

# VILLAGE OF BISMARCK

## County of Vermilion, State of Illinois

### Minutes of Regular Board Meeting, May 16th, 2023

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. Clerk Brandye Kizer took roll call. Board members present were Trustees Terry Light, Sheila Switzer, Mary Potter, Tyler Lappin, Kris Kizer and Jeff Beukelman and President Mike Brown. Treasurer Adam Muehl was also in attendance. Clerk Brandye Kizer was present. A quorum was established. Residents and guests in attendance were: Rick Kentner (Planning Commission Chairperson); Tricia Hagley; Lee High; and Ken Phillips.
3. Approval of agenda, was made on a motion by Trustee Kris Kizer and seconded by Trustee Sheila Switzer. The motion passed by acclamation.
4. Approval of the Minutes for Regular Board Meeting held on April 18<sup>th</sup>, 2023 was made on a motion by Trustee Mary Potter and seconded by Trustee Sheila Switzer. Motion passed by acclamation.
5. Public Comments/Questions: Resident Lee High voiced concerns that Wilson Lane has not been fixed and now he is being charged a special Service Fee. He is not happy that he is being asked to spend out more money and his road is still damaged. He stated that he has seen progress being done on the road and he knows it is slated to be fixed, but it has taken too long, at two and half years. Trustee Terry Light stated that they understand his concerns but it takes money to fix things properly and they have not been in a place financially to fix the road properly until now. He explained that the Village receives approximately \$12,000 a year in tax revenue and the cost for Wilson Lane is approximately \$80,000 from start to finish. It is hard to do what needs to be done with \$12,000 a year. Mr. High also voiced concerns about a letter he sent to the Village regarding being annexed out of the Village. This is something he would need to get legal advice on.

Tricia Hagley asked is there have been any other funds for stormwater before this and the reply was no. The Village of Bismarck has not had any funds related to stormwater in the past.

President Brown stated that they are all working on getting roads and culverts fixed in the Village. Resident Ken Phillips asked is the baseline was \$190.00 for all residents and President Brown stated yes. Mr. Phillips asked what an improved lot definition was and that it would be a lot that contained a structure that caused runoff. This would include sheds, garages and buildings. Mr. Phillips asked if he had two lots, one with a house and one with a shed, he would be paying \$180.00 for each lot, if he moved the shed from one lot to one with the house, then would he only be charged for the one lot and the answer was yes. He could also combine the two lots on one property parcel and then he would only be charged one fee, as it would be considered one parcel per the tax assessor office. The information on the properties comes directly from the assessor's office. If there is a discrepancy, please reach out to the Village Board and they will look into it and correct anything that is not correct.

6. President's Comments: President Brown welcomed everyone. No questions noted.
7. Correspondence: BHRA Post Prom sent a Thank You for donating to this year's Post Prom.
8. **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, plus Village Property Taxes. Total for bills this month was \$1,732.04.

Trustee Terry Light made a motion to approve treasurer's report and bills as presented, 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	Tyler Lappin- Yea	Sheila Switzer-Yea

Treasurer Adam Muehl's report presented, reported that the account balances as of 04/30/2023 are as follows:

New General Fund		\$391,147.80
Old General Fund		\$12,068.65
TIF		\$101,101.98
MFT		\$104,601.72

Treasurer Adam Muehl requested approval to transfer \$11,968.65 from Old General Fund to the New General Fund. Trustee Kris Kizer 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-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

**9. Reports of committees and assignments**

- a. Ordinance -None**
- b. Liquor Commission Committee -None**
- c. Planning Commission Committee**

