

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA
Held at the Bonnie W Noble Center of Park District Administration
1125 W Lake Ave, Peoria, IL 61614

Monday, November 21 , 2022
9:00 AM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. October 19, 2022
4. Closed Session

Approval of Motion to Convene into Closed Session under the Illinois Open Meetings Act
Section 2(c)(1) The appointment, employment, compensation, discipline, performance or
dismissal of employees
5. Review of Bills
 - a. October 2022
6. Financial Report
 - a. October 2022
7. Director's Report
8. New Business
 - a. 2023 Administrative Agreement
 - b. 2023 Chair and Vice Chair
9. Pending Business
 - a. NONE
10. Citizen Request to Address the Board
 - a. NONE
11. Correspondence
 - a. NONE
12. Other Business
13. Adjournment

NOTICE

**If special accommodation is needed to attend or participate in a HISRA Board Meeting, please
contact HISRA at (309) 691-1929**

**NEXT MEETING: TUESDAY, December 13, 5:15 PM held via Zoom and
at the HISRA Office 8727 N Pioneer Road, Peoria, IL 61615**

OFFICIAL PROCEEDINGS OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION, HELD AT 5:15 P.M., Wednesday, October 5, 2022 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615 and via Zoom.

Meeting was called to order at 5:25 PM by Chairman Goergen.

BOARD MEMBERS PRESENT: Emily Cahill, , Brian Tibbs, Joel Dickerson, Kris Goergen, Kevin Yates, Robert Johnson

Emily Cahill joined the meeting at 5:50 PM and exited the meeting at 6:07 PM.

BOARD MEMBERS ABSENT: Shane Placher, Lorelei Cox

STAFF PRESENT: Katie Van Cleve

PRESS PRESENT: NONE

OTHERS PRESENT:

REVIEW OF MINUTES:

The minutes of the October 5, 2022 meeting were reviewed. Motion to approve was made by Trustee Yates and seconded by Trustee Tibbs. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

REVIEW OF BILLS:

Summary of bills for September 2022 were reviewed. Motion to approve as presented was made by Trustee Dickerson and seconded by Johnson. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

FINANCIAL REPORT:

Summary of the financial report for September 2022 were reviewed. Motion to approve as presented was made by Trustee Yates and seconded by Trustee Tibbs. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

DIRECTOR'S REPORT:

Director Van Cleve reviewed the 2023 budget and gave a presentation. N overview of the HISRA budget and funds was provided including what is historically budgeted in each fund, personnel highlights and programming levels. Director Van Cleve provided service and funding statistics for Board review. The presented 2023 budget is proposed at a return to 2019 service levels with a 5% increase in program fees. Non-resident program fees reflect a 30% increase over resident fees where a fee differential is applied.

Emily Cahill joined the meeting.

Motion to approve the 2023 proposed budget as presented was made by Trustee Dickerson and seconded by Trustee Johnson. Roll call vote.

Result: Ayes: 6; Nays: 0

Motion Approved

NEW BUSINESS:

NONE

PENDING BUSINESS:

NONE

CORRESPONDENCE:

NONE

OTHER BUSINESS:

NONE

ADJOURNMENT:

A motion to adjourn was made by Trustee Tibbs and seconded by Johnson at 7:16 PM PM.

Result: Ayes: 5; Nays: 0

Motion Approved, Roll call vote

Submitted by: _____
Katie Van Cleve, Secretary

Starting Vendor: 000001
Ending Vendor: ZW/001

Starting Date: 10/1/2022
Ending Date: 10/31/2022

Report #: APD010

Peoria Park District

10-Nov-22 3:05 PM

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	Expense Distributions In Detail	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
Distribution Type: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI									
10/6/2022	501180	PERG01	PICKET FENCE FLORAL & GFT <NONB>		003335	10/6/2022	0000102619	AP3693	310.00
							FLORAL CENTERPIECES FOR SPORTS BANQUET		
10/20/2022	501459	001294	CADY OIL CO.	P2433389	91748	9/30/2022	0000102868	AP3724	37.00
							VEHICLE INSPECTION - UNIT# 170		
10/27/2022	501783	001294	CADY OIL CO.	P2184223	91747	9/30/2022	0000102959	AP3756	35.00
							VEHICLE INSPECTION - UNIT# 172		
	501825	001294	CADY OIL CO.	P2863366	91749	9/30/2022	0000102959	AP3756	37.00
							VEHICLE INSPECTION - UNIT# 173		
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE									
10/13/2022	501188	WEX001	SHELL WEX BANK	P2248388EP	84231885	10/6/2022	0000102815	AP3701	553.66
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE									
10/6/2022	501079	GRE003	RNJ DISTRIBUTING	29746SEP22	1516254	9/21/2022	0000102708	AP3689	19.55
							MONTHLY BOTTLED WATER DELIVERY SERVICES - 09/2022		
	501094	006633	SAM'S CLUB PAYMENTS	P2341465	8415995	9/22/2022	0000102710	AP3689	37.16
							BEVERAGES		
Account #: R-6-R81-5110-2201 HRT OF IL SRA - PRINTING									
10/6/2022	500934	002634	MARTIN ONE SOURCE	90566	420163	8/24/2022	0000102693	AP3684	658.30
	500946	CEN010	CENTRAL STATES MEDIA	P2568732	22113	9/9/2022	0000102644	AP3684	1,425.00
							HISRA BROCHURE		
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE									
10/6/2022	500927	GFL001	GFL ENVIRONMENTAL SERV	170SEP22	P40000074022	9/20/2022	0000102670	AP3684	143.90
							B/A-WASTE REMOVAL/RECYCLING 09/22		
	500931	002563	GETZ FIRE EQUIPMENT CO.	2073HISRA3	12-572847	9/19/2022	0000102669	AP3684	80.00
							SPRINKLER INSPECTION		
	501049	HARR001	HARRIS PEST CONTROL	P2595761SEP22	119147	9/9/2022	0000102674	AP3688	50.00
							B/A - MONTHLY PEST MAINTENANCE SERVICES - 09/2022		
10/13/2022	501244	13 BROAD	13 BROADBAND	268400CT22	2542774-1	9/1/2022	0000102792	AP3707	199.95
							MONTHLY INTERNET SERVICES - 10/22		
	501308	TRIP002	TRIPLE JS JANITORIAL	P2454186SEP22	180989	10/4/2022	0000102823	AP3708	1,100.00
							B/A - MONTHLY JANITORIAL SERVICES - 09/22		
10/20/2022	501643	TYH001	HELM TAMMY	<NONB>	INV10202022	10/20/2022	0000102854	AP3740	100.00
							INTERPRETING SERVICES SPECIAL OLYMPICS BANQUET		

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
10/27/2022	501934	003169	INTERFACE SECURITY SYSTE 62SEP22	20293725	9/1/2022	0000102997	B/A - ALARM SVC 09/22 AP3759	61.95
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								
10/13/2022	501228	001527	AMEREN ILLINOIS	240584-1116	6/5019-08/22	9/6/2022	0000102770	57.76
							GAS 2203065019 ACTUAL READ 08/01/22-09/01/22	AP3705
10/20/2022	501441	001527	AMEREN ILLINOIS	240584-1166	65019-09/22	10/4/2022	0000102858	58.06
							GAS 2203065019 ACTUAL READ 09/01/22-10/01/22	AP3733
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY								
10/6/2022	501147	ILLPOWER	ILLINOIS POWER MARKETING 240600	173162922081	8/29/2022	0000102682	ELECTRIC	AP3690
							GMCPP1000 08/2022	
10/27/2022	501691	001527	AMEREN ILLINOIS	240584-1278	51531-08/22	9/12/2022	0000102955	481.96
							ELECTRIC 815731531 ACTUAL READ 08/09/22-09/08/22	AP3752
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE								
10/20/2022	501410	009225	VERIZON WIRELESS-LEHIGH 240593-003	9916926132	9/28/2022	0000102932	HISRA PADS 09/2022	AP3728
							CELL PHONES & MODEMS 09/2022	AP3728
10/13/2022	501408	009225	VERIZON WIRELESS-LEHIGH 240593-001	9916926130	9/28/2022	0000102932	HISRA PADS 09/2022	AP3728
10/27/2022	501409	009225	VERIZON WIRELESS-LEHIGH 240593-002	9916926131	9/28/2022	0000102932	HISRA PADS 09/2022	AP3728
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER								
10/13/2022	501201	003003	ILLINOIS AMERICAN WATER 240584-1123	73189-09/22	9/29/2022	0000102794	WATER 1025- 210045273189 FIRE SVC 09/09/22-10/07/22	AP3704
							WATER 1025- 210041530705 ACTUAL READ 09/03/22-10/04	AP3755
10/27/2022	501777	003003	ILLINOIS AMERICAN WATER 240584-1286	30705-09/22	10/12/2022	0000102995		229.00
Account #: R-6-R81-5210-3711 HRT OF IL SRA - REFUNDS								
10/13/2022	501348	170368	ROACH, DOROTHY	<NONB>	INV10132022	10/13/2022	0000102762	45.00
			ROACH, DOROTHY	<NONB>	INV10132022	10/13/2022	0000102762	87.00
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA								
10/6/2022	501041	004035	MENARDS- PEORIA	P2474182	83150	9/14/2022	0000102694	60.99
							BATHROOM FAUCET, HID LIGHT BULB	AP3688
10/13/2022	501082	005867	PIPCO COMPANIES, LTD	P2138848	59483	9/14/2022	0000102705	1,102.23
							HISRA DRUM DRIP	AP3689
10/13/2022	501325	004035	MENARDS- PEORIA	P2178348	83554	9/20/2022	0000102801	4.09
							LIGHT SWITCH	AP3708
10/20/2022	501556	006982	S & S LICENSE & TITLE SERVI	P2242752	092922	9/29/2022	0000102919	48.00
							LICENSE REGISTRATION - UNIT# 170Y	AP3736
Section Total Expense :								8,034.44

