



Regular Meeting Minutes – Village of Timberlane – April 17th, 2025

1. Call to order at 7:00pm by President Steve Rapp at the Timberlane Village Hall at 2940 Charleston Ct., Caledonia, IL 61011.
2. Roll call: Present: Stacy Kleyn, Debbie Marner, Greg Hills, Donna Leone (arrived 7:02), Jonathan Lipscomb, Darcy Hills, Steve Rapp. Absent: Paul Loner
3. There were 2 guests.
4. Motion made by Darcy Hills, seconded by Greg Hills to appoint Steve Rapp as trustee in order to form a quorum. Vote all ayes, 0 nays, 2 absent. Motion made to rescind the appointment of Steve Rapp as trustee was made by Darcy Hills, seconded by Jonathan Lipscomb. Vote all ayes, 0 nays, 1 absent (Donna arrived 7:02pm).
5. Motion made by Darcy Hills, seconded by Donna Leone to approve March 20th, 2025, regular meeting minutes. Vote all ayes, 0 nays, 1 absent.
6. President’s Report: Steve Rapp introduced our guest Rick DeSimone who is introduced in the village’s open trustee position.
7. Treasurer’s Report:
 - a. Motion made by Darcy Hills, seconded by Donna Leone to approve the March 2025 Treasurer's Report. Vote all ayes, 0 nays, and 1 absent.
 - b. The following bills were submitted for April 2025 payment. Motion made by Greg Hills seconded by Darcy Hills to approve bills. Roll call vote: Ayes: Donna Leone, Greg Hills, Jonathan Lipscomb, Darcy Hills, Nay: 0 Absent: Paul Loner.

Date	Num	Payee	Payment	Motion Made:	Motion Seconded:
04/07/2025		IL Department of Revenue	\$ 112.99	Greg H	Darcy H
04/17/2025	3413	Darcy A. Hills	\$ 87.40	Greg H	Darcy H
04/17/2025	3414	Gregory S. Hills	\$ 87.40	Greg H	Darcy H
04/17/2025	3415	Stacy M Kleyn	\$ 479.03	Greg H	Darcy H
04/17/2025	3416	Donna M. Leone	\$ 87.40	Greg H	Darcy H
04/17/2025	3417	Jonathan M. Lipscomb	\$ 87.40	Greg H	Darcy H
04/17/2025	3418	Paul D. Loner	\$ 87.40	Greg H	Darcy H
04/17/2025	3420	Stephen M. Rapp	\$ 799.00	Greg H	Darcy H
04/17/2025	3421	Com Ed	\$ 51.47	Greg H	Darcy H
04/17/2025	3422	Illinois Municipal Treasurers Association	\$ 100.00	Greg H	Darcy H
04/17/2025	3423	B & F Construction Code Services, Inc.	\$1,362.70	Greg H	Darcy H
04/17/2025	3424	Clarke Environmental Mosquito Mgmt, Inc.	\$4,744.00	Greg H	Darcy H
04/17/2025	3425	IRS	\$1,267.77	Greg H	Darcy H
04/17/2025	3426	Debra K. Marner	\$ 218.50	Greg H	Darcy H
04/17/2025	3427	Debra K. Marner	\$ 107.74	Greg H	Darcy H
Total Funds for Non-Specific Checking			\$9,680.20		

8. Committee Reports
 - a. Finance
 - i. Stacy Kleyn reviewed, signed and mailed the tax levy confirmation to the Boone County Clerk’s office.
 - b. Planning and Zoning

- i. Stacy Kleyn has two B&F Code Construction invoices that will be invoiced to Mr. Schumacher's representative concerning their potential buyers.
 - ii. Steve Rapp has not received an update concerning the 3-month study to revise Timberlane's building codes from B & F Code Construction.
 - c. Roads/Highways/Bridges
 - i. Donna Leone offered to obtain quotes for landscaping to support the landscape drawings for underneath the 4 Timberlane road signs. This included plants, stone and fabric.
 - ii. Donna Leone presented a \$9,219.36 quote from Green Acres for dirt and grass seed replacement at the road edges within the Timberlane subdivision. Nico's Landscaping was for stone only. The board of trustees requested a couple more quotes.
 - iii. Motion made by Darcy Hills, seconded by Jonathan Lipscomb to investigate the cost of Com Edison installing a streetlight at the corner of the south entrance of Country Meadow and Caledonia roads. Vote all ayes, 0 nays, 1 absent. Steve offered to contact Com Edison.
 - iv. The replacement of bridge # 004-3036 on Dawson Lake Road over a branch of Beaver Creek: Steve requested the scope of work from Justin Krohn, Boone County Highway engineer before requesting bridge contractor quotes for structural concrete repair/maintenance on a time/material basis.
 - v. The repairs for bridge # 004-6000 on Orth Road over Beaver Creek: Steve requested the scope of work from Justin Krohn, Boone County Highway engineer before requesting bridge contractor quotes for structural concrete repair/maintenance on a time/material basis.
 - d. Village Hall located at 2940 Charleston Ct, Immanuel Lutheran in Timberlane
 - i. None.
- 9. Old Business
 - a. Darcy Hills continues to explore options to attract local candidates for open positions such as hold an open house, post cards, etc.
 - b. Steve Rapp stated no update yet from Trent Ferguson on preparing bid letting for the single garbage hauler project.
- 10. New Business
 - a. Guest Courtney Mohr from Lauterbach & Amen, LLP presented the 2024 Annual Financial Report and Management Letter to the board of trustees. Timberlane received an 'unmodified opinion' which is their highest honor Courtney stated. They also received excellent support from Stacy Kleyn, village treasurer.
 - b. Motion made by Greg Hills, seconded by Donna Leone to approve the 2024 Annual Financial Report and Management Letter as presented. Vote all ayes, 0 nays, 1 absent. The financial report will be posted on the village website.
 - c. Steve Rapp stated that Timberlane is required to submit its plan by June 1st to be compliant with the 2023 Affordable Housing Planning and Appeal Act Non-Exempt Local Government Affordable Housing Plan Status. Steve reviewed IDHA Chapter 12

Fair Housing Policy and how other municipalities show compliance. A draft policy ordinance will be sent to Trent Ferguson, village attorney for review.

- d. Greg Hills asked Sylvia Gorman, village web-master about updating the Timberlane website. She offered to maintain our current website. Greg and the trustees will review other villages and will obtain 3 quotes for newer website applications for review.
- e. Motion made by Jonathan Lipscomb, seconded by Darcy Hills to recommend Rick DeSimone as a new trustee. Vote all ayes, 0 nays, 1 absent. If accepted Rick would fill the remaining 2 years of a trustee term expiring in 2027.
- f. Timberlane village board would like to thank *Jonathan Lipscomb for his 5 years of service as a village trustee and as chairman of the planning zoning committee.* Jonathan’s time and efforts have been greatly appreciated and we wish him well!

Open Actions:	Meeting	Contact
Revision of Timberlane By-laws to include electronic attendance	Mar 2014	Debbie Marnier
Timberlane has been asked to adopt 2015 International Residential Codes for Inspections (IRC, IBC, IMC), 2014, 2011 NEC codes.	Oct 2016	Steve Rapp along with Drew Bliss
Review two draft ordinances and provide guidance to the board: O20-324-04 Noise ordinance, O20-324-05 Street Parking ordinance	April 2021	Steve Rapp, Trent Ferguson, attorney
New Ordinance stating the surface of driveways within the easement shall match the roadway surface type that it intersects (J. Krohn)	Oct 2021	Steve Rapp, Trent Ferguson
IL EPA storm water waiver in progress.	2021	Steve Rapp, CES
Revise Timberlane’s 2012 Comprehensive Plan	Jan 2023	Full board
IFHDA stated that Timberlane is determined to be a “Non-Exempt Local Government”. The Affordable Housing Planning and Appeal Act requires that Timberlane is to create, adopt and submit an affordable housing plan to IHDA within 18 months after notification of its non-exempt status.	Jan 2024	Steve Rapp, Trent Ferguson
Determine the legal use of the cannabis tax income	Jan 2024	Steve Rapp

- i. Motion made by Jonathan Lipscomb, seconded by Greg Hills to adjourn at 8:47pm
Vote all ayes, 0 nays, and 1 absent.