- i. Chairman Kentner presented the building permit for Joel and Amber Downing for their property located at 27476 Shake Rag Rd. They are requesting a permit to build a new pole barn (16'x 48') to be used as a home gym. The committee reviewed the building request and all documents pertaining to the site plan and building proposal. The Planning Commission Committee is recommending approval of building permit request to the Village Board of Trustees.
- ii. Chairman Kentner presented the building permit request from Mr. Brian Baker for the property located at 17500 E. 2550 N Road, Danville, Illinois 61834. The committee reviewed the building request and all documents pertaining to the site plan and building proposal. There was discussion that the new home structure will increase the property value of the homes around the property with the removal of the trailer and a new home built. The Planning Commission Committee is recommending approval of building permit request to the Village Board of Trustees.
- iii. Chairman Kentner presented the building permit for Richard and Jennifer Martinez for the property at 211 S. Chicago, Bismarck, IL. They are requesting a permit to build a new garage to replace the garage that burnt down several years ago. The new garage proposal is for a 30x36 building. It would be placed farther towards their home from the original garage that burnt so it would not be as close to the property line as the previous garage. The committee reviewed the building request and all documents pertaining to the site plan and building proposal. There was a discussion whether the garage could be moved even more and the discussion pointed out by members was that if it was moved based on the placement of the home, they would not be able to pull into the garage. They had a garage there previously; this one is being moved further south from the property line and it is on the south side of the fencing that separates their property from the neighbors. Martinez was contacted to clarify the location of the garage and the scope of the work. The Planning Commission Committee is recommending approval of building permit request to the Village Board of Trustees

Chairman Kentner asked the board how are they supposed to get people in the mile and half buffer know they are to be following the same rules as the those in the village boundaries. He questioned if the map should be a hoop and not a square. This would be an engineering question to those that will be doing the new boundary map and helping with the Village Master Plan.

**d. Health and Safety**

- i. New Health and Safety Ordinance Complaints- None

ii. President Brown reviewed the updated Code Enforcement Officer Job Description. Clerk Kizer explained the changes that were made on suggestions by the Village Board Trustees. Trustee Kris Kizer made a motion to approve the Code Enforcement Officer Job Description as presented, with a second by Trustee Tyler Lappin. The motion passed by acclamation.

iii. President Brown discussed that he has spoken to Mr. David Wesner about properties in the Village that are an eyesore. Mr. Wesner has asked for the information that Biggerstaff had on those properties and he will set some guidelines in place. It is felt that something needs to be done and that properties cannot just be left to deteriorate.

iv. President Brown stated that he is waiting on the Landbank to get back to him.

**e. Budget and Finance**

i. Clerk Kizer presented the invoice from Acton and Snyder for attorney fees related to Village of Bismarck business from February, 2023 through April, 2023. Trustee Terry Light made a motion to approve, with a second by Trustee Jeff Beukelman, to pay invoice as presented. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

ii. President Brown discussed with the Old National Safe Deposit Lock box has been canceled. Contents of the safe deposit box will need to be reviewed and decision on what to do with the contents.

iii. **Trustee Kris Kizer discussed that** the Village will need to purchase a fireproof box to hold documents. One can be purchased for under \$500.00 and it can fit under the counter. Recommendations will be brought back at a future meeting. Trustee Jeff Beukelman made a motion to table purchase of firesafe lockbox, with a second by Trustee Terry Light, until recommendations can be presented to the board for purchase. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

iv.

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

i. President Brown discussed that the Village Board has received the quote from Donohue Associates for the concrete work along Holloway and one from Midwest Asphalt (TJ Ribbe). President Brown reviewed both quotes and the work involved. Trustee Terry Light made a motion, with a second by Sheila Switzer, to approve the concrete sidewalk bid for Midwest Asphalt at \$7,923.00 for the sidewalks along Holloway. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

ii. Clerk presented S&E, LLC invoice for Share of Tax Increment Tax Agreement of \$19,766.49. Trustee Terry Light made a motion, with a second by Trustee Mary Potter to approve the payment of the invoice to S&E, LLC. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

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

**MFT Funded Projects**

- iii. i. President Brown discussed the quote from Ribbe trucking to Oil, Tar and Chip Wilson Lane after the completion of the prep work from Midwest Asphalt. The cost would include the need for the work to be done over two years. The payment would be done with phase one on 2023-2024 fiscal budget and the 2<sup>nd</sup> phase on the 2024-2025 fiscal budget. Trustee Tyler Lappin made a motion, with a second by Sheila Switzer, to approve the Ribbe Trucking bid to oil, tar and chip Wilson Lane over the next two fiscal years. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

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

- i. President Brown discussed no new updates for the Rutan Drainage Project. President Brown stated this project is the first project that the Stormwater Special Service Area Funds will be used for to help with the water drainage in the Village.