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending October 31, 2022

	2021 <u>Actuals</u>	2021 <u>Budget</u>	% of <u>Budget</u>	2022 <u>Actuals</u>	2022 <u>Budget</u>	% of <u>Budget</u>
Administration Revenues:						
Peoria Taxes	\$400,531.27	\$400,979.00	99.89%	\$396,279.49	\$407,000.00	97.37%
Morton Reimbursement	\$123,000.00	\$124,000.00	99.19%	\$61,500.00	\$124,000.00	49.60%
Chillicothe Reimbursement	\$52,904.88	\$55,719.00	94.95%	\$53,508.10	\$56,800.00	94.20%
Washington Taxes	\$50,000.00	\$72,500.00	68.97%	\$72,858.94	\$72,500.00	100.50%
Cash Over/Short	\$5.00	\$0.00	-	\$0.60	\$0.00	-
VSI AR Over/Short	(\$1,749.75)	\$0.00	-	(\$6,338.68)	\$0.00	-
Class Fees	\$86,712.14	\$140,000.00	61.94%	\$91,154.02	\$135,000.00	67.52%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	-	-
Vending	\$0.00	\$0.00	-	\$0.00	-	-
Donations	\$7,774.14	\$2,000.00	388.71%	\$4,163.25	\$20,000.00	20.82%
Interest Income	\$0.00	\$3,400.00	0.00%	\$0.00	\$3,400.00	0.00%
Reimbursement	\$753.00	\$0.00	-	\$449.90	\$250.00	179.96%
Grants	<u>(\$703.99)</u>	<u>\$0.00</u>	-	<u>\$0.00</u>	<u>\$5,000.00</u>	0.00%
Total Revenues:	\$719,226.69	\$798,598.00	90.06%	\$673,575.62	\$823,950.00	81.75%

