

**VILLAGE OF MARYVILLE**  
**WEDNESDAY, APRIL 30, 2025**  
**CAUCUS MEETING MINUTES**

**6:30 PM Call to Order**

Mayor Short called the Caucus meeting of Wednesday, April 30, 2025 to order.

**6:30 PM Pledge of Allegiance**

**6:30 PM Roll Call.**

Trustees Present: Bell, Kostyshock, Clark, White

Trustees Absent: Vallino, Schmidt

Also in attendance were Deputy Clerk Fuhler, Administrator Flannery, Attorney Alexander, Fire Chief Dankenbring, Building & Zoning Administrator/Code Enforcement Officer Fulton, Police Chief Manley, Street Superintendent Keplar, Water/Sewer Superintendent Hoffmann, HR/Payroll Clerk Loftus.

There were twenty-six guests.

**6:31 PM Minutes – April 9, 2025**

Mayor Short called for approval of the minutes of the April 9, 2025 Caucus meeting. He asked if there were any questions, clarifications or additions to the minutes as presented. There were none.

Motion to Approve, Moved by Bell Seconded by Kostyshock (Yes = 4)

Yes: Bell, Kostyshock, Clark, White

**6:31 PM Presentations to the 2025 Young Citizen of the Year Award Winners**

Mayor Short introduced Courtney Wright from the Maryville Community Improvement Board to present this year's Young Citizen of the Year Award winners.

Wright introduced each recipient and shared a brief biography highlighting their accomplishments. As each winner was announced, Mayor Short presented them with an award plaque, offered a warm handshake, and posed for a photo with them.

Mayor Short also noted that the award recipients will be recognized at the *Mayor's Prayer Dinner* on May 1st.

This year's award winners are:

- Trinity Buchanan, 8th grader at Good Shepherd Lutheran School
- Owen Trackwell, 9th grader at Metro East High School
- Emily Moody, 12th grader at Father McGivney High School

**6:33 PM Trustee Vallino arrived.**

**6:43 PM Presentation of the 2024 Fire Department Annual Report – Dankenbring**

Fire Chief Dankenbring presented the 2024 Fire Department Annual Report. He highlighted personnel changes and noted that, despite a decline in staffing, the Maryville Fire Department continues to respond to a record number of calls. Since 2020, the paid-on-call roster has declined, while call volume has increased by 70%. He stated that last month was the busiest on record, and 2024 was the department's busiest year overall. Chief Dankenbring emphasized that the rise in

calls, coupled with a decline in on-call staff, underscores the need for additional personnel. He recommended that the Board consider adding at least three full-time firefighter positions before the 2027 contract negotiations. Chief Dankenbring shared response statistics, noting strong mutual aid cooperation with the Troy Fire Protection District and the increase of mutual aid with Glen Carbon as well. He stated that the addition of a second ambulance in Maryville has significantly reduced the need for outside ambulance assistance. Chief Dankenbring also stressed the importance of ongoing training in both fire and emergency medical services. He reported that many on-call staff members earned certifications in 2024 and commended their dedication and effort in maintaining and advancing their skills.

#### **6:50 PM Fire Pay for Paid On-Call Firefighters (Quarter 1, 2025) – Dankenbring**

Fire Chief Dankenbring reviewed the Paid-On-Call Firefighters Report for the first quarter of calendar year 2025. He noted that seven employees met the minimum requirements. Chief Dankenbring recommended that those who met all minimum qualifications receive their first-quarter performance award for 2025, calculated at the approved rate of \$20 per point.

#### **6:58 PM Planning Commission Items – Fulton**

Building/Zoning Administrator Fulton reported that the Planning Commission unanimously approved the site plan for The Bottle Shop, which will occupy the space currently held by the One Stop and the Coffee Box, contingent upon approval of a parking variance by the Maryville Zoning Board of Appeals at their May 5th meeting. He noted that this establishment will be a great addition to the Village and will help improve the appearance of that corner area.

#### **6:59 PM Personnel Additions – Flannery**

Village Administrator Flannery reported that over the past four months she has closely observed personnel and the operational demands of the Village. She noted that, with the upcoming retirement [of the Village Clerk/Treasurer/Mayoral Assistant] and an increasing workload, her recommendation is that the Village consider expanding its staff. Flannery went on to say that the Village's staff is its greatest asset, as they are key in providing quality services to the community as well as reducing the Village's liability in regards to community response. She presented the following recommendations for staff modifications:

- The reassignment and expansion of duties for two current Village employees.
  1. Building & Zoning Assistant – Reassignment
  2. Treasurer/HR/Payroll Clerk – Additional duties
- The hiring of three new employees
  1. Village Clerk/Mayoral Assistant (split duties)
  2. Police Officer
  3. Firefighter/Paramedic

Administrator Flannery stated that the cost of the proposed personnel changes, including wages and benefits, was included in the recently approved 2025/2026 fiscal year budget. She then responded to questions from the Trustees.

