

**VILLAGE OF BISMARCK**  
 County of Vermilion, State of Illinois  
 Minutes of Regular Board Meeting, July 28, 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 (WebEx Virtual), Kris Kizer, Mary Potter, Sheila Switzer, Karel Volpert, President Mike Brown, Treasurer Adam Muehl and Clerk Brandye Kizer. Trustee Terry Light was absent. A quorum was established. Guests included residents Jeff and Paili Davis.
3. Approval of the Agenda for July 28, 2020 was made on a motion by Karel Volpert, seconded by Trustee Kris Kizer. The motion passed by acclamation.
4. Public Comments/Questions: Trustee Karel Volpert reported that the Bismarck Women’s Club is ready to take the stored caps to Greencastle, Indiana to have benches made. She is asking for assistance in transporting them as she will need approximately 3 trucks. They are working with school district staff to schedule the drop off in Indiana. President Brown stated he would be willing to assist The Women’s Club in getting arrangements made.
5. President’s Comments: President Brown welcomed everyone to the Village Meeting. President Brown acknowledged residents Jeff and Paili Davis for coming to this evening’s Board meeting.
6. Approval of the Minutes for Regular Board Meeting held on June 16, 2020 was made on a motion by Trustee Kris Kizer and seconded by Trustee Sheila Switzer. 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. Treasurer Adam Muehl reported that he had just received a bill for Vermilion Advantage yearly membership that needed to be added to the bills due for this month. Trustee Karel Volpert asked Treasurer Muehl to look into when we last paid the membership fees for Keep Vermilion County Beautiful for our Keep Bismarck Beautiful status. New bills to be considered and approved by the Board increased from \$4,437.51 to \$4,889.73. Trustee Mary Potter asked if we could request more newsletters from Vermilion Advantage so each board member could receive one. Clerk Kizer will reach out and inquire if this request can be made. Trustee Mary Potter 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- absent | Kris Kizer-Yea     |
| Mary Potter- Yea | Karel Volpert- Yea  | Sheila Switzer-Yea |

Treasurer Adam Muehl reported that the account balances as of 7/27/2020 are as follows: New General Fund is \$131,418.13; Old General Fund \$6,529.44; Motor Fuel Fund \$42,094.25 and TIF \$17,805.68.

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: State of Illinois quarterly payroll taxes of \$282.95 and Federal quarterly taxes for \$749.24. Village did finally receive bill from Dept. of Animal Regulation for the past 4 months, and they should now be caught up.

Treasurer Adam Muehl discussed that he needs approval to transfer \$6,429.44 from Old General Fund to the New General Fund. Trustee Karel Volpert made a motion to approve, with a second by Trustee Mary Potter, to approve the transfer of funds as presented. 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 at this time
- 9. Guest Presentation: Ms. Paili Davis, an upcoming Junior at Bismarck Henning Rossville Alvin High School, and 2019-2020 Junior Miss Vermilion County Fair Queen. Ms. Davis approached the board about needing sponsors to Miss Illinois Teen USA pageant and represent the Village of Bismarck. She is currently asking other businesses to help sponsor her as she is responsible for selling \$800 in sponsorships and would like to see if the Village of Bismarck would consider in helping her achieve her goals in participating in the pageant. Ms. Davis was thanked by the Trustees for coming in and giving her presentation and wished her luck on her Miss Illinois Competition representing the Village of Bismarck. The board will vote later this evening on donation.
- 10. Reports of committees and assignments
  - a. Public Works
    - i. The Village Board discussed the results of the clean-up day held on Saturday June 27<sup>th</sup>, 2020 from 8am-12noon at the Newell Township Maintenance lot located at 200 Illinois St, Bismarck, IL. The board agreed that it was a success and the Village brought in \$800 this year and the bill for cleanup day was \$998.42. The difference this year was less than last year and Trustee Jane Cress stated that she was happy with the turnout. The board agreed.
    - ii. President Brown discussed having basins cleaned in the Village. President Brown would like a plan made to decide how to get the basins working, either by cleaning or repairing. He stated that many of the basins are full of rocks and mud and water is unable to pass through. There are some basins that are not working. They either need cleaned or fixed. He stated we have the infrastructure to make the water drainage work, we just need to make some repairs and cleaning. He stated that the cost is \$250 an hour and he is unsure how many basins there are in the Village or how much work will need to be done. He stated that it had cost \$500 to clean 3 basins on Prairie. 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, as he is estimating that it could be \$5,000 to just clean the

basins in the Village. President Brown asked that this remain on the monthly agenda until a plan to clean the village basins is established.

- iii. Discussion of the Village Alleys and the Board agreed that the Village would be responsible for repairing these alleys in need of maintenance. The Board agreed that the Village is not responsible for mowing and keeping weeds down. President Brown will go around the Village and make a list of the alleys that are need of repair and obtain a quote for repairs. President Brown 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. The Village Board would like to see something done in that area, but they are unsure as to if it needs to be stop signs. It was mentioned that possibly yield signs could be placed instead. Trustee Jane Cress had inquired about a traffic study being done at last month's meeting. Clerk Kizer is working on getting that scheduled. Board will continue to discuss this at next month's board meeting.

