



## **Regular Meeting Minutes – Village of Timberlane – July 21st, 2005**

1. Call to Order at 7:03pm at Boone Lake Clubhouse by President, Steve Rapp.
2. Roll Call: Dixie Timmerman, Sylvia Gorman, Bob Marner, Ron Stelling, Ron Lewandowski, Steve Rapp, Bob Blood, and Debbie Marner. Absent - 1. However, Donna Leone arrived 7:06pm. There were 20 guests.
3. Motion was made by Ron L. and seconded by Bob B. to approve June 16th regular meeting minutes. Vote all ayes, nays - 0, absent - 0.
4. President's Report:
  - a. Six culvert permits were issued for the month.
  - b. Steve allowed guest Marvin Keyes from First Rockford Group to present his preliminary plan for 21 acres off Caledonia Rd. called Heatherfield Estates to the board for review. It is similar to the previous plan. The board took the action to review the plan and let Marvin know when the board is ready to discuss again.
  - c. Guest, Rob Wilcox, President of Boone Lake, offered to host a tour of their shooting range and he introduced various instructors and police/sheriff instructors to the audience. He explained how people had put the range together; he read a letter from John Coduto, Belvidere Police officer, who endorsed the shooting range. Rob also explained the height of the berms and recent changes made along with safety complaints they had received. He opened the floor for questions and answers. Motion was made at 7:30pm by Bob M. and seconded by Ron L. to suspend the regular meeting for a walking tour of the shooting range.
  - d. Motion made by Bob M. and seconded by Donna to restart the meeting at 8:15pm
  - e. Steve met with Don Larson concerning zoning ordinances. He will get back with Don before the August 3 special meeting.
  - f. Steve received a letter from the EPS about drainage for Municipal storm sewer policy which we are abstaining from because we have less than 1000 residents.
  - g. The board was invited to attend the July 28th meeting at the Poplar Gorge fire station to introduce Caledonia and Timberlane Village board members to the public and discuss growth. Moderator is Adam Teden, Director of Planning for Boone County.
  - h. Received a letter from NIU regional development institute to assess and strengthen municipalities of 20,000 residents or less. They offered IMAP software for a cost. Steve will email them for information.
  - i. Steve read Katherine Hernandez' request for the Village to forward medical bills from her daughter's accident to our insurance provider. The total of \$1769.83 was not covered by the resident's insurance plan. Motion made by Bob M. and seconded by Donna for Debbie to send bills to the Village insurance provider.
  - j. Steve read Bob M.'s letter concerning mosquito control to Mrs. Ambrosio this month. This letter will be used as a template for future communications.
5. Treasurer's Report:
  - a. Motion made by Bob M., seconded by Ron S. to approve the June Treasurer's reports. Vote all ayes, nays - 0, absent - 0.

- b. The Prevailing Wage Ordinance that was adopted by the Board at the June meeting was mailed to Don Larson for publication.
- c. The attendance sheets from the June meeting were faxed to Bruce Widell per his request.
- d. The Annual Financial Report prepared by Pat Fowler was filed with the Boone County Clerk on 6/17/05 with the correction of email addresses for the Treasurer and President.
- e. The new Board members' information has been submitted to the Illinois New Hire Office.
- f. The W-4 forms from Sylvia's personal files have been moved to the Village safe deposit box at U.S. Bank.
- g. We received the first property tax installment for \$22,899.35 from the County on 6/30/05.
- h. The domain name villageoftimberlane.org will expire 9/21/05. It will cost \$15.00 to renew it for one year. Motion made by Bob M, seconded by Ron L. to approve. Vote all ayes.
- i. Sylvia typed the Investment Policy into the computer, so we can easily make any changes we decide on. She mailed copies to everyone for discussion.
- j. Motion made by Bob M. and seconded by Ron L. for Sylvia to buy some plastic storage containers that she can use to safely store previous year's financial records at an estimated cost of \$80-\$90 to start and about \$20 per year going forward. Vote all ayes.
- k. Did payroll taxes for 2<sup>nd</sup> quarter of 2005.
- l. Called Tammy about Aberdeen Knoll impact fees for January-June 2005. There were several and she will try to get them mailed out by the end of this month.
- m. Sylvia signed up for an online account with the Internal Revenue Service, so that she can file W-2s electronically instead of mailing paper copies to the government. She'll also be able to make paper copies to distribute to the Board members and for Village records.
- n. In order to get a slightly higher interest rate on our money, I would like to move money from the General Fund Money Market accounts to the General Fund Prime Account. I'd like to move \$23,641.03 of impact fees, \$715.77 from audit, and \$30,000 from the non-specific general fund, for a total of \$54,356.80. I would also like to open a Motor Fuel Tax Prime account with \$10,000 from the MFT Money Market. On 7/20/05 the Prime Fund interest rate was 3.115% (daily). The Prime Fund has a 30 day deposit minimum and a 7 day withdrawal notice and is rated AAAM by S&P. Motion made by Bob M. and seconded by Ron L. to approve Sylvia to make these transfers. Vote all ayes.
- o. Sylvia started looking online for higher yield CDs, but can't really find the information she needs, so she will investigate further. Information on investing our excess funds will be given at the August meeting.
- p. Sylvia commented that our investment policy needs review which she and Pat Fowler are looking into. She will make changes suggested by any board member and present information to the board.

- q. The investment policy suggested that Certificates of Deposit are to be held no longer than one year. However, the village has one 3-year CD and it was so noted that this was the exception to the present investment policy.

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

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

Payee	Purpose	Amount	Check #	Date	Motion Made	Motion Seconded
ComEd	Street light - 6/2/05-7/1/05	\$20.55	1412	7/15/2005	Ron L.	Donna L.
Independent Inspections	June 2005 permits	\$7,637.83	1413	7/21/2005	Ron L.	Donna L.
Illinois Department of Revenue	2nd Q05 payroll taxes - IL w/holding	\$133.20	1414	7/21/2005	Ron L.	Donna L.
	2nd Q05 payroll taxes - FICA and Medicare - Employee Contribution	\$339.69			Ron L.	Donna L.
IRS	2nd Q05 payroll taxes - FICA and Medicare - Employer Contribution	\$339.69	1415	7/21/2005	Ron L.	Donna L.
Sylvia Gorman	Reimburse for Postage	\$40.60	1416	7/21/2005	Ron L.	Donna L.
Boone County Journal	Prevailing Wage publication	\$20.50	1417	7/21/2005	Ron L.	Donna L.
Boone County Journal	Ordinance meeting announcement	\$20.50	1418	7/21/2005	Ron L.	Donna L.
Donald Larson	Preparation of Prevailing Wage for 2005	\$75.00	1419	7/21/2005	Ron L.	Donna L.
Donald Larson	Legal services - 5/3/05-7/14/05	\$800.00	1420	7/21/2005	Ron L.	Donna L.
	Reimburse for Striping materials	\$167.44			Ron L.	Donna L.
	Labor for striping - 4 bumps @ \$25.00 = \$100.00 gross	\$89.35			Ron L.	Donna L.
	Labor for tree work/hauling - 3 hrs @ \$20/hr + 1 load = \$80.00 gross	\$71.48	1421	7/21/2005	Ron L.	Donna L.
Bob Marner	July net pay - \$1000 gross	\$893.50	1422	7/21/2005	Ron L.	Donna L.
Stephen Rapp	July net pay - 2 meetings	\$312.72	1423	7/21/2005	Ron L.	Donna L.
Sylvia Gorman	July net pay - 2 meetings	\$268.05	1424	7/21/2005	Ron L.	Donna L.
Debra Marner	July net pay - 2 meetings	\$89.35	1425	7/21/2005	Ron L.	Donna L.
Bob Marner	July net pay - 2 meetings	\$178.70	1426	7/21/2005	Ron L.	Donna L.
Ron Stelling	July net pay - 2 meetings	\$178.70	1427	7/21/2005	Ron L.	Donna L.
Dixie Timmerman	July net pay - 2 meetings	\$178.70	1428	7/21/2005	Ron L.	Donna L.
Ron Lewandowski	July net pay - 1 meeting	\$44.67	1429	7/21/2005	Ron L.	Donna L.
Bob Blood	July net pay - 1 meeting	\$44.67	1430	7/21/2005	Ron L.	Donna L.
Donna Leone	July net pay - 1 meeting					

## 6. Committee Reports

### a. Roads/Highways

- i. Ron S. reported on road work quotes received from Municipal Maintenance, Tom Johnson Landscaping, and Crimson Valley Landscaping.
- ii. Motion made by Bob M. , seconded by Bob B. to approve Crimson Valley Landscaping quote of \$3950.00 for road side work on Reginald Dr. and Orth Rd. Roll call vote all Ayes, Nays - 0, Absent - 0.
- iii. Motion made by Ron S., seconded by Bob M. to approve Municipal Maintenance quote of \$20,000 to reseal Dawson Lake Rd., reseal Reginald Dr. for \$7500.00. Roll call vote all Ayes, Nays - 0, Absent - 0.
- iv. Bob M. will take care of the water pooling on Reginald Dr. by lowering the roadside edges adjacent to his property (cost avoidance \$1580.00).

## 7. New Business:

- a. Bill Hoyt, Three Hammer Construction, is under contract to purchase 78 acres west of the Poplar Grove Airport. He is conducting a feasibility study now. He presented aerial maps of other residential areas to demonstrate their work and to show the lay of the land that is directly across the airport. He's looking for the village's minimum building requirements and zoning information. He's is looking for relief from two gross developable acres, but agrees to have green spaces that are tastefully presented but smaller than the Village currently has. He has an August 11th date to commit to the purchase of this land, so he will offer a concept map and pre-annexation draft to present to the board on August 3rd. during

discussions it was mentioned that pre-annexation is okay for land that is non-contiguous to the Village and he agreed to build under Village guidelines.

- b. Donna reported on recent complaints about acrid smoke drifting into Timberlane neighbor. We will treat this as an isolated incident. When the village has zoning ordinances we will identify and take action as necessary.

8. Open Actions from previous meetings:

<b>Open Actions:</b>	<b>Meeting</b>	<b>Contact</b>
Contact the IL State's attorney's office to understand the risks of keeping Village records at a board members home. Individual homeowners insurance may not cover these records	4/21/05	Debbie
Obtain contact information from Zoning Commission Review committee	5/19/05	Debbie
Finalizing Village work orders	4/21/05	Bob M.

9. Old Business:

- a. none

10. Motion made by Bob M., seconded by Ron S. to adjourn – 10:15pm vote all ayes.