

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

1. At 6:33 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, Jeff Beukelman and President Mike Brown. Treasurer Adam Muehl, Clerk Brandye Kizer and Village Code Enforcement Officer were also in attendance. Trustee Kris Kizer and Trustee Tyler Lappin, were absent. A quorum was established.
3. Approval of agenda was made on a motion by Trustee Sheila Switzer and seconded by Trustee Mary Potter. The motion passed by acclamation.
4. Approval of the Minutes for Regular Board Meeting held on September 19<sup>th</sup>, 2023, was made on a motion by Trustee Terry Light and seconded by Trustee Jeff Beukelman. Motion passed by acclamation.
5. Public Comments/Questions: None
6. President's Comments: President Brown welcomed everyone. No questions noted. President Brown stated that he and Code Enforcement Officer Charles Stahl went to the Tilton Municipal Court so they understood the process and how the court is ran.
7. Correspondence: Woman's Club of Bismarck sent a thank you card to the Village for their support in the food drive the Woman's Club hosted. They appreciated the support and the use of the Village Office to collect perishables and donations. It was a success.

**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. Total bills this month was \$2,288.52. There was a charge for one case from the Animal Regulation due to a racoon being stuck in a soccer net. 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	Tyler Lappin- Absent	Sheila Switzer-Yea

Treasurer Adam Muehl's report presented, reported that the account balances as of 09/30/2023 are as follows:

New General Fund	\$438,168.18
Old General Fund	\$10,159.67
TIF	\$149,239.10
MFT	\$115,198.42

Treasurer Adam Muehl requested approval to transfer \$10,059.67 from the Old General Fund to the New General Fund. Trustee Jeff Beukelman made a motion to approve, with a second by Trustee Mary Potter, 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	Tyler Lappin- Absent	Sheila Switzer-Yea

9. Reports of committees and assignments

a. **Liquor Commission Committee -None**

b. **Planning Commission Committee/Zoning Board of Appeals-**

- i. Clerk Kizer stated there were no building permits received in the month of October to review. The Board of Trustees will need to appoint at least two new members to the Village Zoning Board of Appeals. The openings are due to a health-related matter for one member and that one member was elected to be a part of the Village Board. President Brown presented two recommendations for the new members of the Zoning Board of Appeals to be Mr. Kenny Winn and Mr. James Vincent. They had both agreed to be a part of the Zoning Board of Appeals. The Board of Trustees were asked to make a motion to approve these two individuals as new members of the Zoning Board of Appeals. Trustee Jeff Beukelman made a motion to approve, with a second by Trustee Sheila Switzer, to approve Mr. Kenny Winn and Mr. James Vincent as the two new members of the Zoning Board of Appeals to replace those members who are no longer able to serve, as presented. The motion passed by roll call vote.

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

c. **Ordinance**

- i. President Brown and Code Enforcement Officer Charles Stahl brought up the topic of food trucks in the Village and whether a Village Permit should be required. The Trustees asked whether it was felt there was a need and did we have the manpower to collect and handout the permits at this time with the Village Board only being part time members. There would need to be a new ordinance created and a cost associated with the permit. It was felt that the food trucks are required to have a Vermilion County Health and Food permit from the Vermilion County Health Department and at this time and that should be good enough. If there becomes an issue in the future with food trucks then the Board will revisit. The Village Board of Trustees will ensure that all food trucks that are operating in the Village will have a valid permit from the Vermilion County Health Department. Trustee Terry Light made a motion, with a second by Trustee Mary Potter, to table the action for requiring food trucks to obtain a village permit, as presented. The motion passed by roll call vote.

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

- ii. Clerk Brandye Kizer presented a request from a resident asking if there are any ordinances regarding storage containers in the Village. The Board of Trustees stated that at this time the Village does not have any ordinance regarding shipping containers being placed on the property and for storage. There was a concern voiced about residents placing them on properties and not taking care of them. They can easily rust out and then they become a health and safety hazard. There are several properties that have one or two already placed on their properties and some of them are not in the best condition. The Village Board of Trustees stated this may be something that needs to be addressed in the current ordinances for future. Mr. Stahl stated that most cities and villages have shipping containers listed under the nuisance part of their ordinance. The Village Board of Trustees will look at revising the current ordinance to include shipping containers.

d. **Health and Safety**

- i. New Health and Safety Ordinance Complaints
  - a. Code Enforcement Officer Stahl discussed the new violation letters sent to residents. He stated that most people start working on their properties once they receive the violation notice. His hope is that residents will reach out to him if they are having difficulties or concerns with the violations. He is willing to work with them as we all understand that sometimes there are extenuating circumstances, and he would not know that if they do not

reach out to him. The Village Board was able to ask questions regarding the new violation letters.

