

VILLAGE OF MARYVILLE
WEDNESDAY, AUGUST 27, 2025
CAUCUS MEETING MINUTES

6:00 PM Call to Order

6:00 PM Prayer / Pledge of Allegiance

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

6:01 PM Roll Call.

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

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

6:01 PM Public Comments

There were none.

6:01 PM Minutes – August 13, 2025

Mayor White called for a motion to approve the minutes of the August 13, 2025 Caucus meeting.

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

Vote: Vallino, Schmidt, Bell, Clark, Gulledge, Kukla. unanimous roll call vote (summary: Yes = 6).

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

6:02 PM Planning Commission Items – Fulton

Zoning Administrator Fulton updated the Board on the Planning Commission meeting held Monday, August 25th. The first item was a parking variance request from Anderson Hospital located at 6800 State Route 162. He explained how the variance would allow new accessible parking spaces while keeping the overall parking count the same. The Planning Commission were all in favor and recommended forwarding the request to the Zoning Board of Appeals. The second item was a landscaping variance related to relocating the helicopter landing pad to allow for hospital expansion. The Planning Commission unanimously voted in favor.

The next request came from a homeowner at 1026 Oberfell Drive, who sought approval to reduce the required 10-foot setback to 7 feet. The Planning Commission determined the request reflected a personal hardship rather than a property hardship and voted 5-1 to deny it.

Trustee Schmidt asked why the request was denied. Zoning Administrator Fulton explained that variances must be based on property hardships, not personal ones.

Trustee Gulledge added that the Planning Commission did not want similar personal-preference requests to resurface in the future, noting that the house could still be built as designed but would require a front-facing garage rather than a side entrance.

6:11 PM Change Order No. 2 from Haier Plumbing & Heating, Inc. for the Pat Drive/Keebler Road Water Main Improvements Project – Hoffmann

Superintendent Hoffmann presented request for change order No. 2 in the amount of \$1,920.

Trustee Gulledge asked if any additional change orders were anticipated for the project.

Superintendent Hoffmann replied that there may be one more.

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

6:13 PM Adoption of Park Memorial Policy – Hoffmann

Superintendent Hoffmann informed the Board that he had suggested during the Department Head meeting that memorials no longer be placed at Drost Park, as the park is now full. He recommended that future memorials be directed to Winters Park and Pleasant Ridge Park. He also reviewed a draft of the Memorial Program policy he, Clerk Henry and Administrator Flannery prepared, which included pricing and timelines for replacement items.

Trustee Gulledge stated that while he understood the space limitations at Drost Park, once the Village accepts a memorial, it has a responsibility to maintain it. He expressed concern with the inclusion of warranty or life expectancy language, noting that if damage occurs, the Village should be responsible for repair or replacement.

Trustee Bell agreed, stating he did not support warranty limitations on memorials. He emphasized that a memorial should be replaced if damaged.

Trustee Schmidt also opposed Paragraph 11 of the draft policy, which stated that the Village would not be responsible for vandalism after the warranty period.

Trustee Clark asked whether the Parks and Recreation Committee should provide input. It was agreed that Trustee Clark would obtain feedback from the committee.

Mayor White clarified that the document presented was a draft policy intended to create a uniform standard. He asked the Board to review the policy, note any suggested revisions or removals, and submit their comments to Administrator Flannery. A revised draft will be brought back for consideration at the Caucus meeting on the 24th.

Superintendent Hoffmann also updated the Board that he conducted one interview today for the open position in the Water Department and has additional interviews scheduled for next week.

6:29 PM Award Stormwater Projects Robert Drive and Lake View Acres Rd. – Flannery

Administrator Flannery presented a request to the Board for approval to award Stutz Excavating the project for replacing the stormwater pipe on Robert Drive and Lake View Acres.

Trustee Gulledge inquired whether quotes had been obtained from any contractors other than Stutz. It was agreed that Superintendent Keplar would contact additional contractors to gauge interest and obtain bids.

6:38 PM Updated Groundwater Ordinance for 2509 N. Center Street – Henry

Clerk Henry updated the Board on the revised Groundwater Ordinance, explaining that the primary change is the addition of more properties to the Groundwater Ordinance map. This update addresses residual petroleum contamination in groundwater from a leaking underground storage tank. She noted that the Ordinance is required to provide notice of underground fuel tanks and prohibits the digging of wells on affected properties. All were ok with placing on agenda for next Board meeting.

6:41 PM Adoption of Social Media/Website Policy – Flannery

Mayor White informed the Board that with the upcoming start of live streaming meetings, it would be necessary to establish related policies. He noted that this is still a work in progress.

Administrator Flannery added that she would like the policy to cover all communication platforms, noting that the Fire Department has its own website and the Police Department maintains a Facebook page. She emphasized the importance of having consistent policies and welcomed input. It was agreed that Administrator Flannery and Attorney Genovese would continue developing the policy and present it to the Board at a later date.

6:45 PM Water Service & Pre-Annexation: 2100 Rose Knoll Lane, Glen Carbon – Mayor
Agreement will be on agenda for next Board meeting.

6:46 PM Water Service & Pre-Annexation Agreement: 123 Appletree Lane, Glen Carbon – Mayor

Agreement will be on agenda for next Board meeting.

6:46 PM Calendar Updates

9/1 Labor Day Village Hall & Public Works closed; 9/3 Board meeting; 9/4 Zoning Board of Appeals meeting; 9/5 Village wide yard sales; 9/6 Village wide yard sales; 9/6 Museum open; 9/8 Community Improvement Board meeting; 9/10 Caucus meeting; 9/13 Pet microchipping, vaccinations and registration event; 9/13 Summer concert series Troy Community Band; 9/15/2025 Museum Committee meeting; 9/15 Parks & Rec meeting; 9/17 Board meeting; 9/20 Museum open; 9/20 Fishing Derby; 9/21 Friends of Bluegrass concert; 9/22 Planning Commission meeting; 9/24 Caucus meeting

6:51 PM Trustee Comments

6:51 PM Trustee Schmidt inquired about the status of the Oak Hill property.

Per Mayor White's notes, the resident has made approximately 60% progress and Code Enforcement continues to work with the owners. Trustee Schmidt also reported that the I-3 digging project has reached his property. He noted repairs to the ground may require them to return later in the fall. Trustee Schmidt extended thoughts and prayers to Mayor White and his family.

6:55 PM Trustee Bell – Trustee Bell extended prayers for Mayor White and his family.

6:56 PM Trustee Gulledge asked about the status of the Merz gazebo.

Administrator Flannery reported that she had spoken with Mr. Merz regarding the condition of the gazebo and asked if he had a preference for its replacement. She added that she is exploring grant opportunities to help cover the cost.

Trustee Gulledge stated that he would follow up with Mr. Merz to let him know that this is being addressed. Trustee Gulledge also extended his condolences to Mayor White and his family.

6:58 PM Trustee Kukla reported that he attended the Police and Fire Department's Active Shooter training last week, noting that it was very beneficial and that both departments performed well. Trustee Kukla also offered his condolences and prayers to Mayor White and his family.

6:59 PM Mayor Comments

Mayor White asked everyone to review his notes and direct any questions to Tonya or the Department Heads for clarification. He emphasized that the goal is to keep everyone informed about the major events in Maryville. He noted that while there may be differing opinions on specific policies, that is the nature of government, open communication and valuing diverse perspectives. Mayor White also expressed his heartfelt thanks for the support shown to him and his family.

7:02 PM Adjournment

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

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

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

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

Respectfully Submitted,

Tammy Warner
Deputy Clerk