

Agenda

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, AUGUST 16, 2022
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. Approval of Minutes of a Regular Meeting held on July 19, 2021, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment for July

Township Fund

| | | |
|-------------------------------------|-------------|--------------------|
| Assessor’s Office | \$18,600.39 | |
| Community Support | \$1,180.00 | |
| Youth Services | \$5,324.27 | |
| Senior Services | \$363.26 | |
| Operating Expenses | \$32,574.58 | |
| Township Fund Total Expenses | | \$58,042.50 |

General Assistance Fund

| | | |
|---|-------------|-------------|
| Public Support | \$6,260.24 | |
| Operating Expenses | \$28,373.66 | \$34,633.90 |
| General Assistance Fund Total Expenses | | |

FICA Total Expenses \$3,319.13

IMRF Total Expenses

TOTAL Bills: \$95,995.53

8. Discussion regarding property donation request
9. Discussion regarding Whistleblower Act
10. Discussion regarding Decennial Committees on Local Government Efficiency Act
11. Assessor's Report
12. Supervisor's Report/Announcements
13. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, JULY 19, 2022 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

Chairman Neal called the meeting to order.

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

William 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 Holmes, Fischer, aye; McDowell, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

MINUTES

It was moved by Trustee McDowell, seconded by Trustee Holmes that the minutes of a Regular Meeting held on March 15, 2022 at 6:00 p.m. be approved with all members having received printed copies prior to the meeting.

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

BILLS

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

Township Fund

| | | |
|-------------------------------------|-------------|--------------------|
| Assessor's Office | \$14,213.63 | |
| Community Support | \$2,062.60 | |
| Youth Services | \$710.60 | |
| Senior Services | \$6,009.20 | |
| Operating Expenses | \$35,479.78 | |
| Township Fund Total Expenses | | \$58,475.81 |

General Assistance Fund

| | | |
|---|-------------|-------------|
| Public Support | \$12,658.07 | |
| Operating Expenses | \$18,323.93 | \$30,982.00 |
| General Assistance Fund Total Expenses | | |

FICA Total Expenses \$2,907.73

IMRF Total Expenses \$2,211.33

TOTAL Bills: \$94,576.87

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

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

Township Fund

| | | |
|-------------------------------------|-------------|--------------------|
| Assessor's Office | \$16,701.92 | |
| Community Support | \$6,269.11 | |
| Youth Services | \$1,712.96 | |
| Senior Services | \$659.14 | |
| Operating Expenses | \$44,751.08 | |
| Township Fund Total Expenses | | \$70,094.21 |

General Assistance Fund

| | | |
|---|-------------|-------------|
| Public Support | \$9,418.85 | |
| Operating Expenses | \$28,320.36 | \$37,739.21 |
| General Assistance Fund Total Expenses | | |

FICA Total Expenses \$4,620.07

IMRF Total Expenses \$3,498.03

TOTAL Bills: \$115,951.52

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

PROPERTY DONATION DISCUSSION

Terryl Rajcevich from the Murdoch family was in attendance to discuss a piece of property that her family owns between 22nd Street and Elisha Avenue. The property was donated to them by Dr. Alexander Dowie many years ago. The land had been used as a vegetable garden and flower garden. About fifteen years ago they redid the garden to reflect what it had been so many years ago. The focus became providing flowers for weddings and funerals. Ms. Rajcevich asked if the Township was interested in the piece of property. They had approached the Park District and CCC and they are both not interested. The land is unbuildable and does not currently have water hook-up. They did receive a call today from the individual that recently purchased the house on 22nd Street and they might be interested in the property but they will not know for a few weeks or possibly months. The Township would have to wait to see what happens with the buyers of that house. Chairman Neal asked if the property has always been a garden. It was noted that it had always been a garden. Ms. Rajcevich believes that the Park District owns the walkway but it is not known who owns the property on either side of the property. Chairman Neal stated she spoke with former Park District Director Marilyn Krieger and she was told that the Park District owns the property on both sides of the walkway. Trustee McDowell stated that he was on the Park Board back when they were approached by the family. He also stated that if the church acquired the property, they would have to pay taxes on it because it was not connected to their property. Chairman