- ii. President Brown reported that Mr. Ryan Mullins fixed the culvert/pothole repairs and the invoice was a little more because the piping was actually larger at one end than anticipated so the cost for the piping increased. President Brown stated this would be an invoice paid for by the Stormwater Special Service Area Funds. Trustee Kris Kizer made a motion, with a second by Mary Potter, to approve payment for the Mullins invoice for culvert/pothole repair. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

- iii. President Brown stated that he received a quote from Midwest Asphalt to rebuild Wilson Lane at \$35,875.00. this work would need to be completed prior to Ribbe Trucking being able to oil, tar and chip. It consists of milling down the road, adding stone, regrading and compacting the road, and installing a new 12 in by 30-foot metal culvert. This would be from General Funds. Trustee Sheila Switzer made a motion, with a second made by Trustee Tyler Lappin, to approve Midwest Asphalt to rebuild Wilson Lane. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

- iv. President Brown stated that work was not on Chicago as listed on the agenda but should have been Center St. Midwest Asphalt/ Ribbe Trucking will also repair the concerns with Wilson Lane/ Center St when they oil, chip and tar Wilson Lane.

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

- i. President Brown presented the building permit for Joel and Amber Downing for their property located at 27476 Shake Rag Rd.to the Village Board and the Planning Commission’s recommendation to approve the building request 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 Kris Kizer, to approve the building permit as requested. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

- ii. President Brown presented the building permit for Mr. Brian Baker for the property located at 17500 E. 2550 N Road, Danville, Illinois 61834 to the Village Board and the Planning Commission’s recommendation to approve the building request as presented. The Village Board stated they were comfortable moving forward with the vote. Trustee Sheila Switzer made a motion to approve, with a second by Trustee Mary Potter, to approve the building permit as requested. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

iii.. President Brown presented the building permit Richard and Jennifer Martinez for the property at 211 S. Chicago, Bismarck, IL to the Village Board and the Planning Commission's recommendation to approve the building request 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 Sheila Switzer, to approve the building permit as requested. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

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

Trustee Sheila Switzer stated they got plants planted in the pots thanks to Berry's Garden Center.

**10. Old Business**

- i. Golf Cart registration went well and most individuals are now registered. There are a few that still need to come in and get registered and we will continue to work with them before we get the new Code Enforcement Officer hired. We had 19 residents who registered and we have 4 residents who have not registered that we know have golf carts. They will be getting a letter asking them to register and letting them know that there is a \$100 fine if they do not register and are on the village streets in a golf cart/ATV/UTV.
- ii. President brown stated the railroad has completed their work and the tracks are now reopened on Holloway.

**11. New Business**

i. President Brown discussed the fireworks annual donation by the Village Board. The Village Board donates \$500 towards the fireworks each year and it is time to approve the donation for this year's festivities. Trustee Sheila Switzer made a motion to approve, with a second by Trustee Kris Kizer, to approve the \$500 donation for the annual fireworks. The motion passed by roll call vote.

Jeff Beukelman- Yea	Terry Light- Yea	Kris Kizer-Yea
Mary Potter- Yea	Tyler Lappin- Yea	Sheila Switzer-Yea

iii. Trustee Sheila Switzer discussed that she would like to see the Cde Enforcement officer have a shirt, or hat or both to identify themselves to residents. Trustee Terry Light stated that the hat would stand out more. It was also mentioned that maybe a jacket/ hoodie/sweatshirt would also be beneficial. Discussed if they should wear Bismarck colors (Blue/White) or the Neon Yellow/Green. Trustee Kris Kizer stated that Ray O'Herron's may be able to get the safety jacket. Once a person is hired, we can order the appropriate items.

**12.** Consideration of such matters as may lawfully come before the Board, or which are a result of public comments or questions. And/or are the result of an executive/closed session.

**13. 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 June 14th, 2023 due to several Board Members being on vacation. Bills to be considered for payment and items for the agenda are to be submitted by May 9th, 2023, to Village Clerk and Village Treasurer.

**14. Adjournment** – With no further business to come before the current Board at this time, upon motion by Trustee Tyler Lappin, with a second by Trustee Sheila Switzer, the meeting was adjourned. The motion passed by acclamation.

Respectfully Submitted,

APPROVED 06/14/2023

Brandye Kizer, Clerk