

Regular City Council Committee Meeting

City Of Virden, IL
Virden City Council Chambers
Monday, March 3, 2025

Regular City Council Meeting was called to order by Mayor Murphy at 7:00 PM

Pledge of Allegiance

Roll Call:

- **The following Council Members were present:** Mottershaw, Bertolino, Neighbors, Donley, Mitchell, Boster, Schnetzler and Calloway
- **Absent:** None
- **Also present:** Mayor George Murphy, City Clerk Jon Myint, City Office Manager Karen Burgess, Bookkeeper/Treasure Barry Liss, Chief of Police Steven Snodgrass, Director of Public Works Gary Etter, and Attorneys Don & Joe Craven, and City Engineer Stephnie Ballinger
- **Guest:**
Lynda Watters, Tabitha Jennings, Logan McHenry, Craig Carlile, Jacquie Martin Joshua Karrick and Terry Davis Otter Lake Water Commissioner

Approval of Agenda (03-03-25)

Mayor Murphy would like to add to the agenda under Request for use of Public Property

#5 Request from the Woman's Auxiliary of the Virden American Legion Poppy fundraiser on Friday May 23rd Saturday May 24th from 7:00 to 11:00 AM at the corner of Springfield and Jackson St.

Bertolino would like to remove under Building and Grounds,

#2 (a) Altorfer generator agreement for the PDF. This issue will be discussed in the committee.

Motion to approve the agenda as it stands with the changes.

Motion made by Mitchell seconded by Neighbors to approve the agenda of 03-03-25 as changed.

Motion Passed

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

Approval of Consent Agenda:

- **Approval of Minutes of Previous MEETINGS (Regular 02/03/25) & Special 01/15/25 and 02/19/25**
- **Approval of Bills Payable:**
- **Approval of Treasurer's Report (Jan. 2025)**
- **Approval of Water Report (Feb. 2025) and Gallons Report (Jan. 2025)**
- **Request for Use of Public Property**
 - Blend Adopt a Pet Fundraiser – 4- way April 12th from 10:00 AM to 2:00 PM rain date April 19th from 10:00 AM to 2:00 PM
 - American Legion the Women's Auxiliary Post #386- permission to set up Legion food trailer for Taco Mondays on the south end of the island on April 28th, May 19th, August 18th and September 15th.
 - Virden American Legion Post #386 -: 71st annual 4th of July celebration with the following dates July 3, 4 and 5 2025. (Thursday Friday and Saturday) in downtown city park with his accommodations as in the past years.
 - Donnie Neighbors (Neighbors Black Powder) to block off Vance St. from Springfield St. to Noble St. on September 27th, 2025, for a Fall Festival
 - American Legion the Women's Auxiliary Post #386- Poppy fundraiser on Friday May 23rd, Saturday May 24th from 7:00 to 11:00 AM at the corner Springfield and Jackson St.

Motion: made by Mitchell seconded by Schnetzler to approve the Consent Agenda as presented

Motion passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

Comments from the Guest:

1. Terry Davis - Otter Lake Water Commissioner reported that Petersburg Plumbing was awarded the contract for the Route 4 Water Main Project at a cost of \$3,954,000. Engineers are out marking the right of way and the route for the water main. Their equipment should be showing up on site sometime soon. The water increase for this will be \$0.43 per 1000 gallons of water. This is a lot less than anticipated. The increase will take effect 90 days after the city gets an Official Letter, which may be sent out in April. Bertolino said that it was "Awesome" that Otter Lake Water was nominated for having the "Best Tasting Water in Illinois for 2024". This was from the Illinois American Water Works Association.
2. Logan McHenry asked about Dedicating the Skateboard Park to the memory of Kyle James. He was one of the students that helped get the skateboard park started up and has since lost his life. Mayor Murphy assigned this issue to the Administrative Committee. Logan McHenry was informed the Administrative Committee will meet at 7:00 PM on Thursday, if she could come back and address the committee then.
3. Lynda Watters presented to the Council a draft of an ordinance to allow the people of Virden to have chickens. The city code prohibits livestock in the city, and that includes chickens.