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Neal stated there may be a possibility through the Coalition for Healthy Communities of working in conjunction with University of Illinois Extension, as they have an Urban Farming Program. She suggested having a conversation with the Park District but stated she would also like the Board to continue with their conversation. Trustee McDowell stated the first time they were approached it was for purchase and asked if this time it would be a donation. It was noted that the tax bill is currently unpaid. Ms. Rajcevich stated it would be sold to the individual who bought the house but it would be donated to the Township. Trustee Frierson stated it is a great location and would like to explore it a little more. Chairman Neal asked what it would take to put in a water line. Trustee McDowell stated most likely thousands of dollars and believes there would be a lot involved. He noted that the Park District may reconsider the offer if the property is being donated. Chairman Neal asked if a soil test has been done on the property as she believes the University of Illinois would require a soil test. Trustee Fischer stated there would have to be a due diligence process before they could accept any property. There are a lot of steps involved before even considering the property. Trustee McDowell asked if the preference was to sell the property to the new owner of the house. It was noted that the owner of the house needed at least 2-4 weeks to decide if they wanted the property. In the meantime, Chairman Neal will have a conversation with the Park District.

WHISTLEBLOWER ACT

Chairman Neal stated she has received information from the State's Attorney regarding the Whistleblower Act that every unit of local government must designate a particular individual that employees can go to in order to file a Whistleblower claim. This name of the individual must be posted within the facility and also on their website. She will speak with other Townships to see who they will be appointing.

DECENNIAL COMMITTEES/LOCAL GOVERNMENT EFFICIENCY ACT

Chairman Neal presented information regarding SB 3789 which creates the Decennial Committee on Local Government Consolidation and Efficiency Act. It provides that, within one year after the effective date of the Act and at least once every 10 years thereafter, each unit of local government that levies taxes (except municipalities and counties) must form a committee to: study local efficiencies, including analysis of whether to consolidate with another unit of local government, municipality, or county and create a report with recommendations regarding efficiencies, increased accountability and consolidation. The

committee will collect data, research, analysis, and public input. The membership shall include the elected or appointed members of the board and at least 2 residents of which are appointed by the chairman of the board and the committee shall be chaired by the elected or appointed official or his/her designee. The chairperson may also appoint additional members. Trustee McDowell stated he believes the purpose of this is to see if there are taxing bodies in Illinois that can be combined or be reduced. Chairman Neal questioned if they should get the facts and reach out to Benton Township. She stated she has not opinion on this but thinks they should get the information and let the residents decide. Trustee McDowell stated they do have a lot of data on the matter with possible updates. The two committees can get together and take a look at it. Trustee Fischer said the original Act required analysis to consolidate but is not sure if the provision is still required. The Act does not specifically state they have to combine with another unit. Chairman Neal stated anyone that would like to be a part of the committee should contact her and any ideas or suggestions are welcome.

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ASSESSOR'S REPORT (JUNE)

- We turned in our books to the county.
- We are awaiting the audit from the county before the Assessment notices (blue sheet) will be published for the public to receive/review. This will take a couple of weeks to complete.
- We have an Intern that will begin working via the Township Summer Work Program this month
- Check out our latest article in the upcoming ZBQ on questions to ask when purchasing a home among other things.
- Our office will be closed on Monday July 4th in observance of the holiday.

ASSESSOR'S REPORT (JULY)

- Assessments are due to publish July 28th. Residents should receive in the mail shortly thereafter. Information will also be published on the lake county website.
- If anyone chooses to appeal, please note there is a 30-day window to do so. The link to appeal is on our website. There are step by step instruction packets that will be in the vestibule at City Hall to assist you through the process as well.
- For anyone who does not have computer access, the instruction packets will also be at the Zion library. Please note, the computers have limited time for usage and the staff is not responsible to help file the claim.
- We have a Summer Intern who has been a tremendous help in our office with updating our data, field work and research.
- In Community news, we are collaborating with the Coalition for Healthy Communities and the JR ZBLA Summer Camp. It serves ages 11-17. There are core classes of Financial Fortitude, Entrepreneurship and STEM. They have daily activity time and weekly Field Trips. The camp runs full time until August 12th. It will then switch to an after-school program through September 30th to assist the students with a healthy jump start on the new school year.

SUPERVISOR'S REPORT

- Monthly Client Services Reports for May and June are Attached.
- On Tuesday, August 9th, the Zion Government Leaders of each taxing body will be attending a tour and discussion with Excelon on the status and safety of their property on Lake Michigan.
- The Summer Work Program is a huge success again this year, with 28 youth lead by Adriana Ortiz, Rod Henry and Cameron Bridges. The Year-End Celebration will be held on Friday, July 29th at 11:30am at Zion Township.
- A Prayer Vigil has been established, led by Shirley Adams, every day except Sunday at 10:14am at Ester's Well for Dr. Keely Roberts and her family, as well as all those impacted by the Highland Park Massacre and all those who are affected by violence in our community. A team has also formed to see about reclaiming Ester's Well. More to come.
- Zion Together Days is coming soon. Here is the schedule:
 - Thursday, August 4th 7-8:30pm – Zion Park District Concert in the Park.
 - Friday, August 5th at 8pm – Zion-Benton Coalition for Healthy Communities and City of Zion Movie in the Park featuring the movie Encanto.
 - Saturday, August 6th – City of Zion Community Clean-up Day – Rep Joyce Mason providing a shredding truck.

Township Meeting 7/19/22

- Sunday, August 7th from 1-5pm – Monarch Mania Festival at Shiloh Blvd and Elisha Ave.
- The Charmmd Foundation is offering a Leadership Conference: Workplace Culture on July 27, 2022 for all government and nonprofit leaders free of charge.
- The Summer Work Program Year-End Celebration will be on Friday, July 29th at 11:30 a.m. at the Zion Township. All board members are invited to attend.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee McDowell, and unanimously approved the meeting be adjourned at 6:45 p.m. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 3 Months Ended July 31, 2022**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of July 31, 2022**

