



Regular Meeting Minutes – Village of Timberlane – February 17th, 2005

1. Call to Order at 7:06pm at Boone Lake Clubhouse by President Steve Rapp.
2. Roll Call: Steve Rapp, Sylvia Gorman, Bob Marner, Debbie Marner, Bob Blood and Ron Lewandowski were present. Absent Ron Stelling, Dixie Timmerman, and Donna Leone. There were two guests. Quorum was present will Steve acting as a trustee vote.
3. Motion by Bob B and seconded by Ron L to approve 1/20/05 regular meeting minutes. Vote all ayes, nays - 0, absent - 3 Dixie, Ron S, and Donna.
4. President's Report:
 - a. Two culvert permits were issued for the month.
 - b. Steve received an email from Ron Grow in Prairie Lane about water problems that seem to be due to landscaping and culvert issues. Jeff Lieson is working with the homeowner on this problem.
 - c. Steve has heard nothing from the three developers on the letter explaining the village's position on accepting subdivision roads.
 - d. Steve received a letter from Susan Anderson concerning the Boone County animal control program. They are considering new coverage hours of 7am to 7pm, adding staff, and they would ask the village to pay more on a per usage basis. Next meeting to discuss more.
 - e. Call came in from Barb Viola from Media Com, a new cable provider to the area. They want to come to a meeting to discuss the new service to the residents and the village also would receive a percentage from the new business.
 - f. Wes Lindberg's new development is not ready yet for the board until next month. Engineers seem to be open to adding more green space and village hall area.
 - g. Snow plowing destroyed 6 mailboxes this season. Attorney Don Larson said if it becomes a real problem the village can invoke the tort immunity law of Ill.
 - h. One guest, Rob from Boone Lake talked about the condition of Boone Lake and the area behind the rifle range. Lots of land erosion at the lake where two retention ponds seem to be draining into. Steve will have Pat Stewart from McClure Engineering come out to investigate as soon as possible. Ron L still needs Stu or Craig Hall from Hidden Grove to install chain link fence near the rifle range of Boone Lake. They are looking to add electricity and security lighting within Boone Lake.
 - i. Rob also asked about an update on the village's response to the fish kill of fall 2004. He submitted pictures for review and he will email copies to Steve.
 - j. It was noted that Caledonia Township may not be able to snow plow next year unless Caledonia buys another truck. We may need to start looking elsewhere.
5. Treasurer's Report:
 - a. Sylvia presented January's report. Motion by Bob M. seconded by Bob B. to approve the report. Vote all ayes, nays - 0, absent - 3 Dixie, Donna and Ron S.
 - b. Sylvia explained key transactions and the purposes of four documents:
 - i. Tort liability tax levy
 - ii. Audit tax levy
 - iii. Streets and bridges tax levy

