

**VILLAGE OF BISMARCK**  
 County of Vermilion, State of Illinois  
 Minutes of Regular Board Meeting, June 16, 2020

1. At 6:38 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 (WebEx Virtual), Terry Light, Kris Kizer, Mary Potter, Sheila Switzer, Karel Volpert, President Mike Brown, Treasurer Adam Muehl and Clerk Brandye Kizer. A quorum was established. Guests included resident Alicia Gonzalez and Emergency Management Director, Russell Rudd.
3. Clerk Kizer asked to amend the agenda to add under Municipal Project a MFT invoice from Donohue Associates and Sam Claypool Quote, Public Works add discussion of 4 ways stops on the village streets, and Health and Safety addition of discussion on motor tracks ordinance to the agenda. Approval of the Agenda for June 16, 2020 with amendments to add requested line items was made on a motion by Karel Volpert, seconded by Terry Light. The motion passed by acclamation.
4. Public Comments/Questions: None noted.
5. President's Comments: President Brown welcomed everyone to the Village Meeting. President Brown acknowledged new resident Alicia Gonzalez to the Village. President Brown stated it has been a busy month for the Village.
6. Approval of the Minutes for Regular Board Meeting held on May 19, 2020 was made on a motion by Trustee Mary Potter and seconded by Trustee Terry Light. Motion passed by acclamation.
7. Treasurer Adam Muehl presented Treasurer's report. Mr. Muehl continues to investigate on how to get accounts switched through the Comptroller's office so that Funds will no longer need to be transferred from the Old General Fund to the New General Fund. He will let the Board know when that is completed, progress has been halted due to COVID-19 and the agencies are hard to get in touch with at this time. Trustee Terry Light stated that the previous Treasurer Eric Nesbitt had tried several times to get account switched over and was unsuccessful. Treasurer Adam Muehl stated that he seen the notes and he will continue to work on it. Trustee Terry Light made a motion to approve treasurer's report and bills, with a second by Trustee Sheila Switzer, 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

Treasurer Adam Muehl reported that the account balances as of 5/31/2020 are as follows:  
 New General Fund is \$140,447.55; Old General Fund \$8,279.80; Motor Fuel Fund \$40,734.23 and TIF \$17,805.53.

The majority of the bills paid out this month are for regular and recurring bills. The bills paid that are not monthly and regular are as follows: Old National Bank for Safe Deposit Box of \$130.00; Hall of Fame Signs for Village Clean-up Day signage for \$48.94; Berry's Garden Center for a total of \$186.00 and Mug-A-Bug for \$200.00 for mosquito product. Bill was received from Bismarck Water District for two months for total of \$54.01. Connexus has changed account billing and Treasurer has had some difficulty getting into the account but was able to retrieve bill for the month. Treasurer Muehl received invoice from Steve Miller at Acton and Snyder, Village Attorney, right before meeting on his services for \$1130.00. Trustee Mary Potter had a question as to why there was a conversation with the attorney about the softball diamond construction with the school. The discussion has to do with the possible water impact from having the addition of the softball diamond. No bill has been received yet from Dept. of Animal Regulation.

Danville Tile invoice received for DCEO project on Prairie for a total of \$537.90. This invoice will be paid from the DCEO grant as allocated from the Grant.

Treasurer Adam Muehl discussed that he needs approval to transfer \$8,179.80 from Old General Fund to the New General Fund. Trustee Karel Volpert made a motion to approve, with a second by Trustee Kris Kizer, 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. Correspondence: None at this time
9. Guest Presentation: Vermilion County EMA Director, Russell Rudd was introduced by Trustee Kris Kizer. Mr. Rudd was asked to attend by Trustee Kris Kizer to discuss how the Village could be prepared for natural disasters and any disaster that would come into the community. Community needs to take care of those that cannot take care of themselves. It is always best for the community to be prepared before a disaster or a pandemic such as COVID-19 happens, but it can't always be expected. The goal is to have communities prepare themselves to protect their community members for anything that can happen. The most important thing the Village would need to look into is having a designated shelter center in place for cooling, heating and disasters. It is recommended that the community have an action plan ahead of time and not wait for a disaster to happen before implementing. Possible shelters can be schools, churches, etc. Please note that Red Cross will come in and help but they will have strict rules that will need to be followed, whereas, if the village has a plan, they can run it by their rules. Mr. Rudd provided the text notification information so residents can receive text messages for the area. Some emergency tips for residents is to have a 2-week supply of food and water at your home. Mr. Rudd will forward the Vermilion County EOP for the Village Trustees to review when making their Emergency Management Plan. Mr. Rudd was thanked by the Trustees for his time and the great information and recommendations he provided the Village.
10. Reports of committees and assignments
  - a. Public Works

