

**VILLAGE OF MARYVILLE
WEDNESDAY, JANUARY 14, 2015**

CAUCUS MEETING MINUTES

6:30 PM Call to Order

Mayor Gulledge called the Caucus Meeting of Wednesday, January 14, 2015 to order.

6:30 PM Pledge of Allegiance

Mayor Gulledge asked all to stand for the Pledge of Allegiance.

6:30 PM Roll Call

Trustees Present: Vallino, Schmidt, Bell, Garcia, Short.

Trustees absent: Kostyshock

Also in attendance were Deputy Clerk Lucas, Police Chief Carpenter, Public Works Director Presson, one reporter, and two guests.

6:30 PM Minutes – December 10, 2014

Mayor Gulledge called for approval of the minutes of the December 10, 2014 Caucus Meeting. Asked if there were any questions, additions or subtractions to the minutes as prepared by the Clerk. There were none.

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

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

Yes: Vallino, Schmidt, Bell, Garcia, Short.

6:31 PM Chamber of Commerce

Dawn Mushill, Executive Director of the Troy/Maryville/St. Jacob/Marine Chamber of Commerce attended the meeting to review the 2014 Maryville Tourism events. Mushill summarized the Village sponsored events, promotion of each event, total cost, and number of attendees for each event. In 2014 the Chamber's total cost to promote Village events was \$4,346.00. Total paid to the Chamber by the Village was \$2,500.00. Mushill stated the difference in the contract cost for 2014 and the actual amount spent had been absorbed by the Chamber to allow the Village to see if event promotion would increase attendance. Discussion of the summary of events followed. Mushill reviewed the proposed 2015 advertising event list for the Village of Maryville. The total proposed cost for marketing/advertising in 2015 will be \$4,500.00 an increase of \$2,000.00. Mayor Gulledge asked the Trustees if they were in favor of renewing the contract with the Chamber. All Trustees agreed. Trustee Schmidt would like the Village to track what funds are used to pay for the cost of each event. Mayor Gulledge asked for questions regarding the 2015 proposed marketing/advertising contract with the Chamber of Commerce. There were none. OK to place on the next Board meeting agenda for approval.

6:49 PM Purchase of a Replacement Vehicle for Police Unit #178 Totaled in Accident

Chief Carpenter stated squad car #178 had recently been totaled in an accident and a new replacement vehicle needed to be purchased. The insurance company has paid the Village \$13,310.00 for the loss and he expected the returned deductible of \$500.00. Chief Carpenter has reviewed state bid options and would like to purchase a moderately equipped 2015 Police Interceptor Utility vehicle. The vehicle electronics will come with a 5 year warranty. Trustee Short asked if the vehicle would come equipped with an onboard camera. Carpenter stated the vehicle did not have a camera installed. He proposed purchasing a new camera to install instead of installing the old camera from squad car #178. He would like to start installing new cameras

with each new vehicle purchased. Carpenter recommends purchasing a demo vehicle from Morrow Ford in Greenfield Illinois, who handles state bids, for a total cost of \$36,000.00. Total cost to the Village after applying the insurance payment would be \$22,190.00. Carpenter recommends purchasing the demo vehicle offered by Morrow Ford. The vehicle is fully installed with extra equipment that would not be installed in a non-demo vehicle. Trustee Short discussed other vehicle options that had been considered and felt the recommended Interceptor Utility vehicle was the best purchase option. Discussion followed concerning the vehicle, its warranty and the funds used to pay for the costs. Bell had concerns with the performance of an SUV in police pursuits. Carpenter stated the SUV should have no problem in performance and would offer more room for the officers. All Trustees agreed with purchasing 2015 Police Interceptor Utility vehicle. Ok to place on the next Board meeting agenda for approval.

7:07 PM Purchase of (4) Tablets for use by the Water Department

Public Works Director Presson would like to purchase (4) new tablet devices to replace the current Panasonic Toughbooks being used by the Water Department. The current devices have been in use since 2008 and are unable to run the new GIS mapping system software. Presson recommends purchasing the devices from Wal-Mart for the total cost of \$3,286.84. The price includes (4) new tablets, SD Memory cards, and protective cases. Trustee Short suggested the possibility of another department utilizing the (4) old devices. Presson agreed with Trustee Short. Vallino questioned the urgency of the purchase, were the devices needed now or could they wait to purchase once the GIS software had been fully upgraded. Presson stated the tablets are used on a daily basis and are needed to keep operations going in the department. Mayor Gulledge stated the purchase had been placed in the budget for this year. Juneau Associates will load the GIS software on the tablets. All Trustees agreed the tablets should be purchased. OK to place on the next Board meeting agenda for approval.

