

Administrative Committee Meeting

City Of Virden
City Council Chambers
Thursday October 2nd, 2025

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

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

Absent: Calloway

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

Audience: None

Comments from Audience: None

Topics:

1. Approval of Minutes 9/4/25

Motion made by Boster seconded by Matrisch to approve Administrative Committee Meeting Minutes of 9/4/25.

Motion passed

2. Training

Bertolino proposed a draft of "City of Virden Training Requirements" for review. The draft included: Introduction, Responsibilities, Training subjects, Completion deadlines, Verifications, and Consequences of non-completion.

Discussion on annual e.g., Sexual Harassment Training and when to add it to the annual schedule.

Training to be completed in January and February of each calendar year.

Training received by Elected Officials that is completed at their place of full time employment may be considered as meeting the City's requirement. A completion certificate or completion letter will be required.

Training subjects are to be selected by the Council and Supervisors.

Clarification that PPE requirements e.g., eye, foot, hand, respiratory protection may vary by departments; supervisors will provide specific PPE training lists for their department.

Policy manual revisions will require employees acknowledgement, not agreement. Changes will be communicated via a memo; signed acknowledgement forms will be required for the record.

New employees are to complete training requirements within 30 days of employment.

Motion made by Boster seconded by Carter to take training requirements to the City Council for approval.

Motion passed

3. Liquor License Application

Karrick passed out a draft of a Local Application for Retailer's for the Sale of Alcoholic Liquors, for review and discussion.

Discussion on Beer Gardens and if a License could be required.

Motion made by Boster seconded by Karrick to take the Liquor License Application and the Video Gaming License to the City Council for approval.

Motion passed

4. Class G liquor license

Review and discussion of a class G liquor license application form.

Discussion on who receives a license if more applications are received than available licenses.

Karrick read the Illinois State guidance on approval.

Council is recommending 3, Mayor recommending 2.

Mayor Murphy read an email received from Miranda Jones about her addiction with gambling and how additional licenses would take away from other business.

Motion made by Karrick seconded by Matrisch to take the availability of 3 type G Liquor License to the City Council for approval.

Discussion Mayor Murphy stated that he would veto the vote if more than 2 licenses voted on.

Motion passed with all in favor.

5. Policy manual revisions

Any policy manual revisions that effect employees directly will need to be sent to the Unions.

Changes and/or additions to the Policy manuals may not need to be sent to the Attorney.

6. Fees for new utility ordinance

New fee structure proposed hourly rates:

Vac truck \$800 per hour
Dump truck \$125.00 per hour
Skid Steer \$150.00 per hour
Concrete saw \$75.00 per hour
Barricades \$50 each per day

Only City employees will be allowed to operate City equipment.

Operator's cost will be additional.

Generally a three hour minimum would be required for each piece.

Ordinances for these rates to be finalized and sent to the attorney.

7. VACC Halloween parade

Motion made by Mayor Murphy seconded by Boster to move the VACC Halloween parade to the City Council, provided that VACC has finalized the Parade route by the October 6 City Council meeting.

Motion passed

8. Trick or Treating

Motion made by Matrisch seconded by Karrick to send Trick or Treating on the 30th and 31st from 5:00 to 8:00pm to the City Council for approval.

Motion passed

Executive Session: None

Additional:

1. North End Drainage Bid: Bids had been opened at Benton Engineering.

Prior estimate was for \$750,000 with a grant paying \$530,000 and the city paying \$220,000.

The lowest bid was for \$923,287 in which the grant would pay \$530,000 and the city would have to pay \$393,287. \$173,287 more than expected.

Questions being sent to Engineering for additional information, future discussion may happen at the November City Council meeting.

2. Catholic Church request, blocking off the alley for a Hotdog Roast on the 25th of October. The request is being sent to City Council with a recommendation to approve.

Motion made by Karrick seconded by Neighbors to adjourn at 8:30 pm.

Motion passed.

Jonathan J. Myint
City Clerk

Date Approved: