

# Agenda

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, APRIL 18, 2023, AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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1. Call to order
2. Roll call
3. Pledge of Allegiance to the Flag
4. Agenda Changes
5. **PUBLIC HEARING** – Budget & Appropriation Ordinance
6. Approval of Minutes of a Regular Meeting held on March 21, 2023, at 6:00 p.m.
7. Citizen Comments
8. Authorize bills for payment for March

**Township Fund**

Assessor’s Office	\$14,903.36	
Community Support	\$579.00	
Youth Services	\$415.12	
Senior Services	\$1,755.13	
Operating Expenses	\$33,585.31	
<b>Township Fund Total Expenses</b>		<b>\$51,237.92</b>

**General Assistance Fund**

Public Support	\$9,409.30	
Operating Expenses	\$23,408.62	
<b>General Assistance Fund Total Expenses</b>		<b>\$32,817.92</b>

**FICA Total Expenses** \$2,982.65

**IMRF Total Expenses** \$968.21

**TOTAL Bills: \$88,006.70**

9. Consider approval of 2023/2024 Zion Township Budget (May 1, 2023 through April 30, 2024)
10. Approval of new time entry system (TimeWorksPlus, through Lauterbach & Amen, LLP)
11. Discussion regarding Decennial Committee
12. Assessor’s Report
13. Supervisor’s Report/Announcements
14. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, MARCH 7, 2023 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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Chairman Neal called the meeting to order.

On call of the roll the following answered present: Trustees McDowell, Fischer, Frierson, Holmes, and Chairman Neal. Assessor Davis was also present.

Mr. Bremner led in the Pledge of Allegiance to the Flag.

**AGENDA CHANGES**

It was moved by Trustee Frierson, seconded by Trustee Holmes to accept the Township meeting agenda as presented.

The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

**MINUTES**

It was moved by Trustee Holmes, seconded by Trustee Fischer that the minutes a Regular Meeting held on February 21, 2023 at 6:00 p.m. be approved as presented with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

**CITIZEN COMMENTS**

Mary Lou Hiltibran asked if a date Jubilee Days had been set. Chairman Neal stated she believes it will be Labor Day weekend as in the past.

**BILLS**

It was moved by Trustee Fischer, seconded by Trustee Frierson that bills be authorized for payment as follows:

**Township Fund**

Assessor's Office	\$13,051.42	
Community Support	\$1,250.70	
Youth Services	\$-	
Senior Services	\$42.72	
Operating Expenses	\$39,118.48	
<b>Township Fund Total Expenses</b>		<b>\$53,563.32</b>

**General Assistance Fund**

Public Support	\$11,236.54	
Operating Expenses	\$21,745.12	\$32,981.66
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$2,975.10

**IMRF Total Expenses** \$965.80

**TOTAL Bills: \$90,385.88**

The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

**RECEIVE & PLACE ON FILE/2022 ZION TOWNSHIP ANNUAL REPORT**

It was moved by Trustee Holmes, seconded by Trustee Fischer to receive and place on file the 2022 Zion Township Annual Report. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

**APPROVAL OF AGENDA/2023 ZION TOWNSHIP ANNUAL MEETING**

Chairman Neal stated the Annual Town Meeting will take place on April 11<sup>th</sup> at 6:00 p.m. It is held on the same day and time each year for all Townships in Illinois. The meeting gives electors an opportunity to share ideas and offer suggestions. In recent years, there have not been a lot of people that attend the meeting. She noted that her office is always open for those who would like to come in and talk.

It was moved by Trustee Holmes, seconded by Trustee Frierson to approve the 2023 Zion Township Annual Town Meeting agenda to be held on April 11, 2023 at 6:00 p.m. The vote on roll call was: Trustees McDowell aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

