

VILLAGE OF BISMARCK

County of Vermilion, State of Illinois

Minutes of Regular Board Meeting, August 15th, 2023

1. At 6:35 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, Jeff Beukelman and President Mike Brown. Treasurer Adam Muehl and Clerk Brandye Kizer were also in attendance. A quorum was established. Residents and guests in attendance were: Rick Kentner (Planning Commission Chairperson); Charles Stahl (Village of Bismarck Code Enforcement Officer); Ty Eshleman (Chamlin and Associates); Sam Claypool; and Karel Volpert (Bismarck Women's Club).
3. Approval of agenda, was made on a motion by Trustee Kris Kizer and seconded by Trustee Jeff Beukelman. The motion passed by acclamation.
4. Approval of the Minutes for Regular Board Meeting held on July 18th, 2023, was made on a motion by Trustee Terry Light and seconded by Trustee Sheila Switzer. Motion passed by acclamation.
5. Public Comments/Questions: Karel Volpert from the Bismarck Women's Club discussed the National Day of Service and that they will be focused on food insecurity this year. The Bismarck Women's Club will be working with Bismarck Blessings and the local food bank at Bismarck Methodist Church in doing a food drive on September 30th, 2023. They would like to ask the Village Board if they could use the Village Office as a drop-off site for the donations if possible. The Village Board stated they do not see why not. If residents would want to put the donated can goods by their mailboxes that day they could also do that and Karel and the Women's Club could pick them up. Karel Volpert also discussed they are also partnering with HatNotHate where they are asking for knitted blue hats to promote anti-bullying and kindness. They would like to ask if something could be put out on the facebook page and in the monthly newsletter for donations of knitted blue hats if any residents would like to knit or crochet blue hats for the event. They can contact Karel for any questions or to drop off.
6. President's Comments: President Brown welcomed everyone. No questions noted. He stated there is a lot still going on in the Village and they will continue to work on things to get things in good shape.
7. Correspondence: None

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, including monthly payroll. There was a bill from the County Sherriff's Department for the patrol during the street fair and animal control bi-monthly bill. Total bills this month was \$2,790.17. 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	Tyler Lappin- Yea	Sheila Switzer-Yea

Treasurer Adam Muehl's report presented, reported that the account balances as of 07/31/2023 are as follows:

New General Fund	\$443,107.30
Old General Fund	\$12,992.30
TIF	\$144,865.41
MFT	\$110,957.29

Treasurer Adam Muehl requested approval to transfer \$12,892.30 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. **Liquor Commission Committee -None**

b. **Planning Commission Committee-** Chairman Kentner stated there were two building permits requests received in the month of August to review.

i. Mr Brian Baker at 17500 E. 2550 North Road has requested to build a garage and shed on his property where he had a home build approved. Mr. Kentner reviewed the building permit documents received by Mr. Brian Baker with the board. The village board of trustees were able to ask clarifying questions for the permit. Mr. Kentner stated that it is the recommendation of the Planning Commission to approve the building permit as received.

ii. Mr. Cole Heidrick has requested to build a new house on the property located at 17231 E. 2650 N Rd. Mr. Kentner reviewed the building permit application and attached documents with the Village Board of Trustees as received by Mr. Cole Heidrick. It was discussed that he will be building the home on his own with assistance from friends who are licensed in areas such as electrical and plumbing. It was discussed with the Code Enforcement Officer that codes and laws will need to be followed and if he is using licensed contractors for things such as electrical and plumbing they will know the laws as their license is dependent on that. Mr. Rick Kentner stated that it is the recommendation of the Planning Commission to approve the building permit as received.