Administration Expenditures:						
Full Time Payroll	\$137,515.24	\$180,000.00	76.40%	\$135,616.19	\$215,000.00	63.08%
Part Time Payroll	\$94,688.32	\$150,000.00	63.13%	\$113,907.99	\$125,000.00	91.13%
Longevity	\$0.00	\$500.00	0.00%	\$0.00	\$600.00	0.00%
Wellness	\$0.00	\$600.00	0.00%	\$0.00	\$600.00	0.00%
Program Supplies	\$29,152.25	\$58,000.00	50.26%	\$35,436.69	\$66,700.00	53.13%
Postage	\$26.59	\$1,510.00	1.76%	\$620.10	\$1,500.00	41.34%
Gasoline	\$2,742.60	\$6,000.00	45.71%	\$6,560.92	\$6,000.00	109.35%
Office Supplies	\$7,728.92	\$7,000.00	110.41%	\$5,473.17	\$7,000.00	78.19%
Printing	\$0.00	\$5,000.00	0.00%	\$2,258.52	\$10,025.00	22.53%
Administrative Expense	\$36,620.24	\$61,110.00	59.93%	\$37,420.99	\$64,293.00	58.20%
Payroll Maintenance	\$9,126.53	\$10,000.00	91.27%	\$4,502.08	\$10,000.00	45.02%
Health & Dental	\$36,654.35	\$55,442.00	66.11%	\$29,993.04	\$58,825.00	50.99%
Contractual Services	\$21,621.01	\$25,000.00	86.48%	\$21,956.05	\$25,000.00	87.82%
Training & Conferences	\$13,802.66	\$10,000.00	138.03%	\$4,417.26	\$10,250.00	43.10%
Natural Gas	\$2,596.17	\$4,000.00	64.90%	\$3,079.73	\$4,100.00	75.12%
Electricity	\$4,212.78	\$7,500.00	56.17%	\$5,131.23	\$7,200.00	71.27%
Telephone	\$5,433.11	\$9,000.00	60.37%	\$5,374.98	\$9,000.00	59.72%
Water	\$2,953.84	\$3,700.00	79.83%	\$2,983.14	\$3,700.00	80.63%
Sewer	\$445.04	\$350.00	127.15%	\$350.01	\$350.00	100.00%
Insurance	\$4,494.84	\$14,500.00	31.00%	\$5,274.72	\$12,500.00	42.20%
Advertising	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
Attorney Fees	\$0.00	\$250.00	0.00%	\$0.00	\$250.00	0.00%
FICA	\$15,129.94	\$25,245.00	59.93%	\$17,051.78	\$26,010.00	65.56%
IMRF	\$8,230.43	\$9,501.00	86.63%	\$2,665.55	\$5,319.00	50.11%
Refunds	\$200.00	\$500.00	40.00%	\$132.00	\$500.00	26.40%
Scholarships	\$2,412.00	\$3,000.00	80.40%	\$1,813.82	\$5,000.00	36.28%
Equipment	\$13,700.93	\$16,000.00	85.63%	\$8,508.13	\$26,000.00	32.72%
Equipment Repair	<u>\$4,558.08</u>	<u>\$8,000.00</u>	56.98%	<u>\$5,963.52</u>	<u>\$6,000.00</u>	99.39%
Total Expenditures:	\$454,045.87	\$672,208.00	67.55%	\$456,491.61	\$707,222.00	64.55%

	2021 <u>Actuals</u>	2021 Proposed <u>Budget</u>	% of <u>Budget</u>	2022 <u>Actuals</u>	2022 Proposed <u>Budget</u>	% of <u>Budget</u>
Camp Free to Be Revenues:						
Camp Fees	\$59,120.00	\$70,000.00	84.46%	\$73,824.20	\$75,150.00	98.24%
VSI AR Over/Short	(\$478.00)	\$0.00	-	(\$763.90)	\$0.00	-
Donations	\$0.00	\$1,000.00	0.00%	\$0.00	\$6,000.00	0.00%
Grants	\$110.64	\$0.00	0.00%	\$0.00	\$0.00	-
Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	-	<u>\$0.00</u>	<u>\$0.00</u>	-
Total Revenues:	\$58,752.64	\$71,000.00	82.75%	\$73,060.30	\$81,150.00	90.03%

Camp Free to Be Expenditures:						
Part Time Payroll	\$136,541.68	\$130,000.00	105.03%	\$136,582.05	\$136,541.00	100.03%
Program Supplies	\$16,993.43	\$19,500.00	87.15%	\$7,165.15	\$18,000.00	39.81%
Administrative Expense	\$16,680.90	\$17,945.00	92.96%	\$18,555.74	\$17,699.00	104.84%
Contractual Services	\$0.00	\$0.00	-	\$0.00	\$0.00	-
FICA	\$10,445.44	\$9,945.00	105.03%	\$12,581.20	\$10,445.00	120.45%
Refunds	\$2,717.14	\$5,000.00	54.34%	\$0.00	\$2,000.00	0.00%
Scholarships	<u>\$7,341.90</u>	<u>\$15,000.00</u>	48.95%	<u>\$7,738.50</u>	<u>\$10,000.00</u>	77.39%
Total Expenditures:	\$190,720.49	\$197,390.00	96.62%	\$182,622.64	\$194,685.00	93.80%

