

**Manteno CUSD No. 5**  
Finance Committee Meeting  
**Tuesday, September 26, 2017 @ 5:00 p.m.**  
**Manteno High School – 443 N. Maple Street**  
Minutes

I. Old Business

A. State Revenue Update – FRIS

At the current moment the state still owes the district \$866,712.11 from Project Year `17.

The state owes the District \$1,601,472.16 for Project Year `18.

II. New Business

A. Contracts/Agreements/Requests for Proposals

- i. Snow Plow Bid – Two bids were received for the snow removal service. The lowest bidder was Heritage FS, Inc. The quote was for The quote for the 2017-2018 school year is \$60 per hour for Plow Truck & Driver/ \$125 per hour for Front End Loader & Operator/ \$50 Truck & Operator. These rates remain unchanged from last year.

The Committee recommended approving the snow plowing contract to the lowest responsible bidder Heritage FS, Inc. for the 2017-2018 school year as presented.

- ii. Salt Contract – Two bids were received for the salt application service. The lowest bidder was Heritage FS, Inc. The quote was for The quote for the 2017-2018 school year is \$90 per ton/\$5.00 per 50 lb bag/ \$12.50 per unit of Calcium Chloride. These rates remain unchanged from last year.

The Committee recommended approving the salt contract to the lowest responsible bidder Heritage FS, Inc for the 2017-2018 school year as presented.

- iii. Bisallon's Rid-All Pest Control – This is an annual renewal. This contract complies with all of the requirements of the integrated pest management plan and the State of Illinois. This year's cost is \$2,964, which is the same as last year.

The Committee recommended approving Bisallon's Rid All Termite & Pest Control contract in the amount of \$2,964 for one year from October 1, 2017 through September 30, 2018 as presented.

- iv. Crystal Financial Consultants – The administration is recommending Crystal Financial Consultants to provide financial advisor services including: historical analysis of the District's finances, summary of the District' current financial position, financial projections based on the most recently available information, current threats facing the district, and an update of major events in Springfield and their potential impact on the District. Crystal Financial will also provide budget and tax levy consultation to the District.

The Committee recommended approving the agreement with Crystal Financial Consultants for a one year contract in the amount of \$5,000 as presented.

- v. Maintenance Plow Truck – The 2000 Chevrolet snow plow truck has rusted, is not as dependable, and needs to be replaced. Pricing for a new vehicle was sought from local dealerships (Dralle Chevrolet & Manteno Ford). Manteno Ford has offered the best price for a new truck, a 2017 F250 at \$21,184. This price includes our 2000 truck as a trade-in.

The Committee recommended approving the purchase of the 2017 Ford F250 from Manteno Ford in the amount of \$21,184 as presented.

- vi. Wireless Alarm Monitoring – The district currently utilizes a telephone based alarm monitoring solution which needs to be improved to meet current code requirements. We have the ability to switch to a wireless alarm monitoring solution which is the technology utilized by Manteno Fire and will allow the fire department to shave 2-3 minutes off of a call to the schools. The system is through Protection Associates (also utilized by Manteno Fire). We anticipate the wireless service will cost \$3,204 annually. If we were up to code our annual cost would be \$4,880.

The Committee recommended approving the Wireless Alarm Monitoring proposal from Protection Associates as presented.

- vii. Security Measures – District wide security measures were discussed regarding windows at all school buildings. Pricing has been sought out through National Security & Window Filming, a 3M national dealer.
- B. Budget 2017-2018 – The committee reviewed the budget for 2017-2018. The district anticipates Salaries and Benefits accounting for approximately 54% of the budget (\$14,800,000). The district anticipates an increase in spending over last year in the following Expenditure Funds, IOA (\$397,500 increase), O&M (\$223,723 increase), as well as Bond and Interest (\$525,644 Increase). The district anticipates an increase in revenue of approximately \$1M. The budget shows Expenditures outpacing Revenues by approximately \$300,000 at fiscal year end.

The Committee recommended approving the 2017-2018 Budget as presented.

- III. Review Finance Packet for September 26, 2017 Board Meeting
  - Summary of Cash/Investment/Fund Balances Report
  - Revenue/Expenditure Summary Report
  - Revenue/Expenditure Budget Report
  - Cost Analysis – Education; Cost Analysis – O&M
  - Food Service Report
  - O&M Gas & Electric Expenditure Report
  - Payroll Extras Report
  - Impress Check Report
  - Accounts Payable Report
  - ISDLAF Report
  - Activity Account Reports

IV. Additional Items

- V. Future Items
  - Final Audit Review
  - Tentative Levy Presentation
  - Financial Projections – Crystal Financial
  - Security Measures

**Committee Members**

Patrick Mallaney, Chairman

Lisa Harrod, Superintendent

David Conrad, MS Principal  
Kevin Crosby, MEA Representative  
Joe Emerson  
Andy Furbee, Sp Education Director  
Matthew Glenn, ES Principal  
Joe Grant

Jake Emerson, Business Manager  
Jennifer O'Reilly, MEA President  
Roger Schnitzler, HS Principal  
Mary Schubert, Board Member  
Mark Stauffenberg, Ex Officio