7:14 PM Village Web Page Update

Trustee Bell explained to the Board the Village webpage hosting company, Civic Plus, had notified the Village of a free update for the webpage. The update would make editing existing information easier. Bell would like for each department to review their department's webpage for information that needs to be updated, changed, or removed, with a February 13, 2015 meeting to review the changes. Trustee Bell would also like to put together a subcommittee to review the entire webpage. Civic Plus will offer free training to the Village and Bell would like a representative from each department to attend that training. Departments will then be able to make their own edits.

7:21 PM Drost Park Khoury League Team Sponsorship Request

Trustee Schmidt presented the request from the Khoury League for team sponsorship. The cost to sponsor a team is \$300.00 if paid before January 30, 2015, \$350 if paid after January 30, 2015. Schmidt stated the Village will be sponsoring a team, as well as the Police Department and the Fire Department. Mayor Gulledge asked if all Trustees were in favor of sponsoring a team for the 2015 Khoury League season. All were in favor. Ok to place on the next Board meeting agenda for approval.

7:22 PM Community Center

Trustee Bell reviewed the application to rent the Community Center. Bell stated the current fee to rent the center was \$100.00/Maryville resident/Village employees and \$200.00 for non-Maryville residents. Bell discussed the idea of a fee increase to offset the cost for remodeling the center. Bell suggested Village employees should pay a discounted amount of \$50.00, Maryville residents \$150.00, and non-residents \$250.00. Mayor Gulledge agreed with Bell that a rental fee increase was needed but felt Village employees should pay \$100.00, Maryville residents

\$150.00, and non-residents \$250.00. Gulledge felt employees renting the center should be in attendance during the event. Discussion followed concerning the fee amount to rent the Community Center and if the fee could be refunded upon cancelation of an event. Trustees agreed Village employees/Maryville residents should pay \$150.00, and non-residents should pay \$250.00. A \$100.00 deposit will be kept by the Village until the Community Center has been returned to the condition prior to the rental date. Mayor Gulledge will discuss with Public Works Director Presson how to handle the setup and take down of tables and chairs. All agreed the rental fee will be non-refundable for a cancelation of an event. Trustee Schmidt asked if the capacity of the Community Center had been determined. Trustee Bell stated the Village Webpage indicted the building could hold a maximum of 150 people. Mayor Gulledge would like to see the number dropped to 100 to match the number of chairs. Ok to place the Community Center rental application changes on the next Board meeting agenda for approval.

7:44 PM Engineering Agreement for Drost Park West Side Restroom Project

Mayor Gulledge presented the submitted proposal by Juneau Associates, Inc., P.C. to provide services for the proposed west side restroom at Drost Park. The scope of services will include: Phase I – Development and Planning, Phase II – Design, Phase III – Contract Bid and Award, and Phase IV – Construction. Total cost for services is \$8000.00. Mayor Gulledge recommends Juneau Associates for the engineering services on the Drost Park West Side Restroom Project. Discussion followed. Schmidt would like the cost to be split between this fiscal year and next fiscal year. All trustees were in favor of the agreement. Ok to place on the next Board meeting agenda for approval.

7:46 PM Engineering Agreement for Drost Park Lake Bank Stabilization Project

Mayor Gulledge presented the submitted proposal to provide Engineering and land surveying services for the Riprap Bank Stabilization proposed at Drost Park Lake. Scope of services to include: Phase I – Development and Planning, Phase II – Design, Phase – III Contract Bid and Award, and Phase IV – Construction. Total cost not to exceed \$7,800.00 without prior authorization of the Village Board. Mayor Gulledge recommends the agreement with Juneau Associates for the project. Discussion followed. All Trustees were in favor of the agreement. OK to place on the next Board meeting agenda for approval.

7:49 PM Calendar Updates

Discussed upcoming events for the end of January. The Village Hall and Public Works Departments will be closed on January 19, 2015 in observance of Martin Luther King Jr.'s Day.

7:50 PM Public Input

There was none.

7:50 PM To Do List

Page 1: No discussion occurred

Page 2: No discussion occurred.

7:50 PM Trustee Comments

Vallino: No comments

Schmidt: No comments

Bell: No comments

Garcia: No comments

Short: No comments

7:51 PM Mayor Comments

The Joint Review Board met last Friday to discuss the Tax Increment Funding project (TIF). Lendell Phelps was nominated by Mayor Gullledge to the Review Board as the Member at Large.

A public hearing will be held on February 4, 2015 at 5:30 PM to discuss the TIF project. The Southwestern Illinois Council of Mayors will meet on January 22, 2015 at 6:00 p.m. The meeting is being hosted by Mayor Adomite. February will start the Discovery Series hosted by the Parks and Recreation Committee. The series starts on February 8th with "Cooking with Herbs" presented by the Master Gardeners University of Illinois Extension. The series will continue for the following 2 weeks on Sundays from 1:00 PM to 3:00 p.m.

7:55 PM Adjournment

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

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

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

Yes: Vallino, Schmidt, Bell, Garcia, Short.

7:56 Meeting Adjourned

Respectfully Submitted,

Christy Lucas
Village Deputy Clerk