

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, September 26, 2017

The Truth-In-Taxation Hearing of the Byron Museum of History was called to order at 6:38p.m. by President Bennett for the purpose of raising the tax levy more than 5% of the previous year's levy for a total increase of \$15,820 dollars, or 12.72%.

Roll Call: Commissioners Present: Randy Stukenberg, Kole Bennett, Jim Eisfeller, and Drew Hogan. Commissioners Absent: Nelene Jeter

Also Present: Executive Director Marian Michaelis

No members of the public were in attendance. Seeing that there was no outside attendance, or questions to field regarding the tax levy, the hearing was closed at 6:40p.m. and the regular meeting of the Board of Commissioners was called to order by President Bennett.

Action Item #1 (Approval of Agenda): Motion by Commissioner Stukenberg to approve the agenda, seconded by Commissioner Hogan. Motion was unanimously approved by the Commissioners in attendance upon roll call.

Action Item #2 (Approval of Regular Meeting Minutes of August 22, 2017): Motion made by Commissioner Stukenberg to approve the minutes as presented, seconded by Commissioner Hogan. Motion was unanimously approved by the Commissioners in attendance upon roll call.

Action Item #3 (Approval of Expenses): The commissioners reviewed the expenses as presented in the expense report, as well as the financial reports for the district. Motion was made by Commissioner Eisfeller to approve the expenses and file the financial reports for audit, seconded by Commissioner Stukenberg. Motion was unanimously approved by the Commissioners in attendance upon roll call.

Correspondence received since the prior meeting was discussed. Executive Director Michaelis presented the Board of Review Notice, whereby OSF is requesting a \$126.5K reduction in its property assessment. The Board of Review has until November 29, 2017 to file evidence in support of the existing assessment

or ask for an extension of time from the State of Illinois Property Tax Appeal Board. A summary of the Ogle County Treasurer's tax deposits into the district's account was also presented. It was noted that deposits to date are approximately \$600 less than the levy.

Executive Director Michaelis presented the **Director's Report** (refer to Director's Report in binder). The auditor's site visit was on September 11th and a draft of the findings should be available to review at the October meeting. Accountant Laura Hopkins met with Executive Director Michaelis on August 23rd to review payroll taxes and to make fiscal year-end adjusting entries in advance of the audit. Regarding the theatre renovation project, the mechanical engineer did his first site visit in September and we hope to have preliminary drawings to review at the October meeting, though bid documents will likely not be finalized until the November or December meeting. Benson Stone finished grouting the tile on September 18th and the Byron Forest Preserve wood shop is helping with cutting the MDO boards for the awning and ticket booth.

Executive Director Michaelis met with our representative from Query insurance to review policies up for renewal. It was decided that the district would continue to carry coverage for liquor sales as a host agency as that is all we need to permit vendors to operate on site (i.e. no expansion of our liquor license coverage is deemed needed or prudent).

Executive Director Michaelis is working on two grants that would be included in next year's budget. A Community Foundation of Northern Illinois grant would provide \$40,000 over three years to help with the AV equipment in the theatre and programming through the 2021 school year. A National Park Service's Network to Freedom application is due in October 2018. This would help fund capital improvements to the Read House (window framing and possibly improvements to the doors. While the amount is yet to be determined (need estimates for these repairs) it would likely be less than \$20,000.

Attorney Adams forwarded some suggested information to keep in mind for next year's Ordinance/Levy. This pertains to how we want to reflect the nature and extent of continued support to the foundation and how reserves may look in the future.

Action Item #4 (Adoption of Tax Levy and Ordinance Resolution #17-1): A motion was made by Commissioner Stukenberg to adopt the levy and Ordinance

Resolution #17-1, seconded by Commissioner Hogan. Motion was unanimously approved by the Commissioners in attendance upon roll call.

Action Item #5 (Restricted Checking Account): The Commissioners discussed the restricted checking account requirements based upon some observations from the audit. There was some confusion regarding the purpose of the account and any minimum and maximum balance requirements imposed by the Commissioners. It was clarified that the account is for Special Projects and that it should have no minimum or maximum balance requirements (outside of any minimums imposed by the bank). A motion was made by Commissioner Eisfeller to adopt this clarifying language, and seconded by Commissioner Hogan. Motion was unanimously approved by the Commissioners in attendance upon roll call.

A motion was made by Commissioner Stukenberg to adjourn at 7:48p.m., seconded by Commissioner Hogan. Motion was unanimously approved by the Commissioners in attendance via voice vote.

Minutes taken and presented by Commissioner/Secretary Eisfeller.