REPORTS OF SUPERVISORS

City Engineer:

1. MFT authorization for Dean Street Project

City Engineer Stefanie reported on the Motor Fuel Tax (MFT) Audit and the upcoming Dean St. project. She talked about the audit that IDOT did on the motor fuel tax for 2022. Everything is looking good, so far, no money is being spent on anything. The problem is that bank statements don't go from January 1st to December 31st. The statement from 2019 had some items from 2018 and 2020 had one or two from 2019 and so on. The city needs to make an adjustment so that their invoices, payments, transfers, and bank statements are aligned per calendar year (January 1st to December 31st). IDOT let us approve a 2023 program, I don't know exactly why but when it came to this year, they said they're not going to have allowed us to spend any more MTF money dollars until we go

back and reconcile these statements. So even the program that was brought last month and you got it approved. I couldn't get it approved yet because they put a freeze on everything.

I got an extension and approval from Local Roads saying that we can go ahead and approve the 2025 maintenance program do Dean Street. If you take care of everything from 2019 to 2024 by the end of this calendar year.

Mayor Murphy asked, could the problem be the fact that MFT is on a calendar year and our fiscal year starts in May 1st, is that part of the problem?

Stefanie said part of the problem is you don't write your checks from your MFT account. You are all doing great because you have a separate MFT account because it's easy to read the bank statements. When people combine accounts it's a big nightmare but, since you don't write the checks straight from your MFT account and you wait to reimburse the Corporate from the MFT, the bank Ledger doesn't realize those deducts right away.

Instead of adding every time an invoice gets paid from MFT the bank statement from MFT doesn't see that, so you group it together, then transfer over. When we are only having like two or three transfers a year and they were coming at weird times they were bled over from the previous year's invoices. That's when it started causing the problems.

Doing more frequent and timely reimbursements from your MFT account into your corporate account and making sure that these reimbursements know exactly what they're covering, we can make the expenditure statement makes sense.

IDOT will come and audit every few years. When they come and look at the bank statements and expenditure statements they will match up.

One of the issues they brought up was whether the city needs to start reimbursing more frequently or they could start writing checks from the MFT account.

I don't want to tell you all how to do or what to do but, I think we can keep doing it the way that we've been doing it. We just need to slightly modify how it gets done. So IDOT doesn't questioning anymore.

Mottershaw asked if we should make smaller transfers?

Stefanie responded, not smaller amounts but make transfers every couple of months even though at times you won't have very many invoices, even every quarter.

Dean Street, it was decided not to go for bid in the fall because we didn't want things torn up through a winter season. We didn't want to have all the aggregate loose on the widening of the shoulders and have people running over it when it's going to be icy or snowy so, we chose to hold off doing the construction last fall. The idea was to go out early this year. I should have been working on this in February but, I was trying to get through all the MFT stuff. That was when I was ideally going to be having the proposal out for bid. I'm still working on it, we're going forward. I got the mayor's signature on the cover sheet. It will be let out for advertising as fast as possible but that was the delay from holding it from last year and moving it into this year and then running up with the MFT lockup. I was focusing on getting the funds released that took me away from putting Dean Street out for full proposal. We are just waiting for IDOT's final sign off and we're good to go advertise locally. You don't have to wait for any state lettings, and we can just accept them to get out of contract right away.

Bertolino asked about the completion time frame on Dean Street, Steffany responded, November 15th unless there's any objections for that. That gives a lot more time in a contractor schedule for flexibility, and we can guarantee that everything's finished before winter.

The Estimate cost for the Dean Street Project is \$270,000.

Director of Operations:

1. Gary Etter reported: Sunday there was a water main break in the alley one block South of the old library in the intersection. It had a gas main, sewer and water all in the same trench. The Vac truck was tremendously helpful, it saved us an unbelievable amount of work and time. The guys said thank you for purchasing the truck for us.

Chief of Police:

1. Nothing currently

City Office Manager:

1. Nothing currently

City Attorney:

1. Joe Craven gave an update on 932 N Springfield St. A letter has been sent out to the family, and we are trying to find out if there is a mortgage on the property and who holds it.

We must have ownership or legal authority to demolish before we can use the grant money.

Mayor Murphy said “let’s go ahead with it. Then what is the status of 331 W Holden?”

Craven responded that the owner was served about a month ago, he would check the calendar. We have a lien, and we have a service on him so we can get an order to tear it down.

Mottershaw asked about other liens for foreclosure, 911 N Noble and 337 S Emmett. No discussion was made.

Discussion on a City Ordinance to hold insurance money on buildings that have caught fire and no longer useable or habitable, until demolished and cleaned up.

