

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, DECEMBER 20, 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 November 15, 2022, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment for November

Township Fund

Assessor’s Office	\$11,239.12	
Community Support	\$450.00	
Youth Services	\$-	
Senior Services	\$3,704.52	
Operating Expenses	\$27,434.36	
Township Fund Total Expenses		\$42,828.00

General Assistance Fund

Public Support	\$8,598.85	
Operating Expenses	\$15,043.03	\$23,641.88
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,828.63

IMRF Total Expenses \$3,431.50

TOTAL Bills: \$72,730.01

8. Consider passing Ordinance, levying taxes for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2022, collectible in 2023
9. Consider approval of Employee Manual Update
10. Consider approval of Staff Salary Increases

11. Consider approval of annual Township calendar (2023)

12. Assessor's Report

13. Supervisor's Report/Announcements

14. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, NOVEMBER 15, 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, McDowell, Fischer, Frierson, Holmes 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 with the following changes:

Delete: Item 12 – Closed Session - Personnel

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 Frierson that the minutes of a Regular Meeting held on October 18, 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 McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

Mary Lou Hiltibran, Zion, thanked the Township for putting positive comments on their Facebook.

Ms. Gastillo William, approached the Township for financial assistance in order to not lose her mother’s house. She is hoping to find someone who can assist her and her family but has yet to find someone who could help her. Trustee Frierson asked Ms. William is she has had contact with any local organizations. Ms. William stated she has contacted Chairman Neal, Commissioner/Trustee Holmes and City of Zion Building Director Rich Ianson including other organizations such as Affordable Housing. Trustee Frierson asked that Ms. William leave her contact information and he will look into his network for help.

Mr. Bremner, Zion, noted that while at Walmart last month, he noticed a paperback copy of the History of Zion that was available for purchase in the book section. Trustee McDowell noted that the Zion Historical Society also sells a book on the History of Zion.

BILLS

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

Township Fund

Assessor’s Office	\$18,224.38	
Community Support	\$370.00	
Youth Services	\$1,143.51	
Senior Services	\$0	
Operating Expenses	\$51,233.77	
Township Fund Total Expenses		\$70,971.66

General Assistance Fund

Public Support	\$10,871.55
Operating Expenses	\$26,587.96

General Assistance Fund Total Expenses \$37,459.51

FICA Total Expenses \$4,547.97

IMRF Total Expenses \$2,316.18

TOTAL Bills: \$115,295.32

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

APPROVAL/NEW TELEPHONE SYSTEM

Chairman Neal presented quotes from three companies; Comcast, Allied and SpectrumVoIP regarding a new phone system. She stated that they have been experiencing some problems with the current phone service as well as the phones including a broken a headset that is broken. The cost to obtain a refurbished headset from Allied would cost \$700.00 They have been working with a few different companies on a new phone system and upgrading the phones and headsets. Upon review of the quotes, it appeared that Comcast's costs were twice as much as the other quotes. Allied is the current phone provider and Spectrum is the new company. The Spectrum cost is \$59 more for the phones but offers more services and include 6 headsets. She would like to recommend replacing the phone system with Spectrum which would be an extra \$600 a year. Trustee Holmes noted the 60-month term for Spectrum vs the 36-month term with Comcast. Chairman Neal stated she can reach out to Spectrum to ask for a shorter term contract. Trustee McDowell suggested approving the quote from Spectrum contingent on Chairman Neal negotiating the best length of the contract. She will let Spectrum know there has been a preliminary approval but would like to see the entire contract and have the term be less than 5 years.

It was moved by Trustee McDowell, seconded by Trustee Holmes to approve the quote from SpectrumVoIP and authorizing Chairman Neal to negotiate best length of the contract. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye; and Chairman Neal, aye. Motion carried.

DISCUSSION/2023/24 LEVY

Chairman Neal stated they have talked about keeping the funds flat for Town Funds, General Assistance, Social Security and increasing IMRF \$6,000. They have been working towards lowering the beginning balance to a 4 ½ month surplus. If they were to stay flat the amount in the surplus would be \$72,243 which is \$50,000 below what they are trying to keep to the balance at, which is \$122,000. She would like to recommend approving raising the General Assistance from \$160,000 to \$413,250. Over the past four years they have slowly been trying to decrease the beginning balance due to the fact that they were under the assumption that they had to keep 1-2 years as a beginning balance. They knew there would come a time when they would use up the reserves and have to raise the levy. Additionally, with the raising of the levy and the finances she would like to get some input on cost of living increases. She received a notice from Social Security that the cost of living is going up 8.7% beginning this coming year. There has been talk in the office wondering if there would be an opportunity for them to receive a cost of living increase. She noted that Staff does currently receive merit raises. Trustee Frierson stated in the private world he has seen it as standard practice that some companies are re-assessing if employees are below market or providing a cost of living adjustment. He would like to look at it a little more closely and see what the proposal is in order to give any feedback. Chairman Neal stated she does not have a proposal at this time but is looking for input from the Trustees. Trustee McDowell stated his input would be to consider keeping the levy flat and if they have to make adjustments in spending, that's where they would make the adjustments. He stated if employees receive an 8% increase it will have to be balanced out. Trustee Fischer stated they are getting to the point where they are at the goal with the beginning balance where the General Assistance Fund is hitting the target but in order to do so, they will

have to increase the levy.

Township Meeting 11/15/22

Chairman Neal stated there are two issues with the General Assistance Fund, one being the moderate increase in the levy, the other being a proposal to make the receptionist position full-time. They are falling behind in call backs and there is more of need to keep up with everything. The position would be divided out between the Town Fund and General Assistance. Trustee Frierson stated it is a lot to digest and would prefer to have a proposal in front of him in order to give more feedback. Trustee Fischer stated they do want to keep the levy as flat as possible but should keep in mind looking into the future with PTELL that they do not dig themselves into a hole that they have to keep the revenue and expenditures balanced as much as possible. Chairman Neal stated she and Assessor Davis will make a recommendation on what they suggest. Trustee Fischer stated if they are looking to make a cost of living adjustment, the Board should look at some numbers on what that would look like. Chairman Neal asked the Board's recommendation on the percentage that should be given. Trustee Frierson suggested a target range between 4 ½ percent up to 8 percent. Trustee McDowell stated also while keeping the levy flat. Chairman Neal stated even if they do not do cost of living increases they will still not be able to keep the levy flat as they will bankrupt themselves in the next few years. Trustee McDowell suggested a cut in spending. Chairman Neal asked the Board if they were interested in holding a levy workshop or if speaking individually would be sufficient. Trustee Fischer stated if they could get a proposal prior to the meeting, they can discuss it individually.

ASSESSOR'S REPORT

- We completed our "Non-Homestead/Exempt" property hearings. We found via inspections, that some were questionable. As we know, things change and are not always reported. To ensure that nothing is missed in the future, we have added this on our list for annual review going forward.
- New sales data and permit statuses are an ongoing part of our tasks. They are entered into our system and inspected as applicable.
- We have been working hard to maintain the most accurate data on our commercial properties. Since joining the team, we obtained the CoStar system which is a commercial software used to obtain the most recent data in the market. Such as Sales, Market trends, Leasing, etc. for all property types. Using this software has allowed us access to a broader range of data when determining values for all business types and land.
- We will be closed on November 24th and 25th in observance of the Thanksgiving holiday.

SUPERVISOR'S REPORT

- Monthly Client Services Reports for October is Attached.
- The Zion Leaders invite all residents to the Zion Community Walk on Friday, September 23rd at 6pm at 28th and Bethel Blvd, walking to the Zion Park District Bandshell where food trucks will be stationed and the movie Remember the Titans will be aired thanks to sponsorships from Bottomline Innovations, ZBTHS, North Shore Gas, Penny's Slots, and Cancer Treatment Centers of America.
- As a follow-up to the Zion Leaders Community Dialogue on Saturday, October 15, 2022, Zion leaders are working on videos in response to questions asked that will be circulated on social media in the near future. The next Dialogue will take place on Saturday, January 28, 2023.
- The next Zion Quarterly will be out the first week of January.
- Donations are being accepted by the Zion Historical Society to help reclaim Esters Well.
- Any senior women wishing to join the Queen Bees of Zion Red Hat Society, call Zion Township today and sign up for our monthly local Red Hat Trip! The group is traveling to Locust Grove, Georgia to visit Queen Bee Noma Blanton, who had to relocate there from November 16-19th.
- Elf Network has kicked off! Residents will be identified based on need as well as contact through Emergency Assistance. Please send any referrals over to Nayeli@ZionTownship.org.
- The Coalition for Healthy Communities Zion Benton Leadership Academy Class of 2022 has officially graduated with 102 alumni from the program since 2012. This year's class includes: Aaron Denny, Hugh Collins, Erna Gramer, Janina Hall, Meredith McKeown, Ridonna Ridley, Gabriel Serrano, and Robin Smith.

- Kudos to the Zion Park District and ALL the community partners for a hugely successful Trail of Treats!
- The ZT Team presented to the Zion Police Department on Nov 4, 2022, sharing resources and how the two can work even better together. Presentations with other taxing bodies are being scheduled as well.

Township Meeting 11/15/22

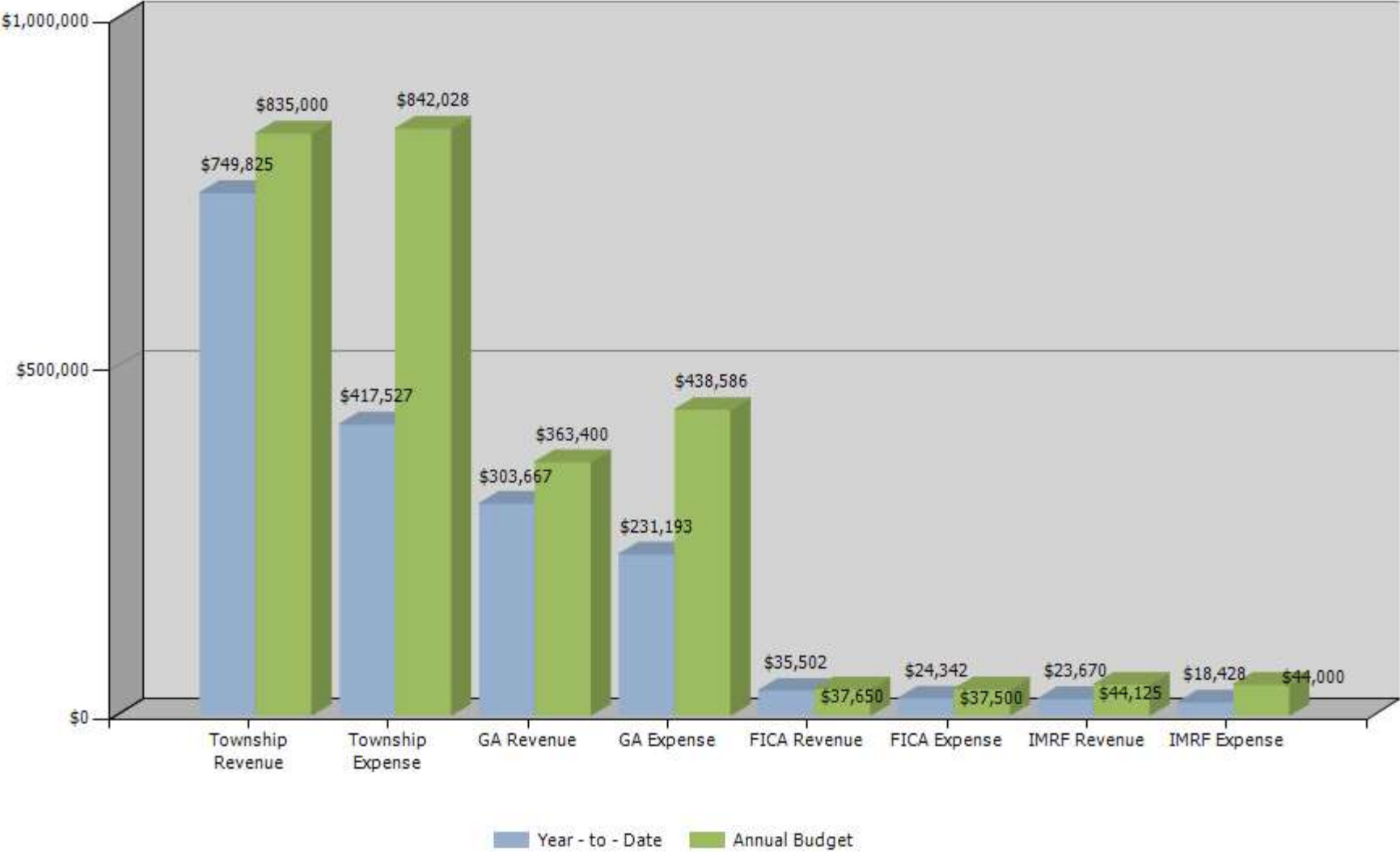
Additionally, Chairman Neal stated that she recently attended a Township Officials of Illinois (TOI) meeting and it was recommended that they hold off working on the Decennial Committee in order to create an agenda and talking points.

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 6:37 p.m. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 7 Months Ended November 30, 2022**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of November 30, 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	\$ 21,004.21	\$ 749,825.47	\$ 835,000.00	\$ 85,174.53	10.20%
<u>Operating Expenses</u>					
Personnel	17,980.57	186,978.05	324,338.00	137,359.95	42.35%
Contractual Services	7,028.14	62,716.68	99,275.00	36,558.32	36.83%
Other Operating Expenses	2,425.65	19,848.95	47,525.00	27,676.05	58.23%
Capital Outlay	0.00	1,161.50	46,325.00	45,163.50	97.49%
Total Operating Expenses	<u>27,434.36</u>	<u>270,705.18</u>	<u>517,463.00</u>	<u>246,757.82</u>	<u>47.69%</u>
Community Support	450.00	14,376.81	26,000.00	11,623.19	44.70%
<u>Youth Services:</u>					
Summer Work Program	0.00	11,791.68	17,600.00	5,808.32	33.00%
Total Youth Services	<u>0.00</u>	<u>11,791.68</u>	<u>17,600.00</u>	<u>5,808.32</u>	<u>33.00%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,030.76	3,300.00	269.24	8.16%
Senior Transportation	413.00	4,793.00	17,500.00	12,707.00	72.61%
Senior Support	3,291.52	3,767.51	14,500.00	10,732.49	74.02%
Total Senior Services	<u>3,704.52</u>	<u>11,591.27</u>	<u>35,300.00</u>	<u>23,708.73</u>	<u>67.16%</u>
<u>Assessor's Office:</u>					
Personnel	8,862.90	94,353.94	186,495.00	92,141.06	49.41%
Contractual Services	2,059.33	8,736.84	38,770.00	30,033.16	77.46%
Other Operating Expenses	316.89	5,971.01	18,400.00	12,428.99	67.55%
Total Assessor's Office	<u>11,239.12</u>	<u>109,061.79</u>	<u>243,665.00</u>	<u>134,603.21</u>	<u>55.24%</u>
Total Expenses	<u>42,828.00</u>	<u>417,526.73</u>	<u>840,028.00</u>	<u>422,501.27</u>	<u>50.30%</u>
Excess Revenues less Expenses	<u>\$ (21,823.79)</u>	<u>\$ 332,298.74</u>	<u>\$ (5,028.00)</u>	<u>\$ (337,326.74)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 8,718.09	\$ 303,667.07	\$ 363,400.00	\$ 59,732.93	16.44%
<u>Expenses</u>					
Personnel	11,619.26	134,425.43	248,800.00	114,374.57	45.97%
Contractual Services	1,923.08	17,982.57	27,981.00	9,998.43	35.73%
Other Operating Expenses	1,500.69	11,952.89	23,855.00	11,902.11	49.89%
Public Support	8,598.85	66,832.01	137,950.00	71,117.99	51.55%
Total Expenses	<u>23,641.88</u>	<u>231,192.90</u>	<u>438,586.00</u>	<u>207,393.10</u>	<u>47.29%</u>
Excess Revenues less Expenses	<u>\$ (14,923.79)</u>	<u>\$ 72,474.17</u>	<u>\$ (75,186.00)</u>	<u>\$ (147,660.17)</u>	
<u>FICA Fund</u>					
Revenues	\$ 1,063.84	\$ 35,502.46	\$ 37,650.00	\$ 2,147.54	5.70%
Expenses	<u>2,828.63</u>	<u>24,342.47</u>	<u>37,500.00</u>	<u>13,157.53</u>	<u>35.09%</u>
Excess Revenues less Expenses	<u>\$ (1,764.79)</u>	<u>\$ 11,159.99</u>	<u>\$ 150.00</u>	<u>\$ (11,009.99)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 709.27	\$ 23,669.68	\$ 44,125.00	\$ 20,455.32	46.36%
Expenses	<u>3,431.50</u>	<u>18,428.14</u>	<u>44,000.00</u>	<u>25,571.86</u>	<u>58.12%</u>
Excess Revenues less Expenses	<u>\$ (2,722.23)</u>	<u>\$ 5,241.54</u>	<u>\$ 125.00</u>	<u>\$ (5,116.54)</u>	

