

**VILLAGE OF MARYVILLE  
TUESDAY, NOVEMBER 25, 2025  
CAUCUS MEETING MINUTES**

**6:00 PM Call to Order**

Mayor White called the Caucus meeting of Tuesday, November 25, 2025 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:** Schmidt, Clark, Gulledge

**Absent:** Vallino, Bell, Kukla

**Public Comments**

There were none

**6:01 PM Minutes – November 12, 2025**

Mayor White called for a motion to approve the minutes of the November 12, 2025 Caucus meeting.

Motion to Approve, Moved by Clark, Seconded by Gulledge.

**Vote:** Motion passed (summary: Yes = 4).

**Yes:** Schmidt, Clark, Gulledge, Mayor White

**6:02 PM Short Term Rentals – Fulton -**

Zoning Administrator Fulton presented a draft on short-term rentals to the Board. He requested that the Trustees review the document and submit any questions. He explained that the proposal includes an annual registration and an annual inspection requirement. Trustee Clark asked about the ADA compliance language in the document and questioned whether any current rental properties would qualify under those requirements. Administrator Fulton clarified that the ADA language applied specifically to short-term rentals. Attorney Foster added that including ADA provisions is standard practice and that omitting such language could expose the Village to legal issues. Trustee Gulledge asked how the Village would enforce the regulations and how it would identify short-term rental properties. Administrator Fulton explained that short-term rentals are registered online and that staff can verify information through those registries. He noted that the Village is aware of two current short-term rentals. Trustee Schmidt stated that he agreed the Village needs regulations in place. He asked whether homeowners would be required to follow a specific process going before the Zoning Board of Appeals for a special use permit. Mayor White commented that the Village is exercising due diligence by establishing clear regulations to ensure that short-term rentals are operating appropriately. He emphasized that the ordinance is intended to protect the Village from civil liability and to protect the residents of Maryville.

All were ok to proceed with establishing a Short Term Rentals Ordinance

**6:05 PM Trustee Kukla arrived and was seated.**

**6:15 PM Juneau Proposal Regarding PFAS Response & Action Plan – Hoffmann**

Superintendent Hoffmann addressed the Board regarding the establishment of a comprehensive PFAS management plan. He explained that discussions have been ongoing for several months

during Public Works meetings and noted that, based on the experiences of surrounding communities, Juneau Engineering has recommended that Maryville adopt a formal plan. Hoffmann stated that the memo is self-explanatory and that implementing the plan would be beneficial for the Village.

All were ok to place on agenda for next Board meeting.

#### **6:16 PM Liability Insurance and Workers' Comp Renewal – Flannery**

Administrator Flannery provided an outline of the renewal costs, noting that staff is still reviewing some of the numbers. The overall increase is \$77,376. Several factors contributed to the higher costs, including updated payroll figures, workers' compensation and increased equipment values as older equipment is replaced with new. These are part of the standard calculation used for determining renewal costs.

Trustee Schmidt asked whether the number of claims had an impact on the increase. Administrator Flannery responded that the Village is currently at a 55% loss ratio, with 50% being considered the break-even point.

Mayor White added that the Village experienced a few hailstorms last year that resulted in claims and influenced the numbers. He also noted that the Village has added staff and purchased additional equipment, which further affects the calculations.

Trustee Gulledge asked whether the Village has had many workers' compensation claims. Mayor White stated that there were seven workers' compensation claims last year. Administrator Flannery added that they were all low-severity, with the exception of one.

Trustee Gulledge then asked Administrator Flannery to check whether there is any type of discount available if the renewal is paid in full at one time.

All were ok to place on agenda for next Board meeting.

#### **6:21 PM Employee Insurance Renewal – Flannery**

Administrator Flannery informed the Board that the Insurance Committee met with the broker to review available options. Only one vendor submitted a bid, which was Blue Cross Blue Shield. The Committee anticipates having recommendations prepared for the next Board meeting.

#### **6:23 PM IL 162/Old Troy Road Roundabout Jurisdiction & Maintenance Agreement – Flannery**

Administrator Flannery updated the Board on the maintenance and jurisdiction agreement for the roundabout at Route 162 and Old Troy Road. She noted that if a municipality annexes property within Collinsville Township, that municipality will be responsible for maintaining the items assigned to Collinsville Township under the agreement.

Trustee Gulledge asked if Maryville would be responsible for the western section of Route 162 and whether this responsibility involved any financial contribution. Mayor White confirmed that once installed, Maryville would be responsible for the maintenance.

The Board was in agreement to place the item on the agenda for the next Board meeting.

#### **6:26 PM Illinois America250 Commemoration Resolution – Flannery**

Administrator Flannery explained to the Board that this Resolution commemorates the 250th anniversary. It provides information and a toolkit to help promote related activities within the community. Adoption of the Resolution will also demonstrate that we are a supporter of this initiative.

All were ok to place on agenda for next Board meeting.

## **6:26 PM Calendar Updates**

11/29 Museum – Old Time Christmas with Santa; 12/3 Board meeting; 12/6 Museum open; 12/10 Caucus meeting; 12/15 Museum Committee meeting; 12/15 Parks and Rec meeting; 12/15 Planning Commission meeting; 12/16 Holiday Lighting Judging; 12/17 Board meeting; 12/23 Caucus meeting; 12/24 Christmas Eve Holiday – Village Hall and Public Works Closed; 12/25 Christmas Day Holiday – Village Hall and Public Works Closed

## **6:28 PM Trustee Comments**

**6:28 PM** Trustee Schmidt wished everyone a safe and Happy Thanksgiving.

**6:28 PM** Trustee Clark wished everyone a safe and Happy Thanksgiving.

**6:28 PM** Trustee Gulledge wished everyone a safe and Happy Thanksgiving.

**6:28 PM** Trustee Kukla wished everyone a safe and Happy Thanksgiving and apologized for running late.

## **6:29 PM Mayor Comments**

Mayor White thanked everyone who contributed to the Scout Collection Day, noting that it is a testament to the generosity of Maryville and truly warms the heart. Trustee Clark added that a total of 15,000 items were donated. Mayor White also recognized Ann Hale and her team for their hard work. Mayor White then addressed the ongoing issues with the digital marquee, stating that everyone on the Board has shared in the frustration. The sign has been problematic for years, and despite numerous efforts and financial investments to repair it, it is no longer under warranty and is not repairable. Administrator Flannery stated that she will seek bids to take corrective action. She noted that cost estimates for the new motherboard are approximately \$40,000. Trustee Gulledge expressed support for moving forward, stating that the Village has struggled with the marquee for years and it needs to be fixed because its condition is embarrassing. Mayor White also informed the Board that prior to construction of the Police Department and Administration Building, exploratory drilling will be required. Administrator Flannery added that the bid deadline has been extended until Monday and she hopes to present the results at the next Board meeting. She noted that FGM is involved in the process and that the Village is working with the IDNR Mine Division at SIUE. Mayor White concluded by wishing everyone a very happy and safe Thanksgiving and encouraged all to remember the five F's: Faith, Family, Friends, Food, and Football!

## **6:36 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 Clark, Seconded by Gulledge.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 4).

**Yes:** Schmidt, Clark, Gulledge, Kukla.

## **6:36 Meeting adjourned**

Respectfully submitted,

Tammy Warner  
Deputy Clerk