

## **Administrative Committee Meeting**

City Of Virden  
City Council Chambers  
Thursday November 6<sup>th</sup>, 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:** Todd and Shannon Morenz

### **Comments from Audience:**

Shannon and Todd Morenz requested a change be made to Liquor License residency in the city's code and presented the committee with several constructive ideas for consideration.

### **Topics:**

#### **1. Approval of Minutes 10-02-25**

**Motion:** made by Boster seconded by Matrisch to approve the Administrative Committee Meeting Minutes of 10-02-25.

**Motion:** passed with all in favor

#### **2. Liquor license qualification of residents**

##### **Discussion: About whether license holders must reside in town:**

**a.** State law interpreted to allow incorporated business owners to live outside of town: local ordinances can apply further restrictions at the city's discretion.

**b.** The city attorney's input, Illinois liquor license Control Commission and legal correspondence was reviewed for clarification.

**c.** Debate on loophole-if owner is nonresident; a resident manager may fulfill the legal requirements.

**d.** Discussion of the rationale for requiring a local manager (access for police/ fire local, accountability, and employment opportunities).

**e.** Clarification that a manager contact information is needed, and not necessarily for the formal inclusion on the liquor license.

**f.** It was decided that the city code suffices; no major changes are required but the wording should be reviewed for clarity.

**In relating to background checks and licensing:**

**a.** Managers do not require extensive background checks-mainly name address, and phone number are the only legal eligibility checked.

**b.** Process for updating managers/agents information (30 days to notify the city upon any changes).

**c.** Liquor gaming license application process was explained including fingerprinting, and handling for background checks, waiting on the proper Originating Agency Identifier Number (ORI) for correct reporting.

**d.** Annual (yearly) background checks concept discussed, ultimate reliance on state notification of infractions suggested.

**e.** Strict requirements implemented to ensure only prepared invested applicants proceed, avoiding proliferation of unfit establishments.

**f.** Consideration of staggered license hours, client patterns, and state- imposed operational hour restriction.

**Licensing Process details:**

**a.** If the applicant is a corporation the local manager requirement applies.

**Motion:** made by Boster seconded by Matrisch to take a recess at 7:43 pm.

**Motion:** passed with all in favor

**Meeting reconvened** by Alderman Neighbors at 7:44 pm

**b.** One year activation timeline; if the business is not open in a year, license renewal is not permitted except in documented case-by-case delays.

c. Address listed on the application must be the business location-applications with other addresses will be disqualified.

d. If an applicant fails to secure a related gaming license, liquor license fee (except application fee) will be refunded.

### **3. Employee health insurance**

#### **Comparison of insurance options was discussed:**

a. Renewal of the Blue Cross Blue shield plan is expected to have a premium increase of 12.9%.

b. Consensus of the committee was, the present plan appears to have the best coverage.

c. Other options (cheaper) were reviewed but deemed lesser coverage and or higher out of pocket costs would not be to the benefit of the employees.

d. The city's contribution is contractually fixed (minimum 60% of the annual increase per the union agreement).

e. Employee contributions to rise from \$68.79 to \$88.29 per pay period.

f. An Insurance Advisory committee to meet before the end of November composing of representatives from Dispatch, Police, Public Works, Teamsters Union also an Alderman and, the Mayor was discussed.

f. The budget was reviewed to confirm that the current plan fits within the yearly allocation.

**Recommendation:** made by Carter seconded by Neighbors to take to the Council the Blue Cross/Blue Shield renewal and have the Council pay the 60% of the increase.

**Recommendation:** passed with all in favor

### **4. Semiannual executive session minutes**

The Semiannual review of the executive session minutes, to release or keep sealed will be conducted at the December 1<sup>st</sup>, Executive Session.

Legal advice had been given previously to the Clerk on how best to review and how to keep the Executive review meeting as short as possible.

**Recommendation:** made by Boster seconded by Matrisch to discuss and review Executive Session Meeting Minutes at the next City Council Executive Session.

**Recommendation:** passed with all in favor

**Additional:**

**Discussion on:** Putting marijuana dispensary in the city code.

**Discussion on:** North End Drainage

a. An e-mail was received confirming an additional \$200,000 in state grant from Illinois Department of Commerce and Economic Opportunity (DCEO) for the North End Project. With the requirement of a public hearing to pledge communities match of approximately \$192,662.

b. The process and timeline for rebidding the project and announcing a public hearing is under review; rebidding cost was confirmed as zero.

c. Miscellaneous update on potential new bidders; previous bid history was summarized.

**Discussion on:** Calendar Adjustment

a. Due to the Thanksgiving holiday, the monthly Finance meeting will need to be combined with another meeting or rescheduled.

**Executive Session:** None

**Motion:** made by Boster seconded by Martrisch to adjourn at 8:43 pm.

**Motion:** passed

Jonathan J. Myint  
City Clerk

Date Approved: