

VILLAGE OF BISMARCK
County of Vermilion, State of Illinois
Minutes of Regular Board Meeting, July 23, 2019

1. At 6:34 p.m. in the Village office located at 106 E. Holloway, Bismarck, Illinois, President Brown opened the meeting with the Pledge of Allegiance.
2. Roll call was taken by the Clerk. Board members present were Trustees Terry Light, Karel Volpert, Jane Cress, Sheila Switzer, Kris Kizer, Mary Potter, President Mike Brown and Clerk/Treasurer Valerie Moss. A quorum was established. No guests were present.
3. **Approval of the Agenda for July 23, 2019** – On a motion by Jane Cress, seconded by Kris Kizer, the agenda was amended to remove the approval of the Minutes of the Special Meeting on July 7, 2019. The motion passed by acclamation.
4. Public Comments/Questions
 - a. Kris Kizer reported that there might be a safety concern at the last property on the south end of Chicago Avenue on the west side of the roadway which is currently for sale. Discussion took place with regard to the property and current ownership. President Brown indicated that he would look into the concern.
5. President Brown had no comments to share.
6. On a motion by Karel Volpert, seconded by Terry Light, the minutes of the regular meeting held on June 18, 2019 were approved. The motion passed by acclamation.
7. The minutes from the special meeting on July 7, 2019 are not complete and prepared for approval.
8. Valerie gave the Treasurer's Report and presented the bills for payment. Deposits were made for real estate taxes. Payment was made out of the TIF fund to S & E, LLC per previous agreement. The new debit cards that should have withdrawn funds out of the New General Fund Checking were originally debiting from the TIF checking account. Transfers were made to rectify the errors and the debit cards are now withdrawing funds from the appropriate account. Questions arose with regard to the amount owed to Vermilion County Animal Control due to a Village resident who abandoned their animal that had been picked up by Animal Control. Pending clarification, the bill is to be paid. Terry Light made a motion, with a second by Mary Potter, to approve the Treasurer's Report and pay the bills as presented. The motion passed by roll call vote.

Jane Cress -	Yea	Terry Light -	Yea	Kris Kizer -	Yea
Mary Potter -	Yea	Karel Volpert -	Yea	Sheila Switzer -	Yea

9. Reports of committees and assignments:

a. Public Works

- i. General discussion took place regarding maintenance project updates.
- ii. Mug-a-Bug update – Dan Wright had a test scheduled for July 23, 2019 and an update on the outcome had not been received.

b. Budget and Finance

- i. The new Dell computer has been purchased and set up by President Brown.
- ii. Valerie shared with the Board that our accountant recommended instead of purchasing up to date Quickbooks software that the online version be purchased instead in the form of a monthly subscription. Different plans and pricing options were discussed. Terry Light made a motion, with a second by Jane Cress, to purchase the simple start online version of Quickbooks with the payroll option. The motion passed by roll call vote.

Jane Cress -	Yea	Terry Light -	Yea	Kris Kizer -	Yea
Mary Potter -	Yea	Karel Volpert -	Yea	Sheila Switzer -	Yea

- iii. Valerie reported that the quarterly payroll taxes have been processed and paid for the second quarter.
- iv. Valerie requested that the payroll for the Clerk and Treasurer's duties be paid on a monthly basis instead of quarterly. Jane Cress made the motion, with a second by Mary Potter, to pay the Clerk and Treasurer's salaries on a monthly basis beginning in July 2019. The motion passed by roll call vote.

Jane Cress -	Yea	Terry Light -	Yea	Kris Kizer -	Yea
Mary Potter -	Yea	Karel Volpert -	Yea	Sheila Switzer -	Yea

c. Health and Safety

i. Ordinance Violation Updates

1. 300 Maiden Lane (Pundt) – Valerie read the updated from the landowner which was provided via email. The Board feel that the progress being made is satisfactory.
2. 525 S. Chicago Avenue (Moss) – limbs and logs remain around the yard as well as tall weeds and grass. The Board agreed that another letter should be sent to the landowner and the realtor since the house is for sale.

3. 206 W. Holloway (Lyday/Pickett-Kumar) – raccoons continue to climb the antennae tower, through the soffit and into the attic creating a nuisance by stringing trash and debris through the yard and neighbor's yards. Letters will be sent to the landowner and the resident along with pest control contact information.
4. Mary Potter shared that a Village resident reported that the façade on John Brain's building next to the post office is loose and poses a danger to anyone walking by. President Brown will attempt to contact John.
5. Jane shared, by request of Amanda Huls, that Amanda is no longer a resident at 12 Meyer which is still in need of being cleaned up as there is a lot of junk and weeds around the yard.

ii. New Ordinance Violations

1. President Brown reported that Amanda Clemmons has made a verbal complaint regarding her neighbor's burning too close to their shed. The fire department should be contacted if concerned.
2. Mary Potter expressed a complaint about the dirt piled up in front of Dan Wright's rental property located at 103 W. South Street. President Brown will discuss the situation with Dan.

d. Keep Bismarck Beautiful (KBB) – Karel reported that the flowerpots around the Village look beautiful. Dan has done a good job at keeping them watered.

e. Tax Increment Financing (TIF)

- i. Annual amount due S & E, LLC \$18,698.55 is being paid.
- ii. Valerie met with accountant Ed Ryan with regard to the annual audit. The requested documentation was provided to perform the audit. No update has been made.

f. Municipal Projects (Roads, Drainage, other improvements)

- i. Derek Heidrick/Heidrick Septic & Excavating was not present to give a report on any work performed. Kris reported that nothing has been done.

g. President Brown reported that he provided permits to:

- i. Larry Messmore who intends to build a shed on a concrete slab at 106 Illinois Street.
- ii. T. J. Ribbe who intends to build a pool house at 30 Prairie Drive.

10. Old Business – none.

11. New Business

- a. President Brown reported that Kent and Melissa Leigh, resident landowners at 215 Center Street, are in the process of pouring a new concrete driveway.
- b. Kris inquired about the plan for disaster recovery in case of an emergency. He will research a plan for implementation.

12. Date and Time of Next Meeting – The next regular meeting of the Bismarck Village Board will be held at the Village Office in Bismarck, Illinois, at 6:30 p.m. on August 27, 2019.

13. Adjournment – With no further business to come before the Board at this time, upon motion by Jane Cress, seconded by Terry Light, the meeting was adjourned at 8:18 p.m. The motion passed by acclamation.

Respectfully Submitted,
Valerie Moss, Clerk

APPROVED SEPTEMBER 17, 2019