



## Regular Meeting Minutes – Village of Timberlane – January 20th, 2005

1. Call to Order at 7:01pm at Boone Lake Clubhouse by President Steve Rapp.
2. Roll Call: Steve Rapp, Sylvia Gorman, Bob Marner, Debbie Marner, Donna Leone, Bob Blood and Ron Lewandowski were present. Absent Ron Stelling and Dixie Timmerman. There was one guest.
3. Motion by Donna and seconded by Bob B. to approve 12/16/04 regular meeting minutes and the special tax levy meeting minutes. Vote all ayes, nays - 0, absent - Dixie, Ron S.
4. President's Report:
  - a. Five culvert permits were issued for the month.
  - b. Steve attended a meeting with Ken Terrinoni and surrounding village presidents and mayors concerning the cost of continuing 24/7 animal control for the county. He read a letter from Boone County stating that three people cover animal control and they may double the fees and fines to pay for the coverage. Different options were discussed to help find workable solutions to the growth and cost issues the county is facing.
  - c. Steve read a letter from Don Larson's office explaining the village's position on accepting subdivision roads. It was sent out 12/28/04 to all three developers and followed up by a courtesy call from Steve.
  - d. The board discussed the results of this winter's snow plowing where a few residents complained. Steve called Norm at Caledonia Township complaining about two chunks of blacktop removed from a resident's driveway in Hidden Grove and a few mailboxes damaged in Prairie Meadow. Donna will call Norm to help resolve these issues.
  - e. Letter was read from Greenlee & Kreitlow attorney's office concerning 12379 Woodchuck Dr. They request that the property be put back in the condition it was in prior to the actions of the trustees last fall. Steve had Don Larson review this letter in order to initiate a response, if necessary.
  - f. Donna will get a plat map for "wooded acres" subdivision that's connected to the original Timberlane village.
  - g. Steve will call John McClenathan (Caledonia's attorney) to represent our Ordinance committee. Steve will try to get Tom Johnson and John McClenathan to our next meeting. We heard the committee has progressed and the committee would need to present their work to the attorney and village board.
  - h. Belvidere Chamber of Commerce has discount tickets available for the Ice Hogs.
  - i. Boone County's special census is basically complete now and we may have preliminary numbers for the village by the end of February.
5. Treasurer's Report:
  - a. Sylvia presented December's report. Motion by Bob B., seconded by Ron L. to approve the report. Vote all ayes, nays - 0, absent - Dixie and Ron S.
  - b. Steve took the action to check with attorney Don Larson about a performance bonus or wage increase for the village treasurer.
  - c. Discussion of our accounting practices led the board to believe that a resolution is needed to require an annual financial audit be performed by March 30 and be

returned to the board by June 30. If discrepancies or irregularities are found, they are to be presented to the board at the next regular meeting or a formal letter be mailed to the board by the audit firm. Debbie will report at the next meeting.

- d. The board suggested that any trustee at a regular meeting will be asked to review the bank account totals.
- e. Should we assign someone other than Sylvia, Steve and Debbie to be able to sign checks? Sylvia would like four people to have signer rights. Ron L agreed to be an authorized signer on the village bank accounts. We will check on bonding him.
- f. Sylvia filed W-2 and W-3 forms with the Social Security Administration. You should all have received W-2s for 2004.
- g. Everyone who gets paid has to fill out a 2005 W4. Sylvia emailed them to Debbie, Bob M., Bob B and Donna. Please fill them out and return them by February's meeting or let Sylvia know if you need a paper copy.
- h. All new hires are required to be reported to the state for deadbeat parent checking. Bob Blood was our only new hire.
- i. Sylvia investigated whether we have to pay FUTA (Federal Unemployment Tax). We paid it in the past, but the directions say that state and local governments don't need to pay. Sylvia will find out if we're exempt. Due to high call volume Sylvia's been invited several times to call back later. Update: We don't have to pay FUTA, so Sylvia filled out amended forms for 2002 and 2003. We'll get back \$37.20 and \$36.00 and will not have to file in the future.
- j. Sylvia tried to get a new Tax Exempt letter with a valid address so we can set up tax exempt accounts with local retailers. The phone number is constantly busy. Update: Finally got through. They've been mailing updates to the Squirrel Tree address. Sylvia corrected that and they'll mail out a new letter next Monday.
- k. Sylvia worked on creating a chart of accounts for 2005, but has several questions for Ken Terrinoni. Ken suggested she talk to Pat Fowler and the IML. Will do.
- l. She figured out how much money we took in for various funds since our inception. Have a call in to Ken T. to find out what we can deduct from those balances and to see whether we need separate accounts or can co-mingle as long as we keep track of the funds. Ken suggested she talk to IML and Pat Fowler
- m. She's waiting to deposit the impact fees until she has the answer to the previous question, so she can make one trip to the bank to open new accounts.
- n. She has a call in to Pat Fowler to see if we should make any changes in our procedures to ensure accurate accounting for all funds. Called twice, no call back.
- o. She intends to see if she can scan the 2003 audit and put it on the web site. Haven't gotten to it yet.
- p. We need to remove Guy's name as an authorized signer on our accounts.
- q. Should we set up a new Finance committee? What are their duties?
- r. Does anyone want to look at the bills before they're paid?
- s. Sylvia signed up for a workshop on applying for the Competitive Communities Initiative Program. It's January 25.
- t. She's evaluating software for accounting and payroll. So far it looks pretty expensive. Ken Terrinoni says they used Quick Books (home edition) for quite a while. I'll see if I can download a demo copy for a trial.

- u. In December Sylvia called the County Collector who said she'd send out the impact fees from Aberdeen Knolls the first week in January. She hasn't received them yet. Called back and they still haven't been mailed. Tammy was unavailable, but the person who answered said she'd remind her to mail them.
- v. Bills: The following bills were submitted for payment:

Payee	For	Amount	Check #	Motion made	Seconded by
ComEd	Street light - 12/01/04-1/4/05	\$20.56	1334	Bob M	Donna
Independent Inspections	December 2004 permits	\$6,082.29	1335	Bob M	Donna
Sylvia Gorman	Reimburse for postage	\$37.00	1336	Bob M	Donna
Illinois Department of Revenue	4th Q04 payroll taxes - IL w/holding	\$102.60	1337	Bob M	Donna
IDES	4th Q04 payroll taxes - IL unemployment	\$136.80	1338	Bob M	Donna
IRS	4th Q04 payroll taxes - FICA and Medicare	\$523.26	1339	Bob M	Donna
Sylvia Gorman	January 2005 pay	\$201.04	1340	Bob M	Donna
Debra Marnier	January 2005 pay	\$156.36	1341	Bob M	Donna
Robert Blood	January 2005 pay	\$44.67	1342	Bob M	Donna
Donna Leone	January 2005 pay	\$44.67	1343	Bob M	Donna
Donald Larson	December legal	\$93.75	1344	Bob M	Donna
Rayz Rescue	Timberlane speed bump striping	not to exceed \$500	1345	Donna	Bob M

Roll Call to pay bills: Ayes – Bob M., Bob B., Donna, Ron L. Nays – 0. Absent – Dixie, Ron S.

#### 6. Committee Reports

##### a. Roads/Highways

- i. Still need a sign up on Cobblestone and Arrowwood lanes.
- ii. The board decided to hold off until the next meeting on resolution R05-020-01 Spring Weight Restrictions. We have four signs now and Donna took the action to order four more signs. The list of roads will be audited by Sylvia and Ron L for any changes.

##### b. Planning and Zoning committee:

- i. Wes Lindberg is moving ahead with his land use concept map which may be presented at the next meeting.

#### 7. New Business:

- a. Village website is undergoing improvements by Erica Rapp to collect the number of web hits, and adding current news.

#### 8. Motion by Bob M., seconded by Ron L. to adjourn at 9:30pm. Vote all ayes.