**Administration Committee Meeting**

City Of Virden

City Council Chambers

Thursday, June 1, 2023

Meeting called to order by Alderman Mottershaw at 6:52 pm

**Aldermen in attendance**: Bertolino, Boster, Calloway, Cunningham, Ibberson, Mottershaw, and Neighbors

**Also in attendance**: Mayor Murphy

**Topics:**

1. **Approval of meeting minutes 05/04/2023**

Motion made by Mottershaw second by Neighbors to approve meeting minutes 05/04/2023. Motion passed with all in favor.

1. **Discuss Office Manager compensation and advertising for position**

Mottershaw: We need to hire an office manager by the August meeting. I was looking forward to having a deadline for applications by July 21st and we can have interviews on July 28th. Training period listed. List of responsibility. Locis is the program. Ibberson: Is there a job description? Boster: We need to have recommended education, experience. those are items that need to be in a job description. This is just a list of duties and responsibilities. Also, the person should be hired full-time for the training period. There are items on here that she may only do once a month and you are expecting them to see it once and have it. Mottershaw: The problem with that is we voted on the budget, and we based it on the part-time recommendation. Ibberson: Can’t we just vote and change that? Mottershaw: You mean a supplemental appropriation. Yeah. Mottershaw: We usually just do a line transfer, but we don’t get a supplemental appropriation until the end of the fiscal year. Boster: I would like us to take this to the finance committee to talk about getting supplemental appropriation to have this person train full-time for administrative duties of this key position for the city. Mottershaw: That is why we are discussing getting this advertised. Madonna feels part-time training would be ok. What does everyone feel. Do we need to have them full-time or part-time? Boster: I think full-time. Cunningham: I think part-time would be fine, but Madonna needs to have step by step guide for each of her responsibilities. Ibberson: What is the salary? Mottershaw: $18/hr. when hired. $15/hr. while training. Ibberson: I think full-time. Calloway: Full-time. Bertolino: Part-time Neighbors: Full-time. Mottershaw: Why don’t we work them as the max hours to be considered part-time (up to 34 hours) so no benefits until after the probationary period that way no benefits have to be paid out until full-time. Mottershaw: I will work on listing and have everyone review. Bertolino: I want to piggyback on and have it put on council to advertise for Public works worker also. Mottershaw: How much do we want to pay the city manager? When we voted we agreed on $18.00/hr. Boster: I think we need to work with a range. Then depending on experience, we can offer within that range.

Motion made by Bertolino seconded by Boster to recommend to council to approve approval to advertise positions on indeed and/or radio not to exceed $500.00. Motion passed with all in favor.

1. **Discuss request from Royell to run Wi-Fi to bandstand from Police Department**

Murphy: Royell was wanting to know if they could run fiber from the Police Station to the bandstand so Wi-Fi would be available if someone would want it there. It will not cost the city anything. Royell would charge only if they chose to use the Wi-Fi. They would bore under the sidewalk depending on utilities. They said it would not be any security risk, it would be a separate line. Cunningham: I don’t like being charged. I think in the park it should be free. Murphy: We will have Joe come up to the council meeting on Monday.

1. **Discuss how to handle derelict houses**

Mottershaw: We need to have a uniform method of how to handle each one. Murphy: I went to get the unpaid taxes and we only had 1 or two. I called up there and they said that everyone in Virden pays their taxes. Mottershaw: What process should the Police Department follow if the notice comes back as return to sender? Ibberson: His process should be to document and let the council know. He wouldn’t be able to do anything further. Cunningham: What is the legal process? Mottershaw: Send the notice to bring to code, if they don’t, we have legal authority to clear it off, but they still own the property. Cunningham: I think we need to start talking to our representatives and get some grant funding. The city budget is not going to be able to support the need. Murphy: Once a property gets to a three-year delinquency list a municipality can file with the county to obtain that property and we pay minimum bid. Cunningham: Are you guys against grant money? Council: No Cunningham: Can we get a map and list of all the properties? Murphy: 1. 911 N Noble, 2. East Stoddard Street, 3. Corner of Holden and Finis, 4. East side of square, 5. Kirby house, 6. Old Jed’s building, 7. Lincoln and Masterson. Murphy: I also got a notice from Craven that there is movement on Gaslight Village. My question is, is it still a trailer court if someone new buys it? Mottershaw: They would have to get a license from the state and from the city. I am not sure if it would meet the current code.

1. **Insurance invoice**

Not discussed

1. **Terrazon Group directional boring application**

Mottershaw: Pokey reviewed the boring application. He is ready to sign off on it. We need to recommend to the council to approve or not. They have mapped out the route. Place security deposit. They have insurance certificates.

Motion made by Mottershaw seconded by Boster to recommend to council to approve Terrazon request for boring. Motion passed with all in favor.

1. **Update code book**

Mottershaw: Last ordinance placed in code book was 2021-1 since then we have passed 17 ordinances. We update this periodically. As far as an exact cost it depends on pages. Bertolino: Does this come out of Administration? Mottershaw: Yes, there is a line item for that.

Motion made by Mottershaw seconded by Neighbors to recommend to council to bring the code book up to date. Motion passed with all in favor.

1. **Meetings**

Mottershaw: We need to discuss having possible having one less meeting. Council meetings first and third Monday to avoid having to call special council meetings. Then on the 2nd and 4th Thursday a committee of the whole. Bertolino: I think the committee heads need to keep the committee meetings separate. It needs to wait until the appropriate meeting.

Motion made by Mottershaw seconded by Bertolino to enter executive session at 6:52 pm. Motion passed with all in favor.

**Executive Session**

1. Personnel

Motion made by Mottershaw seconded by Boster to exit executive session at 7:21 pm.

**Additional Items:**

1. Sanitary District

Mottershaw: We need to come up with what we are going to ask. Murphy: I got a call. They want to know what we are working on. Bertolino: We need to be prepared. Pokey and I feel after looking at all the numbers that $3,000.00 a month, a 3-year contract with a 5% increase each year. We are just throwing the first numbers out there to get the discussion started. We didn’t discuss all the other details. Mottershaw: We will put this on the next Admin meeting.

1. Carlinville Hospital

Bertolino: Are we moving forward with Annexation? Murphy: We have not talked about the technical aspects of the annex.

1. Pavilions

Bertolino: Iliana steel is done with purlins and sheeting. The City of Virden has the old purlins and sheeting. Boy Scouts were wanting to know if they could buy all the metal that the city was going to scrap. They offered $100.00. Mottershaw: We need to declare it as surplus property and waive bidding.

1. Family Dollar

Murphy: Family dollar would like a license to start selling package liquor. We would have to increase our number of liquor licenses. We will discuss it at the next Admin meeting.

Motion made by Bertolino seconded by Boster to adjourn at 9:31 pm. Motion passed with all in favor.

Meeting adjourned at 9:31 pm.

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Shelly Boster

City Clerk

Date Minutes Approved: 7/6/2023