

Regular Administrative Committee Meeting

City Of Virden
City Council Chambers
Thursday September 4th, 2025

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

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

Absent: None

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

Audience: Mike Marsaglia and Jay Rodgers

Comments from Audience:

1. Jay Rogers introduced himself as the new American Legion (Virden) Post Commander. He is requesting city recognition for the American Legion as an emergency shelter for Virden IL.

The Legion is not seeking city funds, only formal recognition to designate the American Legion Hall as an additional Emergency Shelter for Virden.

Grant funding is available through the Veterans Assistance for shelter improvements however, the city's recognition is requested to aid in eligibility.

Formal City Recognition would strengthen the grant application.

Facility upgrades would be done in phases, improve the utilities, new furnaces handicap accessible restrooms with showers, and a commercial kitchen.

The facility upgrade would provide community some relief during heat/cold events and possible disasters.

The Facility will be staffed by available retired members.

Discussion :

1. The city to explore requirements and process including the possible MOU with FEMA.

2. Discussion on logistics and potential overlap with other shelters (e.g., Knights of Columbus Hall).
3. The possibility of this becoming a Homeless Shelter was discussed.

Topics:

1. Approval of Minutes of 08-07-25

Motion made by Neighbors seconded by Boster to approve the Administrative Committee Meeting Minutes of 08-07-25.

Motion passed

2. 2026 Employee Paid Holiday Schedule

The 2026 schedule was reviewed.

Recommendation made by Bertolino seconded by Boster to take the 2026 Paid Holiday Schedule as presented to the City Council for approval.

Recommendation passed with all in favor.

3. 2026 Paydays

The 2026 Payday Schedule was reviewed and discussed.

Recommendation made by Bertolino seconded by Karrick to take the 2026 Payday Schedule as presented to the City Council for approval.

Recommendation passed with all in favor.

4. 2026 City Council and Committee schedule

The 2026 City Council and Committees Schedule was reviewed and discussed.

Recommendation made by Bertolino seconded by Carter to take the 2026 City Council and Committees Schedule as presented to the City Council for approval.

Recommendation passed with all in favor.

5. 2026 Bar Hours of Operation

Recommendation made by Karrick seconded by Matrisch to take the 2026 City Bar Hours of Operation to the City Council for approval. Hours to be adjusted if needed.
Recommendation passed with all in favor.

6. Online Application for Liquor License

Alderman Boster handed out a draft of a Local Application for Retailers License for the sale of alcoholic liquors, city of Virden (Macoupin County) Illinois.

Online Applications and process was discussed.

Updates to the city licensing application, to be digital/printable, and the inclusion of fingerprinting (performed by the chief of police) and include expiration dates.

Class G (gaming license) was discussed.

Alderman Boster handed out a draft of a Local Application for Video Gaming Terminal, city of Virden (Macoupin County) Illinois.

Serial and registration numbers will have to be reported to the city when machines are installed.

Ongoing updates and suggestions to application form will be distributed and reviewed and discussed before finalization.

Liquor License Fees was discussed.

Each license class was reviewed with the old prices and new prices.

Additional licenses was discussed.

Issues tabled to the next Police meeting.

7. Hardee's Property

Property has been cleaned up and some landscaping was done by a local company.

No plans for the property is known at this time.

8. Adding new policy to City of Virden Employees Policy Manual

Discussion to formally add required Employee and Elected Officials Annual training to the policy manual.

An acknowledgment form will need to be designed.

The Policy manual allows for changes without an ordinance; needs formal written update and council approval.

Training is being added to the Policy Manual not only to educate the employees but to help protect the city.

Alderman Bertolino will make up a draft for the committee to review.

Additional

9. Chamber of Commerce request waiver of rental fees to use the community center for Christmas event.

Discussion on the precedent, vendor usage, and deposit/fee policy.

The consensus is to not wave the rental fee.

The \$100 cleaning fee is still required.

Mayor Murphy will let the Chamber of Commerce know the council's decision.

10 Lions Club

The Mayor received an invitation from the Lions Club for all city officials to attend their meeting on Tuesday September 16th 5:30 to 7:30 at Steve O'Dell's Country Financial office north side of the square.

11. Homecoming parade

Parade is scheduled for September 28th; city will support parade route security and the School District to pay associated costs.

Public Works and Police staffing requirements discuss with the billing process to be clarified.

Executive Session:

None

Motion made by Bertolino seconded by Carter to adjourn at 8:26 pm.
Motion passed.

Jonathan J. Myint
City Clerk

Date Approved: