

Regular Administrative Committee Meeting

City Of Virden
City Council Chambers
Thursday, August 6th, 2026

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

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

Absent: Carter

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

Audience: None

Comments from Audience: None

Topics:

1. Approval of Minutes of 07-02-26

Motion: made by Matrisch seconded by Donley to approve the Administrative Committee Meeting Minutes of 07-02-26. **Motion:** passed with all in favor.

2. Annex of Businesses

Discussion: On multiple properties including Sunrise Manor and areas near Freedom and Hendricks warehouse which are suspected to be within city limits but not paying city taxes due to potential county records errors. A significant concern is the uncollected sales taxes from businesses like Freedom and Flowers Trucking which may legally owe the taxes if the property was properly annexed. Other properties included an area just South of Country Place Rd and north of Sloan Implement, which is being farmed by Ladage. Another area of potential concern was the property off of Henrietta St. Which is being leased to Chizmar, in which no record of the lease being paid could be found. These errors may have been made when the county maps were digitized. Mayor Murphy will continue his research and work with the county to attempt to get the property records/tax records and city map corrected if needed.

3. Elected Officials Compensation

Discussion: on the possibility of approving a compensation increase for the next council term. The current pay (\$150 per month) is viewed as insufficient to attract candidates. Some members opposed raises due to other city financial priorities, however, there was a consensus that a review of neighboring municipalities' compensation is warranted. More discussion to be done at the August Finance Committee meeting, with a final decision planned for September's City Council meeting.

4. Policy Manual

Discussion: on updating the Personnel Policy Manual by establishing a subcommittee for that sole purpose. The consensus was to establish the committee with the first meeting being scheduled for Saturday, August 22nd, 2026, at 9:00 am in the Virden City Council Chambers.

5. Status of Insurance claim

Bertolino inquired about the status of the insurance claims from the past storm damages. No new information was available. Concerns are about the city looking for a different insurance company with outstanding claims with the present company.

6. Three-year New Hire Police Agreement

Matrisch had the agreement put in the packages for review and asked for any ideas on changes if needed.

Discussion: on when the contract is to be signed, what if not signed, and how this agreement differs from the Union contract on payback.

Consensus: was to look over the agreement and bring ideas to the Police Committee.

7. City Insurance

Karrick reported that he has the paperwork needed for Karen to fill out, and if everyone is good with it the paperwork will be submitted for bids for a new city insurance and workman's comp. He will try to get time scheduled with Karen on Monday.

No one objected to Karricks plan of action.

8. 2027 Paydays

Consensus was to send the Payday schedule to Council for approval

9. 2027 Employee paid Holiday Schedule

Discussion: on how the Christmas Eve, Christmas Day, and New Year's Eve are to be scheduled and paid.

Recommendation: made by Mayor Murphy to send the schedule to the Council for approval with the questions answered by the Union Representative for clarification before the vote.

Recommendation: passed with all in favor.

10. 2027 City Council and Committee Schedule

Schedule will be determined once the Holiday Schedule is finalized.

Additional: Policy Manual Updates

1. Water Bill Repayment Plans: After a meter is damaged (e.g., from lawn mowers) some residents face unexpectedly high bills, their normal bill plus up to \$160 for the damaged meter. Jessica recommends the following policy.

- three months to pay bills of \$100 to \$500
- six months to pay bills over \$500

Payment plans also need to be looked at for Public Works mowing.

2. Food Sales at Gaming Establishments

A business inquired about selling pizzas and prepared sandwiches, the following clarification was given.

- No city ordinance prohibits Class G gaming venues from selling food
- Food sales must comply with Public Health regulations

Executive Session:

Motion: made by Matrisch seconded by Donley to enter into Executive session at 8:02 pm. **Motion:** passed with all in favor

Motion: made by Mayor Murphy seconded by Matrisch to approve the Executive session meeting minutes of 07-02-26. **Motion:** passed with all in favor

Additional: None

Motion: made by Matrisch seconded by Calloway to adjourn at 8:54 pm.

Motion: passed with all in favor

Jonathan J. Myint
City Clerk

Date Approved: