

VILLAGE OF BISMARCK
County of Vermilion, State of Illinois
Minutes of Regular Board Meeting, June 28th, 2022

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. Clerk Brandye Kizer took roll call. Board members present were Trustees Terry Light, Jeff Beukelman, Kris Kizer, Sheila Switzer, Mary Potter, and President Mike Brown. Treasurer Adam Muehl was also in attendance. Trustee Karel Volpert was absent. A quorum was established. Guests in attendance: Residents Bruce Johnson, Dan Wright, and Kirby Reich.
3. Approval of agenda for June 28th, 2022, was made on a motion by Trustee Kris Kizer and seconded by Trustee Terry Light. The motion passed by acclamation.
4. Approval of the Minutes for Regular Board Meeting held on May 26th, 2022, was made on a motion by Trustee Sheila Switzer and seconded by Trustee Mary Potter. Motion passed by acclamation.
5. Public Comments/Questions: Mr. Kirby Reich and Mr. Dan Wright discussed his property and how the streets of Lincoln/Center and Illinois have a right-a-way in the field. He inquired if those streets would ever be developed into the field by his home. He was inquiring if they could be assessed out and have them undedicated as roads. President Brown will investigate that, as those areas are not functional but unsure as to if there is an easement. Trustee Terry Light stated he would not support an opening of the Illinois or the side streets as there would not be a reason to do so. There was also a concern regarding the dirt bikes. He was not concerned about the kids driving them but was concerned about their safety and how fast they drive them through the village. President Brown stated that the residents at this time will need to call the county sheriff's department as the Village does not have police patrol.
6. President's Comments: President Brown thanked everyone for being at the meeting tonight.
7. Correspondence: Thank you card received from Jackie Hupfer thanking the Village Board of Trustees for their hard work on the 150th Celebration and for allowing her to be on the committee.
8. Treasurer Adam Muehl presented the Treasurer's report. Most of the bills paid out this month are for regular and recurring bills. Dept. of Animal Regulation had one case. Quarterly payroll for Trustees and President were paid this month. The total for bills this month was \$4,046.49.

Trustee Terry Light made a motion to approve treasurer's report and bills as presented, with a second by Trustee Sheila Switzer. The motion passed by roll call vote.

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

Treasurer Adam Muehl's report presented, reported that the account balances as of 05/31/2022 are as follows:

New General Fund		\$284,341.57
Old General Fund		\$22,043.68
TIF		\$72,946.39
MFT		\$76,585.38

Treasurer Adam Muehl requested approval to transfer \$21,943.68 from Old General Fund to the New General Fund. Trustee Mary Potter 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.

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

9. Reports of committees and assignments

a. Budget and Finance

- i. Vermilion Advantage Membership fee invoice for \$400.00 was presented to the board for approval. Trustee Mary Potter made a motion to approve the invoice, with a second by Trustee Jeff Beukelman. The motion passed by roll call vote.

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

- ii. President Brown discussed that the Village has a safe deposit box, and it was discussed at the budget meeting if that should be closed. He wanted to ensure this is what the Village Trustees wanted him to do. Trustee Mary Potter made a motion to approve the closure of the safe deposit box at Old National, with a second by Sheila Switzer. The motion passed by acclamation.
- iii. Clerk Brandye Kizer discussed if the village board trustees should have allowance to purchase items when needed if under a certain amount without prior board approval. It was discussed that the President has authority to spend up to \$500 without board approval. He stated that Trustees can reach out to him for approval, and they can purchase under his authority for needed items. The Village Board Trustees agreed to this.

b. Tax Increment Financing (TIF)

c. Public Works (non-MFT Funds)

- i. President Brown discussed he has no new updated for the Holloway Resurfacing Proposal. It is on target for May 2023. IDOT is revisiting plans for drainage.
- ii. President Brown presented a copy of a new job description for Village Maintenance Technician. President Brown stated that he would like all changes sent to him again for revisions and that the job description will have action for approval at next months board meeting.
- iii. President Brown discussed that the ditches where the rock was placed is looking bad again with weeds. He wanted to know whose responsibility it is to keep the ditches up and weed free. The Village Board of Trustees all agreed that the homeowners are still responsible for upkeep of the ditches, even if there is rock. They can still go out and spray for the weeds. It was discussed that a letter to remind homeowners that the ditches are their responsibility needs to be sent to the homes that are affected. Trustee Sheila Switzer agreed to get a list of the addresses for the clerk to send the letters.
- iv. Clerk Brandye Kizer presented the invoice for Scott Miller Tree removal for \$2,700.00 and Trustee Karel Volpert concern about the tree getting removed without board approval, since she was not able to be in attendance. President Brown discussed that the tree on Souths St was looked at by Scott Miller and when they were looking at it for the estimate quote, it was in such bad shape that it was a health and safety concern, as it could fall at any moment. President Brown stated that with so many people coming for the 150th celebration he felt that it was necessary to cut it down as soon as possible and Scott Miller agreed, as it could potentially be a liability for the Village Board if it fell on someone. Clerk Brandye Kizer recommended that President Brown will send notification to the board if something must be completed immediately due to health and safety, so they are aware of the immediate action taken without Board approval but reminded the board trustees and President Brown that actions with board approval can only be done in a public meeting. They cannot be done through email or message. This means a special meeting would have to be called with 48 hours' notice. It was discussed that in next year's budget, there should be a line item for tree

removal if needed. There was a discussion that is it really the Village’s responsibility to cut down tree’s that belong to property owners. President Brown discussed that if the tree falls in the roadway, then the Village is responsible for removal and the road is blocked until cleanup happens. It also poses a safety threat to the residents if the tree is not taken care of. Ultimately, it is the property owner’s responsibility to have the tree removed.

Trustee Mary Potter made a motion to approve the invoice for Scott Miller Tree Service for \$2700.00, with a second by Trustee Jeff Beukelman. The motion passed by roll call vote.

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

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

i. MFT Funded Projects

a. Village Basins (MFT Funds)- President Brown is keeping an eye on the basins. No current updates currently.

b. President Brown discussed the sidewalk in front of the new convenience store. President Brown has requested quotes from three different companies and is awaiting two of their quotes. The Village Board may need to have a special meeting to approve the winning bid if the third quote is received soon. The company who has put in a bid are Schomburg. SNC and Midwest Asphalt have showed interest and are working on their bids (the waiting bids). He had one other company that was interested but TIF funds require prevailing wages, and that company had to back out due to those requirements.

c. President Brown discussed that TJ Ribbe brought in three trucks and had the potholes temporarily filled along Wilson St until work can begin. This is a temporary fix and hopefully he will be able to start the big project at the end of July. The initial phase of the work for Wilson will be milling the road and it will be a several year project to get it completed correctly.

e. Health and Safety

i. New Health and Safety Ordinance Complaints- None

f. Ordinance

i. President Brown discussed whether the board was familiar with the manufactured home ordinance in the incorporated area. There is to be no mobile homes in the Village according to several board members. They stated that there is one type that can be placed in the Village because it is placed on a permanent foundation. There was discussion on the difference between a manufactured home and a modular home. **Manufactured homes** are built under the [HUD construction code](#), first established in June 1976. HUD Determines the wind, snow, and energy loads that the home must meet. Manufactured homes do not require a permanent foundation. However, some lenders may require that depending on the loan program that you go through. When placed on permanent foundations they can be classified as real estate for taxing purposes but will always be appraised as a manufactured home.

Modular homes are built in compliance with localized building and safety requirements, the same as site-built homes.

