

**VILLAGE OF BISMARCK**  
County of Vermilion, State of Illinois  
Minutes of Regular Board Meeting, January 21, 2020

1. At 6:31 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 Jane Cress, Terry Light, Kris Kizer, Mary Potter, Sheila Switzer, Karel Volpert, President Mike Brown, Treasurer Valerie Moss and Clerk Brandye Kizer. A quorum was established. Guests present included: Adam Muehl, Donald R. Evans and Lee High.
3. Approval of the Agenda for January 21, 2020 made on a motion by Karel Volpert, seconded by Sheila Switzer. The motion passed by acclamation.
4. Public Comments/Questions
  - a. Resident Mr. Don Evans reported to the Village Board that he has had his new vehicle recently egged with brown eggs this past weekend. He is not thinking it is one of the local kids. He has contacted the Sherriff's department and they are aware of the issue. Mr. Evans reported the Sherriff's department responded within about 15 minutes. Trustee Jane Cress stated she has spoken to a Sherriff's deputy and they stated to call and report every time you see something or anytime something happens.

Mr. Evans also discussed that his building on the corner next to the old gas station, he is wanting to refurbish it. He discussed that 2022 will be the Village's 150<sup>th</sup> anniversary and wanted the Village to think about if they would like to do a big celebration like the Village did for the 125<sup>th</sup>. His plan is to have the house he is remodeling done by then. He has a prospect for his property across the railroad tracks that would be a business entity. He was not comfortable stating who that individual is. He was wondering if there were any tax incentives or TIF money that would be available to this person. Trustee Terry Light stated that there are regulations that need to be met and without knowing more details, the Village cannot state whether funds are available. The one building on the lot will be dismantled as soon as Mr. Evans can get started.

Mr. Evans inquired about the Downtown Enhancement project that was discussed by the board several years ago for streetlights and sidewalks. Trustees Terry Light and Karel Volpert discussed they do remember there was a discussion with C2 Engineers when they first came on board working with the Village that there may have been some funds available at that time, but then realized that the money was not there. The Village tabled the project.

5. President's Comments: President Brown welcomed everyone to the Village Meeting.
6. Approval of the Minutes for Regular Board Meeting held on December 17th, 2019 was made on a motion by Trustee Jane Cress and seconded by Trustee Sheila Switzer. Motion passed by acclamation.
7. Treasurer Valerie Moss presented Treasurer's report. Trustee Jane Cress made a motion to approve, with a second by Trustee Kris Kizer, 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

Trustee Mary Potter inquired about why funds are being deposited into the old account and how do we transfer funds. Treasurer Valerie Moss stated that the funds going into the Old General Fund account are State deposits. She can transfer funds from one account to another once she has board approval to do so. She will look into how the Village can change direct deposit for the funds going into the Old General Fund account and have the funds direct deposited into the New General Fund account. She stated the only reason the Old General Fund account is still active is due to the State deposits that are being direct deposited into that account. Trustee Terry Light stated that previous Treasurer Eric Nesbitt, tried to have the direct deposit changed and was unsuccessful. The board would like to have just one account if it's possible.

Balances as of 12/31/2019 are as follows: General Fund is \$126,832.86; Old General Fund \$7,764.68; Motor Fuel Fund \$24,687.27 and TIF \$17,804.79. Review of standard monthly bills were reviewed. There were some additional payments made for public works supplies through Menards for \$41.96 and \$34.95. Discussed that the payment for Quickbooks was \$25.00 a month. She mentioned that Quickbooks offers a reduced rate if you pay yearly and it could save \$50 a year doing it that way. She asked the board to think about that as an option. She would like to keep Quickbooks online as it is working well. She had to pay the 4<sup>th</sup> quarterly payroll taxes of \$253.87 and United States Treasurer of \$659.23. Payment of \$6,068.00 will be paid to Illinois Municipal League Risk Management Association for the Village liability, Property and Workman's Compensation Insurances. Payment to Maintenance worker Dan Wright was a little more due to mileage and reimbursement. Valerie stated there was a check received from the state of Illinois Comptroller \$2098.42 for 1% sales tax deposit. Valerie stated she has never received a check before for this from them so this is a new deposit. There was discussion regarding using MFT funds and the discrepancy of the fund totals with IDOT. Trustee Mary Potter stated she wonders if it had to do with the drainage project on South St. She thought funds were supposed to come

from the MFT funds. Treasurer Valerie Moss stated based on what Engineer Tracy Fullen had stated that in order for MTF funds to be used, paperwork has to be submitted to the State for approval before funds can be used. According to records, no projects have been approved in the last several years, including the South St project. The money in the MTF account will keep accruing and if the money is not used then the State will ask for the money back because it doesn't appear to be needed. The board needs to discuss how to use the funds and then submit the proper paperwork to the State to request approval. The Village was under the impression the Engineer firm was completing that paperwork. Treasurer Valerie Moss researched the project and found that the funds were not taken from the MTF fund for the South St project. The last money taken out of the MFT fund was to Ribbe Trucking in July, 2018. Trustee Karel Volpert inquired where TIF money could be used.