iii. Mr. Charles Stahl discussed with the Village board that he believes that the building permit application needs to be revised and it needs to request more detailed information from those submitting the document. AT this time, residents are providing sketched or drawn-out layouts of their suggested builds and it does not provide the necessary components that should be shown for approval. This is something that he feels would be necessary moving forward. Building permit requests should be slowing down with the weather, and this would be a great time to revisit the ordinances and procedures to ensure everything is up-to-date and correct for next spring when building will pick up again. It was also discussed that the ordinances are very vague in some respects, for example what is counted as a shed? A resident informed the President that they were building a shed with gravel flooring. This does not require a permit, but what was actually built was a garage sized metal frame building with a rock floor. This should have had a permit. These things need to be reviewed and clarified. This will be something that will be a continuous project over the next couple of months. Mr. Stahl also mentioned that there is a 1-year life for building permits. This means that once approved the building permit requestor has one year to complete the build or they need to reapply for another building permit or extension if actively working on the build.

c. **Ordinance**

i. Ty Eshleman from Chamlin and Associates presented his proposal for the Village of Bismarck Zoning and boundary map. There was a delay in obtaining access to the GIS database, but he feels confident that has been rectified. He presented his proposal to provide an updated Zoning and Corporate limits map with a cost of \$3500.00. Any additional services outside of this contract will be done on an hourly rate based on the 2023 rate schedule or a mutually agreed sum. The updates needed related to the mapping will be completed in the total cost listed and will be reviewed approximately every 6 months in order to keep the mapping up to date. The entire mapping process should be completed every 5 years to make sure everything is correct. Mr. Eshleman stated that once approved it would take approximately 2-3 months to get everything completed. The Village Board of Trustees agreed to move forward with the proposal and a motion to approve the agreement for \$3500.00 to Ty Eshleman at Chamlin and Associates was made by Trustee Jeff Beukelman, 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	Tyler Lappin- Yea	Sheila Switzer-Yea

ii. Mr. Charles Stahl, Village Code Enforcement Officer asked the Village Board if the PDF link of the adopted International Property Maintenance Code (IPMC) could be placed on the Village website. The Village board of Trustees stated they did not see why not. That is where the ordinances are posted for residents and if it makes it easier for them to access the document, it should be on there. Village Clerk will reach out to the website host and get that updated. Motion made to approve adding the PDF link for the IPMC codes was made by Trustee Terry Light, 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	Tyler Lappin- Yea	Sheila Switzer-Yea

d. Health and Safety

i. New Health and Safety Ordinance Complaints- Code Enforcement Officer Stahl discussed the ordinance violation letters he has mailed to residents. They mainly were due to safety concerns such as shingles missing, bricks falling from their chimney, outside structures not covered, bats and racoons getting in gaps in siding, etc. He stated that the letters were intended to get residents to communicate with him on what they are doing to remedy the concerns. He has had a few who have not responded to him, several have contacted him about having contractors come out but are on a waitlist or it will be a few weeks before they can come out; and a few who have contacted him and been very vile. The goal is to work with residents and not to take them to court, but if they do not communicate and make progress that will be the next step. He discussed his process for keeping up with the violations and showed his documentation.

ii. Code Enforcement Officer Stahl explored that he would like to make revisions to the current Violation Complaint Form. He would like to add a space for office use only and make some adjustments. He asked the board for approval to make these changes. Trustee Kris Kizer made a motion to approve the changes on the violation complaint form with a second made by Trustee Terry Light. The motion passed by acclamation.

iii. Clerk Brandye Kizer reviewed the apparel order for village personnel so they are identified as village employees to residents. It would include 4 gray shirts, with embroidery being done by Apparel Unlimited and 3 yellow reflective vests. It would also include jackets up to \$50.00 if needed. Trustee Sheila Switzer made a motion to approve, with a second by Trustee Kris Kizer, to approve the clothing 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

e. Budget and Finance

i. Clerk Kizer presented the reimbursement request from Mr. Charles Stahl for code enforcement books for \$210.97. Trustee Kris Kizer 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. Clerk Kizer made a request to have pest control come out to the office and spray spiders. They are getting really bad on the outside and the inside of the office area. Trustee Terry Light made a motion to approve, with a second by Trustee Jeff Beukelman, to get pest control out to spray. The motion passed by roll call vote. President Brown will contact and get someone out to spray.

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

f. Tax Increment Financing (TIF)

- i. President Brown discussed that TJ Ribbe from Midwest Asphalt stated that he would have the sidewalks from the railroad tracks to the post office done soon. Trustee Terry Light stated that was said at the last board meeting and it is still not completed. Sam Claypool stated that he has done some work on the sidewalks with Ribbe and he stated it should be done within the next week. The Village Board would like to see it wrapped up soon.

**f. Public Works/Municipal Projects (Roads, Drainage, other improvements)-MFT Funded Projects-
No Updates**

g. Public Works (non-MFT Funds)

i. President Brown presented the MFT paperwork from Donohue for Task Order No. 006, for engineering for the sidewalk from Crystal Lane to the school. President Brown stated that this was something Vermilion County was supposed to be paying for, but they did not put Bismarck on the list. He stated that if Bismarck could get a plan together with the engineers, then President Brown and Donohue can present it to the Vermilion County Board and may be able to get it back on their list. This task Order would be the start of it. Trustee Terry Light asked if the village would be billed for the cost and President Brown stated no, that if the Vermilion County Board does not approve the work for the sidewalk to be paid for by the funding they had received then the project would not go further. He will make sure that Donohue knows it is connected with Vermilion County and not Bismarck. He just wanted to get something together to get the process started. Trustee Terry Light stated that the sidewalk is needed for the safety of the students now that more children are living on Crystal Lane and walking to school. Trustee Sheila Switzer made a motion to approve, with a second by Trustee Terry Light, to approve Task Order No. 006 with Donohue for sidewalk from Crystal Lane to the high school 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 and Sam Claypool discussed the drainage project by Rutan's. Sam Claypool's invoice for \$4,436.11 was presented to the Village board for payment. Trustee Terry Light made a motion to approve, with a second by Trustee Kris Kizer, to approve invoice for Sam Claypool Excavating as presented for \$4,436.11. 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 Mr. Derek Hedrick will be completing repairs for the pot holes on G street in the next few weeks.

iv. President Brown reported that Sam Claypool has been requested to help TJ Ribbe with the culvert repair on Wilson Lane. They will repair the tile and then the road will be sealed.

v. President Brown reported that an inspection was completed at Dollar General by President Brown and Code Enforcement Officer Charles Stahl as required by law, and they obtained a temporary certificate of occupancy. They are waiting for Ameren to come out and place a generator before they can stock food in the freezers. They had a few things to fix/correct before they can get a full Certificate Occupancy Permit.

vi. President Brown discussed that resident Amanda Potter has had some issues with water in her basement. They continue to work on seeing what is the cause of that.

i. Permits/Zoning/Liquor Applications

i. President Brown presented the building permit request for Mr. Brian Baker for the property located at 17500 E. 2550 N. Rd to the Village of Bismarck Board of Trustees and the Planning Commission Committee's recommendation to approve the building permit request as presented. The Village Board of Trustees stated they are comfortable moving forward with the vote. Trustee Tyler Lappin made a motion, 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 request for Mr. Cole Heidrick for the property located at 17231 E. 2650 N. Rd to the Village of Bismarck Board of Trustees and the Planning Commission Committee's recommendation to approve the building permit request as presented. The Village Board of Trustees stated they are comfortable moving forward with the vote. Trustee Tyler Lappin made a motion, with a second by Trustee Jeff Beukelman, 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 reported she had nothing new to report at this time.

10. Old Business

11. New Business- President Brown stated he will need to look into sales tax revenue for the village. He is unsure if there is any village sales tax at this time.

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 September 19, 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 September 12, 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 Jeff Beukelman with a second by Trustee Tyler Lappin, the meeting was adjourned at 8:50pm. The motion passed by acclamation.

Respectfully Submitted,

Brandye Kizer, Clerk

APPROVED 09/19/2023