President Brown would like the board to review the manufactured/modular home ordinance and it will be on the agenda for discussion next month as to if it needs to be revised and a new ordinance created that reflects what the Village Board would like to see for the Village.

g. Keep Bismarck Beautiful (KBB)

- i. Clerk Brandye Kizer presented the invoice from Hall of Fame for the 150th banners for \$284.46. Trustee Kris Kizer made motion to approve invoice to Hall of Fame for the 150th banners for the 150th celebration, with a second made by Trustee Sheila Switzer. The motion passed by roll call vote.

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

Trustee Mary Potter stated that she would be interested in purchasing a banner as a keepsake if the Village decides to sell them.

- ii. Trustee Sheila Switzer discussed that the KBB signs are in bad shape and the two signs they purchased last year cannot be found. She presented the option of metal signs to be purchased that could hold up longer than the cardboard corrugated signs. The Village Board agreed to allow the KBB committee to order six of the cardboard coregulated signs as they are not expensive to replace. The metal signs would need to have some modifications made to have them placed in the yards of the homes. The board agreed to have the KBB committee purchase a couple of extra, just in case.

Trustee Terry Light made a motion to approve the purchase of six corrugated KBB signs from Hall of Fame, with a second by Trustee Kris Kizer. The motion passed by roll call vote.

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

10. Old Business

- i. President Brown discussed that cleanup day was not busy. We filled one truck and one truck with scrap. He is unsure of what the cost to the Village will be. Trustee Kris Kizer stated that he will take over the planning for next year's Clean-Up Day and get it on the books early, so that it can be advertised sooner. This year it was not advertised as early as usual, and we had difficulty getting the date scheduled. Clerk Brandye Kizer also discussed that after next year we need to order more signs and not have the year on the signs but also put the time down for the cleanup day. There were several trucks who pulled up after the clean-up was done at 12noon, but the signs do not have a time listed.
- ii. The 150th Celebration went well. There were a lot of positive comments, and it had a good turnout. It was recommended that next event that the tables for eating were not placed in the sun on the ball field or that they have a tent over them. No one really used the tables due to being directly in the sun. Trustee Sheila Switzer stated that she heard that there were some complaints that it should have been advertised better. Overall, it went well, and the committee was happy with the results.

11. New Business

- i. Clerk Brandye Kizer presented a request from the Fire Department for donations to purchase new equipment for their new training center. Trustee Kris Kizer made motion to approve a donation of \$500.00 to the Bismarck Fire Department for equipment for their new training center, with a second made by Trustee Jeff Beukelman. The motion passed by roll call vote.

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

- ii. Clerk Brandye Kizer presented a donation request from the Morning Star Church in Rossville for their Back to School Bash. Trustee Mary Potter stated she would like to keep the donations in the Bismarck area and would rather donate to the Bismarck Blessings for any needs of the students enrolled at the Bismarck School District. Trustee Terry light made a motion to not donate to the Morning Star Church's Back to School Bash, with a second by Trustee Mary Potter. The motion passed by roll call vote.

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

- iii. Clerk Brandye Kizer presented information to the Village Board that the RMA IML conference is coming up in September and one board member could attend at no cost if they chose to go. They would just need to let the clerk know so arrangements can be made, and the application could be completed and sent in.
- iv. President Brown will be out of town during the regular scheduled meeting for July. He would like to have the meeting date changed. The Village Board of Trustees agreed to move the next regular meeting for July to July 26th, 2022, at 6:30pm.

12. **Date and Time of Next Meeting** –The next regular meeting will be held at the Village Office in Bismarck, Illinois, at 6:30 p.m. on July 26th , 2022. Bills to be considered for payment and items for the agenda are to be submitted by July 19th, 2022, to Village Clerk and Village Treasurer.

13. **Adjournment** – With no further business to come before the Board at this time, upon motion by Trustee Mary Potter, with a second by Trustee Sheila Switzer, the meeting was adjourned at 8:29 p.m. The motion passed by acclamation.

Respectfully Submitted,

Brandye Kizer, Clerk

APPROVED 07/26/2022