

# *Agenda*

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, JANUARY 18, 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 December 21, 2021, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

**Township Fund**

Assessor’s Office	\$19,055.76	
Community Support	\$65.00	
Youth Services	\$46.90	
Senior Services	\$2,141.23	
Operating Expenses	\$85,699.82	
<b>Township Fund Total Expenses</b>		<b>\$107,008.71</b>

**General Assistance Fund**

Public Support	\$119,699.24	
Operating Expenses	\$22,976.81	\$142,676.05
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$4,069.38

**IMRF Total Expenses** \$5,370.08

**TOTAL Bills:** \$259,124.22

8. Consider approval of contract between Zion Township and Lauterbach & Amen, LLP for accounting services
9. Consider approval of the request for funds for the Life Conference

10. Assessor's Report

11. Supervisor's Report/Announcements

12. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, DECEMBER 21, 2021 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 Frierson, Holmes, Fischer, McDowell, and Chairman Neal. Assessor Davis was absent.

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

**MINUTES**

It was moved by Trustee Frierson, seconded by Trustee McDowell that the minutes of a Regular Meeting held on November 16, 2021 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; Holmes, aye; Fischer, aye; McDowell, aye and Chairman Neal, aye. Motion carried.

**CITIZEN COMMENTS**

There were no Citizen Comments.

**BILLS**

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

**Township Fund**

Assessor's Office	\$11,981.99	
Community Support	\$3,552.29	
Youth Services	\$128.78	
Senior Services	\$1,806.19	
Operating Expenses	\$28,534.88	
<b>Township Fund Total Expenses</b>		<b>\$46,004.13</b>

**General Assistance Fund**

Public Support	\$85,915.62	
Operating Expenses	\$17,055.14	\$102,970.76
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$2,723.10

**IMRF Total Expenses** \$3,615.75

**TOTAL Bills:** \$155,313.74

Trustee Frierson asked for an update with the water bills and the FERA grant. Chairman Neal stated they have been working with the City on the water bills. The City has extended the shut-offs so residents can have time to work with her team to see if their situation qualifies. They are done with FERA and currently have 6 applications pending. To date they have provided over \$720,000 in resources.

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

### **2021 TAX LEVY ORDINANCE**

Chairman Neal presented three documents regarding the levy; an original document recommending an increase to the levy dated November 8, 2021, a revised document also recommending an increase dated December 14, 2021 and a projection for a flat levy as requested by Trustee McDowell. She stated if the decision is to go with a flat levy within 3 years the Town Fund will be over \$90,000 in the red. Additionally, the General Assistance Fund will be in the red over \$107,000. This would mean the beginning balance would be in the red which is not where they would like to be. Trustee McDowell asked if that number was without reducing any spending. Chairman Neal stated a little bit of that is hard to know exactly what is going on with COVID. Trustee McDowell stated if the EAV goes up the funding would also go up even if they kept the levy flat. Chairman Neal stated the same thing would happen if the request for funds would be slightly higher and the EAV goes up, the taxes would go up. Trustee McDowell agreed as long as they do not raise it more than the EAV. Chairman Neal stated at the last Board meeting they discussed raising the Town Fund levy \$100,000. They have since done further analysis and realized they can get by with only raising it \$25,000. Additionally, in the General Assistance Fund they initially thought they would raise need to raise it to \$350,000 but discovered they need to go up to \$360,000. Both IMRF & FICA were at the amounts as in previous years. They have underfunding those funds to spend it down. Trustee Frierson noted based on the original proposal and the re-evaluation, it has been reduced by \$70,000. Trustee McDowell asked what the effect would be on the tax rate for the Zion Township. Chairman Neal stated the rate is way below the levy rate and believes the rate has not been close to that for the last 8 years. Trustee Frierson confirmed the document dated December 14, 2021 is the levy being considered. He asked Trustee McDowell if he was trying to assess the difference between the max of where they can go verses what they are proposing. Trustee McDowell stated his question was what effect it would have on the tax rate for taxpayers. Trustee McDowell stated Chairman Neal and her staff do a great job operating the Township with the resources they have available to them. He believes they are very conscientious with the funds that are available but he is more aligned with what the taxpayers feel when they raise the levy. Part of his responsibility is to say they do not want to take any more money out of the taxpayer's pockets. Chairman Neal stated she respects that and feels that it is a "catch 22" when lowering the levy these last few years. Eventually they were going to have to raise it and it would look like they were taking money out of the taxpayer's pockets when really, they have been saving taxpayers money the last few years by lowering it. Trustee McDowell stated he understands why they have to do it and wouldn't expect anything different from the head of an organization as they need to use as many resources that are available to them. He wants to do what his constituents would want him to do and that would be not to raise the levy.

