

**VILLAGE OF BISMARCK**  
**County of Vermilion, State of Illinois**  
**Minutes of Regular Board Meeting, January 17th, 2023**

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, Sheila Switzer, Mary Potter, Karel Volpert and Jeff Beukelman and President Mike Brown. Treasurer Adam Muehl was also in attendance (late). Clerk Brandye Kizer was present. Trustee Kris Kizer was absent. A quorum was established. Guests present: Residents Rick Kentner and Ron Pate.
3. It was requested that the Treasurer's portion of the agenda be moved to under "reports of committees and assignments" as Treasurer Adam Muehl will be late due to a family emergency. Approval of agenda, with requested changes, for January 17th, 2023, was made on a motion by Trustee Jeff Beukelman and seconded by Trustee Sheila Switzer. The motion passed by acclamation.
4. Approval of the Minutes for Regular Board Meeting held on December 20th, 2022, and Special Meeting held on January 5th, 2023 was made on a motion by Trustee Karel Volpert and seconded by Trustee Sheila Switzer. Motion passed by acclamation.
5. Public Comments/Questions: Trustee Mary Potter informed the Board about a Benefit being held for long time resident Paul Hillard will be held on February 18<sup>th</sup>, 2023 from 4pm-9pm. She requested that a donation request be placed on the agenda for next month's meeting. Resident Ron Pate was in attendance and he is interested in the position of Code Enforcement Officer that the Village Board is considering on implementing. Mr. Pate discussed his background and asked some questions regarding boundaries that the Code Officer would be enforcing, and it was stated that it would be in the Village boundaries. President Brown stated that current Maintenance personnel Dan Wright is also interested. President Brown stated that since there is interest, he will work on getting some paperwork together in regard to job duties, details of the position and the process for issuing citations. He would like to reach out to Mr. Dave Wiesner who oversees the Municipal Court in Tilton that the Village is in partnership with.
6. President's Comments: President Brown welcomed everyone and asked if anyone had any questions for him. No questions noted.
7. Correspondence: None

8. Reports of committees and assignments

**a. Ordinance**

i. Clerk Brandye Kizer discussed the amendment request for the current Liquor Ordinance to add a Class K license that specifies "Gaming" with a liquor license and applicable fees. The CLASS K license would allow an establishment to operate gaming terminals and sale liquor onsite for consumption, as required by the State of Illinois. It would be limited to only (1) license available in the Village at one time. Trustee Terry Light made a motion to approve, with a second by Trustee Sheila Switzer, to approve the amendment to add a CLASS K license with fees to the current Liquor Ordinance as presented. The motion passed by roll call vote.

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

ii. Village Clerk Brandye Kizer discussed that it was recommended to the Village Board to look at the application fees for Special Use Permits and Rezoning applications. The fees at this time are \$25.00 and the cost of public notices are anywhere from \$50-\$90 depending on how many lines needed. The Village should be responsible for placing the public notices in the newspaper to ensure the timeliness and follow-up. It was recommended that the fees be increased to cover these costs. The recommendation to the Village Board was to place the fee between \$100-\$300.

Building permit application will continue to \$25.00 as they do not require a public notice or special meeting. Trustee Terry Light made a motion, with a second by Trustee Mary Potter, to approve the application fees for Special Permit Use and Rezoning to be increased from \$25.00 to \$150.00. The motion passed by roll call vote.

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

**b. Liquor Commission Committee**

i. President Brown, Liquor Commissioner presented the application from Brewhouse Market, Ltd. for a Class K liquor license. The recommendation of the Liquor Commission Committee is to recommend the approval of the Class K license to Brewhouse Market, LTD. The Village board was given an opportunity to ask any questions regarding the recommendation.

ii. President Brown, Liquor Commissioner presented the application from Brewhouse Market, Ltd. for a Video Gaming Terminal license. The recommendation of the Liquor Commission Committee is to recommend the approval of the Video Gaming Terminal license to Brewhouse Market, LTD. The Village Board was given an opportunity to ask any questions regarding the recommendation.

