



Regular Meeting Minutes – Village of Timberlane – March 16th, 2023

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: Steve Rapp, Stacy Kleyn, Debbie Marner, Jonathan Lipscomb, Andrea Ulbert, Donna Leone and Darcy Hills. Absent: Greg Hills and Paul Loner.
3. There were two guests.
4. Motion made by Darcy Hills, seconded by Donna Leone to approve February 16th, 2023, regular meeting minutes. Vote all ayes, 0 nays, 2 absent.
5. President’s Report: Steve Rapp received calls on cable franchise agreements and Oscar Mike’s recent Rockford Register Star interview.
6. Treasurer’s Report:
 - a. Motion made by Jonathan Lipscomb, seconded by Donna Leone to approve the February 2023 Treasurer's Report. Vote all ayes, 0 nays, and 2 absent.
 - b. The following bills were submitted for payment. Motion made by Donna Leone, seconded by Jonathan Lipscomb to approve bills. Roll call vote: Ayes: Andrea Ulbert, Darcy Hills, Donna Leone, Jonathan Lipscomb. Nay: 0, Absent: Greg Hills, Paul Loner.

Date	Number	Payee	Payment	Motion Made:	Motion Seconded:
3/8/2023	MyTaxIL	Illinois Department of Revenue	\$ 111.38	Donna L	Jonathan L
3/11/2023	3107	Com Ed	\$ 40.67	Donna L	Jonathan L
3/16/2023	3108	Andrea Ulbert	\$ 87.40	Donna L	Jonathan L
3/16/2023	3109	Darcy A Hills	\$ 87.40	Donna L	Jonathan L
3/16/2023	3110	Debra K Marner	\$ 218.50	Donna L	Jonathan L
3/16/2023	3112	Gregory S Hills	\$ 87.40	Donna L	Jonathan L
3/16/2023	3113	Jonathan M Lipscomb	\$ 87.40	Donna L	Jonathan L
3/16/2023	3114	Paul D Loner	\$ 87.40	Donna L	Jonathan L
3/16/2023	3115	Stacy M Kleyn	\$ 431.00	Donna L	Jonathan L
3/16/2023	3116	Stephen M Rapp	\$ 799.00	Donna L	Jonathan L
3/16/2023	3117	CES Inc.	\$ 761.52	Donna L	Jonathan L
3/16/2023	3118	Lauterbach & Amen, LLP	\$ 4,400.00	Donna L	Jonathan L
3/16/2023	3119	B & F Construction Code Services, Inc.	\$ 85.00	Donna L	Jonathan L
3/16/2023	3120	Midwest Dirt	\$ 2,480.00	Donna L	Jonathan L
3/16/2023	1078	Midwest Dirt	\$ 8,269.95	Donna L	Jonathan L
		Total Funds	\$18,034.02		
		US Bank - General Checking - Non-Specific	\$ 2,884.07		
		US Bank - General Checking - Audit	\$ 4,400.00		
		US Bank - General Checking - Streets	\$ 2,480.00		
		US Bank - MFT Checking	\$ 8,269.95		

7. Committee Reports
 - a. Finance
 - i. Guest Courtney Mohr from Lauterbach & Amen, LLP presented audit findings for Timberlane’s 2022 financial audit. The purpose of this audit is to test the records. She said the village has a healthy total net

worth to support its infrastructure: bridges and roads. Guest Curt Newport asked about Timberlane's investment policy. Village policy is from 2005 and it's recommended for updating. Courtney offered to send a current investment policy template to Stacy Kleyn.

- ii. Motion made by Darcy Hills, seconded by Donna Leone to approve Timberlane's 2022 financial audit and management letter presented by Lauterbach & Amen, LLP. Vote all ayes, 0 nays, 2 absent.
- iii. Board of Trustees decided to investigate investment opportunities that receive higher interest rates for village funds. Guest Curt Newport, Boone County Treasurer, presented the "Basics of Investing Public Funds". He explained possible strategies, reasonable options, and laddered investments. A Collateral agreement with US Bank is needed (Stacy confirmed Timberlane has one). Also, look at pledging securities with a 3rd party such as ILL Funds. Curt proved two strategies for cash on hand. He provided a book on "Public Fund Investing for Dummies" to Stacy Kleyn.
- iv. Motion made by Jonathan Lipscomb, seconded by Darcy Hills to allow Stacy Kleyn to transfer \$500,000.00 funds from US Bank General Checking to the ILL Prime Funds. Roll call vote: Ayes: Andrea Ulbert, Darcy Hills, Donna Leone, Jonathan Lipscomb. Nay: 0, Absent: Greg Hills, Paul Loner.
- v. Board of Trustees will review the 2005 Investment policy, other policy templates and Curt Newport's recommendations in future meetings.

b. Planning and Zoning

- i. None.

c. Roads/Highways/Bridges

- i. Steve Rapp stated that 150 tons of salt mix will be requested from Justin Krohn, Boone County Highway Dept.
- ii. No update on the Orth Road resurfacing project for 2023.
- iii. Steve Rapp notified Midwest Dirt about potholes that need filling. Newbury Place residents complained to Andrea Ulbert about issues with clearing snow this winter.
- iv. Midwest Dirt will send a quote to clear downed trees in the village.
- v. Steve Rapp asked Midwest Dirt to quote on adding a field fence that would secure the right of way on Squirrel Tree Lane this year.
- vi. Dawson Lake Road bridge did get inspected by Justin Krohn's office. He offered to send the necessary paperwork to IDOT and the village.

d. Village Hall located at *2940 Charleston Ct, Immanuel Lutheran at Timberlane*

- i. None.

8. Old Business.

- a. Shawcraft in Machesney Park will notify Darcy Hills when the village signage quotes are ready.
- b. Motion made by Jonathan Lipscomb, seconded by Donna Leone to approve the Ordinance 023-075-01 Highway Right of Way Utility Permit. Vote all ayes, 0 nays, and 2 absent.

- c. Motion made by Jonathan Lipscomb, seconded by Andrea Ulbert to approve the Comcast Cable Franchise Agreement. Vote all ayes, 0 nays, and 2 absent. Steve Rapp will provide the Ordinance 023-075-01 Highway Right of Way Utility Permit for signing by Comcast. Vote all ayes, 0 nays, and 2 absent.
- d. Motion made by Darcy Hills, seconded by Jonathan Lipscomb to approve Frontier Cable Franchise Agreement. Vote all ayes, 0 nays, and 2 absent. Steve Rapp will provide the Ordinance 023-075-01 Highway Right of Way Utility Permit for signing by Frontier. Vote all ayes, 0 nays, and 2 absent.

9. New Business

- a. None.

Open Actions:	Meeting	Contact
Revision of Timberlane By-laws to include electronic attendance	Mar 2014	Debbie Marner
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 three draft ordinances and provide guidance to the board: O20-324-03 Burning ordinance, 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
Donna Leone asked about adding a speed limit size on Orth Rd near 76 since there may not be one in the area.	Aug 2022	Steve Rapp
Revise Timberlane's 2012 Comprehensive Plan	Jan 2023	Full board

- i. Motion made by Jonathan Lipscomb, seconded by Donna Leone to adjourn at 8:19pm
Vote all ayes, 0 nays, and 2 absent.