It was moved by Trustee Frierson, seconded by Trustee Holmes that Ordinance 2021-03 be passed, levying taxes in the amount of 1,066.500 for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2021, collectible in 2022. The vote on roll call was: Trustees Frierson, aye; Holmes, aye; Fischer, aye; McDowell, aye and Chairman Neal, aye. Motion carried. Ordinance passed.

### **2022 ANNUAL TOWNSHIP CALENDAR**

Chairman Neal noted that the date for the Budget Public Hearing was changed to April so that a budget may be passed prior to the start of the next budget year.

It was moved by Trustee Fischer, seconded by Trustee Holmes to approve the 2022 Annual Township calendar as presented. The vote on roll call was: Trustees: Frierson, aye; Holmes, aye; Fischer, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

**ASSESSOR'S REPORT**

Assessor Davis was not in attendance. Updates will be provided at next month's meeting. Chairman Neal stated she is grateful that Assessor Davis is in the position and feels she does a great job.

**SUPERVISOR'S REPORT/ANNOUNCEMENTS**

Chairman Neal provided the following information:

- Monthly Report for November 2021
- We had 74 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 10 families were approved for Salvation Army funds, 4 families were approved for Emergency Assistance, 7 families were approved for Disaster Relief and we have 12 current General Assistance participants. We are currently processing 18 FERA grant applications and submitted 11 FERA applications last month totaling \$79,434.59.
- Those in need of rental assistance due to Covid-19 can apply online at [LakeCountyIL.gov/renthelp](http://LakeCountyIL.gov/renthelp). You will need to fill out an application and attach proof of your eligibility. If you have questions, you can call 211 to speak with someone who can help. If you need help with your application, you can call 211 for a referral to a provider that can help you.
- The next Zion Quarterly will be coming out in January of 2022. We are excited to include a community calendar! For items to be included for future magazines, email [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com).
- The Elf Network has made a HUGE impact again this year! Eighty 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 Jeanine Richards), District 6 Social Workers (lead elf: Renita Davis), PetSmart (elf: LeNette Van Haverbeke), Family Resource Center (elves: Mary King and Esmerelda Diaz) and the Lake County Housing Authority (lead elf: Jelena Milunovic), the Grove at the Lake, Toys for Tots (elf: Dwayne Jenkins), Kiwanis of Zion-Benton (a team of elves!), and the Zion Township Team worked together to serve approximately 250 Zion children.
- Zion Township will have minimal staffing (actually, only Supervisor Neal will be in the office) through 1/3/22. We will not be fully staffed until 1/10/22 due to vacations.
- The office will be closed the following days for holidays and staff retreat: 12/23-24, 12/30-31/21, 1/17 and 1/19/22
- ALL financial assistance has been suspended through January 10, 2022.
- This year the Zion Township Team has assisted Zion residents in accessing over \$720,000 through our in-house programs, Mothers Trust Foundation, Salvation Army and the Federal Emergency Rental Programs.
- Special thanks to Jaqueline Franclemont for joining our team to assist with the FERA Grant Program. We could NOT have done it without her!!!

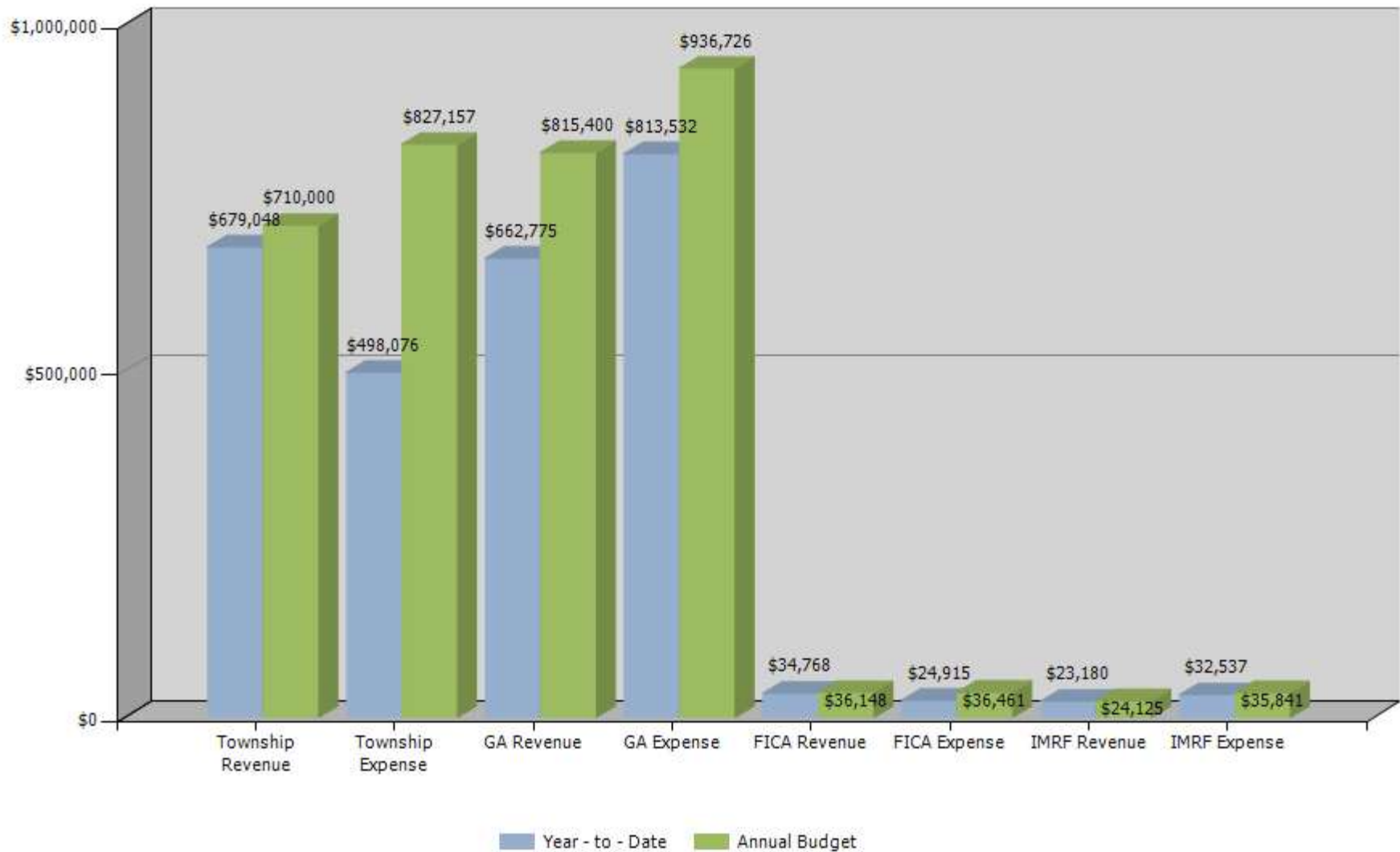
**ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee Fischer and unanimously approved the meeting be adjourned at 6:21 p.m. Motion carried.

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Township Clerk

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 8 Months Ended December 31, 2021**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of December 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>
<b><u>Township Fund</u></b>					
<b>Revenues</b>	\$ 10,662.53	\$ 679,048.00	\$ 710,000.00	\$ 30,952.00	4.36%
<b><u>Operating Expenses</u></b>					
Personnel	32,678.66	209,158.73	316,400.19	107,241.46	33.89%
Contractual Services	6,473.32	48,431.28	97,155.00	48,723.72	50.15%
Other Operating Expenses	1,533.23	22,018.86	42,958.00	20,939.14	48.74%
Capital Outlay	45,014.61	50,803.36	57,708.00	6,904.64	11.96%
<b>Total Operating Expenses</b>	<u>85,699.82</u>	<u>330,412.23</u>	<u>514,221.19</u>	<u>183,808.96</u>	<u>35.75%</u>
<b>Community Support</b>	65.00	26,012.08	26,000.00	(12.08)	-0.05%
<b><u>Youth Services:</u></b>					
Summer Work Program	46.90	5,362.94	17,430.00	12,067.06	69.23%
<b>Total Youth Services</b>	<u>46.90</u>	<u>5,362.94</u>	<u>17,430.00</u>	<u>12,067.06</u>	<u>69.23%</u>
<b><u>Senior Services:</u></b>					
Senior Meals	0.00	3,034.68	3,300.00	265.32	8.04%
Senior Transportation	875.34	8,992.38	17,500.00	8,507.62	48.61%
Senior Support	1,265.89	7,702.31	5,750.00	(1,952.31)	-33.95%
<b>Total Senior Services</b>	<u>2,141.23</u>	<u>19,729.37</u>	<u>26,550.00</u>	<u>6,820.63</u>	<u>25.69%</u>
<b><u>Assessor's Office:</u></b>					
Personnel	16,206.04	101,043.53	184,500.00	83,456.47	45.23%
Contractual Services	2,270.29	8,892.23	39,241.00	30,348.77	77.34%
Other Operating Expenses	579.43	6,623.91	19,215.00	12,591.09	65.53%
<b>Total Assessor's Office</b>	<u>19,055.76</u>	<u>116,559.67</u>	<u>242,956.00</u>	<u>126,396.33</u>	<u>52.02%</u>
<b>Total Expenses</b>	<u>107,008.71</u>	<u>498,076.29</u>	<u>827,157.19</u>	<u>329,080.90</u>	<u>39.78%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (96,346.18)</u>	<u>\$ 180,971.71</u>	<u>\$ (117,157.19)</u>	<u>\$ (298,128.90)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 4,232.51	\$ 662,774.72	\$ 815,400.00	\$ 152,625.28	18.72%
<b><u>Expenses</u></b>					
Personnel	19,853.86	126,484.73	213,160.43	86,675.70	40.66%
Contractual Services	2,248.88	21,766.96	27,201.00	5,434.04	19.98%
Other Operating Expenses	874.07	11,567.26	21,414.50	9,847.24	45.98%
Public Support	119,699.24	653,712.80	674,950.00	21,237.20	3.15%
<b>Total Expenses</b>	<u>142,676.05</u>	<u>813,531.75</u>	<u>936,725.93</u>	<u>123,194.18</u>	<u>13.15%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (138,443.54)</u>	<u>\$ (150,757.03)</u>	<u>\$ (121,325.93)</u>	<u>\$ 29,431.10</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 217.52	\$ 34,768.45	\$ 36,147.90	\$ 1,379.45	3.82%
<b>Expenses</b>	<u>4,069.38</u>	<u>24,915.43</u>	<u>36,460.90</u>	<u>11,545.47</u>	<u>31.67%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (3,851.86)</u>	<u>\$ 9,853.02</u>	<u>\$ (313.00)</u>	<u>\$ (10,166.02)</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 145.01	\$ 23,180.32	\$ 24,125.00	\$ 944.68	3.92%
<b>Expenses</b>	<u>5,370.08</u>	<u>32,536.80</u>	<u>35,841.00</u>	<u>3,304.20</u>	<u>9.22%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (5,225.07)</u>	<u>\$ (9,356.48)</u>	<u>\$ (11,716.00)</u>	<u>\$ (2,359.52)</u>	

# Zion Township Updates – 1/18/21

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

*Vision: We make Zion better.*

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

## BOARD SPECIFIC ISSUES

- The office will be closed on January 19<sup>th</sup> for an all-day staff retreat.
- We are beginning work on the 2022-2023 Budget to be approved at the April Board meeting.
- The ZT Team is proud of the work we completed in 2021. Below is a comparison to 2020, which exceeded all expectations then! We were able to process a total of \$194,625 (2020) and \$711,350(2021) in resources for Zion residents:
  - LC/Federal Covid-19 Rental Assistance, \$110,000, 72 renters and landlords (2020), and 93 tenants and landlords with \$589,175 (2021);
  - Mothers Trust Foundation Assistance, provided \$15,280 to 32 residents (2020) \$15,260 to 31 residents (2021);
  - CAP LIHEAP applications for 65 residents totaling \$35,625 (2020) and 66 residents with the \$ amount TBD (2021);
  - We utilized \$18,751 in Disaster Relief for 20 residents (2020) and \$15,535 for 48 residents (2021);
  - Emergency Assistance for 38 residents with \$14,969 (2020), and \$17,630 and 47 residents (2021);
  - General Assistance allocations were \$59,590 (2020) and \$51,525 (2021).

## ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- This month we had 41 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 8 families were approved for Salvation Army funds, 8 families were approved for Emergency Assistance, and we have 13 current General Assistance participants. We are currently processing 9 FERA grant applications and submitted 19 FERA applications last month totaling \$117,638.60.
- Those in need of rental assistance due to Covid-19 can apply online at [LakeCountyIL.gov/renthelp](http://LakeCountyIL.gov/renthelp). You will need to fill out an application and attach proof of your eligibility. If you have questions, you can call 211 to speak with someone who can help. If you need help with your application, you can call 211 for a referral to a provider that can help you.
- The Winter edition of the Zion Quarterly came out the first week of January of 2022. Kudos to administrator Sandra Usher for her efforts to include a community calendar! For items to be included for future magazines, email [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com). Suggestions are ALWAYS welcome!
- On Saturday, March 12<sup>th</sup>, the Zion Government Leaders of each taxing body will be hosting “The Zion Collaborative: Establishing Collective Pathways in a Community at Zion-Benton Township High School. Stay tuned!
- It is time to pre-order flats of Zinnias for all who are interested. Order forms can be found on [ZionTogether.com/Zinnias-for-Zion](http://ZionTogether.com/Zinnias-for-Zion).



# Monthly Report

December 2021

## Programs & Services

### Community

- Incoming Calls: 552
- Notary: 4
- Medical Equipment Pantry: 1
- Passports: 0
- Voter Registration: 0

### Senior

- Senior Half-Fare Taxi Tickets: 4
- Senior Birthday Cards: 84

Financial Counseling Certificates: 1

## Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 1

Benefit Access Online Applications Processing: 4

Initial Screenings Total: 41

### Resource Referrals

- Resource Appointments: 315
- Total People Referred: 64
- Total Referrals Made: 110