Monthly Report

November 2022

Programs & Services

Community

- **Incoming Calls:**
 - 2022: 575
 - 2021: 665
- Notary: 4
- Medical Equipment Pantry: 3
- Passports: 19
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 3
- Senior Birthday Cards: 89

Financial Counseling Certificates:

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 6

Benefit Access Online Applications Processing: 9

Initial Screenings Total: 72

Resource Referrals

- **Resource Appointments: 28**
- **Total People Referred: 67**
- **Total Referrals Made: 121**

Zion Township Directly Assisted: 71

Referrals to Partner Agencies

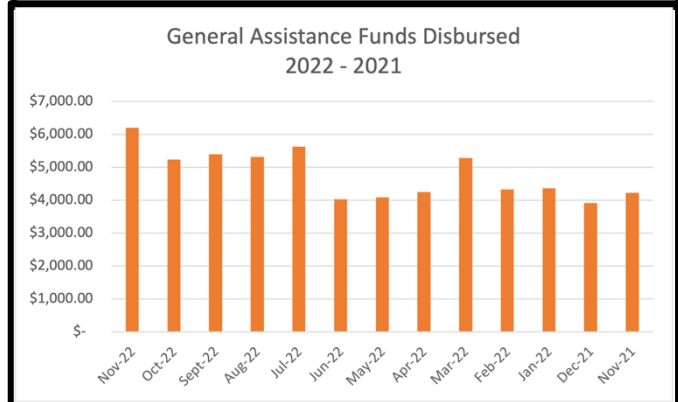
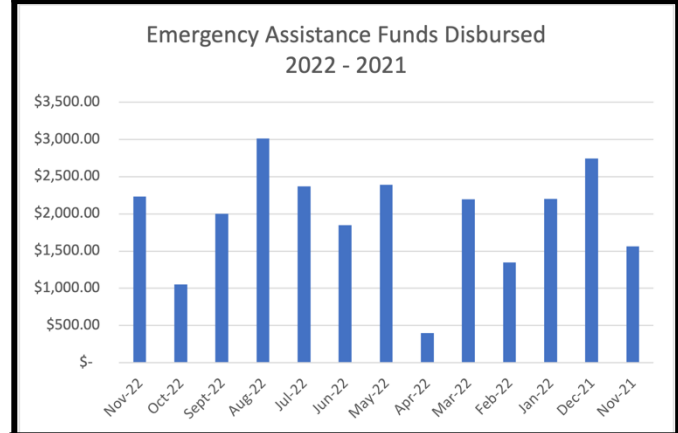
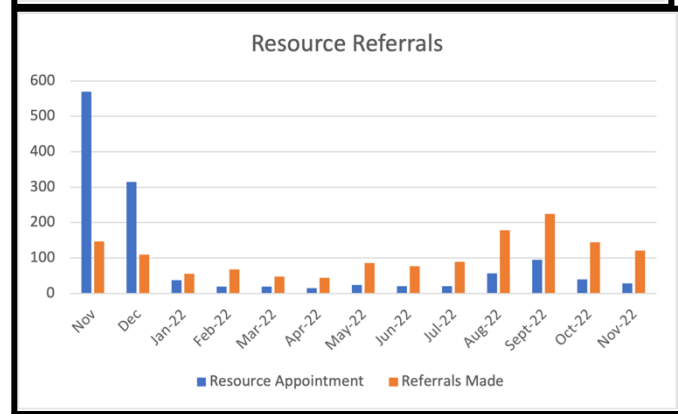
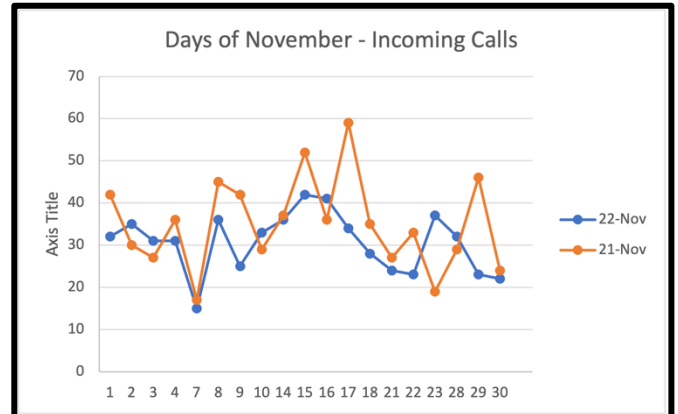
- Catholic Charities: 1
- Community Action Partnership: 20
- Community Partners for Affordable Housing: 3
- Keeping Families Covered: 5
- Lion's Club: 1
- Love INC: 2
- Mother's Trust: 4
 - Applications submitted: 2
 - **Applications approved: 2/\$1,600**
- Salvation Army: 7
 - Applications submitted: 5
 - Applications approved: 1/\$600

Case Manager Appointments: 59

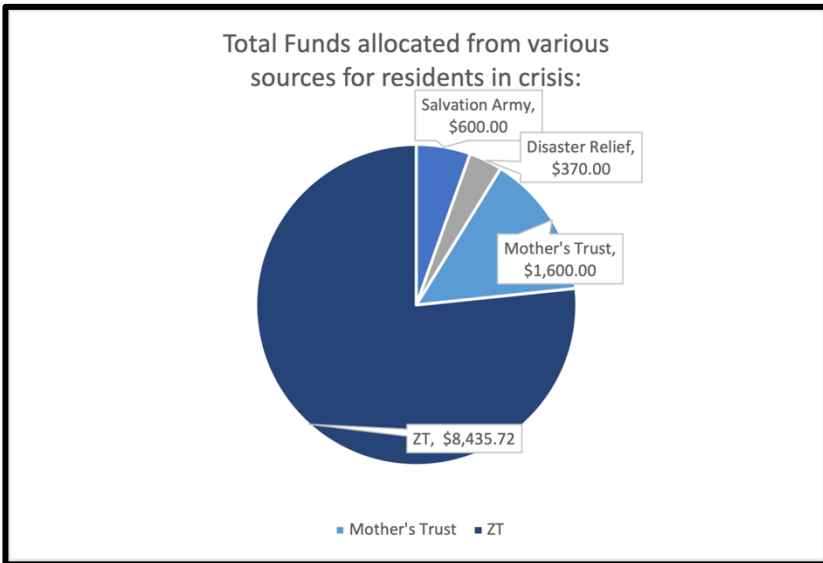
(Sum of Resource, GA, and EA)

LIHEAP

- Applications submitted: 11
- Total funds accessed for Zion: **\$56,766 for August and September**
- Report not yet available for October



Assistance Programs



General Assistance

- Appointments: 25
- Application issued: 5
- Submitted Applications: 3
- New Recipients: 3
- Denials: 0
- **Flat Grant Approvals: 22/\$6,203.69**
 - Transportation: 7
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 1
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 1
- Suspended: 0

Emergency Assistance

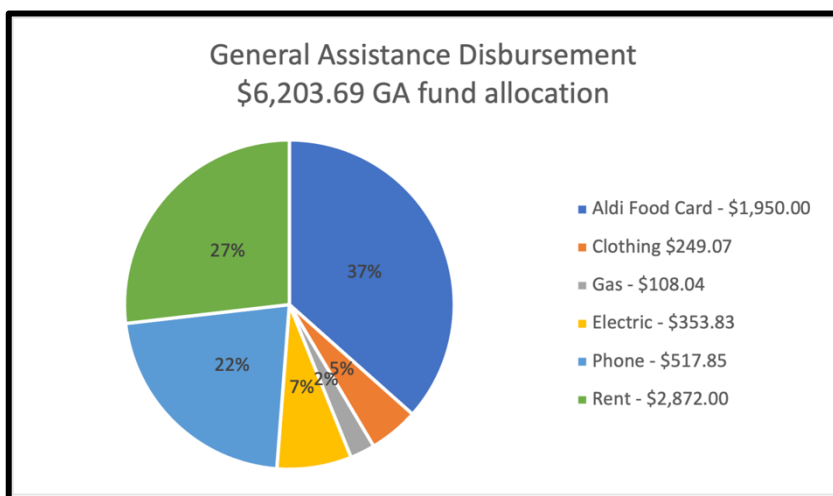
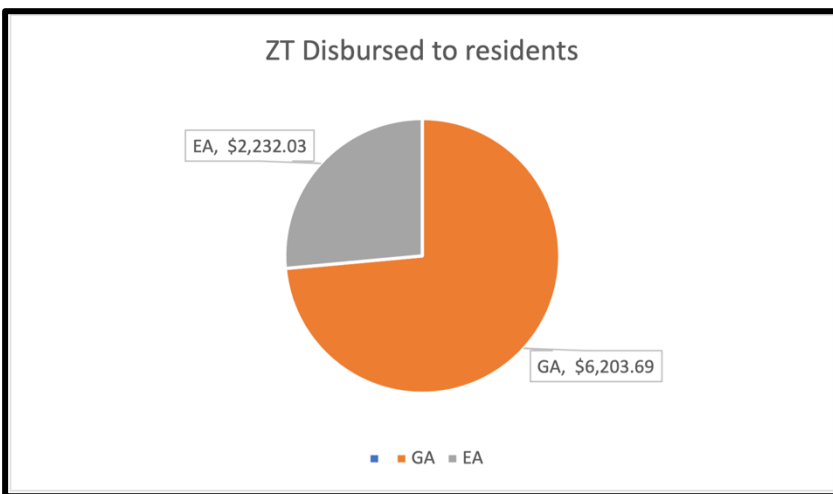
- Appointments: 6
- Total People: 5
- **Approved Applications: 6/\$2,232.03**
 - Housing: 2
 - Utilities: 4
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 3
- EA Pending Applications: 0

Disaster Relief

- **Applications submitted: 1**
- Applications approved: 1/\$370

Emergency Transportation Assistance

- Gas Vouchers: 1
- Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$30.00



Submitted by: ZT Staff

Township Supervisor:

Christy Neal