| | <u>Month-to-Date Actual</u> | <u>Year-to-Date Actual</u> | <u>Annual Budget</u> | <u>Remaining Budget</u> | <u>Remaining Budget</u> |
|---------------------------------------|---------------------------------|--------------------------------|--------------------------|-----------------------------|-----------------------------|
| <u>Township Fund</u> | | | | | |
| Revenues | \$ 85,278.59 | \$ 409,448.61 | \$ 835,000.00 | \$ 425,551.39 | 50.96% |
| <u>Operating Expenses</u> | | | | | |
| Personnel | 28,553.31 | 84,749.38 | 324,338.00 | 239,588.62 | 73.87% |
| Contractual Services | 1,662.23 | 18,130.93 | 99,275.00 | 81,144.07 | 81.74% |
| Other Operating Expenses | 2,359.04 | 8,763.63 | 47,525.00 | 38,761.37 | 81.56% |
| Capital Outlay | 0.00 | 1,161.50 | 46,325.00 | 45,163.50 | 97.49% |
| Total Operating Expenses | <u>32,574.58</u> | <u>112,805.44</u> | <u>517,463.00</u> | <u>404,657.56</u> | <u>78.20%</u> |
| Community Support | 1,180.00 | 9,511.71 | 26,000.00 | 16,488.29 | 63.42% |
| <u>Youth Services:</u> | | | | | |
| Summer Work Program | 5,324.27 | 7,747.83 | 17,600.00 | 9,852.17 | 55.98% |
| Total Youth Services | <u>5,324.27</u> | <u>7,747.83</u> | <u>17,600.00</u> | <u>9,852.17</u> | <u>55.98%</u> |
| <u>Senior Services:</u> | | | | | |
| Senior Meals | 30.76 | 3,030.76 | 3,300.00 | 269.24 | 8.16% |
| Senior Transportation | 283.50 | 3,851.50 | 17,500.00 | 13,648.50 | 77.99% |
| Senior Support | 49.00 | 149.34 | 14,500.00 | 14,350.66 | 98.97% |
| Total Senior Services | <u>363.26</u> | <u>7,031.60</u> | <u>35,300.00</u> | <u>28,268.40</u> | <u>80.08%</u> |
| <u>Assessor's Office:</u> | | | | | |
| Personnel | 14,495.24 | 43,883.63 | 186,495.00 | 142,611.37 | 76.47% |
| Contractual Services | 2,216.48 | 2,891.74 | 38,770.00 | 35,878.26 | 92.54% |
| Other Operating Expenses | 1,888.67 | 2,740.57 | 18,400.00 | 15,659.43 | 85.11% |
| Total Assessor's Office | <u>18,600.39</u> | <u>49,515.94</u> | <u>243,665.00</u> | <u>194,149.06</u> | <u>79.68%</u> |
| Total Expenses | <u>58,042.50</u> | <u>186,612.52</u> | <u>840,028.00</u> | <u>653,415.48</u> | <u>77.78%</u> |
| Excess Revenues less Expenses | <u>\$ 27,236.09</u> | <u>\$ 222,836.09</u> | <u>\$ (5,028.00)</u> | <u>\$ (227,864.09)</u> | |
| <u>General Assistance Fund</u> | | | | | |
| Revenues | \$ 35,384.59 | \$ 166,484.77 | \$ 363,400.00 | \$ 196,915.23 | 54.19% |
| <u>Expenses</u> | | | | | |
| Personnel | 25,388.66 | 64,487.12 | 248,800.00 | 184,312.88 | 74.08% |
| Contractual Services | 1,409.70 | 6,032.99 | 18,981.00 | 12,948.01 | 68.22% |
| Other Operating Expenses | 1,575.30 | 4,497.84 | 23,855.00 | 19,357.16 | 81.15% |
| Public Support | 6,260.24 | 28,337.16 | 137,950.00 | 109,612.84 | 79.46% |
| Total Expenses | <u>34,633.90</u> | <u>103,355.11</u> | <u>429,586.00</u> | <u>326,230.89</u> | <u>75.94%</u> |
| Excess Revenues less Expenses | <u>\$ 750.69</u> | <u>\$ 63,129.66</u> | <u>\$ (66,186.00)</u> | <u>\$ (129,315.66)</u> | |
| <u>FICA Fund</u> | | | | | |
| Revenues | \$ 2,764.80 | \$ 18,762.55 | \$ 37,650.00 | \$ 18,887.45 | 50.17% |
| Expenses | <u>3,319.13</u> | <u>10,846.93</u> | <u>(37,500.00)</u> | <u>(48,346.93)</u> | <u>128.93%</u> |
| Excess Revenues less Expenses | <u>\$ (554.33)</u> | <u>\$ 7,915.62</u> | <u>\$ 75,150.00</u> | <u>\$ 67,234.38</u> | |
| <u>IMRF Fund</u> | | | | | |
| Revenues | \$ 1,843.31 | \$ 12,509.09 | \$ 44,125.00 | \$ 31,615.91 | 71.65% |
| Expenses | <u>0.00</u> | <u>5,709.36</u> | <u>44,000.00</u> | <u>38,290.64</u> | <u>87.02%</u> |
| Excess Revenues less Expenses | <u>\$ 1,843.31</u> | <u>\$ 6,799.73</u> | <u>\$ 125.00</u> | <u>\$ (6,674.73)</u> | |

Zion Township Updates – 8/16/22

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

- Property donation request.
- Whistleblower Act to be discussed.
- Decennial Committees on Local Government Efficiency Act to be discussed. Suggestions on two residents to serve on the committee.

ZION TOWNSHIP UPDATES

- Monthly Client Services Reports for July is Attached.
- On Tuesday, August 9th, the Zion Government Leaders of each taxing body attended a tour and discussion with Excelon on the status and safety of their property on Lake Michigan.
- The Summer Work Program was a huge success again this year, with 27 youth lead by Adriana Ortiz, Rod Henry and Cameron Bridges. Meetings have already been held with LC Workforce Development and New Tech to make next year's program even better.
- A team has also formed to see about reclaiming Ester's Well. Donations are being accepted by the Zion Historical Society.
- Zion Together Days was successful, although the Monarch Mania event was rained out and has been rescheduled for Sunday, August 21st from 1-5pm at Shiloh Blvd and Elisha Ave.
- Supervisor Neal worked in collaboration with the Coalition for Healthy Communities and University of Illinois Extension to submit a grant with the Healthcare Foundation of Northern Lake County to fund a Whole Person Community Health Assessment. It is the hope that with this study, our community will access additional funds to address our deepest needs. More to come.
- Congratulations to Barbara Price for seeing her vision of having a community garden in Zion come to fruition and to her support team of the ZB CHC BUZ Committee, Illinois Beach Sunrise Rotary and Memorial United Methodist Church, as well as many other volunteers. Other happenings thanks to the Coalition include Yoga on the Beach at North Point Marina with Alice Scott Saturdays at 6:30am and the Caddie Classic which took place last Friday and was fun for all who attended. Plans for Zion's second mural are taking shape on the Floors to You south wall. The artist is Zion's own Everett Reynolds. Donations are being accepted by the Coalition for this project.
- Zion Benton Township High School will be hosting its Second Annual Bee Bash on Wednesday, August 17th from 2-5pm.
- The ZT Team will be visiting senior buildings to assist with LIHEAP applications this month.

