



**Regular Meeting Minutes – Village of Timberlane – February 25<sup>th</sup>, 2021**

1. Call to order at 7:01pm 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, Jonathan Lipscomb, Donna Leone, Darcy Hills, and Laura Herter. Absent: None.
3. There was 1 guest.
4. Clerk Debbie Marner performed the swearing in of Greg Hills to fill the remaining years of the open 4-year Trustee term expiring in 2023.
5. Motion made by Laura Herter, seconded by Donna Leone to approve January 21<sup>st</sup>, 2021 regular meeting minutes. Vote all ayes, 0 nays, 0 absent.
6. President’s Report: Steve Rapp’s comments are within the meeting minutes.
7. Treasurer’s Report:
  - a. Motion made by Laura Herter, seconded by Donna Leone to approve January 2021 Treasurer's Report. Vote all ayes, 0 nays, and 0 absent.
  - b. The following bills were submitted for payment. Motion made by Donna Leone, seconded by Laura Herter to approve bills. Roll call vote: Ayes: Greg Hills, Donna Leone, Jonathan Lipscomb, Darcy Hills, Laura Herter. Nays: none, Absent: none.

Date	Number	Payee	Payment	Motion Made:	Motion Seconded:
2/8/2021	MyTaxIL	Illinois Department of Revenue	\$ 101.48	Donna L	Laura H
2/8/2021	2762	Com Ed	\$ 37.45	Donna L	Laura H
2/8/2021	2763	Frontier	\$ 96.76	Donna L	Laura H
2/17/2021	2764	Midwest Dirt	\$ 9,674.00	Donna L	Laura H
2/25/2021	2765	Darcy A Hills	\$ 87.40	Donna L	Laura H
2/25/2021	2766	Debra K Marner	\$ 218.50	Donna L	Laura H
2/25/2021	2767	Donna M Leone	\$ 87.40	Donna L	Laura H
2/25/2021	2768	Jonathan M Lipscomb	\$ 87.40	Donna L	Laura H
2/25/2021	2769	Laura M Herter	\$ 87.40	Donna L	Laura H
2/25/2021	2770	Stacy M Kleyn	\$ 420.00	Donna L	Laura H
2/25/2021	2771	Stephen M Rapp	\$ 799.00	Donna L	Laura H
2/25/2021	2772	Debra K Marner	\$ 669.98	Donna L	Laura H
2/25/2021	2773	Lauterbach & Amen, LLP	\$ 4,100.00	Donna L	Laura H
2/25/2021	2774	B & F Construction Code Services, Inc.	\$ 1,240.54	Donna L	Laura H
2/25/2021	2775	Midwest Dirt	\$ 17,106.75	Donna L	Laura H
2/25/2021	1067	Boone County Motor Fuel Tax	\$ 3,866.68	Donna L	Laura H
<b>Total Funds</b>			<b>\$ 38,680.74</b>		
			US Bank - General Checking - Non-Specific	\$ 30,714.06	
			US Bank - General Checking - Audit	\$ 4,100.00	
			US Bank - MFT Checking	\$ 3,866.68	

8. Committee Reports
  - a. Finance
    - i. Stacy Kleyn provided the clerk with copies of MFT invoices for 2020 actual expense reporting. Debbie Marner gave the treasurer the 2020 MFT IDOT reports for review and approval.

- ii. The Board of Trustees requested removing “capital asset policy creation” and “fund balance policy creation” from the management letter. Stacy will notify the financial auditors at Lauterbach & Amen, LLP.
    - iii. Stacy Kleyn prepared the 2020 financial audit records that were submitted to the auditor from Lauterbach & Amen, LLP. Also, she responded to questions and reviewed the first draft of the audit.
  - b. Planning and Zoning
    - i. None.
  - c. Roads/Highways/Bridges
    - i. No culvert permits issued.
    - ii. Snowplow mailbox damage policy was reviewed for updating:
      - 1. Jonathan, Donna, Greg, and Darcy spoke about damage to their lawns and landscaping this season. Steve Rapp confirmed that the plow drivers had to get snow back further and had used larger equipment. Steve received 9 mailbox complaints.
      - 2. Steve commented that road easements must be kept clear. Laura Herter and Donna Leone agreed to clarify easement rules for the residents.
      - 3. Steve Rapp read the Boone County policy letter and highlights from IDOT concerning mailboxes near roadways. Midwest Dirt’s owner Nate Walton is working the issues with homeowners and the board.
      - 4. The trustees want to revise the Mailbox Damage Policy to mirror the Boone County approach. The opinion was that the independent contractor relationship puts the damage solely on the contractor, not the village.
      - 5. Laura Herter asked if the village attorney could provide help and Steve Rapp offered to contact attorney Trent Ferguson.
      - 6. Donna Leone requested they add easement rules and no parking on streets to snowplow along with the mailbox replacement policy.
    - iii. Steve Rapp was contacted by the Boone County Administrator passing on information from the Candlewick Lake President. They have new signs to install on Dawson lake road when weather clears, want trees cleared near the entrance, and consider lowering the speed limit to 35 mph. No action taken.
    - iv. Road work proposed for Vesta’s Place may be in two phases. One phase for building a hammerhead turnaround and another to address the bubbling road area. Steve Rapp will talk to Andy Reed from Norwest Construction.
    - v. Steve expects to hear from Justin Krohn, Boone County Highway, on the Timberlane 2021 submittal for road repair bidding. Justin said Timberlane is at 85% of salt used but he expects the village should be okay for this season.
  - d. Village Hall
    - i. None.
- 9. Old Business
  - a. Steve Rapp requested the village attorney, Trent Ferguson, review these draft ordinances but has not received feedback at this time:
    - i. O20-324-03 Burning ordinance
    - ii. O20-324-04 Noise ordinance

iii. O20-324-05 Street Parking ordinance

10. New Business

- a. Motion made by Jonathan Lipscomb, seconded by Darcy Hills to approve resolution R21-056-01 Spring Weight limits for road postings. Vote all ayes, 0 nays, 0 absent.
- b. Motion made by Laura Herter, seconded by Jonathan Lipscomb to approve a new laptop purchase not to exceed \$669.98 for the village clerk. Current laptop failed and high repair estimates of \$358 - \$608. Roll call vote: Ayes: Greg Hills, Donna Leone, Jonathan Lipscomb, Darcy Hills, Laura Herter. Nays: none, Absent: none.
- c. Motion made by Laura Herter, seconded by Donna Leone to pay invoices to Midwest Dirt for 2021 snow and ice control and pothole patching not to exceed \$10,000.00 in invoices every 15 days prior to the next regular meeting. Roll call vote: Ayes: Greg Hills, Donna Leone, Jonathan Lipscomb, Darcy Hills, Laura Herter. Nays: none, Absent: none.

11. Actions from previous meetings:

<b>Open Actions:</b>	<b>Meeting</b>	<b>Contact</b>
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
Ask Jim Hursh to research benefits and disadvantages of being connected to the townships of Caledonia and Poplar Grove.	Feb 2018	Steve Rapp, Laura Herter

12. Motion made by Laura Herter, seconded by Jonathan Lipscomb to adjourn at 8:32pm.  
Vote all ayes, 0 nays, and 0 absent.