**b. Budget and Finance**

- i. Village Clerk Kizer and Treasurer Muehl reported that Accountant Ed Ryan has all the documents he needs to start the annual audit. He is now able to get most of the required documents online now that the Village has quickbooks online. Mr. Ryan will let Clerk Kizer or Treasurer Muehl know if he needs anything else.

**c. Health and Safety**

- i. Board discussion of Motor Track concerns on Virginia. President Brown talked to a couple of neighbors and they stated that it can be loud at times, but other times it is not a problem. Some other neighbors reported not hearing anything that bothered them. Trustee Jane Cress reported that she had a young boy pull out in front of her on Shake Rag on a motor bike. She felt this was not safe if they are riding their dirt bikes on public roads. President Brown stated he would speak to property owners that this is a concern and motor bikes are not to be on the main public roads. It will also become more of an issue if 5 or 6 bikes are riding on the track. President Brown asked the board to continue to brainstorm the situation dealing with motor bikes and motor bike tracks within the residential areas in the village buffer zone and within the village limits. He emphasized that any decision made has to be across the board.

**d. Ordinance**

- i. President Brown wanted to discuss residents who are riding their golf carts without stickers, ATV, side by sides and dune buggies without proper licensing in the Village. The board discussed that the police patrols need to be informed that we would like them to monitor the situations when they in the Village patrolling. The police will cite those who are found in violation. Trustee Potter and Trustee Cress will get Clerk Kizer a list of residents who have registered golf carts in the past and currently are known to have golf carts. Clerk Kizer will send letters to these individuals if they have not already purchased an

annual sticker from Trustee Potter. These letters will be sent out annually to remind residents to purchase their stickers.

- ii. Ordinances have all been reviewed and Clerk Kizer will work on getting everything together for the Trustees to form a committee to review and make suggestions on Ordinance annual review.
- e. Keep Bismarck Beautiful (KBB)- Trustee Jane Cress and Trustee Karel Volpert reported that resident Mary Alice Stonecipher has donated extra plants she had to the Village. Trustee Karel Volpert got plants to also plant in the entrance beds. Maintenance personnel Dan Wright put mulch down in the entrance beds and the entrance beds look great. The Village board wanted to acknowledge Mary Alice Stonecipher and thank her for taking the time to plant the flowers for the Village. It was reported that the Keep Vermilion County Beautiful is still planning on doing their electronic recycling event in October at DACC. Great America Cleanup in Danville will also be done in October. Fall festival has been canceled.
- f. Tax Increment Financing (TIF)
- i. Treasurer Muehl reported he is still waiting for property tax installments to be deposited into the Village account before the Village can pay the TIF Increment Invoice 2020 to S&E, LLC.
- g. Municipal Projects (Roads, Drainage, other improvements):
- i. Donohue Associates Engineer Tim Cowan discussed options for the Storm Water Special Service Area. The rate for the Special Service Area can be added to the tax bill as a special service area charge, but it is not added to the property owner's taxes. This would be used for maintenance of the Storm Water drainage system. The Vermilion County Tax Assessor office can collect the rate for no charge. The Village Board would need to decide on the amount for the SSA rate (flat fee) that is fair. When the Village Board had the community meetings at the elementary school in 2017 the community consensus was that they would support a \$35 fee. MFT funds can be used for smaller projects and SSA money could be used for larger projects, although it would be a year before funds could be used due to the way the funds would be collected. Mr. Cowan discussed that the Village can offer certain incentives for residents and he will send a copy of the incentive information and examples.
  - ii. Storm Water Special Service area- President Brown asked to table the discussion on the Storm Water Special Service Ordinance until next meeting. Clerk Kizer resent the SSA ordinance to the Board for review before next meeting.
  - iii. MFT
    - a. 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 bill came in over the estimate for a total of \$33,077.70 due to needing more materials to complete project. Trustee Potter and President Brown asked Tim Cowan if there was anything Donohue could do since some of the roads did not seem to be covered well and tar and oil was showing through. Mr. Cowan will look into the concern.

Trustee Kris Kizer made a motion to approve, with a second by Trustee Sheila Switzer, to approve IDOT MFT 2020 invoice. 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. MFT funding for rebuild Illinois. There are funds that the Village received for \$6,300.00 and will be receiving another \$6,300.00 as part of the Statewide improvement plan. The village will need to determine how to use the money as it has to be spent on certain items and projects. President Brown will be working with Tim Cowen at Donohue Associate’s to see what the Village can do with the allotted money. President Brown is unsure if there is a deadline at this time.

iv. President Brown discussed that the DCEO grant is now completed for Phase 1 on Prairie and that the Village will be completing the required documents over the next couple months to close out that grant.

**h. 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. Training will start at 6:00 pm.
- b) President Brown discussed that he would like to have the discussion on making Village “wet” tabled for now.

**12. New Business**

Paili Davis Donation Request. Trustee Jane Cress, made a motion to approve donation of \$100 to Paili Davis to support her entrance into the Miss Illinois Competition, with a second by Trustee Sheila Switzer. 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 |

**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 August 18, 2020. Bills to be considered for payment and items for the agenda are to be submitted by August 11, 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 Kris Kizer, with a second by Trustee Sheila Switzer, the meeting was adjourned at 8:20 p.m. The motion passed by acclamation.

Respectfully Submitted,

**APPROVED 8/18/2020**

Brandye Kizer, Clerk