iv. Impact fees

- c. Sylvia created 2005 files.
- d. Started getting files together for the 2004 audit. She talked with Pat Fowler and can bring the books in anytime.
- e. Attended Competitive Communities Initiative Workshop in Sycamore. This program isn't suitable for us at this point, but might be in the future. She'll give Deb the documentation for the Village files.
- f. Researched QuickBooks. It's \$249.00 less a \$100 rebate and free shipping at Amazon. It will probably do most of what we want. Sylvia created spreadsheets for January reports and will let the Board decide if they're adequate or if we should pursue commercial software.
- g. Finished researching tax levy income and expenses. She figured out what we paid each year that could be charged against the levies and how much we should have left in each fund. Per Larry Frang at the IML we don't need separate accounts, but can track the money with a spreadsheet. We have excess funds in impact fees, audit and liability/tort. We have spent all the Roads & Bridges money. She'll provide separate spreadsheets with the levy history.
- h. Researched DCEO chart of accounts and created a chart of accounts for our use. The account numbers are in the form xx-yyy. xx is the fund source. Each fund source has a different number. 01-16 are General Fund accounts. 17 is Motor Fuel money. yyy represents the specific item in the fund source. 111-119 are bank accounts. 300-399 are income. 400-999 are expenses.
- i. January Treasurer's Reports are in a new format. The first two pages show all the General Fund accounts, with income and expenses broken out for each. The last two pages show the General Fund totals, the Motor Fuel activity, the YTD totals, the budget and the comparison of YTD to the budget. Account numbers are part of the report. Account numbers are also part of the 'Bills for Payment' report.
- j. Sylvia put all the interest income for January in the non-specific General Fund. She's not sure if it should be apportioned in some manner to all the accounts.
- k. Cashed in two more Archer Bank CDs at maturity. The funds were deposited to our Illinois Funds accounts. We now have only one CD with Archer Bank. It's an Impact Fee CD for \$7978.97 and will mature 3/29/2007.
- l. Sylvia would like some direction from the Board as to how much money we should put in CDs and for what terms.
- m. Received Aberdeen Knolls impact fees. 24 lots @ \$658 = \$15,792.00. All lots were sold July-December 2004. No lots sold January-June 2004.
- n. We received a new state tax-exempt number. Copies of the form were made for all the trustees. The Lowe's and Office Max tax exempt numbers are on the copy.
- o. She sent in the paperwork to remove Guy Carynski and add Ron L. as a signer on our bank accounts. Per Pat Fowler, Ron has to be bonded, so he can't sign checks until we take care of that.
- p. She verified that we don't have to pay IDES (Illinois Department of Employment Services) and are entitled to refunds for 2002, 2003 and 2004. She filled out the forms requesting account termination and refunds. We should get \$595.33 back and won't have to file in the future.
- q. Gathered information for 2003 and 2004 IDOT MES reports

r. Bills: The following bills were submitted for payment:

Payee	Purpose	Amount	Check #	Motion Made	Seconded By
Rayz Rescue	Striping Timberlane speed bumps	\$495.00	1345	Bob B	Bob M
ComEd	Street light - 1/4/05-2/3/05	\$20.56	1346	Bob B	Bob M
Independent Inspections	January 2005 permits	\$5,200.92	1347	Bob B	Bob M
Brent Walker Agency	General Liability	\$3,565.00	1348	Bob B	Bob M
Caledonia Township	Plowing/Ice Control 12/18/04-1/11/05	\$3,415.00	1349	Bob B	Bob M
Caledonia Township	Plowing/Ice Control 1/13/05	\$440.00	1350	Bob B	Bob M
Caledonia Township	Plowing/Ice Control 1/19/05-2/9/05	\$2,540.00	1351	Bob B	Bob M
Donald Larson	Legal Services 1/1/05-2/7/05	\$100.00	1352	Bob B	Bob M
Sylvia Gorman	February Payroll	\$201.04	1353	Bob B	Bob M
Debra Marner	February Payroll	\$156.36	1354	Bob B	Bob M
Robert Blood	February Payroll	\$44.67	1355	Bob B	Bob M
Illinois Funds Money Market - General Funds - Non-Specific			\$12,513.55		
Illinois Funds Money Market - General Funds - Tort/Liability			\$3,665.00		
Total General Fund			\$16,178.55		

Roll Call to pay bills: Ayes – Bob M., Bob B., Ron L. Steve Nays – 0. Absent 3 Dixie, Donna, Ron S.

6. Committee Reports

a. Roads/Highways

- i. New street signs are up at Wildflower and Arrowwood lanes.
- ii. Bob M. mentioned having to get a mosquito control permit for dispensing chemical biscuits this year.

b. Motion was made to approve resolution R05-048-01 Spring Weight Restrictions by Ron L. Seconded by Bob M. Vote all ayes, nays - 0, absent - 3 Dixie, Donna and Ron S.

c. Norm from Caledonia Township has the signs and he will post them.

d. Norm will also fix potholes in the village.

7. New Business:

a. No new business

8. Motion by Bob M., seconded by Bob B. to adjourn at 9:35pm. Vote all ayes.