Discussion on property clean up: Photos taken by the police will be submitted to the court showing the trash, junk, and whatever needs up for determination on what can be cleaned up. Cars, trailers, fencing or anything attached to the ground must be identified in detail. If it is on a trailer, we will ask the court to allow us to clean off the trailer.

And NO, you just cannot just build a fence around it, and it’s not junk anymore.

Reports of City Officials

City Clerk:

1. Nothing currently

City Treasurer:

1. February Treasurers reported a loss of about \$115,000. The two reasons are we paid half of our property and Workman’s Comp insurance and bought the new police car. These were onetime expenses, otherwise we would have had a small gain.

Mayor:

1. Issue to be discussed in Executive Session.

Reports of Standing Committee

Finance:

1. We got 2 CD's coming up for renewal. One for \$134,408 and one for \$70,366. It was recommended by the council to take the CD for \$134,408 and divide this into two CDs. One for \$100,000. (which is the city’s emergency fund) for 12 months . The

other, in the amount of \$34,408, will be put into a six month CD. The CD for \$70,366 just renewed it for six month.

Motion made by Mottertshaw seconded by Mitchell to approve the general corporate and the balance of the \$70,366 dollars CDs to go to PSB for seven months at 4.11%, \$100,000 of the water CD to go to CNB 3.96 % and then the remaining balance of that water CD to go into a seven month CD at 4.10%.

Discussion Boster stated that he normally does not vote for extension of any of these CD's, but he will today.

Motion: Passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

Bills Payable:

1. Nothing currently

Police:

1. Nothing currently

Public Works:

1. Gary Etter has the CY 25/26 Rock Salt Certificate of Authority to Purchase, and wants the Council's approval to move forward.

Motion made by Mottershaw second by Donely to approve the Rock Salt Certificate of Authority to the Public Works Director until December 26

Motion Passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

2. New cameras for the West and East Parks. These are replacing old cameras. It was put into the budget building and grounds budget.

Motion Made by Bertolino seconded by Mottershaw to allow the purchase of 11 replacement cameras and installation in the amount of \$5,855. for the parks 16 megapixel cameras.

Discussion:

Questions about the location of installation, monitoring, storage, and length.

Questions were answered by Chief Snodgrass.

Mottershaw asked on the length of storage.

Motion Passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

3. Window /Door replacement at the Water Department for \$16,900.

Motion made by Bertolino second by Mitchell to approve the purchase and installation of windows at the city office building all three parts of the building on the South side not to exceed \$16,900 to Glass Cutters of Carlinville.

Discussion:

Mitchell asked if the windows would be tinted, Bertolino said yes.

Motion passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

4. Door replacement in the community center

Motion made by Bertolino seconded by Mottershaw to purchase and install the remaining 2 doors on the east side of the Community Center

and office building from Glass Cutters in Carlinville not to exceed \$7,150.00 to be paid out of next year's budget.

Discussion:

Boster wanted to know if we would be able to do it since he had missed the committee meeting. The answer was yes.

Motion Passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

5. Water contract with B&A to develop contracts for water meter purchase and installation.

Discussion

Who would handle the purchase of the meters?

Permission for the Director of Public Works to move forward.

Cost of B&A contract?

This issue will be tabled to the next Public Works Committee meeting.

Miscellaneous:

1. Purchase of LOCIS 8, two modules (E-mail and Work Order) and required training.

Motion made by Mottershaw seconded by Mitchell to approve the upgrade to LOCIS 8 with a \$6,791 or less of that coming from Water and \$5,341.50 or less coming from Admin for the total amount of \$12,133 or less depending on the Training.

Discussion:

Since the list for installation of LOCIS 8 is extremally, the mayor needs to sign the contract now even though funding will not be available till next fiscal year.

Motion Passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

Administrative:

1. Nothing currently

Executive Session:

1. Litigation (5 ILCS 120/2 (C) (1))

Motion made by Mottershaw, second by Bertolino to go into executive session at 8:08 pm

Motion passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

Adjournment:

Motion made by Mitchell seconded by Calloway to adjourn at 8:37pm.

Motion passed with all in favor.

Ayes: Donley, Mitchell, Boster, Schnitzler, Neighbors, Bertolino, Mottershaw and Calloway

Nayes: None

Absent: None

Jonathan J. Myint
City Clerk

Date Approved: