



## Regular Meeting Minutes – Village of Timberlane – July 20th, 2006

1. Call to order at 7:02pm by President, Steve Rapp.
2. Roll call: Steve Rapp, Sylvia Gorman, Bob Marner, Ron Stelling, Donna Leone, Debbie Marner, and Bob Blood were present. Dixie Timmerman arrived 7:15pm. There were four guests.
3. Motion made by Bob B and seconded by Donna to approve June 15th, 2006 Regular Meeting minutes. Vote all ayes, 0 nays, and 0 absent.
4. President's Report
  - a. Two culvert pipe permits were issued this month.
  - b. The water retention issues concerning Newbury Plat II were addressed and approved by Pat Stewart. The farm tile maps were delivered to Pat Stewart and the Boone County Health Dept for Plat I.
  - c. Steve attended the Boone County Emergency Management meeting on the estimated effects of the pandemic influenza and the disaster preparedness approach. They want the village to complete the Boone County preparedness worksheet. The board decided that Steve would be the primary contact, Ron would be the secondary and Bob M would be the third contact. Steve will be informed as to when the training will occur.
  - d. Steve is asking that Timberlane Village join the Belvidere area Chamber of Commerce for an annual fee of \$150.00. He would sign up and the village board can attend any of their events. Motion made by Donna and seconded by Ron to approve \$150.00 to join the Belvidere Chamber of Commerce. Vote all ayes, 0 nays, and 0 absent.
5. Treasurer's Report
  - a. Motion made by Donna and seconded by Bob B to approve the Treasurer's report. Vote all ayes, 0 nays, and 0 absent.
  - b. The IDOT audit for 2002-2005 was completed 6/22/06. We are in compliance with all regulations. Sylvia presented a report of the findings which were minor. Motion made by Bob M., seconded by Dixie to approve the IDOT auditor's certificate. Vote all ayes, 0 nays, and 0 absent.
  - c. Pat Fowler filed our Annual Financial Report on-line with the State Comptroller and Sylvia filed the paper copy with the County Clerk on 6/23/06.
  - d. Our web hosting company offers web site tracking, so she activated that to see how many hits we're getting on our web site. Our contract with this company expires in September, so she'll have to make a decision on where to move it by then. Since 6/25/06 we have had 171 hits from 82 unique visitors (this figure is overstated). Most are using Internet Explorer or AOL 9.0 to access the site. The vast majority are using Windows XP with Java enabled.
  - e. ComEd sent a letter saying they'd be trimming trees in the Village the week of 7/17/06. They showed up the week of 7/11/06. Sylvia added ComEd vegetation management information to the web site.
  - f. Per Tammy at Boone County Treasurer's office there were some Impact Fees paid on lots in Aberdeen Knolls. She will work on sending them to us in July.
  - g. The first installment of property taxes was due 6/23/06. We received payment of 23,465.34 on 7/7/06.

- h. The \$4.32 reimbursement to Dan Hauser paid in June was charged to 01-548, the Building Permits expense account. It was shown incorrectly on the June bills spreadsheet as account 01-331 which is the Building Permits income account. It is shown correctly in the June Journal and on the June Balance sheet.
- i. Sylvia registered for a free Illinois Funds seminar on July 26 at the Clock Tower to make sure we're taking advantage of all the programs they have to offer.
- j. Payment to Ron Stelling in June for extra work was approved at \$174.03, but was paid for \$134.03 in error (check # 1613). The difference of \$40.00 will be paid to Ron this month.
- k. We received a bill from Clarke Mosquito Control for \$4310. We have already made all required payments. Clarke has no record of receiving our first payment, but the check cleared our bank, so I faxed a copy of the front and back of the check to them. Their accounting department will check it out and get back to Sylvia.

1. The following bills were submitted for payment:

Payee	Purpose	Amount	Check #	Date	Motion Made	Motion Seconded
ComEd	Street light - 6/1/06-6/30/06	\$20.55	1622	7/7/2006	Donna	Bob B
Independent Inspections	June 2006 permits	\$1,917.67	1623	7/20/2006	Donna	Bob B
Illinois Department of Revenue	2nd Q06 payroll taxes - IL w/holding	\$202.65	1624	7/20/2006	Donna	Bob B
IRS	2nd Q06 payroll taxes - FICA and Medicare - Employee Contribution	\$516.81	1625	7/20/2006	Donna	Bob B
	2nd Q06 payroll taxes - FICA and Medicare - Employer Contribution	\$516.81			Donna	Bob B
Sylvia Gorman	Reimburse for printhead, stamps, safe deposit key	\$44.66	1626	7/20/2006	Donna	Bob B
Boone County Journal	Prevailing Wage publication	\$31.00	1627	7/20/2006	Donna	Bob B
Patrick Fowler	2005 Audit and AFR filing	\$1,795.00	1628	7/20/2006	Donna	Bob B
Ron Stelling	Correct error in payment to Ron Stelling in June. Ck # 1613 should have been for \$174.03, was written for \$134.03.	\$40.00	1629	7/20/2006	Donna	Bob B
Bob Marner	Reimburse for materials/truck	\$328.36	1630	7/20/2006	Donna	Bob B
	Labor for patching/sign work/stripping - \$150.00 gross	\$134.02			Donna	Bob B
Donald Larson	2006 Prevailing Wage Ordinance preparation	\$75.00	1631	7/20/2006	Donna	Bob B
Stephen Rapp	July net pay	\$893.50	1632	7/20/2006	Donna	Bob B
Sylvia Gorman	July net pay	\$446.75	1633	7/20/2006	Donna	Bob B
Debra Marner	July net pay - 1 meeting	\$223.37	1634	7/20/2006	Donna	Bob B
Bob Marner	July net pay - 1 meeting	\$44.67	1635	7/20/2006	Donna	Bob B
Ron Stelling	July net pay - 1 meeting	\$89.35	1636	7/20/2006	Donna	Bob B
Dixie Timmerman	July net pay - 1 meeting	\$89.35	1637	7/20/2006	Donna	Bob B
Bob Blood	July net pay - 1 meeting	\$44.67	1638	7/20/2006	Donna	Bob B
Donna Leone	July net pay - 1 meeting	\$44.67	1639	7/20/2006	Donna	Bob B
Belvidere Area Chamber of Commerce	Village Dues for one year	\$150.00	1640	7/20/2006	Donna	Bob B

