

VILLAGE OF BISMARCK

County of Vermilion, State of Illinois

Minutes of Regular Board Meeting, December 17, 2019

1. At 6:30 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, Karel Volpert, President Mike Brown, and Clerk Brandye Kizer. Trustee Sheila Switzer arrived late at 6:35pm after roll call was taken. Treasurer Valerie Moss was absent. A quorum was established. Guests present included: Tracey Fullen of Donohue & Associates, Amanda Potter and Phil McDonald, Susan Freedlund, Lee High, Terry Corn, and Ken Phillips.
3. Approval of the Agenda for December 17th, 2019 – with a change to move the Keep Bismarck Beautiful Holiday and Trim Winners up on agenda before public comments. On a motion by Jane Cress, seconded by Terry Light. The motion passed by acclamation.
4. Reports of committees and assignments:
 - a. Keep Bismarck Beautiful (KBB)
 - i. Trustee Karel Volpert and Trustee Jane Cress congratulated and recognized this year's Holiday Light and Trim Winners: Ron and Susan Freedlund, Ron and Connie Spicer and Jack and Bonnie Luttrell were. Mrs. Susan Freedlund was in attendance and was presented with a certificate and prize by Trustee Karel Volpert and Trustee Jane Cress for recognition of the wonderful holiday display outside their home. Mrs. Susan Freedlund stated that she seen in the paper last week that the United States is the only country that decorates the outside of their homes for the holidaysand there are 80 million homes that decorate their houses. Trustee Karel Volpert will personally deliver the certificates and prizes to Mr. and Mrs. Ron Spicer and Mr. and Mrs. Jack Luttrell. Trustee mentioned that this is awonderful tradition each year and they enjoy looking at all the homes decorated.
5. Public Comments/Questions
 - a. Residents Mr. Lee High and Mr. Ken Phillips presented the board with a petition of about 80 names in regards to the Special Service Tax. They questioned if the Village Board had received clarification on whether it was one name per property owned or if each property owner could sign for each property owned. They also wanted to know if the individual signing the petition had to be the property owner. It was discussed that the individual signing had to be the individual named on the tax property bill. Mr. Lee High also mentioned that he should have had individuals print their name as well as sign so they were legible. Mr. Ken Phillips inquired how many

signatures they would need to make the 51% requirement. They discussed that several residents were unsure about signing. Discussed that some residents were not aware of the discussion of the tax increase, even though letters were sent out. Mr. Lee High discussed that the water storm issue has been a concern for over 25 years or so, and for some reason or another, it has been pushed aside. Mr. Ken Phillips wanted to know how many names needed to be on the petition, and Tracy Fullen, from Donohue & Associates, and the board stated that they needed to consult the attorney to get that number as that was unclear. It was also recommended that Mr. Lee High and Mr. Ken Phillips could contact the County Clerk's office or Assessment office to inquire about obtaining that number. Mr. Lee High stated his intention for the petition was to relay to the board that the residents of the Village of Bismarck are not in favor of an increase in their real estate taxes. Mr. Lee High stated the residents understand there is a surface water problem but they are not in favor of a tax increase. He questioned if they need to continue to get more signatures to stop the property tax increase. Mr. Ken Phillips stated that he understands something needs done but is concerned if the 2% tax is the fairest way to go. There was mention of cleaning ditches and doing more work this way, and whether that would help the water issue. Tracy Fullen, from Donohue & Associates, discussed that some work can be done with ditches but the majority of the work will need to be done underground. The board encouraged residents to come to the board meetings and ask questions and inquire about any concerns. The board would like to hear from residents and get suggestions on how to be able to fix the storm water issue while making it fair for all residents. Village resident Amanda Potter stated that the board members have been voted into office by the village residents to be leaders of the Village of Bismarck and to do what is best for the village. She feels that the board needs to do what they feel is best and village residents need to support them. She stated that she is a single mother who had to pay out of her pocket to fix something she thought was an issue on her property and it wasn't and she supports the real estate tax increase, if it means fixing the water issue in the village. Discussed that the \$35 utility fee a month equals \$420 a year per home owner versus what the increase in yearly taxes would be per resident. Village Clerk, Brandye Kizer, stated that if there are any residents who would like to know exactly what the impact on their taxes would be, they are more than welcome to call or stop by the Village Office and the village clerk or a village board member would be more than willing to help them obtain that information.

