

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

Meeting called to order by Alderman Karrick at 7:00 pm.

Alderspersons in attendance: Calloway, Bertolino, Neighbors, Donley, Matrisch, and Karrick

Absent: Carter and Boster

Also in attendance: Mayor George Murphy, City Clerk Jon Myint and Bookkeeper/Treasurer Barry Liss

Audience: Mark Star (Republic Services)

Comments from Audience: see topic #2

Topics:

1. Approval of Minutes

Motion made by Donley seconded by Matrisch to approve the Administrative Committee Meeting Minutes of 02-05-26 **Motion** Passed with all in favor.

2. Republic's Rep to discuss Lawn Waste pickup

Mark Star gave a 30 minute presentation on a lawn/leaf/branch service that could be provided by Republic Service. If requested by the city, a one day weekend event would cost the city a total of \$9,200 regardless of the amount of lawn waste picked up (bags and/or containers to be provided by the residents). There was some confusion after Mark Star left, if this would be a one day event for the entire city or one day for wards 1&2 and then 1 day for wards 3&4.

Issue tabled to the next Administrative Meeting

3. Options for 433 S Springfield property

Owners Judy Gregory and Carl Albrecht (Albrecht difficult to locate; deputy brother to deliver documents).

No lienees were found on the property (only \$2,500 in back taxes due).

Council decided to wait till this summer, then buy the lot from the County Trustee at a cost of about \$800.00

Demolition to be discussed at a later date.

4. New coin operated machines

Bertolino asked about the coin operated amusement machines; if inventories are being done and whether the city is getting the due funds from those machines? The response was payment is done on an annual basis when the licenses are renewed, the Liquor Commissioner, and the Chief of Police are responsible for the inventories, and the Liquor Commissioner is responsible for enforcement.

5. Operations deadline for new licenses

Discussion on when a new gaming establishment must be operational after receiving a liquor license.

The determination was that 6 months after receiving a liquor license they should have their state gaming license. If after the six months no state gaming license has been obtained, proof of a reasonable delay must be given, or the liquor license would then be revoked.

A notification letter will be sent out if the 6 month deadline was not clearly pointed out on the application.

6. Cross training

Discussion on the lack of having a backup for the City Manager (all other Department Heads do).

Presently Karen Burgess has to schedule her vacations, medical appointments (self and family), and personal time off around the city's busy schedule (which has been said to be unfair to her).

She has also been appointed as the Deputy City Clerk and performs such duties.

The City Clerk recommended hiring a parttime City Manager/Clerk to train directly under the City Manager as a general back up especially for payroll, FOIA request, tax filing, billing research, and other duties as needed.

Approximately 20 hours a week was requested starting at minimum wage.

Bertolino noted that Jessica is familiar with the payroll but needs to stay up on it.

Committee recommended that Jessica does the payroll once a quarter. Karrick will talk to Gary Etter or Jessica.

More discussion is needed on this subject

7. Revise Solicitors code and procedures

Discussion on Pawnee's solicitation code (which was received from Craven along with an e-mail with suggestions was reviewed)

Additional topics of discussion; three day waiting to allow the city to process the applications and do the background checks, a reasonable permit fee and how to enforce, name tags for solicitors, and no knock list.

Issue tabled to the next scheduled Police Committee meeting

8. Admin budget

The Administrative budget was reviewed and discussed; each line was closely scrutinized.

Several line items were left underdetermined at this time; salaries (left in budget as 2.8% increase), workman's comp, IMRF, Social Security.

Attorney's fees was only estimated.

Total proposed Admin 2026/27 budget (not including undetermined items) is \$558,477.90 (3.7% over last year).

Executive Session: None

Additional: None

Motion made by Bertolino seconded by Karrick to adjourn at 8:55 pm.

Motion passed.

Jonathan J. Myint
City Clerk

Date Approved: