

VILLAGE OF BISMARCK
 County of Vermilion, State of Illinois
 Minutes of Regular Board Meeting, January 19, 2021

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 Board Member Kris Kizer, as Clerk Brandye Kizer was absent due to being on mandatory COVID quarantine. Board members present were Trustees Terry Light, Kris Kizer, Sheila Switzer, Karel Volpert, President Mike Brown, and Treasurer Adam Muehl. Absent: Clerk Brandye Kizer, Trustee Jane Cress and Trustee Mary Potter (presented for the meeting but left before the meeting started due to concerns with Covid exposure). A quorum was established. Guests: None
3. Approval of agenda for January 19, 2021, was made on a motion by Terry Light, and seconded by Trustee Sheila Switzer. The motion passed by acclamation.
4. Public Comments/Questions: No Public comments or questions.
5. President's Comments: President Brown welcomed everyone to the Village Meeting and thanked them for coming.
6. Approval of the Minutes for Regular Board Meeting held on December 15, 2020, was made on a motion by Trustee Karel Volpert and seconded by Trustee Sheila Switzer. Motion passed by acclamation.
7. Treasurer Adam Muehl presented Treasurer's report. Treasurer Adam Muehl stated that the bills for this month are all usual bills. Treasurer Adam Muehl requested approval for payment of bills of \$2,982.61 with the addition of Maintenance employee Dan Wright's paycheck for this month's bills due. Trustee Sheila Switzer inquired about the current minimum wage requirements and whether we were following those guidelines with Mr. Wright's current wages. The wage is over the current minimum wage at this time and the Board will continue to revisit that to ensure the Village of Bismarck continues to be in compliance. The majority of the bills paid out this month are for regular and recurring bills.

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

Treasurer Adam Muehl reported that the account balances as of 12/31/2020 are as follows: New General Fund is \$167,947.73; Old General Fund \$14,264.41; Motor Fuel Fund \$25,690.64 and TIF \$45,169.76.

Treasurer Adam Muehl discussed that he needs approval to transfer \$6809.06 from Old General Fund to the New General Fund. The December transfer had not yet been posted on the account. Trustee Terry Light made a motion to approve, with a second by Trustee Sheila Switzer, to approve the transfer of funds as presented. The motion passed by roll call vote.

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

8. Correspondence: None

9. Reports of committees and assignments

a. Budget and Finance

- i. Treasurer Adam Muehl discussed that the Village needed to obtain W-2's and have them delivered by the January 31st date. The Village Board has two options to get this completed: 1) The Board can approve someone to complete the W-2's and Treasurer Adam Muehl received a quote from CLA accounting services for \$300 to have them completed or 2) Subscribe for QuickBooks Payroll online to current QuickBooks and Treasurer Adam Muehl would be able to complete payroll activities, tax reporting and completion of W-2's each year for the Village of Bismarck. This option would be more accurate in record keeping compared to the current excel spreadsheet. The cost of this service would be \$22.50 a month. Last year we paid \$550 for W-2 and current subscription and if we went with QuickBooks, it would be \$794, and everything would be included. Trustee Terry Light stated that if it makes everything easier and more accurate, then he would recommend the QuickBooks payroll.

Trustee Terry Light made a motion to approve the additional subscription of QuickBooks payroll to be added to The Village of Bismarck's QuickBooks online subscription for a total of \$22.50 a month with a second by Trustee Kris Kizer. The motion passed by roll call vote.

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

- ii. President Brown stated that the clerk's desk cannot be locked, and he feels that the desk may need to be replaced. Trustee Terry Light agreed that the desk was very old and needed to be replaced. Trustee Kris Kizer stated that the clerk would be okay with having a plexiglass top as the concern is that the top of the desk is hard to write on due to dents and pockmarks. An L-shaped desk would be beneficial as well due to the storing of documents and binders needed for recordkeeping. President Brown stated that he would not pick out a desk without Clerk's approval. Trustee Terry Light stated that catalogs can be picked up from Arnold's Office Supply or Amazon. Trustee Kris Kizer asked if there was a designated budget line for desks. There is a line for office supplies. President Brown stated that the Clerk will look into what options

there are for a desk. Trustee Terry Light stated that we could buy the desk this fiscal year and then purchase the Credenza next fiscal year. Trustee Karel Volpert recommended that prices and pictures be brought back to the Board and then a decision can be made.