6. Approval of the Minutes for Regular Board Meeting held on November 19, 2019 was made on a motion by Trustee Karel Volpert and seconded by Trustee Sheila Switzer. Motion passed by acclamation.

7. Approval of the minutes for Special Board Meeting held on December 3, 2019 was made by Trustee Jane Cress and seconded by Trustee Kris Kizer. Motion passed by acclamation.
8. Clerk, Brandye Kizer, gave the Treasurer's Report, as Treasurer Valerie Moss being unable to make it due to illness, and presented the bills for payment. Current Account Balances of 12/15/2019 are as follows: New general Fund Checking-\$121,244.86; Old General Fund-\$2,279.13; Motor Fuel Fund Checking-\$24,687.06; and TIF Checking- \$17,804.64 for a Total of \$166,015.69. Utility bills and revolving bills reviewed. Additional bills paid this month were: Ryan Tax and Accounting (Yearly Village Audit)-\$1500.00; DI Fire-\$111.95 (Yearly fire extinguisher check); Danville Tile and Drainage (culvert and supplies)- \$456.00; and Donohue & Associates (Engineering)- \$2117.20.

Clerk, Brandye Kizer, presented information from Valerie Moss about the Treasurer accounts. Valerie made two changes to the New General Fund, as the Old General Fund was not showing up as a deposit, and it has been corrected and now reflects in the account balance.

Last month there was discussion on an invoice from Premier Network Solutions. President Mike and Valerie have both spoken to the company and Premier Network Solutions is for remote monitoring and management of the Village of Bismarck's server. The Village currently has McAfee on the current computer, but when it expires there will need to be another protection placed on the computer. The board will need to determine if they would like to continue services with Premier Network Solutions and if the board wishes to retain the service on the new computer, Premier Network Solutions will need to come into the office and set up new service on the new computer.

There was also an automatic purchase debited from the account from Carbonite in the amount of \$71.99. Valerie placed a call to Carbonite to confirm what service they provide as she was unfamiliar with the company. Carbonite is a "cloud" backup service provided to the old computer. It backs up and saves all the files in the "cloud" in case of theft, fire, virus destruction, etc. The service needs to be transferred to the new computer and the annual fee is \$71.99. There is also a village credit card in previous President Lewis's name still active. Valerie would need someone with permission to access Old National Bank accounts to inquire about this particular credit card to ensure it is canceled.

Valerie reported that the Village accountant Ed Ryan, stated that during the annual audit he suggested that board minutes should reflect more activity when it comes to the treasurer's report. Valerie's suggestion would be that the Reconciliation Reports for all four of our accounts be incorporated into the monthly minutes and attached when posted online. When transfers are being done between accounts, which cannot be done without a roll call vote from the board, they need to be documented in the minutes specifically. Clerk,

Brandye Kizer, will reach out to Ed Ryan as well to ensure understanding of how detailed minutes need to be moving forward.

Valerie stated that it was also brought to her attention that the Motor Fuel Account balance is much higher than it should be. There is a discrepancy from what the Village of Bismarck has and what IDOT is showing the Village should have. Valerie has looked at the quickbooks documentation and nothing is standing out to her at this time. The information will continue to be reviewed. It has been encouraged to find uses for these funds and they can be used for sidewalks, street repairs, culvert repairs and ditches. IDOT will not approve funds for more that they believe you have in the account. Tracy Fullen at Donohue & Associates stated that in the past the Village reviews these projects every other year and so this year would be the year to do this. It was recommended to look back as far as 10 years in records to see where the discrepancy is coming from. The Village needs to look at records from 8-10 years ago to see if General Funds were deposited into the Motor Fuel Account. Funds cannot be moved unless there is a way to confirm why funds were moved. The treasurer will continue to work on getting this account corrected.