Monthly Report

July 2022

Programs & Services

Community

- **Incoming Calls:**
 - 2022: 473
 - 2021: 485
- Notary: 10
- Medical Equipment Pantry: 2
- Passports: 4
- Voter Registration: 0
- Summer Work Program: 27 youth hired / 26 completed

Senior

- Senior Half-Fare Taxi Tickets: 7
- Senior Birthday Cards: 80

Financial Counseling Certificates: 5

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 6

Benefit Access Online Applications Processing: 9

Initial Screenings Total: 82

Resource Referrals

- **Resource Appointments: 21**
- **Total People Referred: 61**
- **Total Referrals Made: 89**

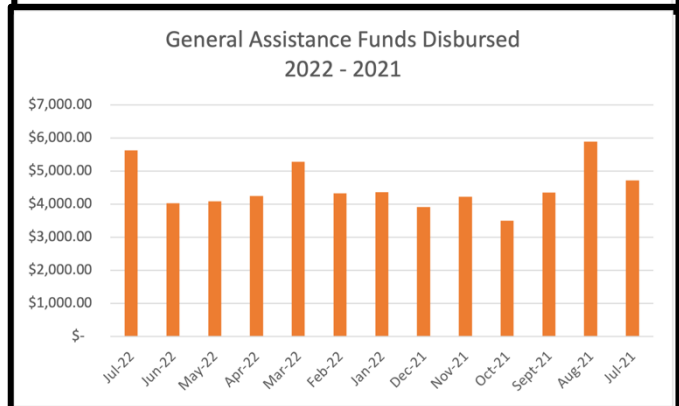
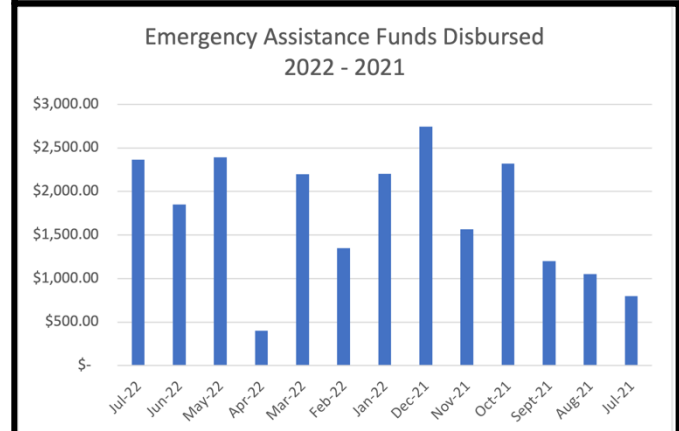
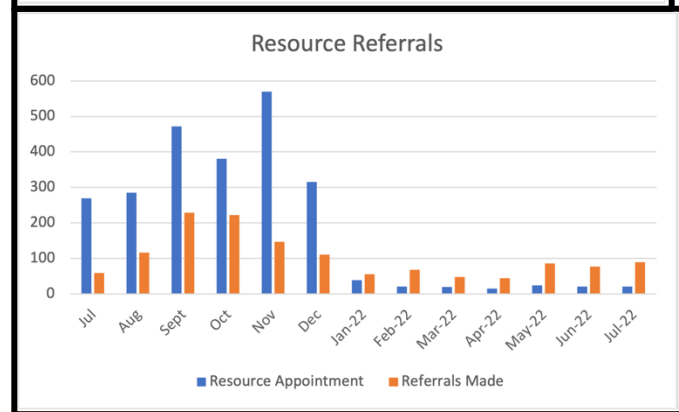
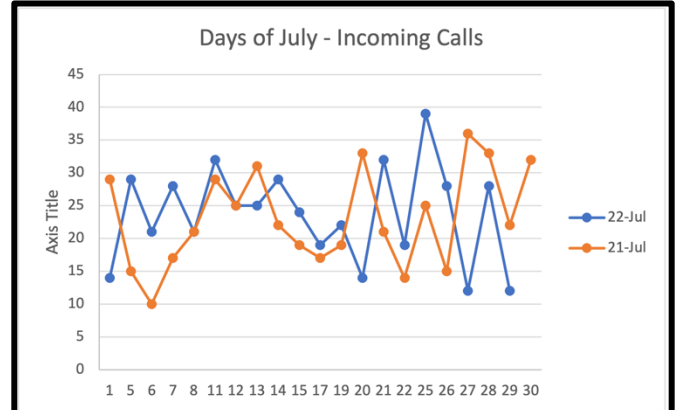
Zion Township Directly Assisted: 46

Referrals to Partner Agencies

- Catholic Charities: 1
- Congressman Brad Schneider's Office: 1
- Community Action Partnership: 9
- Community Partners for Affordable Housing: 6
- Keeping Families Covered: 3
- Lake County Housing Authority: 1
- Lake County Job Center: 1
- Landlords: 3
- Lions Club: 1
- Love INC: 4
- Mother's Trust: 3
 - Applications submitted: 3
 - Applications approved: 3/\$2,477.53
- PADS: 1
- Veterans Assistance: 1

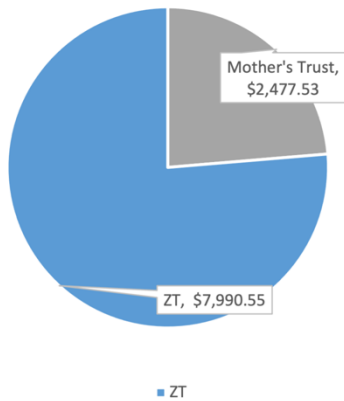
Case Manager Appointments: 53

(Sum of Resource, GA, and EA)

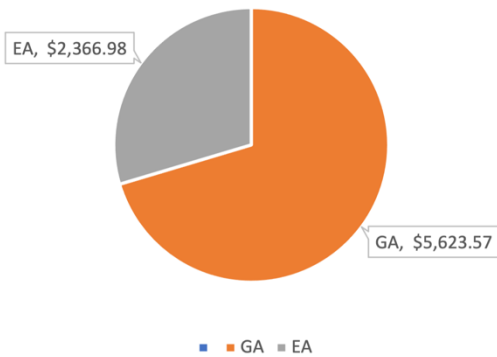


Assistance Programs

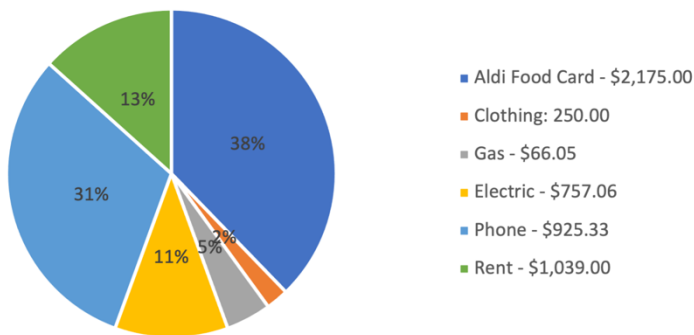
Total Funds allocated from various sources for residents in crisis:



ZT Disbursed to residents



General Assistance Disbursement
\$5,623.57 GA fund allocation



General Assistance

- Appointments: 22
- Application issued: 11
- Submitted Applications: 3
- New Recipients: 3
- Denials: 0
- **Flat Grant Approvals: 20/\$5,623.57**
 - Transportation: 9
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 3
 - Employed: 1
 - SSI Approved: 0
 - Relocation: 0
 - Other: 2
- Suspended: 0

Emergency Assistance

- Appointments: 10
- Total People: 9
- **Approved Applications: 7/\$2,366.98**
 - Housing: 2
 - Utilities: 4
 - Work Related: 1
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 2
- EA Incomplete Applications: 1

Disaster Relief

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

Emergency Transportation Assistance

- Gas Vouchers: 4
- Bus Pass: 2
- Train/Other: 0
- Total Funds Spent: \$100

Submitted by: ZT Staff

Township Supervisor: