



Regular Meeting Minutes – Village of Timberlane – October 19th, 2006

1. Call to order at 7:05 pm by President, Steve Rapp.
2. Roll call: Steve Rapp, Sylvia Gorman, Bob Marner, Ron Stelling, Debbie Marner, Dixie Timmerman, and Bob Blood were present. Donna Leone was absent. There were three guests.
3. Motion made by Bob B and seconded by Ron to approve September 21st, 2006 regular meeting minutes. Vote all ayes, 0 nays, and 1 absent.
4. President's Report
 - a. One culvert pipe permit or rural access permits were issued this month.
 - b. Steve will send a petition to request that bridge work be done through the Highway Bridge Program.
 - c. Steve reviewed pricing for the "Local Government Health Plan for ILL for public officials" and determined it was more expensive to purchase.
 - d. The first meeting of the Regional Stormwater Management Committee is October 26th at 6pm at the Belvidere City Hall. Beverly Moore is on this committee and has become our official spokesperson.
 - e. The village received a letter from Com Edison that Sylvia will review.
5. Treasurer's Report
 - a. Motion made by Bob M and seconded by Ron to approve the Treasurer's report. Vote all ayes, 0 nays, and 1 absent.
 - b. Sylvia has incorporated the budget variances (by dollar and by percent) as part of her monthly reporting.
 - c. Pat Fowler notified Sylvia that budget dollars can move around via motions made by the board.
 - d. Sylvia presented the schedule for next year's tax levy process.
 - e. We have email accounts for Steve (president@villageoftimberlane.org) and Sylvia (treasurer@villageoftimberlane.org). Each forwards email to our preferred email accounts. She can set up similar accounts for anyone else who wants this and change the Board Members web page to reflect the new addresses. These email accounts are also accessible via the internet, so you can logon and send and read mail directly from there too. She set up village@villageoftimberlane.org to replace the generic AOL village account. This is currently set to forward to Steve, Debbie and Sylvia with trustees added at any time.
 - f. Snow plow and mailbox damage information will also be on the web site.
 - g. We received a notice dated 10/17/06 stating that our General Liability Commercial Line Policy with Central Insurance Company will not be renewed after it expires on 12/21/06. We will need to find a replacement policy by the November meeting, since the December meeting is on 12/21/06 and that's the day coverage lapses.
 - h. Pat Fowler will attend our 11/16/06 meeting to discuss fraud. Please bring the fraud handouts Pat provided during the audit discussion in July.
 - i. Sylvia spoke with Pat Fowler about how to amend our 2006 budget. She will adjust individual accounts and add line items for assets, liabilities and expenses

related to the Village Hall and the donated land and present the updated budget at the November Board meeting for approval.

- j. The non-homestead property tax exemption on our two lots has to be re-certified every year before Jan 31st. The assessor will send a form for signature early in January of each year.
- k. The following bills were submitted for payment:

Payee	Purpose	Amount	Check	Date	Motion Made	Motion Seconded
ComEd	Street light - 8/30/06-9/29/06	\$20.55	1669	10/6/2006	Bob M	Dixie
Independent Inspections	September 2006 permits	\$1,866.22	1670	10/19/2006	Bob M	Dixie
Illinois Department of Revenue	3rd Q06 payroll taxes - IL w/holding	\$201.15	1671	10/19/2006	Bob M	Dixie
IRS	3rd Q06 payroll taxes - FICA and Medicare - Employee Contribution	\$513.00	1672	10/19/2006	Bob M	Dixie
	3rd Q06 payroll taxes - FICA and Medicare - Employer Contribution	\$513.00			Bob M	Dixie
Clarke Mosquito Control	Extra spraying 9/16/06	\$755.00	1673	10/19/2006	Bob M	Dixie
Ron Stelling	3.5 hrs labor @ \$20/hr - \$70.00 gross	\$62.54	1674	10/19/2006	Bob M	Dixie
Bob Marner	4 hours labor @ \$20/hr - \$80.00 gross	\$71.48	1675	10/19/2006	Bob M	Dixie
	Truck use	\$80.00			Bob M	Dixie
Boone County Journal	Snow removal publication of bid letting	\$77.50	1676	10/19/2006	Bob M	Dixie
Donald Larson	September 2006 legal fees	\$218.75	1677	10/19/2006	Bob M	Dixie
Stephen Rapp	October net pay - \$1000 gross	\$893.50	1678	10/19/2006	Bob M	Dixie
Sylvia Gorman	October net pay - 1 meeting	\$446.75	1679	10/19/2006	Bob M	Dixie
Debra Marner	October net pay - 1 meeting	\$223.37	1680	10/19/2006	Bob M	Dixie
Bob Marner	October net pay - 1 meeting	\$44.67	1681	10/19/2006	Bob M	Dixie
Ron Stelling	October net pay - 1 meeting	\$89.35	1682	10/19/2006	Bob M	Dixie
Dixie Timmerman	October net pay - 1 meeting	\$89.35	1683	10/19/2006	Bob M	Dixie
Bob Blood	October net pay - 1 meeting	\$44.67	1684	10/19/2006	Bob M	Dixie

Roll call to pay bills: Ayes – Ron, Bob M, Dixie, Bob B, 0 nays, 1 absent.