Mayor Short emphasized that the staffing plan is a flexible, evolving strategy, and acknowledged that adjustments will be necessary as implementation progresses.

Ok to place on the next board meeting agenda for approval.

#### **7:11 PM Proposal to Implement a 457b Employee Contribution Plan – Flannery**

Administrator Flannery proposed that the Village implement a 457(b) Employee Contribution

Plan, emphasizing that it would come at no cost to the Village. She commended HR/Payroll Clerk Loftus for her thorough research into available 457(b) plans and providers, noting that the plan being presented stood out as the best fit for Village of Maryville employees.

Mayor Short noted that the program is voluntary and serves as a supplemental retirement benefit. He stated it would be a tremendous asset for the Village and expressed his appreciation to Loftus for her efforts in developing the proposal.

Ok to place on the next board meeting agenda for approval.

#### **7:15 PM Proposed Sales Tax Increase – Flannery**

Administrator Flannery informed the Board that, in accordance with State Statute, the Village is eligible to implement a 1% non-home rule sales tax, which could go into effect as early as January 2026. She noted that surrounding communities, including Troy and Glen Carbon, have already adopted similar measures, effective July 1. She explained that revenue from this sales tax would be earmarked for capital expenditures, aligning with the goals of the new budget process. Administrator Flannery also stated that a resolution will be prepared to formally memorialize how the funds will be allocated.

Ok to place on the next board meeting agenda for approval.

#### **7:29 PM Amendment to Village Administrator Contract – Mayor/Attorney**

Mayor Short reviewed the proposed amendment to the Village Administrator's contract, noting that it includes an agreed-upon salary increase and the addition of one week of vacation.

Ok to place on the next board meeting agenda for approval.

#### **7:30 PM Proclamation: Motorcycle Awareness Month – Mayor**

Mayor Short proclaimed the month of May as Motorcycle Awareness Month in the Village of Maryville. He noted that this is an annual proclamation.

Ok to place on the next board meeting agenda for approval.

#### **7:30 PM Calendar Updates**

5/1 Mayor's Prayer Dinner; 5/3 Museum open; 5/3 Build Maryville Musicfest fundraiser; 5/5 Zoning Board of Appeals meeting; 5/5 Community Improvement Board meeting; 5/7 Board meeting; 5/10 Maryville Police 5K Run; 5/14 Caucus meeting; 5/17 Museum open; 5/19 Museum Committee meeting; Fire Pension Board meeting; 5/19 Parks and Rec meeting; 5/21 Board meeting

#### **7:33 PM Public Input**

There was none.

#### **7:33 PM Trustee Comments**

Trustee Vallino commented that additional reserved parking is needed for Village meetings during the Khoury League season.

Trustee Clark reported that there have been solicitors in the Village operating without the required permits and lanyards.

Trustee White encouraged everyone to attend the upcoming MusicFest event and requested prayers for accommodating weather.

### **7:36 PM Mayor Comments**

Mayor Short reported that the Village received its property tax rate extension and that the rate for the upcoming tax year will be 0.9107, the lowest rate going back twenty years. He noted that although the tax rate has decreased, property values in Maryville continue to rise; a reflection, he believes, of how desirable the community has become. He thanked everyone for their continued efforts in keeping the Village of Maryville a safe, clean, and welcoming place to live.

Mayor Short announced that the Village has secured funding for Keebler Road Phase III. He explained that IDOT and East-West Gateway continued working behind the scenes and did not withdraw the Village's previously awarded STP grant. As a result, Maryville's project was one of only two selected to receive IDOT discretionary funding. Mayor Short further stated that the original STP grant, combined with an additional \$620,000 in IDOT funds, will cover 100% of the project cost with no local match required. He concluded by stating that a funding resolution is expected to be presented in the coming weeks and that bid letting is targeted for August, with project completion anticipated this fall.

### **7:41 PM Adjournment**

There being no further business to come before this meeting, Mayor Short called for a motion to adjourn.

Motion to Adjourn, Moved by Bell, Seconded by Clark

Vote: Motion carried by unanimous roll call vote (summary: Yes = 5)

Yes: Vallino, Bell, Kostyshock, Clark, White

### **7:41 PM Adjourned**

Respectfully submitted,

Ginny L. Fuhler  
Village Deputy Clerk