Roll call to pay bills: Ayes – Ron S, Bob M, Dixie, Bob B, Donna, 0 nays, 0 absent.

## 6. Committee Reports

### a. Zoning

- i. None

### b. Finance

- i. Village accountant Pat Fowler reviewed the 2005 annual report audit in detail. He explained how the GASB 34 regulation worked and how important a periodic budget review is to help us stay in line with expenses and income during the year (typically look for 5% over/under). Pat recommends we adjust the budget during the year as needed. He also recommends we estimate and record the village's capital assets. Need to determine the approximate cost to replace roads and bridges and approximate age of each.

- ii. Pat Fowler will attend another meeting to discuss the training documents he handed out concerning fraud.
  - iii. Motion made by Bob M, seconded by Ron to perform a quarterly review of the village budget. Vote all ayes, 0 nays, and 0 absent.
  - iv. Motion made by Ron and seconded by Donna to approve the 2005 fiscal year audit as explained by Pat Fowler. Vote all ayes, 0 nays, and 0 absent.
- c. Roads/Highways/Bridges
- i. No bridge inspections have been done yet.
  - ii. Steve and Debbie took the action to verify if the village has an ordinance for impact fees to be collected and reserved for roads and bridges.
  - iii. Ron stated that the new bidder for performing snowplowing and cleaning ditches is under review now.
  - iv. IDOT requests the village to submit a list of Class I, II, and III roads and highways for identification purposes. Action taken by Ron and Bob M. to complete the paperwork.
- d. Village Hall
- i. Sylvia presented a budget analysis for a village hall for board discussion. The board decided to set the budget based on what's available for cash flow and monthly costs and the pros/cons for the next meeting.
  - ii. Dixie and Bob B volunteered to submit the pro's and con's of constructing a new village hall.
  - iii. Sylvia volunteered to complete the monthly cash flow projection.
  - iv. Debbie volunteered to research utility costs, insurance, security systems, etc.
7. New Business
- a. A new contract agreement for time and material from McClure Engineering Association was presented for various engineering services for the village. A contract worth \$30,000 included subdivision plats, plan review, permits issues and filed inspections for subdivision construction. This also includes about \$15,000 in work done previously. Motion made by Donna and seconded by Bob B. Roll call vote: Ayes – Ron S, Bob M, Dixie, Bob B, Donna, 0 nays, 0 absent.

8. Old Business

- a. None

9. Open Actions from previous meetings:

<b>Open Actions:</b>	<b>Meeting</b>	<b>Contact</b>
Contact the IL State's attorney's office to understand the risks of keeping Village records at a board members home. Individual homeowners insurance may not cover these records	April 2005	Debbie
Closed meeting minutes to review pending research.	April 2005	Debbie
N. Boone Fire District # 3 is asking us to adopt the International Fire Code at our next meeting. They're asking everyone they support to adopt this code. This pertains to building codes, not to	Aug 2005	Steve

burning. This only affects future building. Our building inspector would enforce this.		
Chris Youssi developers sent a letter asking for the village to accept the maintenance of roads and ditches at Prairie Meadow Plats 1 and 2. This issue is currently with Don Larson. Village board requests a 100% inspection by McClure Engineering prior to acceptance - completed July 2006.	Nov 2005	Steve
Village hall concept study and schedule for public discussion	Feb 2006	Board
Illuminating the Prairie Meadow entrance off Caledonia Road	Feb 2006	Board
Border agreement between the villages of Caledonia and Timberlane. It was preferred that we follow the gridlines on Kelley Rd instead of dividing private property. Caledonia already has pre-annexation border agreements that would be affected by a new agreement with Timberlane Village. Caledonia is expected to get back to us after their board meeting.	Mar 2006	Board
Smoke free ordinance	Mar 2006	Steve
Contact Waste Management concerning large number of loose garbage bins rolling around the village that are creating a hazard	Mar 2006	Donna
Review the construction portion of the Prevailing Wage Act for Illinois that we have adopted each year	Mar 2006	Board
Jeff Lesson offered a template of a "Management Proposal to construct a City Hall". Steve will also send this to Don Larson for review.	Mar 2006	Steve
Contact Don Larson and Mr. Hatfield from the Boone County Health dept to discuss the burning of plastic and Styrofoam in the village.	April 2006	Donna, Steve
Review four engineering services quotes for June.	May 2006	All trustees
Rich Lundine is checking into the legalities of adding double striping to Caledonia Rd	July 2006	Ron
Don Larson, village attorney, approved the draft work order template as written. Debbie will add revision control and send to the trustees.		

10. Motion by Bob B, seconded by Ron to adjourn at 10:047pm. Vote all ayes.