

**North Boone Community Unit School District No. 200**  
Minutes of the Business Services Committee Meeting  
District Office  
6248 North Boone School Road  
Poplar Grove, Illinois 61065  
Tuesday, February 13, 2024  
6:00 P.M.

**CALL TO ORDER AND ROLL CALL**

Mrs. Hutchinson called the meeting to order at 6:01 p.m. The following Committee Members were present: Mrs. Hutchinson, Mr. Kinser, Mr. Mulholland, Dr. Greenlee, Stacey Corder, Mrs. Schilling, Marc Eckmann and Andrea Sowers. Absent were Kelly Hanaman and Holly Houk. Mrs. Maxey joined the meeting at 6:19 p.m.

Mr. Mulholland asked that the Agenda be amended to include Audience To Visitors. This was approved by majority.

**AUDIENCE TO VISITOR**

William Randall spoke regarding the abatement. He stated that he would like to see a schedule to spread out over the bond payments. He shared with the committee a payment idea that he thinks might work as well.

**ABATEMENT**

Stacey Corder presented three options for this year's abatement along with some key things to keep in mind.

- Total bond payments to be made out of 2023 Tax Levy \$4,749,400.
- Projected Debt Service Fund Balance as of June 30, 2024 is \$6,017,630.
- The total amount that is abated reduces the amount of revenue that will be available to make bond payment obligations. Thus, reducing Debt Service Fund balance.
- BOE must make a decision on the amount to abate at the February Board Meeting. Abatement documents must be filed with the counties by February 27, 2024.
- All abated taxes will be out of the Debt Service Fund.

**Option #1**

- Original option presented with the Tax Levy.
- Abate \$2,398,500 in taxes.
- For the median home assessed value of \$225,000 (or \$69,000 equalized value) this would be approximately \$753 in property tax savings. Savings is calculated based on what the tax bill would be if no abatement was done.
- Total tax rate of est. 6.28%.
- Debt Service levy would be \$2,350,900.

Option #2

- Abate an additional \$196,000 above option #1.
- Abate \$2,595,000 in taxes.
- For the median home assessed value of \$225,000 (or \$69,000 equalized value) this would be approximately \$820 in property tax savings. Savings is calculated based on what the tax bill would be if no abatement was done.
- Total tax rate of est. 6.19%.
- This option would keep the Debt Service levied amount equal to the 2022 levy of \$2,154,000.
- Additional cost of approximately \$10,000 in interest revenue.

Option #3

- Abate an additional \$500,000 above option #1
- Abate \$2,898,500 in taxes.
- For the median home assessed value of \$225,000 (or \$69,000 equalized value) this would be approximately \$924 in property tax savings. Savings is calculated based on what the tax bill would be if no abatement was done.
- Total tax rate of est. 6.05%.
- Debt Service levy would be \$1,850,900.
- Additional cost of approximately \$25,000 in interest revenue.

Additional Considerations:

- 2023 Tax Levy is the last planned year of abatement.
- If 2023 Debt Service Levy is less than \$2M, this will make the 2024 Tax Levy have a larger impact on the tax payers. Option #3 would cause this to occur.

Questions and Comments:

- How do we figure in the \$1.5 million? It is absorbed in fund balance. The \$1.5 million includes the abatement amount. It will be covered by the fund balance of each fund that was over which was included in the audit. The Board passed a deficit budget for 2024 which will not be a deficit until all of the spending for the year has been done. The Business Director was not directed to make up the loss from 2023 in the following year's budget which cannot be done within one year. Stacey noted that she is diligently watching the spending and revenue and the District is right on track with the spending portion for this year.
- Grant money from 2023 that was received in 2024 for approximately \$914,741 was not budgeted and shows as additional revenue.
- There is a concern with a couple of the options which result in reducing revenue.
- This year's levy will affect the 2025 bond payments.

The majority of the committee members chose Option #1 for the abatement. This will be brought to the next Board Meeting.

**HVAC UPDATE**

During the extremely cold weather that occurred in January, several of the new univents that were installed froze up. Our team did get them up and running with a temporary fix. Trane and the HVAC engineer have been out to look into the issues. They will be coming back in on Monday to discuss a longer-term fix. According to Trane, the settings were not right. We are currently in the process of

finding the answer to who is responsible. Our attorney is also aware of the situation. We are working on the District not having to pay for the repairs and we do have the reports stating that the settings were incorrect.

A question was raised if we have paid for anything on Phase II to date. Stacey believes there has been one check cut to Ceroni as a deposit on the equipment. A concern is to make sure that none of the trades from Phase I work on Phase II and perhaps have a double check on the equipment from the engineers.