**c. Planning Commission Committee**

i. Chairperson Rick Kentner discussed the building permit application received by Mr. Bennett at 17682 E. 2550 N Road for an addition to a pole barn structure located on the premises. The commission reviewed the documents submitted and discussed any questions they had and found that everything was in order. The recommendation of the Planning Commission Committee is to approve the building permit request from Mr. Bennett.

ii. Chairperson Rick Kentner discussed the rezoning application request presented by Mr. Darryl and Kathryn Moss to rezone their property at 27485 N. 1800 E. Rd from agricultural farmland to commercial. Application information was reviewed, and the planning commission has decided to move forward with the request. A Public Hearing will be held on January 31<sup>st</sup>, 2023, at 6:30 at the Village of Bismarck Men's Club. The Public Hearing notice was placed in the Commercial News on January 14<sup>th</sup>, 2023. The planning commission will then meet on February 7<sup>th</sup>, 2023 at 6:30pm to discuss the Public Hearing and to determine their recommendation to the Village Board at the next regular meeting to be held in February. Mr. Kentner did inform the board there are concerns by the commission regarding traffic along Bowman if a business should happen to go on to the land. He asked if the Village could inquire with IDOT if there is anything that can be done regarding stop lights or flashing lights. President Brown stated he has reached out to inquire and they should be doing a traffic study. Trustee Terry light stated that the Village may need to also reach out to representative Mike Miller to see what can be done regarding the speed limit on Bowman due to children possibly crossing the road. There have been concerns from current business owners on Bowman with how fast the semis and vehicles drive down Bowman. President Brown and the Village Board thanked Mr. Kentner for keeping them updated on the process. Mr. Kentner thanked the Board for allowing the Village attorney and village clerk to be available to help the commission through the process.

**d. Budget and Finance**

i. Acton and Snyder invoice for \$5,875.00 was presented to the board. Clerk explained the details of the bill to the Village Board. The Village Attorney, Mr. Lawlyes has been assisting the Village Clerk in completing the required documentation as required by law due to FOIA request and OMA complaint by Mrs. Tricia Hagley. Trustee Mary Potter made a motion to approve, with a second by Trustee Jeff Beukelman, to approve the invoice for payment as presented. The motion passed by roll call vote.

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

ii. President Brown discussed that the Village Board needs to have a Bulletin Board Display Box outside the office. Clerk Kizer has to have notices on the office door and with the increase in requests of Planning Commission Meetings and Liquor Commission Meetings, there is not

enough room on the doors. It would be beneficial to have a dedicated box outside on the building similar to what's in the post office for Village Board notifications. Items and cost were presented to the Village Board. Trustee Terry Light made a motion to approve, with a second by Trustee Sheila Switzer, to approve the purchase of a 34x48 Bulletin Board Box as presented. The motion passed by roll call vote.

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

iii. President Brown informed the Village Board that the Village did not receive the IEPA Unsewered Communities Construction Grant that they applied for. There was some documentation that was not received in time due to circumstances outside the Village control. Donohue recommended that when the grant comes back up for the Village to reapply.

iv. President Brown discussed with the board that the clerk's services are needed for the Planning Commission Meeting, Public Hearings, and the Liquor Commission Committee meetings. This is more time being requested of the Clerk outside of the regular duties that she is required to fulfill. It was discussed that the clerk needs to be compensated for being required to be at more meetings, providing documentation of these committee meetings and placing notifications for these meetings. Trustee Mary Potter made a motion, with a second by Jeff Beukelman, to increase the monthly stipend paid to the Village Clerk. Motion passed roll call vote.

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

**e. Tax Increment Financing (TIF)- None**

**f. Public Works/Municipal Projects (Roads, Drainage, other improvements)- None**

**MFT Funded Projects**

i. Donohue Invoice for \$290.00 was presented to the board. The bill is divided \$50.00 for MFT related expenses and \$240.00 General funds. Trustee Terry Light made a motion to approve, with a second by Trustee Sheila Switzer, to approve the invoice for payment as presented. The motion passed by roll call vote.

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

**g. Public Works (non-MFT Funds)**

- i. President Brown discussed the Rutan Drainage project of having a drainage pipe approximately 400 feet put in through Rutan's property to help with drainage of rainwater to painter's creek. President Brown stated that he has paid Mr. Claypool for the materials to start the project.
- ii. President Brown and Village Clerk reported that the Understanding of work to be completed, the Ordinance Related to Motor Vehicle Parking and an Ordinance Prohibiting Sewer Discharge/Industrial Waste documents were returned to IDOT and they have sent back the documents with their signatures, so everything is good to go for the work slated to start in March, 2023.
- iii. President Brown stated he does not have an update regarding Mr. High's request to annex out of the Village limits at this time. The Village Board members discussed that they do not want to annex properties outside of the village. Wilson Lane needs to be a priority. The

Village Board requested that bids be submitted for the February or March Board meeting so the Village Board can get the work started as soon as the weather is suitable.