- b. Code Enforcement Officer Stahl discussed the previous violation letters sent to residents. He reviewed the current status of the existing letters mailed. He reported that of the previous violations sent out the status is as follows:
  - (6) Violations have been completed and are no longer in violation
  - (5) Violations have requested extensions and have been approved or they are waiting on repairs from contractors and have been approved an extension.
  - (6) Violations have been referred to the Municipal Court for review as there has not been any contact or communication or progress on their violations.

Mr. Stahl stated the goal is not to send them to court and he is willing to work with folks if they reach out to him. The Village Board was able to ask questions regarding the new violation letters. The Village Board wants to see the Village cleaned up to ensure that residents homes continue to build in property value as well as keep the residents in the village healthy and safe.

**e. Budget and Finance-None**

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

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

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

i. President Brown reported that Donohue is still in process of completing the Archeologist Survey that is a requirement of the Unsewered Community Grant for the Village to apply for funds.

ii. President Brown discussed that Heidrick has made the required repairs on G street and finished today.

iii. President Brown discussed that the Village has several sidewalks that are in poor shape. He wanted to know what the Village Board of Trustees felt would be the best course of action. Trustee Terry Light asked why the village only some areas where there are sidewalks and other areas where we do not. What is the purpose of the sidewalks only being in some areas and do we have the funds to continue to add sidewalks. At this time there is not enough funding to place more sidewalks in the Village. It was discussed that if we are not able to expand the sidewalks it does not make sense to only have some areas with sidewalks and some without. Trustee Terry Light stated that if possible we should remove the sidewalks and replace them with dirt and reseed. It was discussed to remove the sidewalks in poor condition as time, weather and money allows. The first set of sidewalks to be removed will be on Chicago Ave in the first block. President Brown will get quotes for the work to present at the next board meeting for removal of sidewalk and reseed of area. Trustee Terry Light made a motion, with a second by Trustee Mary Potter, to remove concrete sidewalks in poor condition and replace with dirt and grass seed. The motion passed by roll call vote.

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

iv. President Brown discussed a quote to have a tree removed on Chicago for \$2400.00 by the Sim's residence. This tree is in very poor shape and a safety concern. There is another tree that should come down in the future on Chicago Ave in front of Mr. Stimac's property as well

that would be the Village's responsibility. President Brown will get a quote for this removal. Trustee Terry Light made a motion, with a second by Trustee Jeff Beukelman, to approve the quote for tree removal in front of the Sims property, as presented. The motion passed by roll call vote.

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

v. President Brown discussed that Donohue continues to work on the plan for the sidewalk construction from Shake Rag to the High School. The survey has been completed and work may begin in a couple of months, but it will take time to figure out placement as that seems to be the difficulty at this time. They will continue to keep the Village up to date with progress.

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

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

Trustee Sheila Switzer discussed the pots in the Village, and she will decide what to plant inside of them. Discussed the banners that were hung past year and that they did not last. The banners were shredded with the wind. She wasn't sure if the Board would want to put up Ornaments this year. It was discussed the Village does not have the funds to play almost \$5,000-\$6,000 to purchase ornaments to hang on the poles. Trustee Sheila Switzer also stated that the Holiday Trim and Lighting Contest will be held again this year.

**ii. Old Business**

- i. **New Business-** Clerk Kizer asked the board to set Halloween hours for the Village for this year. It was discussed that the hours will be from 5pm-7pm on Halloween night. Trustee Jeff Beukelman made a motion, with a second by Trustee Mary Potter, to approve the Halloween Trick or Treat Hours, as presented. The motion passed by acclamation.
- ii. President Brown discussed that he and Mr. Wright will be doing the Fall burn this weekend if possible with the wind.
- iii. President Brown would also like to get signs for the Dollar General for the golf cart entrance that states no vehicle entrance.
- iv. President Brown stated that the cost for snow plowing from Mr. Claypool will be increased from \$105.00 an hour to \$150.00 an hour for this winter.

**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 November 21, 2023. Bills to be considered for payment and items for the agenda are to be submitted by November 14, 2023, to the 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 Terry Light, the meeting was adjourned at 8:07pm. The motion passed by acclamation.

11/21/2023

APPROVED

Respectfully Submitted,

Brandye Kizer, Clerk