- iii. Acton and Snyder Invoice (\$437.50) has already been paid and was approved from last month's treasurer bills. Clerk Brandye Kizer was unaware as the bill was forwarded to the Clerk after meeting. No action required on this agenda item.
- iv. President Brown mentioned that he has been having some issues with the Office Computer being slow/locked up when trying to complete tasks and since the computer did an upgrade it has been doing better. He will be running a cleanup wizard and is contacting the Village's internet company to see if there is anything that can be done to remedy the issue. President Brown Stated it is not the hardware and Trustee Terry Light asked if a speed check has been done. Trustee Terry Light said it may need a new modem or router and Connexus would be able to upgrade it.

b. Tax Increment Financing (TIF)- No updates at this time

c. Public Works/Municipal Projects (Roads, Drainage, other improvements)

i. MFT Funded Projects

- a. Village Basins (MFT Funds)- no updates at this time due to weather.
- b. Village Office- Concrete repair (MFT funds)- No updates at this time.
- c. Village Alley and Ditch repair (MFT Funds)- No updates at this time.
- d. Charlesworth- Pothole repair (MFT funds)- No update due to weather.
- e. MFT Funding- Rebuild Illinois- No Update at this time.

d. Public Works (non-MFT Funds)

i. President Brown would like to get the Village Board's input on what Building improvements along Holloway (Bowman to Chicago) they see that may need to be completed. President Brown asked the Village Board members to get a list to him. President Brown discussed the Central Illinois Land Bank Association, and they have Grant money to help restore buildings in Vermilion County. They will buy the buildings, refurbish, and resell. They would be interested in our community buildings if there were some that would be eligible. There would be a possible presentation by the Central Illinois Land Bank Association with Mike Davis and Dave Biggerstaff. Trustee Karel Volpert asked if they had funds to help with renovations, and President Brown stated he can have them come in and discuss their program, eligibility, and requirements.

ii. President Brown discussed that the Maintenance Building water heater needs to be replaced. There are options and President Brown would like to look at a tankless water heater and the one he is looking at is around \$300. It would only need to be used for the sink in the maintenance garage. There was discussion to make sure it was a quality water heater, and not a cheaper brand. Trustee Sheila Switzer asked

what part of the budget it would come out of and would it be more efficient with the electric bill. President Brown stated that right now the current water heater is running constantly to ensure hot water, and this would be heated only when needed. Treasurer Adam Muehl stated that there is \$900 in the Maintenance budget left for expenditures. President Brown will continue to investigate tankless water heaters and will revisit for the Board's approval to purchase a tankless water heater at a future meeting.

iii. President Brown would like to have a line run to the back door of the Maintenance building. This would help with filling buckets for watering. President Brown stated he would like to run the Pex Water lines to the back door in the Maintenance Building and he is estimating the cost to be around \$200. President Brown would like permission to complete this task.

Trustee Terry Light made a motion to approve a running line to the back door of the maintenance garage, with a second by Trustee Kris Kizer. The motion passed by acclamation.

iv. President Brown reported that the Bismarck Village Welcome Sign (Bowman entrance) was blown over. A gentleman came over and collected the flag that blew off. President Brown wanted to know what the Village Board wanted to do to repair the sign. Trustee Karel Volpert stated she would like to replace the sign in the Spring, and Trustee Terry Light would like to see the signs lowered. Trustee Sheila Switzer would like to have the signs replaced and have a more modern look. President Brown asked for some suggestions on what the Village Board would like to see for the signs and bring back to a future meeting.

e. Health and Safety

i. New Health and Safety Ordinance Complaints

a. There was a complaint that at the NW corner of South/Meyers cars from a home on the corner obscure vision when they park vehicles on the street. It makes it very difficult to see cars coming from the North when stopped at the stop sign on South St heading West.

There is also a concern with parking along Holloway during school days and the obstruction of view of traffic coming down Holloway. It makes it very difficult for vehicles to see if they can cross the road. There are concerns of an accident happening as vehicles have to pull out in the middle of the road to see if a car is heading West. Discussion on putting up signs of not parking from one area to the corner was made and President Brown will look into some signage.

Trustee Terry Light will contact night court to inquire if they are in session and what the requirements are for filing a complaint or ordinance violation.

ii. Public Safety Committee- Police Officer

a. President Brown stated that the committee met last Sunday and discussed the possibility of joining forces with the Village of Henning and concerns.

President Brown stated that he has contacted Captain Deck about having the deputies write tickets for speeding and other issues. He feels that will rectify some of the issues and concerns we are having in the Village. President Brown discussed they would like to have a meeting this Thursday with Mayor Wolfe from Henning. Trustee Terry Light stated that one of his concerns with the partnership with Henning is that the time we would need to have a police officer in the Village would be the same time that Henning would need the police officer.

f. Ordinance

- i. President Brown and Trustees scheduled a special meeting to discuss the Storm Water Special Service Area Ordinance for January 26th, 2021, at 6:30pm.

g. Permits- No permits received.

h. Keep Bismarck Beautiful (KBB)

- i. Trustee Karel Volpert inquired if Treasurer Adam Muehl had submitted payment for the Keep Vermilion County Beautiful dues. Payment has been made but has not cleared, Trustee Karel Volpert stated she will also inquire if funds from Keep Vermilion County Beautiful could be used for the Bismarck Welcome signs.

Trustee Karel Volpert stated that the Bismarck Women’s Club had requested \$1400 for a handicapped table for the park and received \$1,000. They are trying to get the pavilion more handicapped accessible.

10. Old Business

11. New Business

- 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 February 16th, 2021. Bills to be considered for payment and items for the agenda are to be submitted by February 9th, 2021, to Village Clerk and Village Treasurer.

- 13. 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 7:51 p.m. The motion passed by acclamation.

Respectfully Submitted,

Brandye Kizer, Clerk

APPROVED 2/23/2021