#### **h. Health and Safety**

- i. New Health and Safety Ordinance Complaints- None
- ii. President Brown stated that there are two individuals interested in the citation/enforcement officer, Mr. Ron Pate and Mr. Dan Wright. President Brown will work on getting a job description, job details and a process in place for a Code Enforcement Officer.

#### **i. Permits/Zoning/Liquor Applications**

- i. President Brown presented the building permit request from Mr. Bennett to the board and the Planning Commission recommendation to approve the building permit as presented. The Village Board stated they were comfortable moving forward with the vote. Trustee Terry Light made a motion to approve, with a second by Trustee Jeff Beukelman, to approve the building permit for Mr. Bennett as requested. The motion passed by roll call vote.

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

- ii. President Brown presented the Class K liquor license request from Brewhouse Market, Ltd to the board and the Liquor Commission Committee recommendation to approve the Class K liquor license as presented. The Village Board stated they were comfortable moving forward with the vote. Trustee Terry Light made a motion to approve, with a second by Trustee Jeff Beukelman, to approve the Class K liquor License as requested. The motion passed by roll call vote.

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

- iii. President Brown presented the Video Gaming Terminal license request from Brewhouse Market, Ltd to the board and the Liquor Commission Committee recommendation to approve the Video Gaming Terminal license as presented. The Village Board stated they were comfortable moving forward with the vote. Trustee Jeff Beukelman made a motion to approve, with a second by Trustee Terry Light, to approve the Video Gaming Terminal License as requested. The motion passed by roll call vote.

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

#### **j. Keep Bismarck Beautiful (KBB)**

Trustee Karel Volpert and Trustee Jeff Beukelman discussed that the signs from the old sign have been given back to the businesses or organizations. There is one sign left that is in the Village Office to be given back.

### **9. Treasurer's Report**

Treasurer Adam Muehl presented the Treasurer's report. Most of the bills paid out this month are for regular and recurring bills. Total for bills this month was \$1,774.24. There was a uncleared Acton and Snyder check, but they have stated that they do not have any outstanding balances from the Village. Treasurer Muehl also reported that the check to the Vermilion County Sherriff's department still has not cleared. President brown stated that the Sheriff's office reports it is still owed. Treasurer Muehl will reissue check and cancel previous one.

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-absent
Mary Potter- Yea	Karel Volpert- Yea	Sheila Switzer-Yea

Treasurer Adam Muehl's report presented, reported that the account balances as of 12/31/2022 are as follows:

New General Fund	\$372,556.96
Old General Fund	\$9,419.55
TIF	\$101,098.65
MFT	\$96,830.92

Treasurer Adam Muehl requested approval to transfer \$9,319.55 from Old General Fund to the New General Fund. Trustee Karel Volpert made a motion to approve, with a second by Trustee Jeff Beukelman, to approve the transfer of funds as presented. The motion passed by roll call vote.

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

## 10. Old Business-None

## 11. New Business

i. Clerk Brandye Kizer informed the board that they would be getting a request for the annual completion of the economic interest forms soon. They will need to be completed and filed with the County Clerk's office before May 1<sup>st</sup>, 2023. If they do not receive the forms in the mail, the Village Clerk does have some extra copies if needed. A copy will need to be given to the Village Clerk for their files once they have filed the economic form with the County Clerk.

ii. Village Clerk discussed that Trustee Kris Kizer, who is absent this evening, would like to get a date for the annual clean-up day so that he can make a call and get signs out earlier this year than last year. It was discussed that the clean up day is held the weekend after the town rummage sales and fireworks. It was decided to see if Ribbe would have June 24<sup>th</sup>, 2023 available for the annual clean-up day from 8am-12noon.

**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 February 21st, 2023. Bills to be considered for payment and items for the agenda are to be submitted by February 14th, 2023, to Village Clerk and Village Treasurer.

**13. Adjournment** – With no further business to come before the Board at this time, upon motion by Trustee Jeff Beukelman, with a second by Trustee Sheila Switzer, the meeting was adjourned at 8:21 p.m. The motion passed by acclamation.

Respectfully Submitted,

**APPROVED 2/21/2023**

Brandye Kizer, Clerk