

## **Administration Committee Meeting**

City Of Virden

City Council Chambers

Thursday, July 6, 2023

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

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

9:11 pm Alderman Bertolino left meeting.

9:12 pm Alderman Boster and Ibberson left meeting.

9:15 pm Alderman Boster reentered meeting.

**Also in attendance:** Mayor Murphy and City Clerk Shelly Boster

**Visitors:** Angela Wiser

7:08 pm Angela Wiser left meeting.

**Comments from audience:** Angela Wiser was inquiring about properties liens. She just purchased 920 N Dye St and knew that there had been clean-up cost in the past prior to the purchase. She had received a notice on Monday regarding removal of more debris, garbage, junk which she is actively working on. This was not received by certified mail. Angela has attempted to call the Chief of Police regarding the time frame on notice since she did not receive it for 5 days. She was wondering if there was a lien on her property. There is not currently a lien from the city on 920 N Dye.

### **Topics:**

#### **1. Approval of meeting minutes 06/01/2023**

Motion made by Mottershaw second by Boster to approve meeting minutes 06/01/2023. Motion passed with all in favor.

#### **2. Sanitary District contract**

The Sanitary District attorney contacted Craven. Informed we are in the process of deciding what we will change. It was suggested to remove under D. of the old contract the verbiage of "provide a monthly report by customer". The city does not send this unless requested. The reports sent regularly to the Sanitary District are the gallons and collections reports. The contract needs to keep the items that the Sanitary District is responsible for but needs to be clarified. Number five should include meter software, billing software, and employee staffing/time to perform functions. Suggested about adding when postage goes up the Sanitary District rate would increase. The majority agreed that it should just be a general annual percentage increase no separate line item for postage. The committee agreed that it will be a three-year contract. The initial increase will be 40% which will be a monthly fee of \$3,153.02. The second year will increase 7% which is \$3,373.73 per month. The third year will increase 7% which is \$3,609.89 per month. The contract should not automatically be renewed unless a 10% increase per year is applied.

### **3. Package liquor license(s) time**

Currently there are five Class A liquor licenses that are approved and those are all taken. There are three Class B liquor licenses that are approved and those are all taken. There are two restaurant liquor licenses that are approved, and one is available. No limit on special events or club license. Committee members present were divided. Four that would want to change the code. Three that would not want to change the code. If taken to committee it was said that Alderman Mitchell that was not present would not want to change. This would be a tie. Mayor does not want to have to break a tie. Arguments for more liquor licenses is we should not limit new businesses the opportunity. It would bring in more revenue for the city. Gaming parlors require a liquor license, and they generate a lot of revenue. It seems that some council members don't want certain individuals to have it/ favoritism. Arguments against it could hurt already established businesses. There is not a lack of being able to purchase liquor and/or gaming. It would make it harder for the police department. This item was tabled in the past and is currently tabled. A vote is needed to bring it off the table. Another class can be made in the city code. This would require five votes to bring it off the table. Alderman Boster would like this brought to council. City code states in a tie the mayor must vote.

### **4. Liens on homes**

There is currently \$20,000 in the fund to cover tearing down of property. If a court order is obtained for the owner to fix or tear down within an allotted timeframe. If they do not comply the city can tear down, and a lien is placed. If it goes into foreclosure on that lien, the city fees for destruction would be first to be paid off. The city would get the money for the lien or the property. There is a grant that the city applied for. Committee members would like to wait to see about that grant and discuss at next admin meeting.

### **5. Pay rate for Office Manager position**

Admin meeting minutes for April 5, 2023, were passed out to refer to #4 hiring of an office manager. It was agreed that training wages would be \$15.00/hr. then increase to \$18.00/hr. when fully trained. This was prior to the new council being elected/appointed. Madonna is still set to leave in February, and she feels she needs to start training in October. There is \$6,120.00 appropriated for the training position. The office manager's position is \$47,840. It was the understanding from the new council members that the job should be posted full time with the starting wage of \$18.00/hr. Personnel policy states that the job needs to be advertised. There is a provision in the code to hire within. If the part-time person that is currently cross-trained and the co-workers want her, why can't we just promote from within. Jessica is not interested in the position. Karen is interested. It would take a vote of 2/3 of the council to bypass regular procedure. Committee members agree to take to council to advertise at \$18.00/hr. full time position with start date for October 3, 2023, advertisement posting starting August 7, 2023, with a deadline for applications/resumes on August 30, 2023. Interviews to be held on September 7, 2023. Alderman Mottershaw states he will not work on this process of advertising.

### **6. 135 E Stoddard St. bids/action**

Committee members want to offer property to homeowners on either side of the property before placing property for sale. The goal would be to accrue the cost spent.

#### **7. Consent agenda**

Consent agenda is enacted with one motion and one roll call. Any items that are routine, noncontroversial, and require no discussion can be part of the consent agenda. For example, items like approval of minutes, approval of bills payable, approval of water and gallons report, and approval request of city square. If any items need discussion, they can be pulled off prior to approving the consent agenda. A consent agenda can be put in place by a resolution, an ordinance, or as rules and procedures that are considered common/typical practice. Committee members agree to make consent agendas common practice.

#### **Additional Items:**

1. Comments from visitors

We need to make sure that they make their comment, but they need to know it is not a back and forth.

2. Side Conversations

There need to be a stop to side conversations during the meetings

Motion made by Ibberson to adjourn at 9:10 pm. No Second. Motion failed.

Motion made by Mottershaw to adjourn at 9:12 pm. Seconded by Boster at 9:16 pm. Majority in favor to adjourn at 9:18 pm.

Meeting adjourned at 9:18 pm.



Shelly Boster  
City Clerk

Date Minutes Approved: August 3, 2023