**DISCUSSION/BUDGET 2023/24**

Chairman Neal stated it is her intention to approve the Budget at the April meeting. One of the areas that needed to be recognized was to adjust the General Assistance Fund under the Flat Grants. Currently they are already \$13,000 over budget. She shared a copy of the report showcasing the work her team is doing. She does not remember in the history of the budget even using half of the General Assistance Budget. The number of people they were able to assist is overwhelming just with General Assistance. It will either put people into the workforce or on disability. It helps them get to the send-off space if they are willing to do necessary requirements for the program. Every month they are receiving at least 100 more calls this year than last year. She noted how grateful she is for her team and her appreciation for the consideration of bringing the receptionist on full-time as the team could really use the support. In looking at the resources that have gone into the community there have been 28 Flat Grant approvals and 30 General Assistance clients translating to more people coming to the Township for support. The budget was originally increased to \$80,000 for General Assistance but she would like to make a recommendation to increase it to \$120,000 which will cause them to be that much more in the red financially because they didn't budget for that. They do have the surplus to help cover that if that were to happen. Trustee Frierson asked if there was any rhyme or reason to the \$40,000. He stated if they are already \$13,000 over now and still have two months left for this fiscal year he is trying to balance out the justification for the increase. Chairman Neal stated they are trying not to go way over budget to still have enough in the budget to make sure they will be fiscally responsible for what they project for the year. She is not sure if it a fluke this year or if it will continue to go up. Trustee Holmes stated this may be the case for a lot of companies who are trying to re-adjust after COVID. Some are also increasing their budgets so she feels it makes sense. Assessor Davis stated they have a situation regarding IT for their office. The current company is paid per hour for only the hours they work. The company consisted of one gentleman and he has recently retired. He will continue to work on a part-time (2 days a week) basis until they find a replacement. Her fear is if something happens and they need someone right away they may not be able to get service. He has moved away and currently does everything remotely. During her research she had to be sure to find a company that could work with the County's system. Her goal is to find a dependable IT company. She has discovered in her research that there would most likely have to be an increase to the budget due to payment being required on a monthly basis. She is not quite sure how much of an increase it would be as it may depend on additional things needed. Chairman Neal stated they will be happy to meet with any of the Trustees that have questions regarding the budget.

### **ASSESSOR'S REPORT**

- Our primary focus currently is on updating the records for the Quad valuations.
- As part of our Outreach goal to educate the public on the assessment process, we will have a table at the annual Senior Resource Fair at Zion Park District on April 19<sup>th</sup>.
- I have some handouts to provide the public with a better understanding of the QUAD, how to read the tax bill, who is responsible for each section and how it is calculated. Feel free to pick up a copy in the vestibule.
- The county mailed the Disabled Persons renewal letters for tax year 2023. There are two types of letters, one for those with a physician statement and one for all else.

Trustee Holmes asked if there were any additional methods considered to reach out to the community until the books are turned in. Assessor Davis stated they were trying to coordinate a day in early June to have the public attend a workshop with the attendance of Holly Kim. She cannot guarantee if it will be before or after the books will be turned in but before they get their assessments. Chairman Neal suggested possibly having the workshop on Facebook live. Assessor Davis stated she would speak with Ms. Kim. Chairman Neal asked that with City of Hope taking over CTCA and being a non-profit business, how would this affect the taxpayers. Assessor Davis to date, they have not received any information regarding that status.

### **SUPERVISOR'S REPORT/ANNOUNCEMENTS**

The following information was provided:

- Monthly Client Services Report Attached for February.
- The Spring edition of the Zion Quarterly will be out the first week of April of 2023. For calendar events to be included for future magazines, email [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com). Suggestions are ALWAYS welcome!
- On Wednesday, April 12<sup>th</sup> from 6-8pm, the Zion Government Leaders of each taxing body will be hosting a Community Dialogue at Zion-Benton Township High School. Food will be provided from 5:30-6pm.
- 134 flats of Zinnias were pre-ordered through Antons Greenhouse. How this compares to previous years: 2021, we had 102 flats ordered and in 2022, 93 were ordered. FREE Zinnia seeds will be available the months of April and May. This year we will add a Zinnia Festival to Monarch Mania for a full weekend event.
- The Zion Senior Resource Day Expo will be held on Wednesday, April 19, 2023 at the Zion Park District Sports Arena from 9am til noon. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications will be available from March 1 through April 15 through The Job Center of Lake County. Youth can apply online at [www.lakecountyjobcenter.com](http://www.lakecountyjobcenter.com). Youth can also apply in person, fax or email. 847-377-3474, [youth@lakecounty.gov](mailto:youth@lakecounty.gov). Our staff will be available to assist with this process if help is needed. The County uses a lottery system to select the candidates to move forward in the employment process.

Chairman Neal stated at the last Board meeting Trustee McDowell asked what the Township could do to help Ester's Well. She thought about it and came up with the idea to create a video around it detailing the story. Additionally, she met with the new owner of Culvers and he wants to develop partnerships in the community. It was also noted that the Starbucks opening will be March 25<sup>th</sup> at 10:00 a.m.