6. Committee Reports

a. Zoning

- i. None.

b. Finance

- i. None.

c. Roads/Highways/Bridges

- i. Bob submitted a list of subdivision inspections of road and ditch conditions that was performed this month. Steve will send the list to Pat Stewart from McClure Engineering and Don Larson.
- ii. Rich Lundine approved the installation of new signs by Boone County. These signs will notify vehicles of the entrance at Country Meadow Lane and Caledonia Rds.
- iii. Complaints were received from police and fire representatives concerning the poor visibility of street signs with Prairie Lane subdivision. Ron will check into the price of new street signs.
- iv. Motion made by Ron and seconded by Bob B to pay for new guard railings not to exceed \$120.00. They will replace the damaged ones on the Orth Rd bridge. Roll call vote: Ayes – Ron, Bob M, Dixie, Bob B, 0 nays, 1 absent.
- v. Village work order checklist was completed for the village use.
- vi. Clarke Mosquito Co. sent in a letter of intent concerning 2007 rates. They can move the start and end dates, and the pricing was the same as the 2006 season. Motion made by Bob M, seconded by Bob B to accept this letter of intent as written for 2007 season.

- vii. The board reviewed four quotes (Municipal Maintenance, Schlichting and Sons Inc., A & L Landscaping and Crimson Valley Landscaping) for snow plowing and mowing of ditches for 2006/2007 season. Motion made by Bob B, seconded by Ron to accept the bid from A & L Landscaping for the winter of 2006/2007. Ron will contact A & L Landscaping.
- d. Village Hall feasibility study
 - i. A new floor plan for a 3950 sq ft. building with parking and landscaping was presented by Jeff Leesom for review. New cost estimate is \$464,185.
 - ii. The village agreed to lock in the exact floor plan and develop the final cost. The finished plan will go out for bidding. Steve will schedule a meeting with Don Larson and Jeff Leesom.
 - iii. Motion made by Bob M, seconded by Ron to proceed with the contract to build and the latest floor plan with estimated cost after concurrence with Don Larson's review of the contract. Vote all ayes, 0 nays, and 1 absent
 - iv. Steve will notify the bank on the latest developments of the village hall concept study. He will ask the bank representative to contact Sylvia to answer her questions concerning village hall expenses for the 2006 budget revision.
 - v. Jeff Leesom will present samples of building materials for the board's selection.

7. New Business

- a. The Village received notification that election petitions are ready for pickup by the clerk for the April 2007 consolidated election.
- b. Motion made by Bob M, seconded by Dixie for Sylvia to purchase external data storage device(s) for village records not to exceed \$120.00. Vote all ayes, 0 nays, and 1 absent.

8. Old Business

- a. None.
- b. Open Actions from previous meetings:

Open Actions:	Meeting	Contact
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	April 2005	Debbie
Closed meeting minutes to review pending research.	April 2005	Debbie
N. Boone Fire District # 3 is asking us to adopt the International Fire Code. They're asking everyone they support to adopt this code. This pertains to building codes, not to burning. This only affects future building. Our building inspector would enforce this.	Aug 2005	Steve
Illuminating the Prairie Meadow entrance off Caledonia Road	Feb 2006	Board
Border agreement between the villages of Caledonia and Timberlane. It was preferred that we follow the gridlines on Kelley Rd instead of dividing private property. Caledonia already has pre-annexation border agreements that would be affected by a	July 2006	Steve

new agreement with Timberlane Village. Steve offered to contact the Caledonia Village president again.		
Smoke free ordinance	Mar 2006	Steve
Contact Waste Management concerning large number of loose garbage bins rolling around the village that are creating a hazard	Mar 2006	Donna
Review the construction portion of the Prevailing Wage Act for Illinois that we have adopted each year	Mar 2006	Board
Contact Don Larson and Mr. Hatfield from the Boone County Health dept to discuss the burning of plastic and Styrofoam in the village.	April 2006	Donna, Steve
Review four engineering services quotes.	May 2006	Trustees
Verify if the village has an ordinance for impact fees to be collected and reserved for roads and bridges	July 2006	Steve Debbie
The trustees took the action to change the presentation of the bridge road signs as recommended in the bridge inspection report.	Sept	Ron
Obtain a letter of recognition concerning the critical repairs needed on Prairie Rd. from Pat Stewart, McClure Engineering and forward it to Don Larson.	Sept	Steve

9. Motion made to adjourn by Bob B, seconded by Dixie to adjourn at 9:30 pm. Vote all ayes, 0 nays, and 1 absent.