

**VILLAGE OF BISMARCK**  
 County of Vermilion, State of Illinois  
 Minutes of Regular Board Meeting, March 17, 2020

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 Jane Cress, Kris Kizer, Mary Potter, Sheila Switzer, President Mike Brown and Clerk Brandye Kizer. Treasurer Adam Muehl and Trustee Karel Volpert were present by phone call due to COVID-19 restrictions. A quorum was established. Trustee Terry Light was absent due to previous obligation as Election Judge. No guests were present.
3. Approval of the Agenda for March 17, 2020 made on a motion by Kris Kizer, seconded by Sheila Switzer. The motion passed by acclamation.
4. Public Comments/Questions: No public comments were made
5. President's Comments: President Brown welcomed everyone to the Village Meeting. President Brown discussed concerns with COVID-19 and that Governor Pritzker closed the Illinois public schools effective March 17th through April 7th. He is unsure at this time what this all means but he wants the community to know that the Village Board is available to help the elderly or immune-compromised to get anything they need. President Brown stated that the community will be kept up to date as things unfold through the facebook page. It was noted that Bismarck Blessings had 25 food baskets given out.
6. Approval of the Minutes for Regular Board Meeting held on February 18, 2020 was made on a motion by Trustee Jane Cress and seconded by Trustee Mary Potter. Motion passed by acclamation.
7. Treasurer Adam Muehl presented Treasurer's report and request to transfer funds. Treasurer Adam Muehl reported that the account balances as of 2/29/2020 are as follows: New General Fund is \$126,231.32; Old General Fund \$8,628.19; Motor Fuel Fund \$29,030.36 and TIF \$17,805.08.

The majority of the bills paid out this month are for regular and recurring bills. There was one payment made to Kelly's Sign Shop for golf cart decals at the cost of \$44.25. Treasurer Adam Muehl discussed that he needs approval to transfer \$8,528.19 from Old General Fund to the New General Fund. Trustee Jane Cress made a motion to approve, with a second by Trustee Sheila Switzer, to approve the Treasurer's Report and pay the bills as presented, and the transfer of funds from the Old General Fund to the New General Fund. The motion passed by roll call vote.

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

8. Correspondence: None Noted



9. Reports of committees and assignments:

a. Public Works

- i. President Brown stated that he has taken the Kaboda into the shop for Maintenance.
- ii. President Brown discussed that Road signs that were for sale have been getting purchased. A gentleman reached out and bought 5 signs and Trustee Jane Cress has purchased a sign.

b. Budget and Finance

- i. Furnace and Air Conditioning Quotes- President Brown asked to table this discussion to future meeting since not all trustees were in attendance. Motion to table this discussion was made by Trustee May Potter, with a second by Kris Kizer. Motion passed by acclamation.
- ii. Clerk Brandye Kizer informed the board that the address for the Village Office is incorrect on the Conxxus, Bismarck Water District, and Ameren Street lights invoices. Treasurer Adam Muehl and Clerk Brandye Kizer will work on getting these corrected.
- iii. Annual Budget review was conducted. Discussed totals on each line item and made agreed budget changes as a group. Trustee Jane Cress stated that Clean Up Day may need more money allotted in the budget as the price is increasing each year. this was discussed in detail. It was also discussed for Clerk Brandye Kizer to call Ribbe Trucking to see if the Village can get on his calendar for the weekend after Father's Day. Clerk Kizer will follow-up on getting this scheduled. Treasurer Adam Muehl will compile the changes for the budget and send to Trustees for review before next meeting. Annual Budget will need to be voted on and approved at the April Board Meeting.

c. Health and Safety

i. Ordinance Violation Updates

President Brown made a recommendation that the date the letters are sent out to residents be added to the agenda. The letters will start with a 30-day notice and then a 10 day follow-up letter and then Night Court notice. The board agreed to this process.

