



**Regular Meeting Minutes – Village of Timberlane – January 18<sup>th</sup>, 2024**

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, Greg Hills, Donna Leone, Darcy Hills, Debbie Marnier, Paul Loner and Jonathan Lipscomb. Absent: Andrea Ulbert.
3. There were two guests.
4. Motion made by Donna Leone seconded by Greg Hills, to approve the December 21<sup>st</sup>, 2023, regular meeting minutes. Vote all ayes, 0 nays, 1 absent.
5. President’s Report: Steve Rapp’s comments are found within the meeting minutes.
6. Treasurer’s Report:
  - a. Motion made by Jonathan Lipscomb, seconded by Paul Loner to approve the December 2023 Treasurer's Report. Vote all ayes, 0 nays, and 1 absent.
  - b. The following bills were submitted for December 2023 payment. Motion made by Darcy Hills, seconded by Donna Leone to approve bills. Roll call vote: Ayes: Greg Hills, Darcy Hills, Paul Loner, Jonathan Lipscomb, Donna Leone. Nay: 0, Absent: Andrea Ulbert.

<b>Date</b>	<b>Num</b>	<b>Payee</b>	<b>Payment</b>	<b>Motion Made:</b>	<b>Motion Seconded:</b>
01/02/2024		IL Department of Revenue	\$111.38	Darcy H.	Donna L.
01/10/2024	3238	Com Ed	\$42.38	Darcy H.	Donna L.
1/18/2024	3239	Darcy A. Hills	\$87.40	Darcy H.	Donna L.
01/18/2024	3240	Gregory S. Hills	\$87.40	Darcy H.	Donna L.
01/18/2024	3241	Stacy M Kleyn	\$492.00	Darcy H.	Donna L.
01/18/2024	3242	Donna M. Leone	\$87.40	Darcy H.	Donna L.
01/18/2024	3243	Jonathan M. Lipscomb	\$87.40	Darcy H.	Donna L.
01/18/2024	3244	Debra K. Marnier	\$355.99	Darcy H.	Donna L.
01/18/2024	3245	Stephen M Rapp	\$799.00	Darcy H.	Donna L.
01/18/2024	3246	B & F Construction Code Services, Inc.	\$100.00	Darcy H.	Donna L.
01/18/2024	3247	Debra K. Marnier	\$10.05	Darcy H.	Donna L.
01/18/2024	3248	IRS	\$1,279.39	Darcy H.	Donna L.
1/18/2024	1004	MWD Services Inc.	\$13,610.30		
		<b>Total Funds</b>	<b>\$17,150.09</b>		
		Total for 115 - General Checking	\$3,539.79		
		Total for 112 - MFT Checking	\$13,610.30		

1. Committee Reports

a. Finance

- i. Stacy Kleyn handed out the 2023 W-2 tax forms. She discussed the option for direct payroll deposits within QuickBooks online. The board of trustees opted out of direct deposits at this time.
- ii. The board of trustees discussed the use of the cannabis tax received. Stacy Kleyn offered to contact the Poplar Grove treasurer for information.
- iii. An Entrance Conference was held with Stacy and Lauterbach & Amen, LLC in preparation for Timberlane’s 2023 financial audit of records in February.

- b. Planning and Zoning
    - i. Steve Rapp is waiting on information from Trent Ferguson, village attorney on the potential zoning violations reported.
    - ii. Steve Rapp updated the annual Boundary and Annexation Survey (BAS) from the Census Bureau.
    - iii. The Illinois Fair Housing Development Authority informed Timberlane that it is determined to be a “Non-Exempt Local Government”. They provided a current handbook. 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. Steve Rapp has contacted Trent Ferguson, village attorney for legal advice.
  - c. Roads/Highways/Bridges
    - i. Paul Loner asked about replacing a missing street sign at the north end of Newbury and Charleston streets. Darcy Hills shared information on where her homeowner’s association ordered street signs.
    - ii. Steve Rapp is waiting for a quote from Midwest Dirt to remove overhanging branches in Timberlane/Wooded Acres subdivisions that are interfering with school buses/large truck traffic.
    - iii. Steve Rapp is waiting for a quote from Midwest Dirt to replace the collapsed culver at Silver Fox and Woodchuck roads this year.
    - iv. Also, Steve Rapp submitted the village’s 2024 road re-surfacing requests to Justin Krohn for three (3) subdivisions: Heatherfield Estates, Wooded Acres, and Timberlane.
    - v. Steve Rapp received a call concerning the filling of dirt and rock on agricultural property on Reginald drive. Steve offered to contact Trent Ferguson, village attorney, on whether this is buildable land. Also, he advised them to call the Boone County Soil and Water for runoff control at the creek.
    - vi. One damaged mailbox request came in from Prairie Lane subdivision. The clerk will forward the mailbox reimbursement form to the affected homeowner.
  - d. Village Hall located at 2940 Charleston Ct, Immanuel Lutheran at Timberlane
    - i. None.
2. Old Business
- a. Darcy Hills contacted the Boone County Planning dept who stated no road sign permits are needed from them. Tentative installation of Timberlane signage is April 2024 with Shawcraft Signs.
  - b. No updates from Frontier Communications.
  - c. Steve Rapp will check with Comcast/Xfinity about the direct mail informational letters to village residents.
  - d. Mailing of the single garbage hauler survey postcards is planned for February.
  - e. No update on notifying agencies of new Timberlane addresses.
3. New Business
- a. Jennifer Alvarez, Regional Market Manager, and guest from Surf Internet explained how their fiber optic broadband implementation is rolled out and that it is expanding

further into Boone County. They stated that by April 2024 installation of the cables could begin by utilizing most of the updated/new cable boxes already in the village. Presentation booklets were provided for the board of trustees. Motion made by Darcy Hills, seconded by Paul Loner to move forward with the ‘pre-engineering discovery phase’ of Surf Internet’s fiber cable service. Vote all ayes, 0 nays, 1 absent

- b. Timberlane was notified that an IDOT Motor Fuel Tax Fund audit for fiscal year 2022 will begin January 24<sup>th</sup>. The audit includes MFT records and procedures they consider necessary to express an opinion that funds were properly administered. A document package was received in time for an upcoming Entrance Conference with Steve Rapp, Stacy Kleyn and Debra Marner.
- c. Steve Rapp worked with Darcy Hills who offered to conduct the February 15<sup>th</sup> regular meeting in Steve’s absence.

<b>Open Actions:</b>	<b>Meeting</b>	<b>Contact</b>
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 Donna Leone, seconded by Jonathan Lipscomb to adjourn at 8:46pm  
Vote all ayes, 0 nays, and 1 absent.