

**VILLAGE OF MARYVILLE**  
**WEDNESDAY, JUNE 25, 2025**  
**CAUCUS MEETING MINUTES**

**6:30 PM Call to Order**

Mayor White called the Caucus meeting of Wednesday, June 25, 2025 to order.

**6:30 PM Prayer / Pledge of Allegiance**

Clerk Henry opened the meeting with prayer. Mayor White led the Pledge of Allegiance.

**6:31 PM Roll Call.**

**Trustees Present:** Vallino, Schmidt, Bell, Clark, Gulledge, Kukla.

Also in attendance were Clerk Henry, Attorney Genovese, Administrator Flannery, Building & Zoning Administrator Fulton, Water/Sewer Superintendent Hoffmann and 1 guest.

**6:31 PM Minutes – June 11, 2025**

Mayor White called for a motion to approve the minutes of the June 11, 2025 Caucus meeting.

Motion to Approve, Moved by Vallino, Seconded by Bell.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Vallino, Schmidt, Bell, Clark, Gulledge, Kukla.

**6:32 PM IEPA Loan Agreement & Resolution for Old Town Sewer Lining Project – Hoffmann**

Hoffmann explained the Ordinance and Resolution are the next step in the EPA loan process. The loan is for the sewer lining of the old town area. Hoffmann explained the project. The Ordinance authorizes the Village to proceed with submitting a loan application to the EPA and the Resolution authorizes the Mayor to sign the application documents.

Gulledge asked what the interest rate on the loan would be. Hoffmann explained that the rate will not be known until the application has been approved.

All were ok with the Ordinance and Resolution.

**6:34 PM Request to Purchase a F150 Truck for the Water/Sewer Department – Hoffmann**

Hoffmann stated that he included monies in the budget to purchase a replacement field truck. He plans to visit 3 different dealerships to find an appropriate truck. He requested permission to proceed with the purchase, up to an amount of \$55,000, of a truck if found after receiving confirmation from Administrator Flannery. He explained that this will prevent the truck being sold to someone else while he obtains approval from the Village Board for a specific truck. Hoffmann noted this truck will replace the current 2011 truck. He will continue to use the 2011 through the summer and then list on Purple Wave auction site. Trustee Gulledge wanted to confirm that this procedure is a one-time authorization and will not be considered a new purchase policy.

All were ok with placing the proposed procedure on the next Board meeting agenda for approval.

**6:40 PM Planning Commission Items – Fulton**

Fulton reviewed the items discussed at the June 23<sup>rd</sup> Planning Commission meeting.

Plat 54 Stonebridge Crossing Dr. – Property owner requested a parcel split. The County needed the Villages approval for them to proceed with the split. There are no variances requested and the plan is for a single-family home on the property. Planning Commission was in favor.

Executive Car Wash – Property owner plans to demo the car wash. A concept plan for a retail center on the property was submitted for review. Planning Commission was in favor.

Buffalo Park – Property owner submitted a concept plan for the property. The concept includes 2

different retail buildings, a combination restaurant and event center building and a possible mailing/distribution center (similar to a UPS store) in the back of the property. Planning Commission was in favor.

Fulton also noted that he had attended the County Hazard Mitigation meeting this afternoon. Fulton stated the plan has been finalized and is in the “2-week public comment” phase.

#### **6:52 PM Formally Establish Museum Committee – Mayor**

Mayor presented an Ordinance to formally establish the Museum Committee. Appointments to the committee will be by the Mayor, they will have 3-year staggered terms, and a minimum of 7 members.

All were ok with placing on the next Board meeting agenda for approval.

#### **6:56 PM Amendment to Code of Ordinances Re: Change of Board Meeting Time – Mayor**

Mayor presented an Ordinance to change the time of the Board and Caucus meetings from 6:30 p.m. to 6:00 p.m. Time change will be effective starting in August.

