

Administrative Committee Meeting

City Of Virden
City Council Chambers
Thursday July 3rd, 2025

Meeting called to order by Alderman Neighbors at 7:00 PM.

Aldermen in attendance: Bertolino, Neighbors, Donley, Matrisch, Boster, and Alderwoman Calloway

Absent: Aldermen Karrick and Carter

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

Audience: None

Comments from Audience: None

Topics:

1. Approval of Minutes 06/05/25

Motion made by Neighbors seconded by Matrisch to approve Administrative Committee Meeting Minutes of 06/05/2025

Motion passed with all in favor

2. Chickens

Topic removed and tabled to a later date.

3. Tavern Fees

Discussion on doubling the cost in the amounts of liquor license and video gaming machine fees.

The increase in fees is to generate additional revenue and would put Virden in line with other neighboring municipalities.

Increases are to take effect in 2026 once the ordinances are formally revised

Recommendation made by Boster seconded by Matrisch to take to the City Council a proposal to double the liquor and video gaming fee to take effect the first of the calendar year.

Recommendation passed with all in favor

4. Employee Training

Discussions have been going on between the City Clerk and Kevin Madeira the Risk Management Consultant.

A new NEOGOV Coordinator has been assigned to get E-training set up for Virden employees.

Authorization to access to the training materials should be available early next week.

Employees without an email address may be assigned a city email address. Access to NEOGOV will be done as soon as an email address is known.

A city computer will be set up and made available for employees to do training on city time. Only the required training courses will be done on city time.

The following training topics were discussed and recommended by Bertolino to be the first employees will be required to complete annually.

Bullying and Harassment in the workplace

Sexual Harassment and Discrimination

Cybersecurity

Active Shooter

Bloodborne Pathogens

Personal Protective Equipment

Lockout/Tagout

Recommendation made by Boster seconded by Matrisch to change the personnel policy to include mandatory annual training at website NEOGOV for the seven proposed training from Bertolino effective August 2025. Requirements for Training courses to be amended as needed by the Council.

Consensus passed with all in favor

5. Cross Training in office

Concerns were raised over the lack of a back-up if something was to happen to the City Manager (Karen Burgess).

Past efforts reveal this training takes a lot of time.

Discussion will continue as no immediate solution could be developed.

6. Discuss timelines and specifics for next 2 demolitions

Mayor Murphy passed out and went over a revised Bid Sheet for Committee's review and approval.

After the bid is awarded the contractor will have twenty days to start the demolition and fifteen days to complete was discussed.

Date to advertise for bids on the demolition and removal of 932 N Springfield and 911 N Noble was discussed.

The window for Bids on 932 N Springfield and 911 N Noble will start on 8 July 2025 and end at 5:00 PM on 17 July 2025. Bids to be opened after 5:00 PM 17 July at a subsequent meeting.

7. Approve revised demolition bid sheet

Recommendation made by Boster seconded by Neighbors to accept the revised Bid Sheet as presented by Mayor Murphy for all future demolitions.

More discussion

Bertolino would like more details on how a well and or septic should be filled.

Recommendation passed with all in favor

Motion made by Matrisch seconded by Neighbors to send to the Council for approval, to send the bids sheets out on July 8, 2025, and accept the bids up to 5:00 PM on July 17th, 2025.

Motion passed with all in favor

8. Approve asbestos testing at 911 N Noble

Discussion on Parkland Environmental doing the asbestos testing at 911 N Noble. Mayor Murphy has already asked them; the testing has been scheduled for possibly next week. The results should be in by Friday the 11th of July.

Testing should cost under \$1,000.00

The results may not come in before the bid for 932 N Springfield goes out.

An attachment will be attached to the bid sheet stating the date as to when the asbestos testing will be done.

Contractors will have to call the city to get the results.

Motion made by Boster seconded by Matrisch to approve sending to Council the asbestos testing of 911 N Noble.

Motion passed with all in favor

9. Questions about IGA with Sanitation District

Parts of a letter from the City Attorney was read by Mayor Murphy. At the advice of the Lawyer, to minimize the need for last-minute negotiations it was decided to invite the Sanitary District to all future administrative meetings.

Mayor Murphy will email an invitation to Kim Ball and have IGA with Sanitary District put on all administrative meeting agendas for the next 12 months.

Executive Session: None

Additional: None

Motion made by Boster seconded by Neighbors to adjourn at 8:21 PM.

Motion Passed

Jonathan J. Myint
City Clerk

Date Approved: