



ZION TOWNSHIP

LEADERSHIP • ADVOCACY • RESOURCES

Cheri L. Neal - Supervisor

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, DECEMBER 19, 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. Citizen Comments
6. Approval of Minutes of a Regular Meeting held on November 21, 2023, at 6:00 p.m.
7. Authorize bills for payment for October

Township Fund

Assessor's Office	\$ 22,711.19	
Community Support	\$8,712.18	
Youth Services	\$0	
Senior Services	\$676.40	
Operating Expenses	\$54,815.41	
	Township Fund Total Expenses	\$86,915.18

General Assistance Fund

Public Support	\$18,482.81	
Operating Expenses	\$31,232.61	\$49,715.42
	General Assistance Fund Total Expenses	

FICA Total Expenses \$4,790.08

IMRF Total Expenses \$1,572.46

TOTAL Bills: \$142,993.14

8. Consider passing Ordinance, levying taxes for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2023, collectible in 2024
9. Consider approval of annual Township meetings calendar (2024)
10. Assessor's Report
11. Supervisor's Report/Announcements
12. Consider approval of Decennial Report
13. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, NOVEMBER 21, 2023 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 Frierson, Fischer, McDowell, and Chairman Neal. Assessor Davis was also present. Trustee Holmes was absent.

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

AGENDA CHANGES

Chairman Neal stated that she will not be seeking approval of Item 11.

It was moved by Trustee McDowell, seconded by Trustee Frierson to accept the Township meeting agenda with the following change:

Delete Item 11. Decennial Committee: Approval of Decennial Report

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

CITIZEN COMMENTS

William Bremner, Zion, referenced the City’s first Monarch Festival and presented an article in the Tribune on November 17th stating that there is now a Specialty License Plate available with a Monarch. Chairman Neal noted that Senator Melinda Bush initiated the project where all plates will be the same but will allow you get a plate with a logo of a program you support in lieu of offering all different types of plates.

MINUTES

It was moved by Trustee McDowell seconded by Trustee Frierson that the minutes of a Regular Meeting held on October 17, 2023 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 Frierson, aye; Fischer, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

BILLS

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

Township Fund

Assessor’s Office	\$ 18,912.95	
Community Support	\$1,270.18	
Youth Services	\$59.99	
Senior Services	\$2,917.80	
Operating Expenses	\$48,290.45	
Township Fund Total Expenses		\$71,451.37

General Assistance Fund

Public Support	\$7,027.44	
Operating Expenses	\$25,176.03	\$32,203.47
General Assistance Fund Total Expenses		

<u>FICA Total Expenses</u>		\$3,195.48
<u>IMRF Total Expenses</u>		\$1,032.91
	TOTAL Bills:	\$107,883.23

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

DISCUSSION/2024/25 LEVY

Chairman Neal stated as a Board, for the last few years they agreed to work to lower the beginning balance of both the Town and General Assistance (GA) Funds to maintain a 4 ½ month surplus. In the GA fund they are getting much closer and she is concerned because they are at a tipping point because as they have lowered the balance. They are going to have to raise the levy in order to make up the difference and may look like they are raising it for more money but it is actually just to keep it balanced.

Regarding the Town Fund, they started with \$545,700 with a goal of a beginning balance of \$258,700. If they do a step up, within 5 years they will be at that amount. Her concern is if they do it in any other order they will have to do a large increase when it's time to rebalance it out. She welcomes any input from the Board. She will be sitting down with Assessor Davis to do a review and see if there are other opportunities to lower it.

Regarding the GA Fund, the goal is to get it down to \$121,875 for the 4 ½- month mark. This last year they were at \$385,000 but she would still like to taper that down. This is also including the CEJA grant. Their portion of the grant is \$144,000 and is allocated to General Assistance and Emergency Assistance due to the fact it needs to go towards helping the community. IMRF is set and the balance should be around \$15,000. Last year the actual disbursement was \$25,000 this year they have two more employees and has been estimated. They are also in good spot with the Social Security Fund.