1. Zaborsky property- Letter will be resent following new process.
2. 423 S. Chicago- Vecellio- Letter will be resent following new process.
3. John Brain- Letter will be resent following new process.
4. 14 W. South St-There is a correction that this is actually 13 W. South St. Letter will be resent following new process.
5. Bowman St- Evans- Letter will be resent following new process.

ii. New Ordinance update

1. 300 Maiden Lane-Pundt- Complaint regarding un-plated and inoperable vehicle was received. Current tags need to be placed on vehicles. There is also a vehicle un-plated and un-tagged parked in the grass and not in a driveway. President Brown asked that a letter will be sent out asking for compliance with ordinance.

- 2. Bowman- Next to lawnmower shop- President Brown reported that has been taken care of- no response required at this time.
- d. Keep Bismarck Beautiful (KBB) –
  - i. Trustee Karel Volpert reported that the bags of caps are now gone from the garage. They are hoping to get the benches made when possible.
- e. Tax Increment Financing (TIF)- President Brown stated that there was some discussion with the Grain Elevator owner about a possible new grain bin, but the owner was unable to get all the information he needed to move forward, so this is on hold at this time.
- f. Municipal Projects (Roads, Drainage, other improvements)
  - i. Stormwater Drainage Update- President Brown reported no updates at this time. Attorney is still working on options for Special Service Area ordinance.
  - ii. IERA Grants- no new reports
  - iii. MFT Funds-
    - a) President Brown stated he has spoken to Brian Trigg about the MFT discrepancy and is hoping to get that figured out soon.
    - b) Center St would possibly be the first area of focus once funds are approved to use for project.
  - iv. DCEO grant: Reports are due each month by the 30<sup>th</sup>. President Brown will submit this month's report by the 28<sup>th</sup>. Grant funds that need to be spent by June 2020 at this time it is \$8500.00. President Brown is in contact with Contractor Sam Claypool to get invoices and quotes submitted on time for grant purposes.
- g. Permits-
  - a) David and Paige Abbed- Permit requested for construction of shed on property PIN # 14-19-100-012.
  - b) Tyler Foley- Permit requested for 21 High Dr for new construction of residential garage (34x30-3 car).

Approval of permits for David and Paige Abbed and for Tyler Foley made on a motion by Jane Cress, seconded by Sheila Switzer. The motion passed by acclamation.

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

#### 10. Old Business –

- i. Clerk Kizer reported no new information on Ordinance review at this time. The Board will begin working on review of Ordinances after annual Budget is approved and filed.
- ii. Clerk reminded Board Members of the required training by December, 2020. Clerk Kizer offered to use the State of Illinois Training packet and present it at a future Board meeting for compliance. The board members in attendance agreed this may be the easiest for them. Clerk Kizer will begin preparation of this training.
- iii. Disaster Recovery Project- no new updates by Trustee Kris Kizer at this time.
- iv. President Brown had no new updates at this time.

#### 11. New Business-



- a. President Brown opened discussion on donating to the Men's Club for the Annual Bismarck Firework Display held in June. The board agreed to donate \$500 for the annual fireworks.

Trustee Mary Potter made a motion to approve, with a second by Trustee Kris Kizer, to approve the \$500 donation to the Men's Club for fireworks. The motion passed by roll call vote.

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

- b. President Brown opened discussion on donation to Bismarck Blessings for food for their backpack program for families affected by the COVID-19 closure. The board agreed to donate \$150 to Bismarck Blessings.

Trustee Kris Kizer made a motion to approve, with a second by Trustee Jane Cress, to approve the \$150 donation to Bismarck Blessings for Food related to COVID-19. The motion passed by roll call vote.

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

- c. President Brown asked if it was possible to table the discussion on the Village being wet until a later Board Meeting. Trustee Mary Potter made motion to approve to table discussion, with a second by Trustee Kris Kizer. Motion approved by acclamation.

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 April 21st, 2020. Bills to be considered for payment and items for the agenda are to be submitted by April 14<sup>th</sup>, 2020 to Village Clerk and Village Treasurer.
13. **Adjournment** – With no further business to come before the Board at this time, upon motion by Trustee Jane Cress, with a second by Trustee Kris Kizer, the meeting was adjourned at 10:06 p.m. The motion passed by acclamation.

Respectfully Submitted,  
 Brandy Kizer, Clerk