

Administrative Committee Meeting

City Of Virden

City Council Chambers

Thursday, February 6, 2025

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

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

Absent: Donley, Calloway

Also in attendance: Mayor George Murphy and City Clerk Jon Myint

Audience: None

Comments from Audience: None

Topics:

1. Approval of Minutes (Administrative Meeting 1/2/25)

Motion made by Mitchell seconded by Mottershaw to approve.

Administrative Committee Meeting Minutes of 1/2/25 Motion passed with all in favor.

2. Special City Council Meeting Minutes (1/15/25)

Mottershaw said that the mayor did quite a job finalizing the meeting minutes. The Minutes will be put on the next Council Meeting Agenda for approval.

3. Budget Worksheets

Mottershaw passed out budget worksheets and the total general corporate expenses came to \$1,917,608. Barry estimated revenue at \$1,887,848. If there is to be a balance budget about \$30,000 needs to be cut out.

Bertolino said that to him it's not an option, Mayor Murphy said the we owe it to the Taxpayers to have a balanced budget. The consensus of the Council was to have a balanced budget. Mottershaw explained that part of that budget for admin includes about \$66,500 we are going to owe to pay the balance of our property casualty workman's comp. That brings Administration to \$402,138. More discussion on just how much to add to property casualty and workman's comp insurance. On IMRF for all the departments we'll have four months of it at a different rate. Normally in April IMRF puts out an estimate for the next year but that would come after our April meeting. Do we want to pass this in April or wait till May? Boster recommended to increase it by 1% then refigure it if it's drastically different.

Mottershaw said that between administration and police and public works we are looking at about \$1,000,000 in salaries so that's \$10,000. Mottershaw spoke on raises next saying that when we do raises that's just more money that is going to be cut. Raises will have to come out of their departmental budget.

4. Civic Plus

Mayor Murphy said that he received an email and some pamphlets from Shaun Jernigan. Civic Plus manages social media and aids in archiving records. The census was that the city has no interest at this time.

5. Drug Testing

There were several issues discussed; when to test, who gets tested, how often to test, how does the selection process work, who does the selection, who notifies the selectee.

Tests will be done at a minimum of once a quarter on two or more employees. A randomizing spinning wheel of some type may be used to make the selection. Who will make the selection and notify the selected employees in still the question?

Mayor Murphy will be checking with Carlinville hospital to make sure they are ready to take and test samples as needed.

6. Employee Training

Bertolino spoke about utilizing some of the free service training from the insurance company, for the employees such as sexual harassment,

discrimination, lockout tag out for electricity for electrical panels, cyber security.

Mottershaw said there were about 50 to 60 different subjects that we could get training on.

Mayor murphy said that an email was sent to Kevin Madeira risk management consultant we're trying to get some advice from. He responded back saying the process of reviewing and recommending changes can take 6 to 8 weeks.

The consensus is to await the insurance recommendations and add subjects as needed.

Motion Made by Mottershaw seconded by Boster to go into executive session at 7:52 PM for contract negotiation.

Motion Passed with all in favor.

Motion Made by Boster seconded by Mottershaw to exits executive session at 9:10 PM

Motion Passed with all in favor.

Motion Made by Mottershaw seconded by Bertolino to adjourn at 9:12 PM

Motion Passed with all in favor.

Jonathan J. Myint
City Clerk

Date Approved: