



## Regular Meeting Minutes – Village of Timberlane – March 15<sup>th</sup>, 2018

1. Call to order at 8:00pm by President, Steve Rapp at the Timberlane Village Hall at 2940 Charleston Ct., Caledonia, IL 61011.
2. Roll call: Present: Steve Rapp, Stacy Kleyn, Debbie Marner, Laura Herter and Bill Hursh. Present via electronic attendance: Donna Leone, James Wehrle. Absent: none.
3. There were three guests.
4. Motion made by Laura Herter, seconded by James Wehrle to approve February 15<sup>th</sup>, 2018 regular meeting minutes. Vote all ayes, 0 nays, and 0 absent.
5. President’s Report: Steve Rapp’s comments are within the meeting minutes.
6. Treasurer’s Report:
  - a. Motion made by Laura Herter, seconded by Bill Hursh to approve February 2018 Treasurer's Report. Vote all ayes, 0 nays, and 0 absent.
  - b. The following bills were submitted for payment. Motion made by Bill Hursh, seconded by Laura Herter to approve bills. Roll call vote: Ayes: Laura Herter, Bill Hursh, James Wehrle and Donna Leone. Nays: 0 Absent: 0.

Date	Number	Payee	Account	Payment	Motion Made:	Motion Seconded:
3/10/2018	MyTaxIL	Illinois Department of Revenue	24000 · Payroll Liabilities	\$ 106.43	Bill H.	Laura H.
3/10/2018	2284	Com Ed	572 · Street Lighting	\$ 42.99	Bill H.	Laura H.
3/10/2018	2285	Frontier	552 · Telecommunciations	\$ 86.11	Bill H.	Laura H.
3/15/2018	2286	Derango, & Cain, LLC	533 · Legal	\$ 425.00	Bill H.	Laura H.
3/15/2018	2287	Asphalt Contractors, Inc.	514 · Streets and Bridges	\$ 1,569.10	Bill H.	Laura H.
3/15/2018	2288	Boone County Motor Fuel Tax	516 · Snow removal	\$ 5,836.26	Bill H.	Laura H.
3/15/2018	2289	Hi Viz Inc.	514 · Streets and Bridges	\$ 75.00	Bill H.	Laura H.
3/15/2018	2290	Chad's Excavating & Landscaping	516 · Snow removal	\$ 2,655.00	Bill H.	Laura H.
3/15/2018	2290	Chad's Excavating & Landscaping	514 · Streets and Bridges	\$ 845.00	Bill H.	Laura H.
3/15/2018	2291	Debra K Marner	430 - Salaries & Wages	\$ 218.49	Bill H.	Laura H.
3/15/2018	2292	Donna M Leone	430 - Salaries & Wages	\$ 87.40	Bill H.	Laura H.
3/15/2018	2293	James R Wehrle	430 - Salaries & Wages	\$ 87.40	Bill H.	Laura H.
3/15/2018	2294	Stacy M Kleyn	430 - Salaries & Wages	\$ 418.00	Bill H.	Laura H.
3/15/2018	2295	Stephen M Rapp	430 - Salaries & Wages	\$ 799.00	Bill H.	Laura H.
3/15/2018	2296	William R Hursh	430 - Salaries & Wages	\$ 87.40	Bill H.	Laura H.
3/15/2018	2297	Laura M Herter	430 - Salaries & Wages	\$ 87.40	Bill H.	Laura H.
			<b>Total Funds</b>	<b>\$ 13,425.98</b>	Bill H.	Laura H.
Illinois Funds Money Market - General Funds - Non-Specific				\$ 8,281.88		
Illinois Funds Money Market - General Funds - Streets				\$ 5,144.10		

7. Committee Reports
  - a. Finance
    - i. Guest Jennifer Martinson from Lauterbach & Amen, LLP, presented the Timberlane Village 2017 Financial Audit and the Management Letter, and the letter to the President to the board of trustees. She commended Stacy Kleyn for providing a well-prepared audit package and appreciated the assistance given by the entire board. Timberlane received a high financial rating overall. The management letter recommends the village adopt a capital asset policy to address both financial and stewardship for its assets. It also suggested the village adopt a fund balance policy to assist in financial

stability throughout the year. The board of trustees decided to review and approve this audit and the new price list for 1 to 3 years at the April 19<sup>th</sup> regular meeting.

- ii. Stacy Kleyn contacted US Bank about moving funds from the checking account to a higher interest-bearing account and FDIC limits. Jennifer Martinson from Lauterbach & Amen, LLP offered to send Stacy a US Bank example of collateral agreements and work together on this topic.
- iii. Stacy Kleyn contacted US Bank and IL Funds to determine how to transfer funds into checking and investment accounts between these companies.

b. Planning and Zoning

- i. None.

c. Roads/Highways/Bridges

- i. Steve Rapp stated that the road edges need more gravel aggregate as soon as possible to prevent blacktop erosion. Mike Dixon from Belvidere Township told him they can do to edging for Timberlane village when needed.
- ii. No culvert permits were issued.
- iii. Resident guests asked about the Kevin Bunge, CES, engineer’s review concerning 12321 Woodchuck Drive’s excessive amount of water runoff down the driveway. Steve Rapp stated that when the village implements the “2018 Street Evaluation and Maintenance Costs” road work with an approved company he will have them look at the drainage ditches between two properties where three culverts converge washing dirt and debris into the property. Steve will talk with Kevin Bunge, CES about the culverts.

d. Village Hall

- i. None.

8. Old Business

- a. No discussion on single garbage collection.
- b. No discussion on the committee to research internet service for the village.

9. New Business

- a. Motion made by Laura Herter, seconded by Bill Hursh to allocate funds not to exceed \$650.00 for one new laptop and software for the Village clerk/collector. Vote all ayes, 0 nays, and 0 absent.
- b. No discussion on the excess street signs.

10. Actions from previous meetings:

<b>Open Actions:</b>	<b>Meeting</b>	<b>Contact</b>
Single Waste Refuse collection consideration to investigate	Nov 2012	Trustees
Revision of Timberlane By-laws to include electronic attendance	Mar 2014	Debbie Marner
Create new bridge filing system with Hanson Engineering	Oct 2014	Steve & Debbie
Investigate “investment policies” in order to provide options to revise ours to the board of trustees.	Apr 2016	Stacy, Debbie
Timberlane has been asked to adopt 2015 International Residential Codes for Inspections (IRC, IBC, IMC), 2014, 2011 NEC codes.	Oct 2016	Steve Rapp
Need a new fee schedule from Safebuilt that replaced Independent Inspection’s fee schedule when they were bought out by them.	Jul 2017	Steve Rapp
Ask Curt Newport to discuss property taxes affecting Timberlane residents during a regular meeting.	Feb 2018	Steve Rapp

Ask Jim Hursh to research benefits and disadvantages of being connected to the townships of Caledonia and Poplar Grove.	Feb 2018	Steve Rapp
Any engineering expenses involving Jim Schmacher's cell tower installation charged to Timberlane Village are to be billed back.	Feb 2018	Stacy Kleyn

11. Motion made by Donna Leone, seconded by James Wehrle to adjourn at 8:15pm.

Vote all ayes, 0 nays, and 0 absent.