Ordinance also repeals the section that lists the order of business. Attorney Genovese noted that it is not required or necessary to have the order of business codified. Mayor also noted that when a change is made to the order of business, an amending ordinance would no longer be needed.

All were ok with placing on the next Board meeting agenda for approval.

#### **6:59 PM Annexation: 2016 Hillcreek Road, Collinsville – Mayor**

#### **6:59 PM Annexation: 3055 Keebler Road, Collinsville – Mayor**

Mayor noted these are both the Village’s standard voluntary annexation ordinances. Both ordinances will be on the July 2<sup>nd</sup> Board meeting agenda for action.

#### **6:59 PM Calendar Updates**

6/28 Kayaking; 7/2 Board meeting; 7/4 Fourth of July – Village Hall & Public Works closed; 7/5 Museum open; 7/8 Police Pension Board meeting; 7/9 Caucus; 7/10 Fire & Police Board meeting; 7/11 – 7/12 Firemen’s Homecoming; 7/16 Board meeting; 7/19 Museum open; 7/16 Movie in the Park – Moana 2

#### **7:04 PM Trustee Comments**

**7:04 PM** Schmidt asked the status of the applications for Village Clerk. Henry stated an individual has accepted an offer and will start July 7<sup>th</sup>.

Schmidt asked if the winery was still open, Mayor responded yes.

Schmidt asked Fulton how his summer assistant, Tom, was doing. Fulton responding doing well. Vallino asked about the status report for his activity. Fulton stated it will be included with his monthly building permit report.

Schmidt also asked for an update on the Keebler Road closure regarding the roundabout. Mayor noted the project is still waiting for Charter to move lines. At this time, when Keebler Road will be closed is not known.

**7:08 PM** Bell reminded all to stay cool in the current dangerous heat conditions.

**7:08 PM** Clark stated she had been contacted by residents that there was a pest control company going door to door telling residents that Mayor White had issued them a permit. Fulton clarified that the company was issued a solicitor’s permit by the Police Department and that he had prepared and given each a solicitor badge with their photo.

**7:12 PM** Gulledge stated the Museum Committee had discussed bringing the Seagraves fire truck to the kayaking event, he asked the Board's opinion. Board decided it was not necessary. Gulledge also noted that he had received several complaints about the properties at 408 Giofre and next to Scooters. Fulton stated they will be cut by the contracted mowing company.

**7:15 PM** Kukla asked if Fulton had checked the address on Oak Leaf that has pallets on the property. Fulton noted he had looked at it but was not sure of what code violation it was. He will have photos taken and sent to Attorney Genovese to decide if an amendment to the Village's Code is needed.

Vallino also asked about grass clippings that are blown into the street or left on the sidewalks. Fulton stated that when he finds those situations, the property owners are cited.

#### **7:20 PM Mayor Comments**

Mayor had distributed his project updates list (copy attached to these minutes). Reminded the Trustees to contact him or Flannery with any questions.

Gulledge noted the item regarding Drost Lake being treated for algae and asked how that was being done. Hoffmann explained he and Mike Spillers had discussed the algae issue on the lake and he had found a company that does the treating. Cost will be approximately \$1,300. The plan is to try it this one time and see how the results are. If favorable may consider doing annually.

Schmidt asked about the Over the Moon subdivision. Fulton stated an updated plan was required since time had expired on the original submittal. The updated plan is currently being reviewed by Juneau. Once the review is completed, it will have to go before the Planning Commission again. Mayor also provided all with an updated Village organizational chart. Clark suggested changing "Building & Zoning" to "Building & Zoning Administrator". (Revised copy attached to these minutes.)

#### **7:27 PM Adjournment**

There being no further business to come before this meeting, Mayor White 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 = 6).

Yes: Vallino, Schmidt, Bell, Clark, Gulledge, Kukla.

#### **7:27 PM Meeting adjourned**

Respectfully submitted,

Jolene R. Henry  
Village Clerk