Treasurer Valerie Moss discussed that she needs approval to transfer \$7,564.54 from Old General Fund to the New General Fund. Trustee Karel Volpert made a motion to approve, with a second by Trustee Terry Light, to approve the transfer of funds 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

**8. Reports of committees and assignments:**

**a. Public Works**

- i. President Brown inquired who takes care of the flower beds on Holloway. Trustee Jane Cress will reach out to Teresa Spicer to see if they are continuing to work on those. Discussion of the flower pots by the maintenance garage were dumped. President Brown will discuss with Maintenance worker about putting them back together to keep the greenery in the pots all year long for beautification of the village.
- ii. A resident asked to have a sign put up for Prairie Drive, as they had family coming over and could not find the correct street as there is not a sign. There was one in the shed and it has been placed. Resident Lee High asked the board to think about putting signs up that say East and West Prairie as there are three Prairie drives and you cannot distinguish between the three roads. The Village thanked him for his suggestion, and acknowledged it was a great suggestion.
- iii. President Brown discussed that there needs to be a Maiden Lane sign put up. President Brown would like to have approval to purchase a new Maiden Lane sign. President Brown discussed that in order to place a stop sign or slow sign, the village has to work with IDOT and receive approval. Trustee Jane Cress made a motion to approve, with a second by Trustee Terry Light, to approve purchase of Maiden Lane sign. 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

- iv. President Brown discussed a resident had asked Maintenance worker Dan Wright to patch an area at the mailboxes on Prairie. President Brown stated this has been completed.
- v. President Brown discussed that he would like to repair the sidewalk outside the office. Discussed that he would like to get quotes and then will require a vote once quotes are received for approval.
- vi. President Brown discussed the pot holes in the alleyway behind the Machine shed. Discussed the repairs needed and how the alley is used quite a bit, almost like a street. The Village would like to have a discussion with the Men’s Club to inquire if they would be interested in sharing the cost. Trustee Mary Potter stated that Russ Potter may also help with the cost and it could be shared three ways, if agreed upon by all entities. President Brown would like to get some quotes on how much it would cost to fix. Treasurer Valerie Moss discussed the importance of using the MTF funds before the state would want the funds back. She encouraged the Board to think about the funds in the MTF account of \$24,000 and get a plan of action to spend this money and discuss with Attorney Steve Miller to get paperwork filed and submitted to IDOT for approval. Trustee Terry Light discussed tar and chip for the Village. Discussed that the DEOC grant funds are to be used for the Surface water projects.
- vii. President Brown discussed the excess materials in the shop. He inquired if we could sell the items. Discussed legality of how to discard items purchased with government funds.
- viii. President Brown inquired if the current Village LOGO is the correct Village LOGO that will be used on all materials and around the Village.
- ix. President Brown reported that the post office lights have been replaced.

**b. Budget and Finance**

- i. Motor Fuel Account still has discrepancy. Treasurer is still working on trying to find where this discrepancy is from. Money at some point has been placed into this account that should have been placed in another account.
- ii. Discussed reimbursement of \$100 for Bismarck FFA to President Brown as approved by Village Board Members. Trustee Jane Cress made a motion to approve, with a second by Trustee Mary Potter, to approve the reimbursement for \$100 to President Mike Brown for the donation made to Bismarck FFA. The motion passed by roll call vote. Trustee Jane Cress stated that she spoke to a FFA member today and they thanked the Village board for the donation as it was appreciated very much.

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

- iii. Discussion on payment to the Risk Management Association for Village renewal insurance of properties, vehicles and workman’s compensation of \$6,127.18 for the year. President Brown will be meeting with Aaron Golden from the RMA to review what is currently in the policy. He asked if any Village Board Trustees would like to meet with them, they are welcome. Trustee Terry Light made a motion to approve, with a second by Trustee Karel Volpert, to approve payment of \$6,127.18 to Risk Management Association. 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

- iv. President Brown inquired if there is a current budget for the machine shop. He would like to build racks in the machine shop to hang the Christmas lights. He is unsure of the cost to do this at this time. Trustee Mary Potter stated that should be discussed and put in the yearly budget when the Board starts working on that. Treasurer Valeri Moss stated that they need to be looking at the budget soon. Clerk Brandye Kizer informed the board that the budget needs to be approved and filed in April. The Village Board has February and March to review and finalize the yearly budget. The Village Board will pass the budget at April’s board meeting and it will be filed in April, 2020 for the fiscal year.