Trustee Frierson asked if they have run an analysis in case they do not receive the grant funds. Chairman Neal stated they have not but she will work on it.

ASSESSOR'S REPORT

- We completed our "Non-Homestead/Exempt" property hearings. City of Hope (formerly CTCA) filed for exempt status. The leaders of Zion and other supporters were present for the hearing via Zoom as well as in person. We were able to present evidence supporting our opposition. The recommendation was denied by the Lake County Board of Review. However, the process will continue for review by the IL Dept of Revenue. We are keeping our eyes open for the next steps. Thank you to all who showed up and we will keep you updated on the process.
- We will be closed on November 23rd and 24th in observance of the Thanksgiving holiday.

Trustee Frierson asked Assessor Davis if she an idea on the timeline when the review would be going before the Department of Revenue. Assessor Davis stated her office would not get notice of this but the Chief County Assessor's office will be following up on this. The State's Attorney's office should also be notified. She will keep the Board updated if she receives notice. She stated it is not often they get tax exempt applications they want to get denied. She noted that there are other tax-exempt applications coming up more often in Townships throughout the County. Trustee Frierson stated he saw an article in Cook County that was allowing some school districts to recapture funds. Assessor Davis stated there was no word on that here and no warnings anything is coming. Chairman Neal asked when they would make a decision downstate and would they be able to go also. Assessor Davis stated the attorneys can attend and added that she did not think it would be denied. Chairman Neal noted that there were 37 people for support at the hearing.

SUPERVISOR'S REPORT

- Monthly Client Services is Attached.
- The Queen Bees of Zion Red Hat Society is in full swing. Any ZB ladies over the age of 50 wishing to join the group, please call Zion Township at 847-872-2811.

- The Elf Network is in full swing again this year. 80 already designated families will be provided gifts, food and more, thanks to Santa's Helpers, Christ Community Church, Kiwanis and other partners.
- The Zion Santa Parade will take place on Saturday, December 3rd at Shiloh House. Shiloh House will be open for tours each Saturday in December from 3-5pm.
- The Zion Park District Trail of Lights will be open from 12/8 – from 5-9pm and the Tree Lighting will take place on December 15th at 6pm.
- Chairman Neal will be working on a project for a Senior Health Insurance Program.
- A painter will be starting painting lessons. She has shown Chairman Neal how to paint and will be meeting with Seniors to show them.
- They will be helping Seniors sign up for Medicare.

Other Announcements:

- The Township will be working with Anton's this next year to place orders for Zinnias directly through the Township so that they may make it a fundraiser.
- Wadsworth Mayor Glenn Ryback passed away recently. He was a former SWALCO Executive Committee Chair and Chairman of the Board. He will be missed.

DECENNIAL COMMITTEE REPORT

Chairman Neal stated the report did not initially include the Assessor's Office. Assessor Davis will be including information in the report and the hope is that it will cause a trend with other Townships. She thanked Laura Murrie and Rose Salata for being part of the committee.

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 6:30 p.m. Motion carried.



Town Clerk

TOWNSHIP OF ZION **NOTICE OF MEETINGS**

2024 SCHEDULE FOR ZION TOWNSHIP BOARD MEETINGS

Regular Town Board of Trustee meetings are held in the Zion City Hall Council Chambers, 2828 Sheridan Road, Zion, IL at 6:00 P.M. on the third Tuesday of each month.

January 16

February 20

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 17

Annual Township Meeting

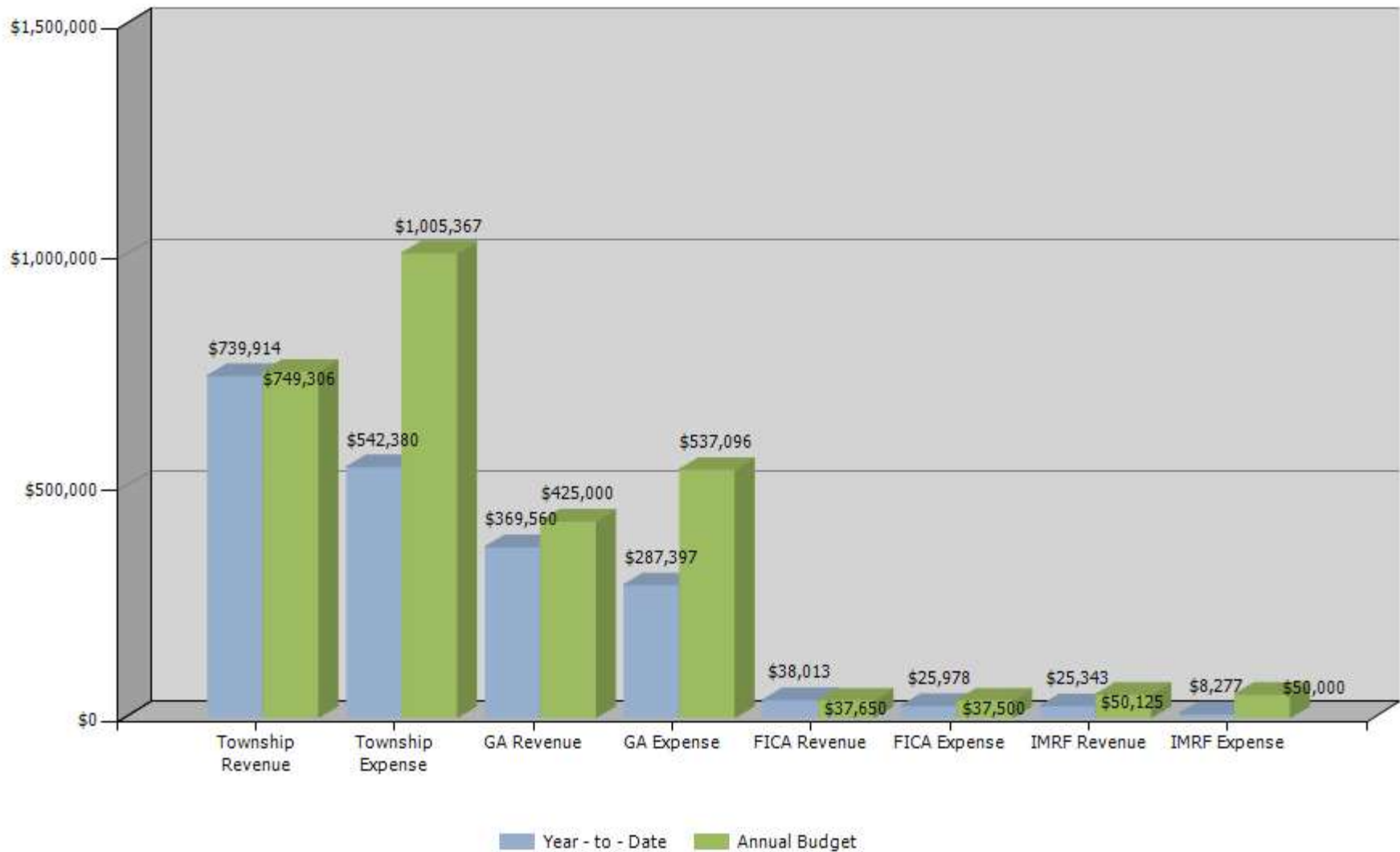
April 9, 2024 at 6:00 P.M.

Public Hearing on Township Budget

April 16, 2024 at 6:00 P.M.

Sheryl A. Spooner
Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 7 Months Ended November 30, 2023**



Assessor Monthly Report

- We had our Annual Lake County Township Assessors meeting. The Board Of Review overall actions for hearings were as follows:
 - Increases .6%
 - No changes 73.6%
 - Reductions 25.8%

- We are due to receive our tentative factor the 3rd week in January. Once our books are reopened, we will move forward with working on our upcoming projects for the year.
- Legislative updates: Governor did not sign the tax bill.
- Our office will be closed Dec 22nd, 25th for Christmas and Dec 29th, Jan 1st for New Years. Happy holidays to all!

**Zion Township
Income Statement
Summary Actual vs. Budget
As of November 30, 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>
<u>Township Fund</u>					
Revenues	\$ 56,260.10	\$ 739,913.72	\$ 749,306.00	\$ 9,392.28	1.25%
<u>Operating Expenses</u>					
Personnel	35,785.67	204,784.70	373,121.37	168,336.67	45.12%
Contractual Services	13,940.13	74,597.69	102,080.35	27,482.66	26.92%
Other Operating Expenses	5,089.61	43,363.48	54,697.00	11,333.52	20.72%
Capital Outlay	0.00	1,018.50	49,019.00	48,000.50	97.92%
Total Operating Expenses	<u>54,815.41</u>	<u>323,764.37</u>	<u>578,917.72</u>	<u>255,153.35</u>	<u>44.07%</u>
Community Support	8,712.18	55,535.64	122,250.00	66,714.36	54.57%
<u>Youth Services:</u>					
Summer Work Program	0.00	12,817.39	17,600.00	4,782.61	27.17%
Total Youth Services	<u>0.00</u>	<u>12,817.39</u>	<u>17,600.00</u>	<u>4,782.61</u>	<u>27.17%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,000.00	3,300.00	300.00	9.09%
Senior Transportation	633.50	4,739.50	17,500.00	12,760.50	72.92%
Senior Support	42.90	10,648.81	14,500.00	3,851.19	26.56%
Total Senior Services	<u>676.40</u>	<u>18,388.31</u>	<u>35,300.00</u>	<u>16,911.69</u>	<u>47.91%</u>
<u>Assessor's Office:</u>					
Personnel	19,730.04	116,285.69	190,629.65	74,343.96	39.00%
Contractual Services	2,172.13	11,555.23	42,270.00	30,714.77	72.66%
Other Operating Expenses	809.02	4,033.65	18,400.00	14,366.35	78.08%
Total Assessor's Office	<u>22,711.19</u>	<u>131,874.57</u>	<u>251,299.65</u>	<u>119,425.08</u>	<u>47.52%</u>
Total Expenses	<u>86,915.18</u>	<u>542,380.28</u>	<u>1,005,367.37</u>	<u>462,987.09</u>	<u>46.05%</u>
Excess Revenues less Expenses	<u>\$ (30,655.08)</u>	<u>\$ 197,533.44</u>	<u>\$ (256,061.37)</u>	<u>\$ (453,594.81)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 30,214.11	\$ 369,559.82	\$ 425,000.00	\$ 55,440.18	13.04%
<u>Expenses</u>					
Personnel	26,377.90	160,126.77	284,278.22	124,151.45	43.67%
Contractual Services	2,008.48	19,933.67	29,001.33	9,067.66	31.27%
Other Operating Expenses	2,846.23	18,584.47	22,816.50	4,232.03	18.55%
Public Support	18,482.81	88,752.25	201,000.00	112,247.75	55.84%
Total Expenses	<u>49,715.42</u>	<u>287,397.16</u>	<u>537,096.05</u>	<u>249,698.89</u>	<u>46.49%</u>
Excess Revenues less Expenses	<u>\$ (19,501.31)</u>	<u>\$ 82,162.66</u>	<u>\$ (112,096.05)</u>	<u>\$ (194,258.71)</u>	
<u>FICA Fund</u>					
Revenues	\$ 1,912.73	\$ 38,012.97	\$ 37,650.00	\$ (362.97)	-0.96%
Expenses	<u>4,790.08</u>	<u>25,978.30</u>	<u>37,500.00</u>	<u>11,521.70</u>	<u>30.72%</u>
Excess Revenues less Expenses	<u>\$ (2,877.35)</u>	<u>\$ 12,034.67</u>	<u>\$ 150.00</u>	<u>\$ (11,884.67)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 1,275.23	\$ 25,343.46	\$ 50,125.00	\$ 24,781.54	49.44%
Expenses	<u>1,572.46</u>	<u>8,277.09</u>	<u>50,000.00</u>	<u>41,722.91</u>	<u>83.45%</u>
Excess Revenues less Expenses	<u>\$ (297.23)</u>	<u>\$ 17,066.37</u>	<u>\$ 125.00</u>	<u>\$ (16,941.37)</u>	

Zion Township

Updates – 12/19/23

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 Decennial Report
- CEJA Grant Update
- The office will be closed on December 21st from 10:30am – 1:00pm for the staff Christmas, December 22 and 25 for Christmas and December 29th and January 1st for New Years, January 15th for Martin Luther King Day, and on Friday, January 26th for a Staff Retreat.
- Submitting 2024-25 Levy for approval.
- Zion Township will have minimal staffing through January 5, 2024. ALL financial assistance has been suspended through January 8, 2024.

ZION TOWNSHIP UPDATES

- Monthly Client Services is Attached.
- The Queen Bees of Zion Red Hat Society is in full swing, with a Christmas Party held at the Shiloh House with 35 attendees. Any ZB ladies over the age of 50 wishing to join the group, please call Zion Township at 847-872-2811.
- The next Zion Quarterly will be coming out in January of 2024. For items to be included for future magazines, email ZBQuarterly@gmail.com.
- The Elf Network has made a HUGE impact again this year! 100 families were served through a massive coordinated effort between Santa's Helpers (Zion's Elves: Rick Delisle, Dave Knopp, Christian Erzinger and John Biewer), Christ Community Church (lead elves: Kathy Richards, Pastor Mike McDowell, Pastor Leo Barnes and the CCC youth group and Jeanine Richards and Family), District 6 Social Workers, PetSmart (elf: LeNette Van Haverbeke), Kiwanis of Zion-Benton (a team of elves!), STEM Cell Nurses Unit at City of Hope, The Zion-Benton Moose Lodge, United Methodist Church and the Zion Township Team worked together to serve approximately 250 Zion children. Great job everyone!!!
- Zion Township now accepts credit cards for payment!

Monthly Report

November 2023

Programs & Services

Community

- Incoming Calls: 641
 - 2022: 575
 - 2021: 665
- Notary: 4
- Medical Equipment Pantry: 1
- Passports: 5
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 102

Financial Counseling Certificates: 2

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 4

Benefit Access Online Applications Processing: 4

Initial Screenings Total: 60

Resource Referrals

- Resource Appointments: 45
- Total People Referred: 94
- Total Referrals Made: 159

Zion Township Direct Referrals: 88

Referrals to Partner Agencies

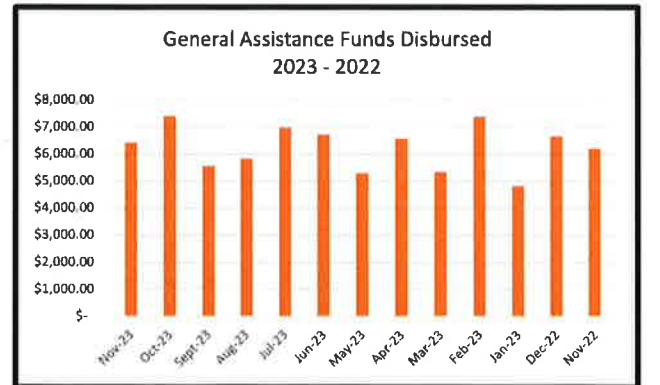
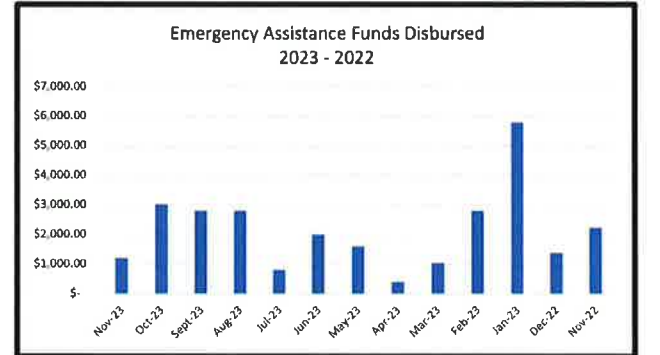
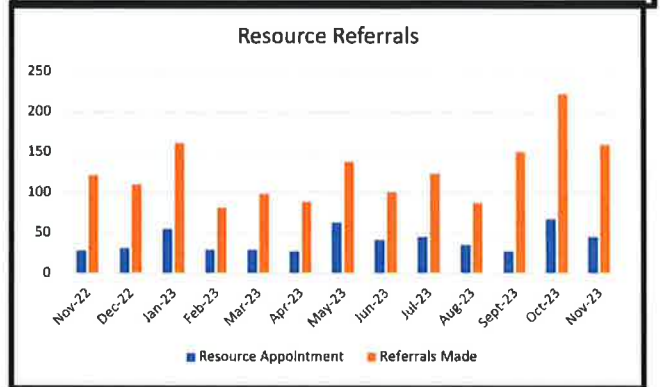
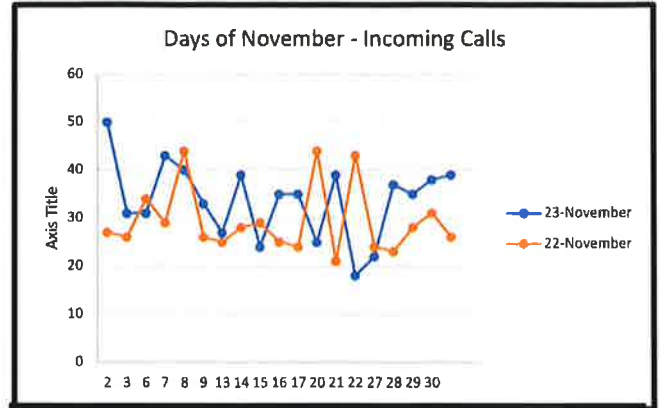
- Community Action Partnership of Lake County: 42
- Community Partners for Affordable Housing: 3
- Lake County Job Center: 1
- Lions Club: 1
- Love INC: 3
- Mother's Trust: 6
 - Applications submitted: 1
 - Applications approved: 1/\$1,000
- PADS: 2
- Salvation Army: 9
 - Applications submitted: 3
 - Applications approved: 6/\$4,553.56 (some were pending from October)

Case Manager Appointments: 75

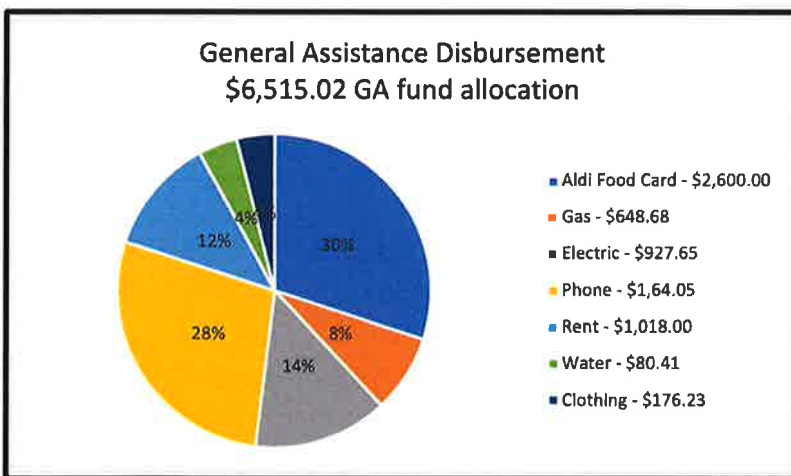
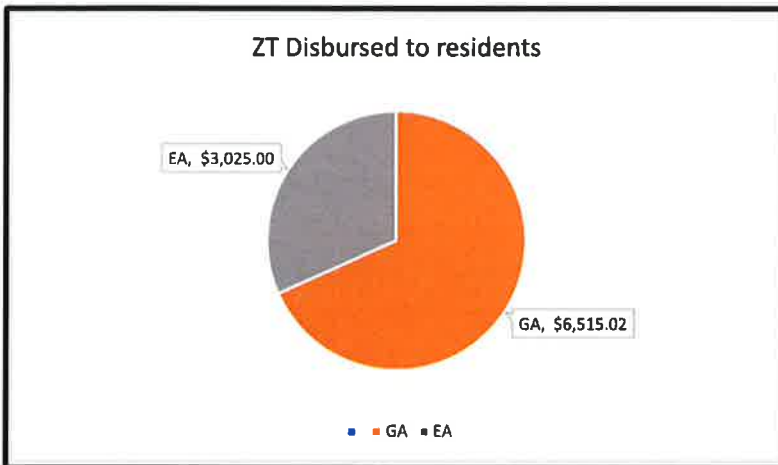
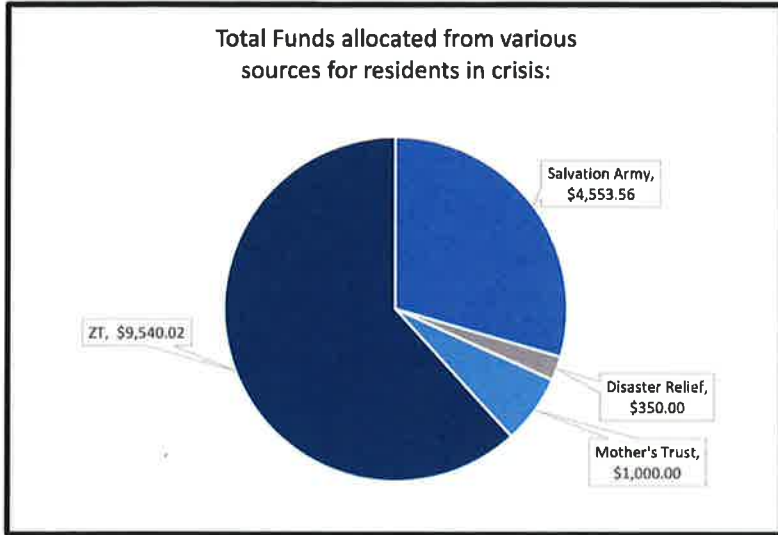
(Sum of Resource, GA, and EA)

LIHEAP/

- Applications submitted: 63
- Total funds accessed for Zion: Report not yet available



Assistance Programs



General Assistance

- Appointments: 27
- Application issued: 2
- Submitted Applications: 4
- New Recipients: 4
- Denials: 0
- **Flat Grant Approvals: 23/\$6,415.02**
 - Transportation: 8
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Evaluations: 0
 - Counseling: 0
 - Record Expungement: 0
- Completions (terminations): 1
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 1
- Suspended: 0

Emergency Assistance

- Appointments: 3
- Total People: 3
- **Approved Applications: 3/\$1,200**
 - Housing: 1
 - Utilities: 2
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 0
- EA Pending Applications: 0

Disaster Relief

- **Applications submitted: 1**
- **Applications approved: 1/\$350**

Emergency Transportation Assistance

- Gas Vouchers: 0
- Bus Pass: 1
- Train/Other: 0
- Total Funds Spent: \$10.00

Submitted by: ZT Staff

Township Supervisor:

Christy Neal