- i. The Village Board discussed clean-up day will be on Saturday June 27<sup>th</sup>, 2020 from 8am-12noon. The cost will be \$20 each per truck bed or trailer. The location will be the same as last year and that will be at the Newell Township Maintenance lot located at 200 Illinois St, Bismarck, IL. Trustee Jane Cress will not be available that day and requested that someone pick up the signs after the clean-up.
- ii. President Brown discussed having basins cleaned in the Village. He stated that many of the basins are full of rocks and mud and water is unable to pass through. He stated that the cost is \$250 an hour and he is unsure how many basins there are in the Village. Trustee Kris Kizer would like to see this be a yearly maintenance task, maybe Spring and fall. President Brown agreed that he feels yearly maintenance is mandatory for the Village. President Brown would like to receive quotes to get this completed. President Brown asked that this be placed on agenda for next month's agenda to discuss a plan to clean the village basins so many at a time.
- iii. Discussion of the Village Alleys and who is responsible for keeping them maintained. There are alleys that are so damaged that vehicles are getting stuck. Trustee Terry Light discussed that the Village needs to repair alleys that are damaged, but the Village does not maintain them. President Brown and Trustees asked for this to be placed on next month's agenda as well for further discussion.
- iv. President Brown brought up the concern from a home owner that the streets inside the village need to have 4 ways stops such as the intersection of South St and Myers and South Street and Center. There are more and more children who are in the village now and riding bikes and cars do not always stop or slow down. Resident Alicia Gonzalez voiced her concerns about the cars driving fast through the village. The board discussed whether it was need to place stop signs or if education is what is needed to watch for cars and children. Trustee Terry Light stated he was not in favor of a stop sign and Trustee Karel Volpert stated she is concerned about the safety of the children. Trustee Jane Cress asked about if it was possible to call and request a traffic study at Myers and South St. Board will continue to discuss this at next month's board meeting.

**b. Budget and Finance**

- i. Village Clerk Kizer discussed proposal from Village Accountant Ed Ryan for Audit services that will be coming due for the Village in the amount of \$1500.00 fixed price engagement.

Trustee Terry Light made a motion to approve, with a second by Trustee Sheila Switzer, to approve the Audit Engagement Proposal for Mr. Ed Ryan, Accountant, 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

**c. Health and Safety**

- i. Board discussion of Motor Track concerns on Virginia. Attorney Steve Miller, informed President Brown that the Village was responsible for maintaining the zoning rules for the Virginia area. There is a mile and half buffer that the Village is responsible for. President Brown discussed with the Board whether there needs to be a discussion on whether the board would need to put a village ordinance regarding motor bikes in place.
- ii. Ordinance Violation Updates- Enforcement of ordinance violations will be enforced starting next month, now that Night Court is back open.

**d. Keep Bismarck Beautiful (KBB)-** Trustee Jane Cress reported that resident Mary Alice Stonecipher has planted plants in the pots on Holloway. The Village board wanted to acknowledge Mary Alice Stonecipher and thank her for taking the time to plant the flowers for the Village. Trustees Karel Volpert and Sheila Switzer are going strong in voting for homes to be featured in the Keep Bismarck Beautiful Summer Contest. They are getting ready to do the 2<sup>nd</sup> round. Trustee Karel Volpert thanked those that watered the flowers while Maintenance Worker, Dan Wright, was gone.

**e. Tax Increment Financing (TIF)**

- i. No information

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

- i. Storm Water Special Service area- President Brown asked to table the discussion on the Storm Water Special Service Ordinance until next meeting.

Trustee Terry Light made a motion to table the Storm Water Special Service Area Ordinance, with a second by Trustee Kris Kizer. 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

- ii. Donohue invoice brought to board for approval for \$290.00 for on-call engineering services regarding Center St.

Trustee Karel Volpert made a motion to approve, with a second by Trustee Kris Kizer, to approve Donohue Invoice. 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. MFT invoice was received by Donohue Associates for Tar and Chip on roadways in the village to be completed by Daniel L. Ribbe Trucking as discussed at last board meeting. The bid came in about \$1500 over the estimate for a total of \$32,597.31. the board would need to approve the bid with the overage before the project would be able to begin.

Trustee Terry Light made a motion to approve, with a second by Trustee Kris Kizer, to approve IDOT MFT 2020 invoice. 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 the final quotes received by Sam Claypool for \$2980.00 for Phase 1 of the DCEO grant. This will be the final quotes needed to finish the DCEO \$10,000 project.

Trustee Terry Light, made a motion to approve, with a second by Trustee Kris Kizer, to approve quote for \$2980.00 from Sam Claypool for phase 1 work. 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

- v. DCEO grant: Project should be completed by end of June, 2020. Clerk Kizer and President Brown will work on getting final reports into the state to close out grant.

**g. Permits**

- i. Permits – None received

**11. Old Business**

- a) Sexual Harassment training will be conducted by Village Clerk using the State of Illinois training manual at the August 18<sup>th</sup> Board Meeting. All Board members and employees will need to attend.
- b) Ordinance review will be started and Trustee Jane Cress volunteered that she would be willing to come up and help go through the Ordinance books.
- c) President Brown discussed that he would like to have the discussion on making Village “wet” tabled until next month.

**12. New Business**

**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 July 28, 2020. Bills to be considered for payment and items for the agenda are to be submitted by July 21, 2020 to Village Clerk and Village Treasurer.

**14. Adjournment** – With no further business to come before the Board at this time, upon motion by Trustee Terry Light, with a second by Trustee Sheila Switzer, the meeting was adjourned at 8:51 p.m. The motion passed by acclamation.

Respectfully Submitted,  
 Brandye Kizer, Clerk

**APPROVED 7/21/2020**