderman's and the City Clerk's salaries will all remain the same as they are set by city code; Treasurer \$3600; Bookkeeper will be deferred until March; phones \$1100; stationary; and office supplies \$8000; administrative assistant salary was put on hold; Administrative Trainee was deleted; Publications of Notices \$100; Auditing was put on hold until the bill comes in; Insurance \$110,000; Workman's comp \$46,000; Employee health insurance was put on hold; Employee Life Insurance \$1000; Bond \$1000; Social Security taxes was put on hold; Attorney's fees \$25,000; Other legal fees unknown at this time; Annual Service of City code \$2500; Unemployment compensation insurance \$5000; Maintenance of office equipment \$1200; ILL Municipal Retirement on hold waiting salary information; Miscellaneous \$100,000; Computer updates \$4000; Transferred to the library \$200; Education and Travel \$1500; Drug Testing \$500; Office equipment \$4500; Community Activities \$500;

Property Cleanup and Demolishing \$45,000 ; Library \$8000; Banking fees \$100; Web design \$1000; Telecommunication refund \$700; and Mileage \$500.

7. Safety & Loss Control Training for all employees

Bertolino asked about the online training offered by ICRMT which has to do with Law Enforcement, Sexual Harassment, Blood Borne Pathogens, Lock out tag out etc... He recommended that the city have a policy requiring every employee complete required training within the first 3 months of the year. Mottershaw said he would call Matt or Kim on how to get something started.

8. Requirement for new 2025 laws going into effect 2025.

Bertolino pointed out that one of the new laws was "The Spraying of Pesticides" and that a 24-hour notice must "be given". And we should ask Don Craven about the new laws that would affect us. Bertolino said he would put "Spraying" on Public Works Agenda also.

9. Discuss/Explain Petitions Challenge for Election

Bertolino said he was asked by a concerned citizen about the petition between the Mayor and Mr. Carter, "Do the taxpayers pay for the legal fees"? I said I would inquire. Bertolino then said yes do. They are using your city attorney so they will charge you by the hour, but it is also part of the system. Mottershaw said the electoral board has the option to choose any legal firm. Bertolino then said the second part of that question was what if the situation were reversed and the Petitioner was challenging the mayor's position? Mayor Murphy responded that it does not matter it's the same thing. Mottershaw then said that any person can file an objection within the guidelines. Mottershaw went on to say that Mr. Carter withdrew his petition, therefore the objection file became moot and so the committee did not have anything else to do. It is an Official city action we had little choice but to pay any expenses involved. Mottershaw said that as ridiculous as it is the Macoupin County bill was \$264.00, then five registered letters costing \$9.87. He then said we have not seen the bill from Sangamon County yet.

10. Feeding Feral Cats

Mottershaw said there is nothing in the city code against it. Bertolino said that he has seen a mobile feeder feeding the cats and there is no way we are going to get rid of them, if we keep feeding them. He also said maybe we can get the help of the Police Department to identify who owns the mobile feeder, we might be able to ask them to stop.

Executive Session:

None

Additional:

Motion made by Boster to adjourn seconded by Schnetzler. Consensus passed.

Jonathan J. Myint
City Clerk

Date Approved: