

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, FEBRUARY 16, 2021 AT 6:00 P.M. (VIA ZOOM) IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

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Disclaimer: While the Township meeting is open to the public and public comments are welcomed, in light of concerns related to the spread of Coronavirus Disease (COVID-19), the meeting will be streaming live online and can be found on the Zoom Link platform below and the Township very strongly encourages residents and participants to submit written comments to the Township Clerk prior to the meeting if they wish to participate at the meeting. Persons will be allowed to make in-person comments if they desire to do so, however individuals will be brought into the meeting room one at a time and all federal, state and local protocols currently in place to alleviate the spread of COVID-19, including social distancing requirements, including the wearing of masks, will be observed. Thank you for understanding this temporary change in procedure for the health, safety and welfare of our residents.

Please click the link below to join the webinar:

<https://zoom.us/j/99143947455>

Or iPhone one-tap :

US: +13126266799,,99143947455# or +16468769923,,99143947455# Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 Webinar ID: 991 4394 7455

International numbers available: <https://zoom.us/j/99143947455>

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 September 15, 2020 at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

Township Fund

Assessor’s Office	\$11,977.15
Community Support	\$1,410.04
Youth Services	\$0.00

Senior Services	\$269.50	
Operating Expenses	\$27,970.75	
Township Fund Total Expenses		\$41,627.44

General Assistance Fund

Public Support	\$4,081.77	
Operating Expenses	\$15,445.58	\$19,527.35
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,712.56

IMRF Total Expenses \$3,547.86

TOTAL Bills: \$67,415.21

8. Assessor's Report
9. Supervisor's Report/Announcements
10. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, JANUARY 19 AT 6:00 P.M. (VIA ZOOM) 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 Holmes, and Chairman Neal. Assessor Davis was also present.

Chairman Neal led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

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

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

MINUTES

It was moved by Trustee McDowell, seconded by Trustee Frierson that the minutes of a Regular Meeting via Zoom held on December 15, 2020 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 Frierson, aye; Fischer, aye; McDowell, aye; Holmes, aye and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

There were no Citizen Comments.

BILLS

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

Township Fund

Assessor's Office	\$18,748.46	
Community Support	\$3,336.27	
Youth Services	\$0.00	
Senior Services	\$869.92	
Operating Expenses	\$89,916.92	
Township Fund Total Expenses		\$112,871.57

General Assistance Fund

Public Support	\$28,270.33	
Operating Expenses	\$24,804.84	\$53,075.17
General Assistance Fund Total Expenses		

FICA Total Expenses \$4,374.36

IMRF Total Expenses \$5,484.93

TOTAL Bills: \$175,806.03

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

ASSESSOR'S REPORT

- As previously stated, the Senior Exemptions will not roll over as was done last year. We have resumed the normal process. There are updated forms in the foyer for anyone who does not have online access. Else, we will make appointments to assist those that do not.
- We are on the downside of our IT challenges from the upgrades to our systems. Although it has been a cost factor, we believe it will allow for a smoother process going forward.
- We are moving forward with our project to update the photos of all homes in Zion. We have received our transferable magnets for our vehicles to identify us when out in the field along with our ID badges. As well as informing the police department when we go out. No more incidents to date.
- Discussions have been underway for CTCA and the Nuclear Plant as their contracts are up this year.
- We are working on updates to the Employee Handbook.
- We are waiting for the county to give us clearance to begin updates on this year's tax data.

Commissioner Holmes asked what the terms of the contracts were for CTCA and the Nuclear Plant. Assessor Davis stated she did not have the information in front of her but believes it is between five and seven years. Chairman Neal stated Assessor Davis has been reviewing the current employee handbook and has pointed out a few things that will be looked at by HR and the Attorney. They will be looking at changes. She appreciates a fresh set of eyes with the handbook.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- December 2020 Monthly Report Attached.
- We had 29 screenings completed w/ residents, referring them to the appropriate programs. We submitted 16 complete CHRP applications with the grant we received from Lake County for funds to assist residents. 16 applications were approved totaling \$20,928.58. Other services provided to residents included the Disaster Relief Program approving 7 applications. 7 applications were submitted to Mother's Trust Foundation, 6 Benefit Access applications were processed. 5 families were approved for Emergency Assistance and we have 12 current General Assistance participants.
- 2020 was a busy year for the ZT Team. We were able to process a total of \$194,626 in resources for Zion residents:
 - Lake County Covid-19 applications for rental assistance, utilizing the entire \$110,000 grant awarded Zion Township. This supported 72 renters and landlords in Zion.
 - We partnered with Mother's Trust Foundation, providing \$15,281 to 32 residents,
 - CAP LIHEAP applications for 65 residents totaling \$35,625.
 - We utilized \$18,751 in Disaster Relief for 20 residents and 38 residents were assisted with \$14,969 in Emergency Assistance.
- It is time to pre-order flats of Zinnias for all who are interested. Order forms can be found on <https://www.ziontogether.com/zinnias-for-zion>
- On Friday, January 22, 2021, the Zion Government Leaders of each taxing body will be hosting Looking Back – Zion in Review 2020 from 9-11am. The livestream link can be found on Zion Township's Facebook Page.

- The Elf Network was able to serve 80 families and 330 individuals, thanks to Santa's Helpers and Rick Delisle, Zion-Benton Kiwanis Club, Christ Community Church's Pastor Mike McDowell, Kathy Richards and so many other volunteers.
- The next edition of the ZB Quarterly will go out the first week of March, 2021.
- Zion Township is closed to walk-ins due to staff COVID-19 cases. All calls and emails are being answered and residents are being assisted during normal business hours.
- Zion Township has contracted with Motel 6 in Waukegan to provide longer term housing for residents in disaster situations.
- The Township is in the process of becoming a service provider for the Salvation Army, Chicago.
- Zion Township was reimbursed \$17,755 for expenses due to COVID-19, thanks to the Lake County Board.

Chairman Neal shared a letter she sent to City Administrator David Knabel and Mayor McKinney regarding the exemplary work his team displayed at the fires that took place last month. She also praised the mutual aid from surrounding communities and Pastor Doug Carlson who provided coffee to over 40 firefighters.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee McDowell, seconded by Trustee Frierson and unanimously approved the meeting be adjourned at 6:27 p.m. Motion carried.

Recording Secretary

Zion Township Updates – 2/16/21

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

Vision: We make Zion better.

Core Values: Humility ~ Encouragement ~ Appreciation ~ Reverence ~ Tenacity

ZION TOWNSHIP UPDATES

- Monthly Report Attached.
- Congratulations to the leaders of the Zion Community for a successful Leader Breakfast and Presentation featuring 8 organizations, and to Charmm'd for facilitating the group!
- The next edition of the ZB Quarterly will go out the first week of March, 2021.
- Zion Township is in communication with the Job Center of Lake County, considering how to host the Summer Work Program this summer. Tentatively, we will hire 20 youth and 15 youth will be offered a virtual work readiness program, which will run the month of July. Applications will be taken during the month of March through www.lakecountyjobcenter.com.
- We will be hosting the Senior Resource Day this year, only it will be on wheels! Our 45 vendors will be contacted to share with us their pertinent information and donate 200 giveaways, along with a door prize. A Senior Resource Guide Book will be distributed with a bag full of goodies to ZB Seniors who come to the drive-thru event. Some lucky recipients will find a golden ticket in their bag and win a door prize! This event will take place on Wednesday, April 21st from 11am til 2pm at the Zion Park District, 2400 Dowie Memorial Drive, Zion, thanks to our partners: Benton Township, the Zion Park District and The Grove at the Lake!
- Despite the freezing temps, Zinnias for Zion is kicking off! Flats of flowers have been ordered by local businesses and organizations. Seeds will be distributed again this year to all residents who are willing to participate in Coloring Zion with Zinnias!
- Thanks to Black Lives Matter, Lake County, Zion Township is distributing food boxes to residents in need each week – for pick up only.
- Thanks to Youth for Christ, lead by Dennis LaBelle for their help with different situations to assist residents this month!

BOARD SPECIFIC ISSUES

- Zion Township is closed to walk-ins due to staff Covid-19 cases. All calls and emails are being answered and residents are being assisted during normal business hours.
- We have officially become a service provider for the Salvation Army, Chicago.
- The 2021-22 budget will be distributed and ready for review and discussion at the next township board meeting.
- Thanks to Zion Water Dept for billing notifications to residents who are behind on their bills.

COVID 19 – KEY RESOURCES

- ❖ FREE Covid Testing – Daily from 8am – 5pm at the corner of 27th St and Emmaus Ave.
- ❖ Anyone needing financial assistance due to Covid-19, sign up for the Financial Capabilities Class through Community Partners for Affordable Housing at: <http://www.cpahousing.org/class-registration/> as it is a prerequisite for receiving assistance.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion.
- ❖ North Point Church Food Pantry: Each Monday from 1:30-6pm at 900 N Lewis Ave., Winthrop Harbor.
- ❖ Lake County Complaint Line for Landlord and Business Issues: 847-377-8130.
- ❖ Mental Health Help:
 - ❖ Lake County Crisis Line Open 24/7: 847-377-8088
 - ❖ Nicasa – substance abuse, mental health or gambling problem: 847-546-6450 or <https://nicasa.org>
 - ❖ Text “TALK” to 552020



Monthly Report

January 2021

Programs & Services

■ Community

- Incoming Calls: 296
- Notary: 17
- Medical Equipment Pantry: 0
- Passports: 0
- Voter Registration: 0

■ Senior

- Senior Half-Fare Taxi Tickets: 4
- Senior Birthday Cards: 58

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 0

■ Benefit Access Online Applications Processing: 3

■ Initial Screenings Total: 41

■ Resource Referrals

- Resource Appointments: 27
- Total People Referred: 45
- Total Referrals Made: 96

■ Zion Township Directly Assisted: 27

■ Referrals to Partner Agencies

- Benton Township: 1
- Catholic Charities: 11
- Community Action Partnership of Lake County: 15
- Community Partners for Affordable Housing: 5
- DHS: 1
- IDHS: 2
- Lake County Job Center: 1
- Love INC: 2
- Keeping Families Covered: 2
- Mother's Trust: 7
 - Applications submitted: 5
 - Applications approved: 5/\$2,774.41
- PADS: 10
- Prairie State Legal: 1
- Veteran's Assistance: 1
- Waukegan Township: 1
- Zion City Hall: 1

■ Case Manager Appointments: 50

(Sum of Resource, GA, and EA)

■ Disaster Relief Approvals:

- Applications submitted: 10
- Applications approved: 10/\$1,730.05

Assistance Programs

General Assistance

- Appointments: 20
- Application Pick-ups: 3
- Submitted Applications: 4
- New Recipients: 3
- Denials: 0
- Flat Grant Approvals: 14/\$4,763.94
 - Transportation: 5
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 2
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 1
- Suspended: 1

■ Emergency Assistance

- Appointments: 3
- Total People: 2
- Approved Applications: 2/\$650
 - Housing: 1
 - Utilities: 0
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 1
- EA Denials: 0
- EA Incomplete Applications: 0

■ Financial Counseling Certificates: 3

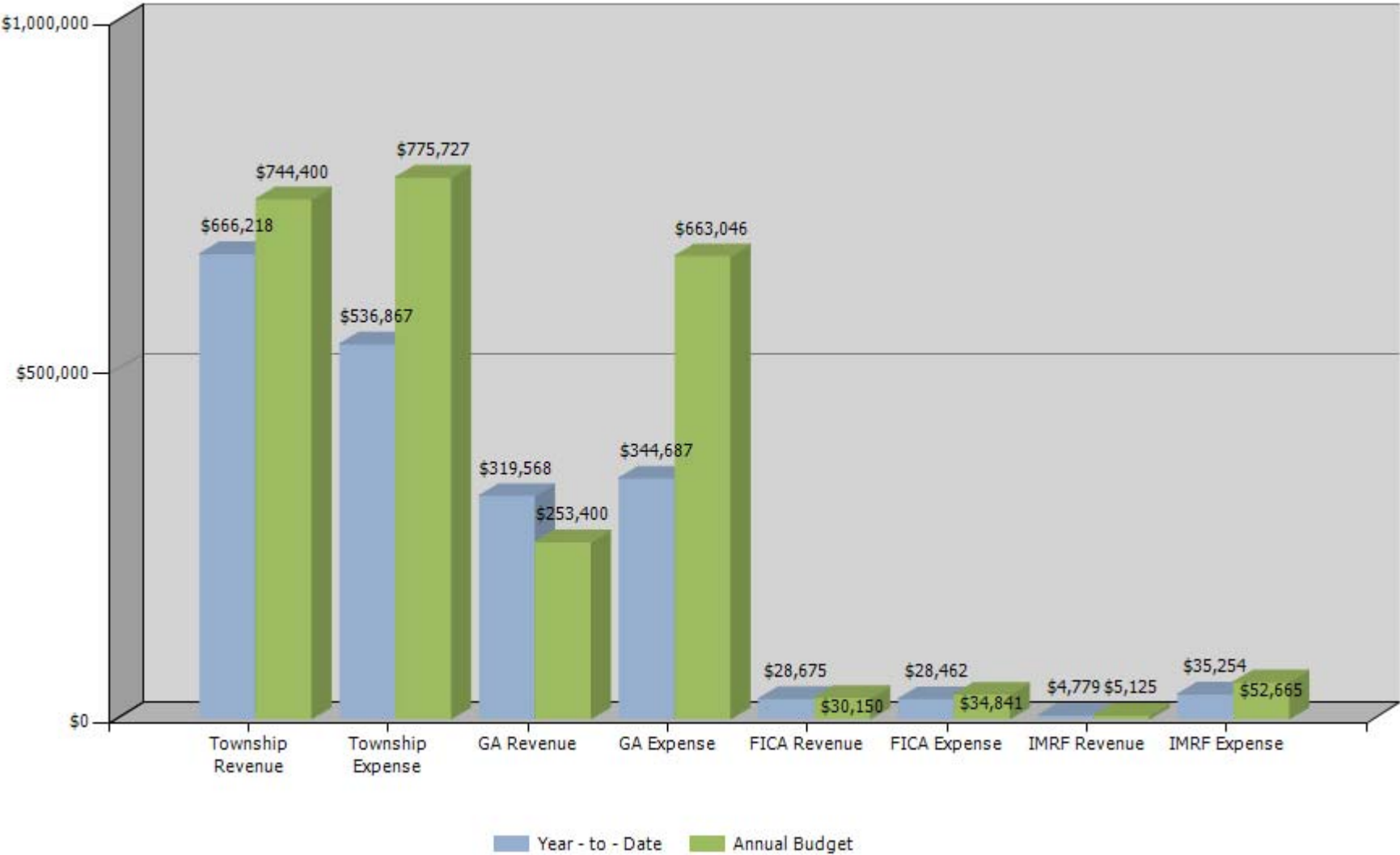
■ Emergency Transportation Assistance

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

Submitted by: ZT Staff

Township Supervisor:

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 9 Months Ended January 31, 2021**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of January 31, 2021**

	<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	\$ 1,369.41	\$ 666,218.14	\$ 744,400.00	\$ 78,181.86	10.50%
<u>Operating Expenses</u>					
Personnel	23,266.89	227,790.11	310,973.00	83,182.89	26.75%
Contractual Services	3,451.26	55,610.83	100,017.00	44,406.17	44.40%
Other Operating Expenses	1,252.60	23,321.33	45,974.00	22,652.67	49.27%
Capital Outlay	0.00	53,297.50	57,708.00	4,410.50	7.64%
Total Operating Expenses	<u>27,970.75</u>	<u>360,019.77</u>	<u>514,672.00</u>	<u>154,652.23</u>	<u>30.05%</u>
Community Support	1,410.04	21,480.91	23,000.00	1,519.09	6.60%
Youth Services:					
Total Youth Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Senior Services:					
Senior Meals	0.00	48.59	3,300.00	3,251.41	98.53%
Senior Transportation	152.00	5,741.44	17,500.00	11,758.56	67.19%
Senior Support	117.50	385.00	5,750.00	5,365.00	93.30%
Total Senior Services	<u>269.50</u>	<u>6,175.03</u>	<u>26,550.00</u>	<u>20,374.97</u>	<u>76.74%</u>
Assessor's Office:					
Personnel	10,679.67	123,456.56	180,160.00	56,703.44	31.47%
Contractual Services	587.78	12,796.98	15,060.00	2,263.02	15.03%
Other Operating Expenses	709.70	12,938.01	16,285.00	3,346.99	20.55%
Total Assessor's Office	<u>11,977.15</u>	<u>149,191.55</u>	<u>211,505.00</u>	<u>62,313.45</u>	<u>29.46%</u>
Total Expenses	<u>41,627.44</u>	<u>536,867.26</u>	<u>775,727.00</u>	<u>238,859.74</u>	<u>30.79%</u>
Excess Revenues less Expenses	<u>\$ (40,258.03)</u>	<u>\$ 129,350.88</u>	<u>\$ (31,327.00)</u>	<u>\$ (160,677.88)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 530.79	\$ 319,568.27	\$ 253,400.00	\$ (66,168.27)	-26.11%
<u>Expenses</u>					
Personnel	13,853.95	140,220.04	203,970.00	63,749.96	31.25%
Contractual Services	930.63	18,810.12	29,071.00	10,260.88	35.30%
Other Operating Expenses	661.00	13,366.39	22,055.00	8,688.61	39.40%
Public Support	4,081.77	172,290.16	407,950.00	235,659.84	57.77%
Total Expenses	<u>19,527.35</u>	<u>344,686.71</u>	<u>663,046.00</u>	<u>318,359.29</u>	<u>48.01%</u>
Excess Revenues less Expenses	<u>\$ (18,996.56)</u>	<u>\$ (25,118.44)</u>	<u>\$ (409,646.00)</u>	<u>\$ (384,527.56)</u>	
<u>FICA Fund</u>					
Revenues	\$ 63.69	\$ 28,674.78	\$ 30,150.00	\$ 1,475.22	4.89%
Expenses	<u>2,712.56</u>	<u>28,462.45</u>	<u>34,841.00</u>	<u>6,378.55</u>	<u>18.31%</u>
Excess Revenues less Expenses	<u>\$ (2,648.87)</u>	<u>\$ 212.33</u>	<u>\$ (4,691.00)</u>	<u>\$ (4,903.33)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 10.62	\$ 4,779.12	\$ 5,125.00	\$ 345.88	6.75%
Expenses	<u>3,547.86</u>	<u>35,254.16</u>	<u>52,665.00</u>	<u>17,410.84</u>	<u>33.06%</u>
Excess Revenues less Expenses	<u>\$ (3,537.24)</u>	<u>\$ (30,475.04)</u>	<u>\$ (47,540.00)</u>	<u>\$ (17,064.96)</u>	