



Regular Meeting Minutes – Village of Timberlane – July 18th, 2024

1. Call to order at 7:04pm by President Steve Rapp at the Timberlane Village Hall at 2940 Charleston Ct., Caledonia, IL 61011.
2. Roll call: Present: Darcy Hills, Debbie Marnar, Stacy Kleyn, Jonathan Lipscomb, Greg Hills, Steve Rapp. Absent: Paul Loner, Donna Leone.
3. There were no guests.
4. Motion made by Darcy Hills, seconded by Jonathan to allow Steve Rapp to act on behalf of a trustee in order to form a quorum. Vote all ayes, 0 nays, 2 absent.
5. Motion made by Greg Hills, seconded by Darcy Hills to approve the June 20th, 2024, regular meeting minutes. Vote all ayes, 0 nays, 2 absent.
6. President’s Report: Steve Rapp was notified that Oscar Mike’s approached Poplar Grove to connect into their sewer lines. Poplar Grove denied access as they are in Timberlane.
7. Treasurer’s Report:
 - a. Motion made by Darcy Hills, seconded by Greg Hills to approve the June 2024 Treasurer's Report. Vote all ayes, 0 nays, and 2 absent.
 - b. The following bills were submitted for July 2024 payment. Motion made by Greg Hills, seconded by Jonathan Lipscomb to approve bills. Roll call vote: Ayes: Darcy Hills, Greg Hills, Jonathan Lipscomb, Steve Rapp Nay: 0 Absent: Paul Loner, Donna Leone

Date	Num	Payee	Payment	Motion Made:	Motion Seconded:
07/03/2024		IL Department of Revenue	\$106.43	Greg H	Jonathan L
07/18/2024	3310	Darcy A. Hills	\$87.40	Greg H	Jonathan L
07/18/2024	3311	Gregory S. Hills	\$87.40	Greg H	Jonathan L
07/18/2024	3312	Stacy M Kleyn	\$437.00	Greg H	Jonathan L
07/18/2024	3313	Donna M. Leone	\$87.40	Greg H	Jonathan L
07/18/2024	3314	Paul D. Loner	\$87.40	Greg H	Jonathan L
07/18/2024	3315	Debra K. Marnar	\$218.49	Greg H	Jonathan L
07/18/2024	3316	Stephen M. Rapp	\$799.00	Greg H	Jonathan L
07/18/2024	3317	IRS	\$1,218.12	Greg H	Jonathan L
07/18/2024	3318	B & F Construction Code Services, Inc.	\$225.00	Greg H	Jonathan L
7/18/2024	3319	MWD Services, Inc.	\$1,200.00	Greg H	Jonathan L
		Total Funds	\$4,553.64		

8. Committee Reports
 - a. Finance
 - i. None.
 - b. Planning and Zoning
 - i. Steve Rapp spoke with Kevin Bunge, Civil Engineering Services (CES) about performing a review of Timberlane’s Zoning Ordinances (adopted August 2005 with no revisions) and the Subdivision Codes (adopted 9/20/2001 and revised 2012). Kevin asked that a committee review all existing codes first before meeting with CES. Board of trustees offered to review the 2020 draft ordinances for noise, street parking and burning and proceed with next steps.
 - c. Roads/Highways/Bridges

- i. Greg Hills and Justin Krohn offered to schedule time to paint the center line marking on Dawson Lake Road. Justin can provide the spray paint and measuring tool
- ii. Midwest Dirt is contracted to fill new asphalt road edges with dirt, grass seed or gravel fill weather permitting. This affects Timberlane, Wooded Acres and Heatherfield subdivisions. Rain has delayed this work.
- iii. Darcy and Greg Hills moved some sign stake markers per Shawcraft Signs after the last site review. They expect to install them soon.
- iv. Residents commented on the delay in road edging due to wet weather.
- d. Village Hall located at 2940 Charleston Ct, Immanuel Lutheran at Timberlane
 - i. None.

9. Old Business

- a. Steve Rapp stated that Trent Ferguson, village attorney, will write the bid packet for a single garbage hauler. Trent asked for samples from other municipalities.

10. New Business

- a. Clerk, Debbie Marner received the annual sexual harassment training certificates from six board members (need certificates from Donna Leone, Paul Loner).
- b. Darcy Hills outlined her short-term and long-term planning for the board of trustee's discussion (below). Job duties, list of contractors and HOA presidents were also discussed.

- Short-term priority is to backfill the vacancy:
 - ✓ Ideally someone from a sub-division that is not currently represented.
 - ✓ Develop recruitment package: Trustee details (application/appointment process, responsibilities, compensation), Application for Appointment to Village Board and Village Trustee Questionnaire
 - ✓ Develop communication plan: website, postcard, social media, HOAs, signage, advertisement in Boone County Journal.
- Long-term strategy to reduce risk to service Village:
 - ✓ Identify risks: transparency of known relocation/retirement plans.
 - ✓ Analyze risks: people, positions, and term years.
 - ✓ Develop mitigation plan: documentation, institutional knowledge transfer, task cross training for key positions of Clerk, Treasurer and President.

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
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 Steve Rapp, seconded by Greg Hills to adjourn at 8:24pm Vote all ayes, 0 nays, and 2 absent.