**c. Health and Safety**

- i. Ordinance Violation Updates

- 1. Zaborsky property- Letter sent later than intended (2.7.20) due to needing postage to mail letter. No response as yet, but most likely just received letter. There have been more items added to the property since last meeting. Will review at next board meeting.

- ii. New Ordinance update

- 1. 423 S. Chicago- Vecellio- not livable and County Health Department has been out to look at it and the property owner was supposed to be remodeling it. Does not appear that any work has been started on it as of yet. Unsure if there was deadline. Send letter.
- 2. Evans- Building on Bowman and Holloway- Mr. Evans was present during board meeting and discussed during public comments and has a plan. No action taken at this time.
- 3. John Brain- Vehicles without tires and vehicles not having plates on property.

**d. Keep Bismarck Beautiful (KBB) – None**

**e. Tax Increment Financing (TIF)- None**

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

- i. Tracy Fullen has left Donohue Associates and her last day was January 10<sup>th</sup>, 2020. New Village contact will be Tim Cowan.
- ii. Stormwater Drainage Update- President Brown reported that a pipe has been placed across the road into a Basin in the Village. No other work has been done.
- iii. DCEO grant: Reports are due each month by the 30<sup>th</sup>. President Brown will submit this month's report by the 26<sup>th</sup>. Grant funds need to be spent by June 2020 so the Village Board needs to be discussing how to spend these funds and what work would make the best use of this money in regards to the stormwater concerns.
- iv. President Brown reported that he has not yet heard from IDOT about the speed checks and their survey results regarding the Stop sign/speed sign at Prairie/ Wilson. This is the first step in obtaining a speed limit sign on that road. President Brown will continue to follow-up with IDOT for next steps. There is nothing that can be done until IDOT completes their survey. Trustee Mary Potter would like to see the speed limit sign dropped down by the high school. Treasurer Valerie Moss reported that the contact for IDOT is K. Garnett.

**g.** Permits- none received

**9.** Old Business –

- a.** Premier Network Solutions- Virus Software has been transferred to new computer. It has been paid for the year.
- b.** Carbonite is the cloud transfer for Village files. It has now been transferred to the new computer.

**10.** New Business-

- a.** President Brown would like to open a discussion on Ordinance reviews and how to approach the review of Ordinances. He inquired if there should be a committee or a project manager. Trustee Mary Potter stated that there was never a committee to review current ordinances. Trustee Karel Volpert stated that she believes Attorney Steve Miller should have copy of most recent Ordinances. Clerk, Brandye Kizer will make sure all current Minutes and agendas back to 2011 will be available for Trustees to review. The minutes can be reviewed and flag any mention of ordinances being passed, so Village Clerk can ensure we have those ordinances. There is concerns that not all ordinances are up to date and in the current ordinance book. The Village board would like to review all current ordinances and make sure the Ordinance book is up to date. The Village Board Trustees volunteered to assist in the process. Clerk, Brandye Kizer will send out an email with dates and times Clerk will be in office working on ordinances.
- b.** Current Treasurer Valerie Moss has submitted her resignation to the Village of Bismarck Board. There have been two resumes received for the Treasurer position.

The Village Board reviewed both resumes and had a discussion on candidates. Trustee Karel Volpert stated that she is very appreciative that candidate Brandon Curry Varner has shown interest in being a part of the Village and has applied for position of Treasurer, and would like to keep him in mind if an opportunity opens up that the Village can use his medical expertise. Discussion on Mr. Adam Muehl’s expertise with accounting software and services with his current employer was discussed.

- i. Motion to appoint Mr. Adam Muehl for Village Treasurer, to replace outgoing Treasurer Valerie Moss, was made by Trustee Terry Light, and seconded by Karel Volpert. 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

The Village Board thanked Valerie Moss for her service. It was discussed that the board will swear Adam Muehl in at tonight’s board meeting. His effective date will be as of 1/21/2020. The swearing in and Oath was presented to Mr. Adam Muehl by Trustee Mary Potter.

- 11. 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 February 18, 2020.
- 12. Adjournment** – With no further business to come before the Board at this time, upon motion by Trustee Jane Cress, with a second by Trustee Terry Light, the meeting was adjourned at 8:29 p.m. The motion passed by acclamation.

Respectfully Submitted,  
 Brandye Kizer, Clerk

**APPROVED 2/18/2020**