

**Regular Administrative Committee Meeting
City Of Virden
City Council Chambers
Thursday February 5th, 2026**

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

Alderspersons in attendance: Carter, Bertolino, Neighbors, Donley, Matrisch, Boster, Karrick and Calloway (who arrived at 7:05)

Absent: None

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

Audience: None

Comments from Audience: None

Topics:

1. Approval of Minutes 12-04-25

Motion: made by Boster seconded by Matrisch to approve Administrative Committee Meeting Minutes of 12-04-25.

Motion: Passed with all in favor

2. Discuss changing non-union policy for payout/carry over of vacation hours.

- a. Some union contracts specify carryover rules, no clear policy for non-union employees.
- b. Discussion questioned changing policies when non-union employees have not requested changes. Potential contract language changes for staffing issues debated, concerns over legality and complexity.
- c. Suggestion that key non-union position (e.g., City Manager, Chief of Police, Director of Public Works) should have individual contracts specifying benefits and conditions, Currently no individual contracts exist.
- d. Emphasis on the need for better timing when bringing issues to attention.
- e. Mayor Murphy will consult Grenzebach on the issue

3. Discuss changes to Community Center Rental Contract

The contract was updated and clarified; key changes include

- a. decoration rules: only existing hooks are fasteners may be used.

- b. All trash, including restrooms and kitchen, must be removed and taken to the dumpster: changes to trash bags storage locations were documented.
- c. Bathrooms: check all toilets, cleanliness, faucets, and kitchens; thermostats are not user-controlled and this was clarified.
- d. Police must be notified after events, and organizers should notify city staff when events end.
- e. No change to the policy on thermostat access due to energy cost concerns.
- f. Changes were adopted by the committee, no need for City Council approval was stated.

4. New Water meters

- a. The city owns 42 unused Badger water meters (all water meters were replaced with Census meters)
- b. The plan is to sell the 42 unused Badger water meters to the city of Winchester for \$100 each, for a total of \$4,200.
- c. Discussion about declaring the meters surplus property before the sale.
- d. Issue to be included in city council agenda.

5. ORI Number

- a. The mayor has received the ORI number now and it is active.
- b. The number was released to the public by Identi-Check before the city received the official notification.
- c. 3 individuals have sent in their applications to Identi-Check for background checks (Morenz, Hatalla and Whalen).
- d. Only three applications have been received by the city (Morenz, Hatalla and Pickford).

Executive Session:

Motion: made by Mayor Murphy seconded by Matrisch to enter into Executive Session to discuss Pending Litigation at 7:28 pm.

Motion: passed with all in favor.

Motion: made by Calloway seconded by Boster to exit Executive Session at 7:45pm

Motion: passed with all in favor

Regular Session:

Motion: made by Boster seconded by Carter to approve the Executive Session Meeting Minutes of 08-07-25

Motion: passed with all in favor

Motion: made by Calloway seconded by Carter to adjourn at 7:46 pm.
Motion: passed with all in favor

Jonathan J. Myint
City Clerk

Date Approved: