

Admin Committee Meeting

City Of Virden

City Council Chambers

Thursday, March 6, 2025

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

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

Absent: Neighbors, and Alderwoman Calloway

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

Audience: Lynda Watters and Tabitha Jennings

Comments from Audience:

Topics:

1. Approval of Minutes from 02/06/25

Motion made by Bertolino seconded by Mottershaw to approve the Administrative Committee Meeting Minutes of 02/06/25. Consensus passed.

2. Dedicating the skate park to Kyle James

Logan Mc Hennery proposed dictating the skateboard park area to the memory of Kyle James, an individual who was on the development of the skateboard park. The council was opposed to renaming the park area however, they were interested in the possibility of planting a tree or placing a placard by the skateboard park in the memory of Kyle James. They will reach out to Logan McHenry for additional discussion.

3. Chicken Ordinance

Lynda Watters addressed the Committee requesting the possibility of changing the City Ordinances to allow chickens and ducks. She presented a copy of a proposed Amendment to city ordinance 5-3-3: Keeping of Chickens

or Ducks. She said, "I've gone through, and I have called other towns around us and only one other town in our area allowed chickens. And they have a permit ordinance, their fee is \$30.00. Carlinville and Thayer do not allow chickens.

She provided a list of questions for the Council.

The process of changing an ordinance was explained.

No final answers were given, as there is still a lot of research and discussion that needs to be done before the city considers changing an ordinance.

Till then, complaints may be handled.

First complaint a verbal warning

Second complaint a written notice

Third complaint the owner will have to remove the chickens from the property.

4. B&A

Discussion on the development of a contract for water meters and installation. The proposal is for \$32,000, of which \$9,000-\$10,000 has already been completed.

Mayor Murphy said there are certain items we want in the contract.

1. The city wants the old meters.
2. The activation process for each meter to happen at the exact place of installation, so there is a GPS coordinate for each meter.
3. Any meter damaged during installation would be the contractor's responsibility.
4. Ten meters, the location to be chosen by the Director of Public Works must be installed and successfully transmitting data to the office before any more installations may proceed.

5. A reasonable time frame for the project to be completed must be established.
6. Activation of meters must happen during regular business hours of the City Water Department until and unless it is established that the activation may happen remotely without any intervention through the meter transmission software at the office.
7. If there are any questions or concerns from the contractors during the installation process, they must first go to the Director of Public Works. He will determine when and if to contact the engineers.

Brian did send an e-mail stating these can all be incorporated into the contract documents only as a precautionary notes. I do anticipate a couple of items, increasing the costs of the estimate.

Keeping the old meters, contractors typically incorporate the salvage value of the meters into the bid proposal, and I anticipate this was done on the estimate I do not know how much it will affect it, but I do anticipate it will increase.

Activation installation during City Water Department hours, sometimes contractors will work three to four day weeks as much as 12 hours a day, so that they can get in and out as soon as possible. I do not know how this going to be effective once they have authorization from the city to do this.

Bertolino discussed the recycling value of the old brass meters and felt that the contract could be reduced by 6 to 20 thousand dollars.

5. Compliance Posters

Karen Burgess City Manager requested permission to purchase the required compliance posters (the cost is within her budget authority).

Bertolino recommended some type of corkboard be installed to put the posters on to keep them from curling out from the wall.

Boster recommended the possibility of buying the posters from Amazon.

Mitchell suggested contacting our insurance company as they may be able to compile a list of required posters and a source to get them.

Mayor Murphy will discuss this matter with Karen.

6. Employee Training Status

Bertolino asked, what is the status of getting the free training from the Insurance company. Mottershaw will contact the Insurance Company on this, and report back to the Council.

7. Drug Testing Status

The City Clerk and Mayor have yet to get together to discuss this matter. Bertolino would like to see something done before the end of the month.

8. Property Control

Property control needs to get back on track. City property over \$100 needs to be tagged. An inventory of city property has not been carried out for approximately 2 years. Bertolino said this needs to be done not only for insurance purposes but it's just a good business practice. Property control aids in protecting the city's property. Mayor Murphy will speak to Karen on this matter and Bertolino will help if needed.

9. Frontier Boring

Frontier had applied for a boring permit that covered the time frames from 2/28/25 to 2/28/26 (one full year).

The Director of Operations requested the time frame be narrowed down, as the city does not want to have any boring done during the winter months.

The new dates are 4/1/25 to 6/30/25 (a three month timeframe). The new dates and the location of the boring are ok with the Director of Operations.

Additionally:

Route 66 Car/Hot Rod Club wants to paint an additional new mural on the side of the Save-Mor building. They would need to block off part of the sidewalk for safety reasons. Blocking off part of or all of a sidewalk requires City Council permission. Mayor Murphy will put this on next month's agenda for discussion and approval.

Motion: Made by Bertolino seconded by Boster to adjourn at 8:52 PM

Motion Passed with all in favor.

Jonathan J. Myint
City Clerk

Date Approved: