



Regular Meeting Minutes – Village of Timberlane – June 19th, 2025

1. Call to order at 7:04pm by trustee Darcy Hills acting as President in the absence of Steve Rapp, President at Timberlane Village Hall at 2940 Charleston Ct., Caledonia, IL 61011.
2. Roll call: Present: Stacy Kleyn, Debbie Marner, Greg Hills, Donna Leone, Darcy Hills, Rick DeSimone, Absent: Steve Rapp, Paul Loner
3. There were no guests.
4. Motion made by Greg Hills, seconded by Donna Leone, to allow Darcy Hills to also act as a trustee in order to form a quorum. Vote all ayes, 0 nays, 1 absent.
5. Motion made by Greg Hills, seconded by Donna Leone to approve June 19th, 2025, regular meeting minutes. Vote all ayes, 0 nays, 1 absent.
6. President’s Report: Steve Rapp comments can be found within the meeting minutes.
7. Treasurer’s Report:
 - a. Motion made by Darcy Hills, seconded by Rick DeSimone to approve the May 2025 Treasurer's Report. Vote all ayes, 0 nays, and 1 absent.
 - b. The following bills were submitted for June 2025 payment. Motion made by Donna Leone seconded by Greg Hills to approve bills. Roll call vote: Ayes: Donna Leone, Greg Hills, Rick DeSimone, Darcy Hills, Nay: 0 Absent: Paul Loner.

Date	Num	Payee	Payment	Motion Made:	Motion Seconded:
06/09/2025		IL Department of Revenue	\$ 115.71	Donna L	Greg H
06/19/2025	3441	Richard Desimone	\$ 87.40	Donna L	Greg H
06/19/2025	3442	Darcy A. Hills	\$ 87.40	Donna L	Greg H
06/19/2025	3443	Gregory S. Hills	\$ 87.40	Donna L	Greg H
06/19/2025	3444	Stacy M Kleyn	\$ 500.32	Donna L	Greg H
06/19/2025	3445	Donna M. Leone	\$ 87.40	Donna L	Greg H
06/19/2025	3446	Paul D. Loner	\$ 87.40	Donna L	Greg H
06/19/2025	3447	Debra K. Marner	\$ 266.57	Donna L	Greg H
06/19/2025	3448	Stephen M. Rapp	\$ 799.00	Donna L	Greg H
06/19/2025	3449	B & F Construction Code Services, Inc.	\$ 1,307.70	Donna L	Greg H
06/19/2025	3450	Stacy Kleyn	\$ 107.74	Donna L	Greg H
06/19/2025	3451	Debra K. Marner	\$ 23.46	Donna L	Greg H
06/19/2025	3452	Com Ed	\$ 102.56	Donna L	Greg H
6/19/2025	1087	MWD Services, Inc.	\$ 2,475.00	Donna L	Greg H
		Total General Funds	\$ 6,135.06		

8. Committee Reports
 - a. Finance
 - i. Stacy Kleyn reviewed RMA annual survey providing necessary payroll information for village president to review. She assisted with the Return to Work policy required by the RMA.
 - b. Planning and Zoning
 - i. The trustees want to include ‘solar panel installations’ stating that conduit piping must be hidden from public view. Darcy Hills offered to send information to Steve Rapp for B & F Code Construction update of Timberlane’s building codes.
 - ii.

- iii. No update on Schumacher property plans and paperwork submitted to B&F Code Construction or CES. However, Stacy Kleyn has received payment for engineering expenses.
 - iv. Steve Rapp responded to Boone County Planning & Zoning request for the most accurate Timberlane boundaries. He noticed our map still shows the 22 acres Harris Farms property at Dawson Lake Road & IL76 that was within our boundaries. He asked Keven Bunge, CES, for a new zoning map to reflect the Harris disconnect and asked to remove Aberdeen Knoll since the 20-year pre-annexation expired and should not be shown on the village map.
 - v. IHDA stated the Timberlane plan (ordinance O25-135-01 Fair Housing Policy) does not appear to meet the minimum requirements set forth by Section 25 of AHPAA. The Village is considered non-compliant until the minimum requirements are addressed in the affordable housing plan submission. Steve Rapp reached out to the City of Rockford Permits and Planning office, and he is preparing an email requesting guidance.
- c. Roads/Highways/Bridges
- i. Road break-up on Arboretum – Steve reported this to Nate Walton for repair and waiting for quote. Midwest Dirt has a barricade if needed.
 - ii. Midwest Dirt will also quote on the road repair (sink hole) on Arrowwood Rd near Orth Rd.
 - iii. Resident’s complaint on Squirrel Tree Road has been reviewed by Steve Rapp and B&F Code Construction for possible community standards. Steve was notified that the issue with the ditch is being addressed by the landscaper that planted it.
 - iv. Steve Rapp received a request from Heatherfield Estates to address possible damaged yards next to roadside edges from previous blacktop re-surfacing projects. The board was not aware of this concern but will review the roads for possible grass seeding this fall.
 - v. No update on installing a new streetlight light at the corner of the south entrance of County Meadow and Caledonia roads. Steve Rapp will contact Com Edison for pricing/installation costs and advise the board.
 - vi. Motion made by Rick DeSimone, seconded by Greg Hills to approve Nico’s Landscaping quote to landscape beneath 4 village signs not to exceed \$10,712.00 and to release ¼ of the cost \$2,678.00 if requested to Nico’s Landscaping. Roll call vote: Ayes: Donna Leone, Greg Hills, Rick DeSimone, Darcy Hills, Nay: 0 Absent: Paul Loner.
 - vii. Motion made by Greg Hills, seconded by Rick DeSimone to approve Nico’s Landscaping quote to provide the initial watering and follow up for 3 weeks not to exceed \$1,200.00. Roll call vote: Ayes: Donna Leone, Greg Hills, Rick DeSimone, Darcy Hills, Nay: 0 Absent: Paul Loner.
 - viii. Timberlane and Hyland subdivisions reseeding along road edges of re-paved roads was previously approved but with no official starting date. Nico’s Landscaping provided a ‘grass seed and watering guide’ and recommends no roadside parking. Donna Leone offered to request a quote to provide the initial watering and follow up weekly waterings.

- ix. 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 holding an open house, post cards. An escalation plan is needed for the whole board which could be activated during meeting absences, etc.
 - b. Greg Hills received 2 quotes for Timberlane website design & management. He prefers to receive more quotes and request the design company present at a regular meeting. Greg asked the board to send him any items you would like to see on a website.
 - c. Steve Rapp stated no update yet from Trent Ferguson on preparing bid letting for the single garbage hauler project. Greg Hills is reviewing other municipal RFPs.
10. New Business
- a. Steve Rapp received the GATA renewal approval from SAM.gov through 2026.
 - b. Motion made by Darcy Hills, seconded by Donna Leone to approve ordinance O25-170-01 Return to Work Policy (RMA request). Vote all ayes, 0 nays, and 1 absent.

Open Actions:	Meeting	Contact
Revision of Timberlane By-laws to include electronic attendance	Mar 2014	Debbie Marnar
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
Determine the legal use of the cannabis tax income	Jan 2024	Steve Rapp
Repairs for bridge # 004-6000 on Orth Road over Beaver Creek: request the scope of work, request bridge contractor quotes for structural concrete repair/maintenance on a time/material basis.	2024	Steve Rapp Justin Krohn

- i. Motion made by Greg Hills, seconded by Donna Leone to adjourn at 8:37pm Vote all ayes, 0 nays, and 1 absent.