Trustee Frierson stated one of the attendees for the Coalition for Healthy Communities, Linda Tanney has been working for a while to open up a nursing establishment. She wasn't able to find a home in Zion but it is open to Zion residents. The name is Lake Cook Health Care Services and currently it will be open for Tele-Health but they are looking for visitors to stop by for their grand opening on Friday, March 10<sup>th</sup> & Saturday March 11<sup>th</sup> from 10:00 a.m. to 2:00 p.m. The address is 1800 Nations Drive, Suite 119, Gurnee, IL.

Chairman Neal noted that the Coalition for Healthy Communities received a grant for a whole health wellness community assessment survey. They are currently looking to fill two positions for community outreach people and are hoping to hire at least one person that is bi-lingual. They would like to find people that are engaged in the community, interested in health and wellness, and that can help to get the input from people in the community. Trustee Frierson stated it will also be listed in the ZB Quarterly as well with a survey link if people are interested in participating in the survey or study they can do so.

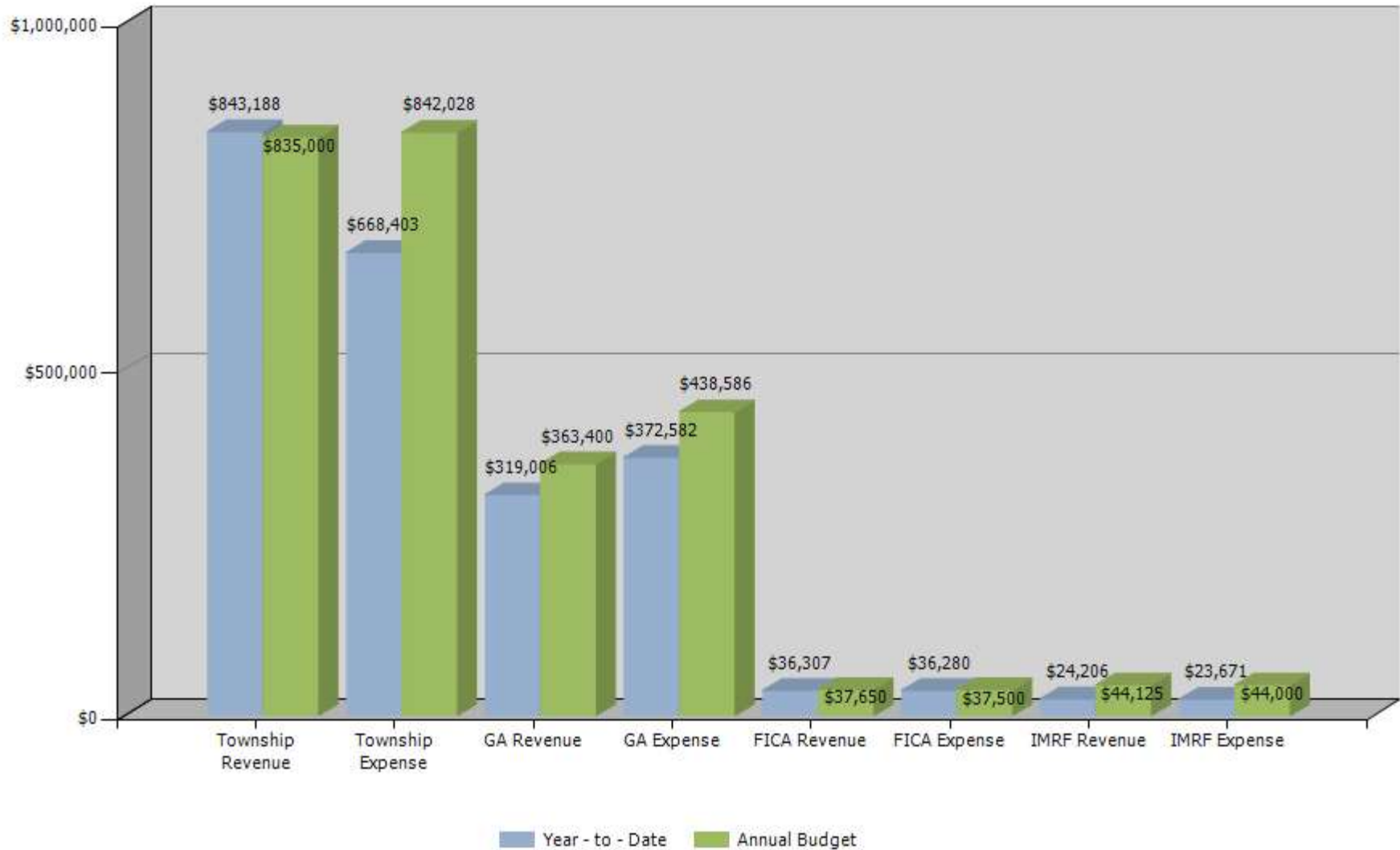
**ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee Holmes and unanimously approved the meeting be adjourned at 6:20 p.m. Motion carried.

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Township Clerk

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 11 Months Ended March 31, 2023**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of March 31, 2023**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
<b><u>Township Fund</u></b>					
<b>Revenues</b>	\$ 27,122.36	\$ 843,187.82	\$ 835,000.00	\$ (8,187.82)	-0.98%
<b><u>Operating Expenses</u></b>					
Personnel	26,049.46	291,810.69	324,338.00	32,527.31	10.03%
Contractual Services	3,949.10	86,269.77	99,275.00	13,005.23	13.10%
Other Operating Expenses	3,586.75	31,472.47	47,525.00	16,052.53	33.78%
Capital Outlay	0.00	46,323.00	46,325.00	2.00	0.00%
<b>Total Operating Expenses</b>	<u>33,585.31</u>	<u>455,875.93</u>	<u>517,463.00</u>	<u>61,587.07</u>	<u>11.90%</u>
<b>Community Support</b>	579.00	19,056.60	26,000.00	6,943.40	26.71%
<b><u>Youth Services:</u></b>					
Summer Work Program	415.12	12,359.90	17,600.00	5,240.10	29.77%
<b>Total Youth Services</b>	<u>415.12</u>	<u>12,359.90</u>	<u>17,600.00</u>	<u>5,240.10</u>	<u>29.77%</u>
<b><u>Senior Services:</u></b>					
Senior Meals	0.00	3,030.76	3,300.00	269.24	8.16%
Senior Transportation	217.00	5,174.50	17,500.00	12,325.50	70.43%
Senior Support	1,538.13	4,322.71	14,500.00	10,177.29	70.19%
<b>Total Senior Services</b>	<u>1,755.13</u>	<u>12,527.97</u>	<u>35,300.00</u>	<u>22,772.03</u>	<u>64.51%</u>
<b><u>Assessor's Office:</u></b>					
Personnel	11,544.06	145,253.82	186,495.00	41,241.18	22.11%
Contractual Services	2,434.48	13,004.01	38,770.00	25,765.99	66.46%
Other Operating Expenses	924.82	10,325.03	18,400.00	8,074.97	43.89%
<b>Total Assessor's Office</b>	<u>14,903.36</u>	<u>168,582.86</u>	<u>243,665.00</u>	<u>75,082.14</u>	<u>30.81%</u>
<b>Total Expenses</b>	<u>51,237.92</u>	<u>668,403.26</u>	<u>840,028.00</u>	<u>171,624.74</u>	<u>20.43%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (24,115.56)</u>	<u>\$ 174,784.56</u>	<u>\$ (5,028.00)</u>	<u>\$ (179,812.56)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 12,916.04	\$ 319,006.36	\$ 363,400.00	\$ 44,393.64	12.22%
<b><u>Expenses</u></b>					
Personnel	19,472.65	213,509.79	248,800.00	35,290.21	14.18%
Contractual Services	2,106.65	26,084.51	27,981.00	1,896.49	6.78%
Other Operating Expenses	1,829.32	18,239.54	23,855.00	5,615.46	23.54%
Public Support	9,409.30	114,747.90	137,950.00	23,202.10	16.82%
<b>Total Expenses</b>	<u>32,817.92</u>	<u>372,581.74</u>	<u>438,586.00</u>	<u>66,004.26</u>	<u>15.05%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (19,901.88)</u>	<u>\$ (53,575.38)</u>	<u>\$ (75,186.00)</u>	<u>\$ (21,610.62)</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 508.37	\$ 36,306.53	\$ 37,650.00	\$ 1,343.47	3.57%
<b>Expenses</b>	<u>2,982.65</u>	<u>36,280.36</u>	<u>37,500.00</u>	<u>1,219.64</u>	<u>3.25%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (2,474.28)</u>	<u>\$ 26.17</u>	<u>\$ 150.00</u>	<u>\$ 123.83</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 338.93	\$ 24,205.77	\$ 44,125.00	\$ 19,919.23	45.14%
<b>Expenses</b>	<u>968.21</u>	<u>23,670.70</u>	<u>44,000.00</u>	<u>20,329.30</u>	<u>46.20%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (629.28)</u>	<u>\$ 535.07</u>	<u>\$ 125.00</u>	<u>\$ (410.07)</u>	