### **OCTOBER 2023 – JANUARY 2024 TREASURER’S REPORTS**

Dr. Greenlee stated that with the completion of the audit, all of the Treasurer Reports for the year have been uploaded. These are the same report that has been used since at least 2015, if not longer. They are also the same ones that were submitted to Mark Olson.

Next discussion was in regards to the auditor’s recommendation that the treasurer prepare a separate bank/investment reconciliation each month and that bank statements should be provided to them directly from the financial institutions as well as district reports. Once the treasurer reconciles, both the report from the Treasurer and the Director of Business Services should compare to ensure accuracy. Mrs. Schilling said that she will need 14 days to reconcile her reports. Stacey Corder stated that we would then either need to change the dates of the Board Meetings or be a month in arrears. The recommendation to allow the 14 days and be a month in arrears will need to go the Board for approval.

### **2024-2025 FEE SCHEDULE**

Stacey Corder did recommend that we keep the Fee Schedule the same as last year and the committee recommended to take it the next Board meeting for approval.

### **HIGH SCHOOL KITCHEN STEAMER**

The steamer in the high school kitchen, which is 20 years old, no longer works. Jamie Carollo received three quotes on a new steamer and would like to have the steamer from Central Restaurant taken into consideration. All three quotes were for similar steamers. Central is not only the least expensive but we currently work with them and they have great customer service. It was requested that warranty information be brought to the Board as well. The committee will recommend the steamer from Central Restaurant to the Board.

### **ATM AT HIGH SCHOOL**

The Booster Club would like to have an ATM at the high school for games and concessions use. Mr. Eckmann has some concerns as to where to locate the ATM to provide the best security. Also, per Joe Clinton, the liability is high as we are responsible if anything happens to the machine. This would need to be an addition to our insurance policy, which will be an additional cost to the District.

It was recommended that the Booster Club obtain a Square as the fees are not very high, however the Booster Club does not feel comfortable utilizing this option.

It was asked how this would benefit football games as the machine would be located inside the high school which is locked during games.

Dr. Greenlee will get some information from Solutions Bank.

The ATM will be tabled until the next committee meeting.

### **TRANSPORTATION – MINIVAN PURCHASE**

As stated at previous meetings, the District currently has a 2009 Minivan with 185,000 miles on it that is at its end of life. This vehicle is in the current rotation to be replaced. An extensive search as been done using the following criteria:

- Used – 1 to 2 years old
- Mileage – under 30,000 miles
- Color – Black, Grey or Charcoal
- Radius – 100 miles
- Drive – AWD
- Websites – Cars.com and Autotrader.com

A minivan matching all of the criteria was found in Elmhurst for \$33,390.00 but as of today, it is has sold. As a result of this, Dr. Greenlee is asking to be able to ask the Board permission to purchase a vehicle as soon as it is located as we do need to act quickly. This is in the rotation to be purchased as well as accounted for in the budget.

A suggestion was to look into new vehicles as there might be more inventory. If we go new, we would have to go out to bid. Also, it was suggested to look into purchasing 2 at the same time for a possible deal. It was agreed to start looking into the new inventory as well and to bring a spending limit to the Board for approval on Tuesday.

### **GROUNDS – TRACTOR PURCHASE**

Included in today's packet were three quotes for a new tractor for the Grounds Department. We would trade in our current one, along with a batwing mower, to purchase one with a cab. This tractor would be available to be used not only for mowing but for plowing as well. The preference is to go with the John Deere from AHW, as it is on a state contract, and we currently have a John Deere and already have accessories that will fit on it. This would be purchased out of the O&M Budget.

It was asked to receive 3 bids that are all John Deere to get comparable pricing as two of the quotes were for Kubota tractors. A new one might take longer to receive.

### **OTHER ITEMS FOR DISCUSSION**

Stacey Corder stated that she would like to go out to bid for a new auditor. Our current auditor does not work on site and Stacey has never had to do a presentation on behalf of an auditor in her career. Also, we have been with them for 7 years and it would be a good time for a review. The committee agreed that this is a good move.

Stacey Corder is also looking into getting demos for new financial software as our current software is in adequate. The first year will be a higher price tag but the following year will be either equal or less than what we are currently paying and would be user friendly with several more options.

**ANNOUNCEMENTS**

*(none)*

**ADJOURNMENT**

The meeting adjourned at 7:54 P.M.

Submitted by:

*Tom Kinser /s/*  
Tom Kinser, Co-Chair

*Judy Hutchinson /s/*  
Judy Hutchinson, Co-Chair