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

9. Correspondence: None

10. Reports of committees and assignments:

a. Public Works

- i. Trustee Kris Kizer commended Maintenance Worker Dan Wright on his work with clearing the snow in the recent weather and getting it cleared quickly for the residents and school children. Trustee Jane Cress agreed that he did a great job with the snow blower and getting walkways cleared.
- ii. The loan for the Kubota should be paid off last month and should be getting title. Village Clerk, Brandye Kizer, will check on whether the loan is officially paid off.

b. Budget and Finance

- i. The Fiscal year 2019 Annual Financial report was submitted and looks good with no concerns. The Village Clerk will have it filed on December 19th, 2019 at the Vermilion County Clerk's Office.
- ii. Certificate of Exempt Status Property Renewal form was received by the Vermilion County Assessor's office. There are no changes in property ownership to the Village's buildings to be made and the village board agreed to submit it to the Vermilion County Assessor's office.

- iii. Village of Bismarck Tax Exemption will automatically renew in March, 2020 when the current one expires. Village clerk explained that President Brown now has tax exemption cards for Menards, Lowe's and Walmart. Trustee Karel Volpert and Trustee Sheila Switzer would like to have a card for Wal-mart if possible. Explained the process for using the tax-exempt card at the retailers to the Village Board members.
- iv. Village of Bismarck Annual Tax Levy Ordinance for 2019 reviewed and approved by board with a roll call vote. Trustee Terry Light made a motion to approve, with a second by Trustee Kris Kizer, to approve the Village of Bismarck Tax Levy Ordinance for 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. 17213 Crystal Place- Sent letter and have not heard anything back

ii. New Ordinance update

- 1. 106 S. Chicago- Stimac/Hessler- garbage in the backyard and President Brown spoke to Mr. Stimac about the concerns. Mr. Stimac will get it taken care of. No further action at this time.
- 2. Zaborsky property- has items and fencing in yard -safety concern, downed trees- send letter to Trust

d. Keep Bismarck Beautiful (KBB) –

e. Tax Increment Financing (TIF)-

- i. Accountant Ed Ryan has reported that the annual audit has been submitted, filed and the Village of Bismarck has been found in compliance

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

- i. Stormwater Drainage Project-
- ii. DCEO grant: Reports are due each month by the 30th. President Brown will submit this month's report by the 26th.
- iii. Stop sign/speed limit sign at Wilson/ Prairie was discussed with IDOT and they will be implementing speed checks in that area. 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. This is tabled until next month for update.

g. Permits

11. Old Business – none.

12. New Business-

- a. Bismarck Blessings provides food for children in the community and every year at this time the Village Board has donated to the organization. It was recommended to donate \$100 to Bismarck Blessings. Motion to approve \$100 donation made by

Trustee Jane Cress, seconded by trustee Karel Volpert. Motion passed by roll call vote.

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

- b.** Village of Bismarck received a request to donate to the 2020 Arts in the Park. Motion to deny donation to 2020 Arts in Park made by Trustee Terry Light, seconded by Trustee Jane Cress. 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.** Set Village of Bismarck 2020 board meeting dates. On a motion by Trustee Karel Volpert and, seconded by Trustee Sheila Switzer. The motion passed by acclamation.
- d.** Current Treasurer Valerie Moss has submitted her resignation to the Village of Bismarck Board. She would like this to be effective as of today's meeting on December 17th, 2019, although she is willing to continue until a replacement is found. Board agreed to post job posting for Treasurer on the facebook page, Village website, at the post office and on the Village doors. Applications will be accepted until January 20, 2020 for review at next Board meeting set for January 21, 2020.

13. 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 January 21, 2020.

14. Adjournment – With no further business to come before the Board at this time, upon motion by Trustee Terry Light, with a second by Sheila Switzer, the meeting was adjourned at 8:50 p.m. The motion passed by acclamation.

Respectfully Submitted,
Brandy Kizer, Clerk

APPROVED 1/21/2020