# Zion Township Updates – 4/18/23

*Mission: We lead. We empower. We advocate. We connect residents to resources, services and solutions.*

*Vision: We make Zion better.*

*Core Values: Humility ~ Encouragement/Education ~ Appreciation ~ Reverence ~ Tenacity*

## BOARD SPECIFIC ISSUES

- Approval of the 2023-2024 Zion Township Budget.
- The Annual Township Meeting was held on Tuesday, April 11<sup>th</sup> at 6pm.
- Approval of Time Entry System – per Assessor Davis
- Annual Staff evaluations are being conducted the month of April, 2023.
- Zion Township will be upgrading our website to make it more ADA compatible utilizing a program called AccessiBe for \$490 a year.

## ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- The Spring edition of the Zion Quarterly came out the first week of April of 2023. For calendar events to be included for future magazines, email [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com). Suggestions are ALWAYS welcome!
- FREE Zinnia seeds will be available the last week of April at Zion Township!
- The Zion Senior Resource Day Expo will be held on Wednesday, April 19, 2023 at the Zion Park District Sports Arena from 9am til noon, with 53 vendors confirmed. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications deadline was April 15. The county will be out May 6 to conduct intakes and Parent Orientation will be hosted for all families chosen at New Tech.
- The Zion Township 2022 Annual Report is available on our website at [ZionTownship.org](http://ZionTownship.org).
- The Zion Leaders hosted the quarterly community dialogue on Wednesday, April 12<sup>th</sup> at ZBTHS.
- Saturday, May 20<sup>th</sup> from 11am til 1pm, Zion Township will be partnering with Christian Faith Fellowship Church to host a community outreach event with food and agencies to help with an array of situations.
- Zion Township is moving towards hosting parenting classes for Zion families. The curriculum is based on Parenting in the Twenty-First Century, 10 Tools for Better Parenting by Ari Novick, PhD and Martine Wehr, JD.
- Zinnia Festival/Monarch Mania will be on August 19 and 20 from 1-5pm this year – Mark your calendar!
- Zion Historical Society is accepting donations for the restoration of Esther's Well!



# Monthly Report

March 2023

## Programs & Services

### Community

- Incoming Calls: 533
  - 2022: 419
  - 2021: 1,440
- Notary: 4
- Medical Equipment Pantry: 5
- Passports: 34
- Voter Registration: 0

### Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 88

Financial Counseling Certificates: 2

## Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 6

Benefit Access Online Applications Processing: 11

Initial Screenings Total: 56

### Resource Referrals

- Resource Appointments: 29
- Total People Referred: 52
- Total Referrals Made: 98