Revenues:						
Administration	\$719,226.69	\$798,598.00	90.06%	\$673,575.62	\$823,950.00	81.75%
Camp Free to Be	<u>\$58,752.64</u>	<u>\$71,000.00</u>	82.75%	<u>\$73,060.30</u>	<u>\$81,150.00</u>	90.03%
Total Revenues	\$777,979.33	\$869,598.00	89.46%	\$746,635.92	\$905,100.00	82.49%

Expenditures:						
Administration	\$454,045.87	\$672,208.00	67.55%	\$456,491.61	\$707,222.00	64.55%
Camp Free to Be	<u>\$190,720.49</u>	<u>\$197,390.00</u>	96.62%	<u>\$182,622.64</u>	<u>\$194,685.00</u>	93.80%
Total Expenditures	\$644,766.36	\$869,598.00	74.15%	\$639,114.25	\$901,907.00	70.86%

ADMINISTRATIVE AGREEMENT

Between the

THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION (HISRA)

And

THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS

January 1, 2023

The purpose of this agreement is to utilize the administrative resources available through the Pleasure Driveway and Park District of Peoria, Illinois (hereinafter "PPD") to carry forth financial and administrative functions on behalf of the HISRA, following the HISRA Agreement and By-Laws approved by the Morton, Chillicothe, Washington and Peoria Park Districts.

TERMS OF THE ADMINISTRATIVE AGREEMENT

1. The PPD will maintain separate accounting records within the bounds of the PPD Accounting System for all HISRA financial transactions. Monthly statements will be issued by HISRA. Checks will be issued for payment of bills and to staff on the same schedule as the PPD schedule. The Treasurer of HISRA shall be the Treasurer of the PPD and as such shall sign all checks. The Peoria Park District will use depositories (financial institutions) and the types of accounts normally utilized in the conduct the PPD's financial business. All interest earned by HISRA funds will be credited to HISRA accounts.
2. Personnel, administrative and conduct ordinance policies and procedures of the PPD will be followed by HISRA. (exception: preference in hiring qualified

HISRA staff will be given to residents of Morton, Chillicothe, Washington and Peoria Park Districts.)

3. HISRA employees will be considered employees of the PPD for purposes of Federal and State withholding, unemployment benefits, social security, health and dental insurance and life insurance. Direct costs of health insurance, dental insurance, life insurance, employer's share of IMRF and social security and unemployment benefits will be charged to HISRA funds. Effective January 1, 2014, and thereafter, the health Insurance premium contribution by HISRA employees shall be equal to that paid by PPD non-union employees.
4. Insurance (liability, property, workmen's compensation, health, dental and life) claims management will be provided by the PPD.
5. The Safety Statement and Loss Prevention Program of the PPD shall be considered the HISRA Safety Statement and Loss Prevention Program and all safety training normally provided to PPD employees shall be available to HISRA employees. (Direct costs of an extraordinary nature for safety training will be charged to HISRA, i.e., registration fees to attend a safety workshop or class).
6. PPD staff will assist HISRA staff whenever appropriate (i.e., planning, printing, maintenance services, marketing, community relations, safety, police services). Direct costs for supplies, equipment and contracted services used by HISRA shall be charged to HISRA.

7. In return for the aforementioned services provided to HISRA by the PPD, the PPD will assess an administrative charge equal to 10% of the HISRA operating budget. This rate is comparable to other administrative fees charged to other PPD departments, as well as other contracted services (i.e., City of Peoria, Detweiller Marina and Peoria County). This fee will be computed monthly and charged monthly. This fee, as all financial transactions, will be reported on each financial statement produced by the PPD.

This agreement shall be in effect from January 1, 2023 to December 31, 2023.

This agreement shall be reviewed by HISRA staff and the Administrative District staff not less than 45 days prior to January 1 of the succeeding year. This agreement may be renewed only by action of the HISRA Board and the Administrative District Board. The agreement may be terminated by either party by giving 45 days notice in writing to the Director of each agency participating in HISRA. Changes and/or modifications to this agreement shall require the approval of the HISRA Board and the PPD Board.

Approved by:

HISRA

THE PLEASURE DRIVEWAY AND
PARK DISTRICT OF PEORIA,
ILLINOIS (ADMINISTRATIVE
DISTRICT)

By: _____

By: _____

Its: _____

Its: _____

Attested by:

Date: _____

Date: _____