Zion Township Direct Referrals: 41

### Referrals to Partner Agencies

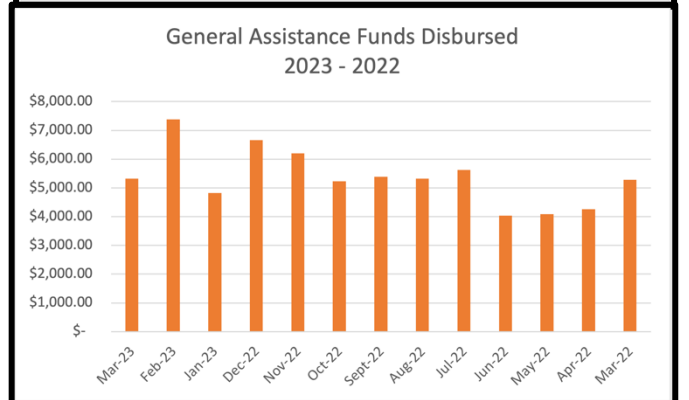
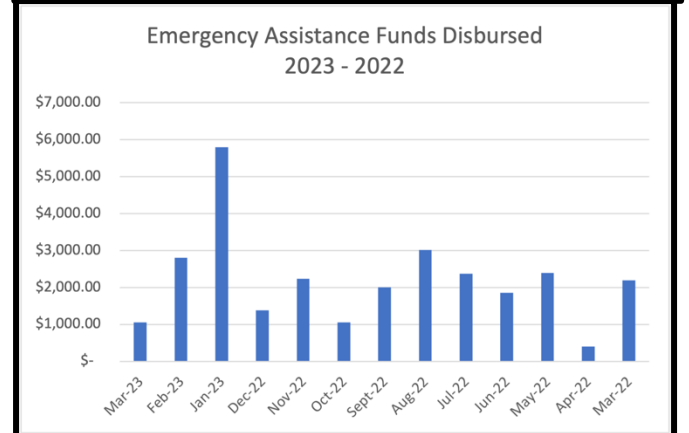
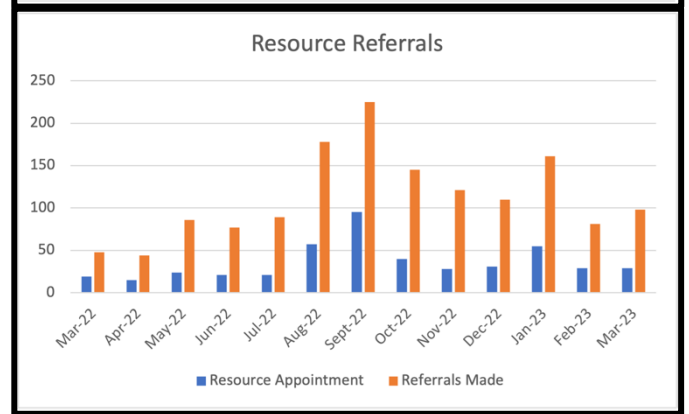
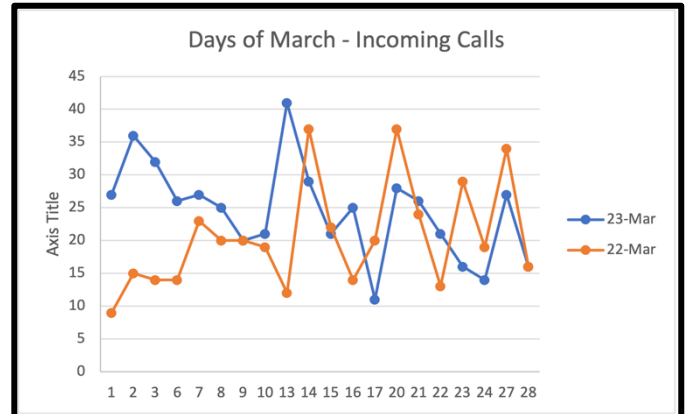
- Catholic Charities: 3
- Community Action Partnership: 23
- Community Partners for Affordable Housing: 7
- First Baptist Church: 1
- Keeping Families Covered: 6
- Lake County Rental Assistance Program: 2
- Landlords: 2
- Love INC: 3
- Mano A Mano: 2
- Mother's Trust: 1
  - Applications submitted: 1
  - Applications approved: 1/\$1,053.25
- Rebuilding Together: 1
- Salvation Army: 2
  - Applications submitted: 2
  - Applications approved: 2/\$864.77
- Veterans Assistance Commission of Lake County: 1

Case Manager Appointments: 61

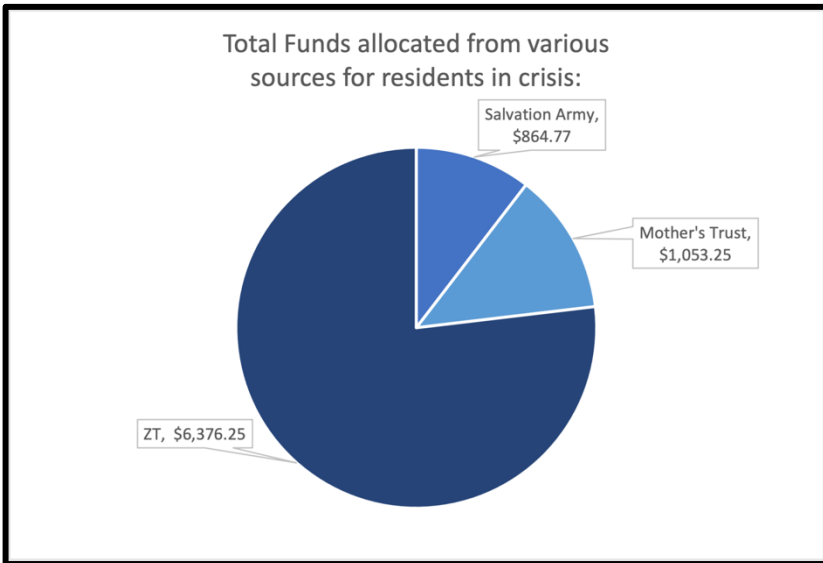
(Sum of Resource, GA, and EA)

### LIHEAP

- Applications submitted: 11
- Total funds accessed for Zion: Jan: \$13,987 & Feb: \$6,560
- Report not yet available for March



# Assistance Programs



## General Assistance

- Appointments: 26
- Application issued: 6
- Submitted Applications: 2
- New Recipients: 2
- Denials: 0
- **Flat Grant Approvals: 24/\$5,326.25**
  - Transportation: 5
  - Prescriptions: 0
  - GED: 0
  - Substance Abuse: 0
    - Drug Testing: 0
    - Evaluations: 0
  - Counseling: 0
  - Record Expungement: 0
- Completions (terminations): 3
  - Employed: 1
  - SSI Approved: 1
  - Relocation: 0
  - Other: 1
- Suspended: 3

## Emergency Assistance

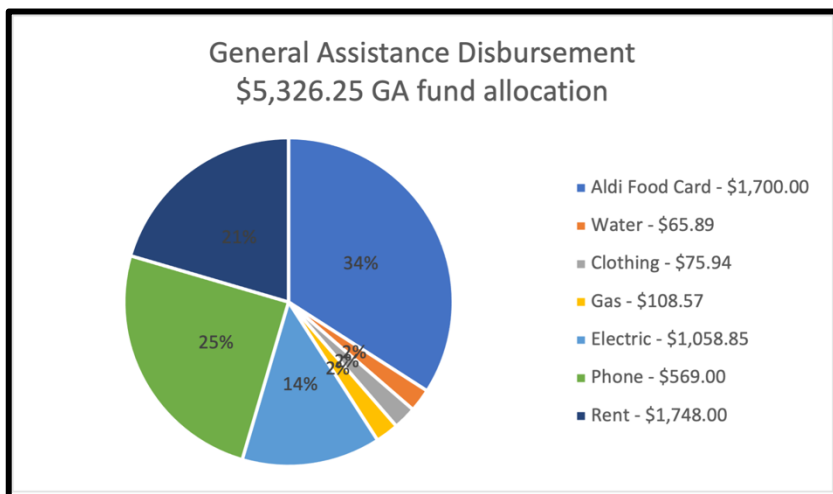
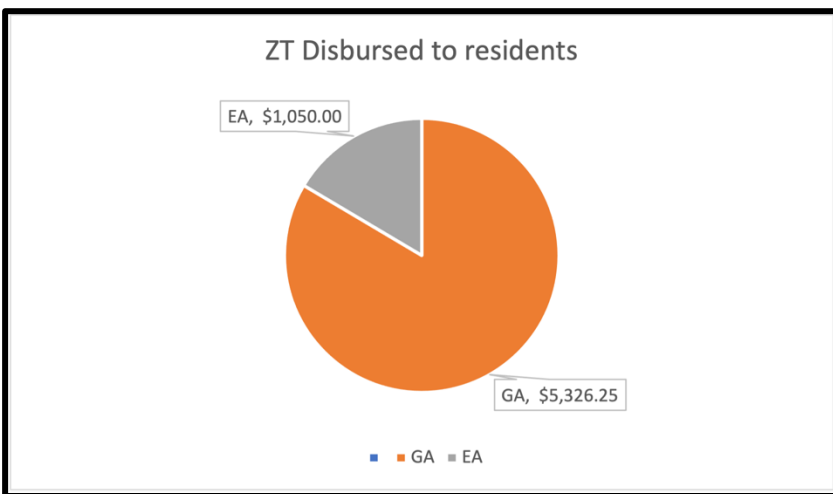
- Appointments: 6
- Total People: 4
- **Approved Applications: 4/\$1,050**
  - Housing: 2
  - Utilities: 2
  - Work Related: 0
  - Substance Abuse Counseling: 0
  - Transportation: 0
  - Other: 0
- EA Denials: 0
- EA Pending Applications: 0

## Disaster Relief

- **Applications submitted: 0**
- Applications approved: 0/\$0

## Emergency Transportation Assistance

- Gas Vouchers: 1
- Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$15



Submitted by: ZT Staff

Township Supervisor:

*Christy Neal*