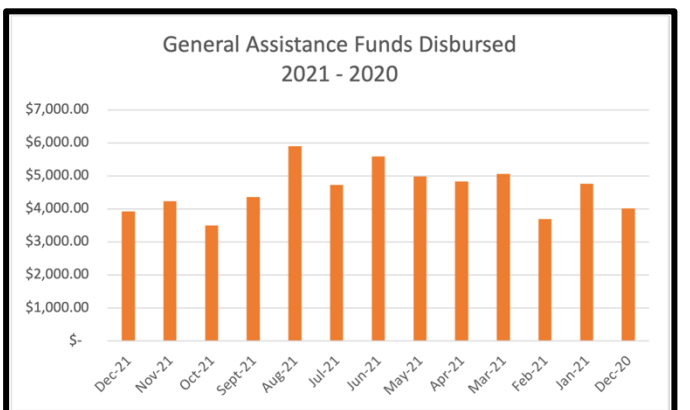
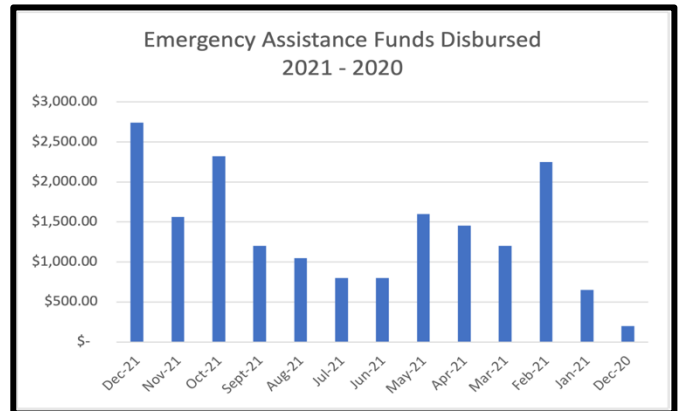
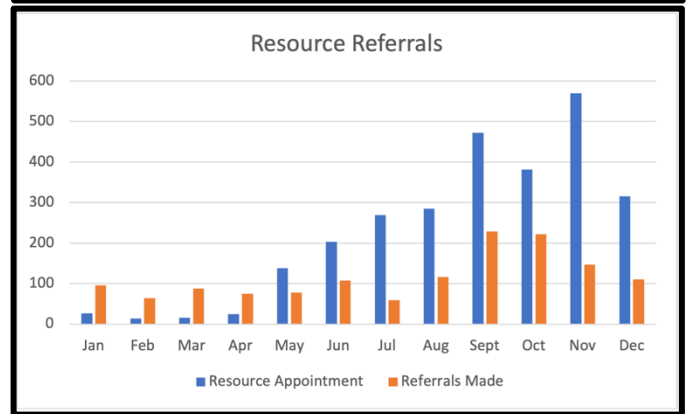
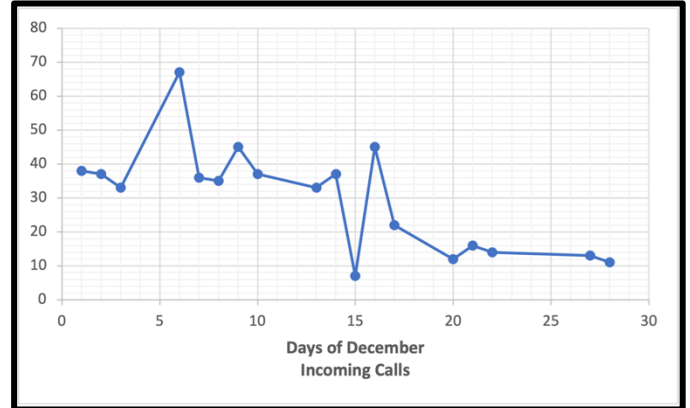
Zion Township Directly Assisted: 57

### Referrals to Partner Agencies

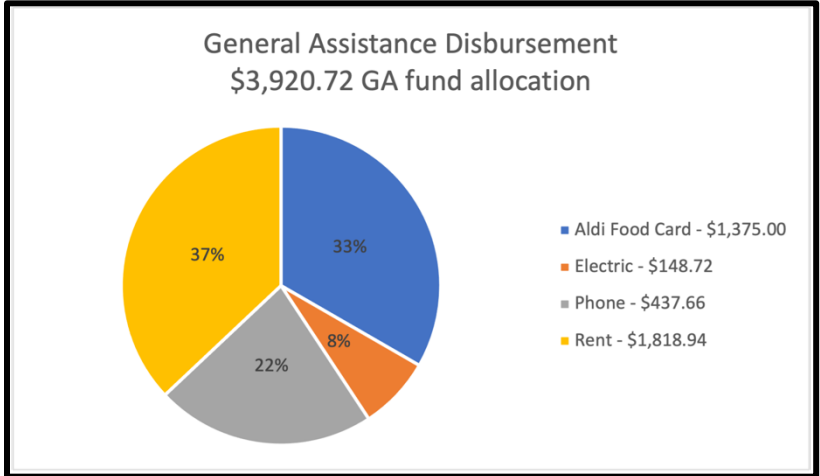
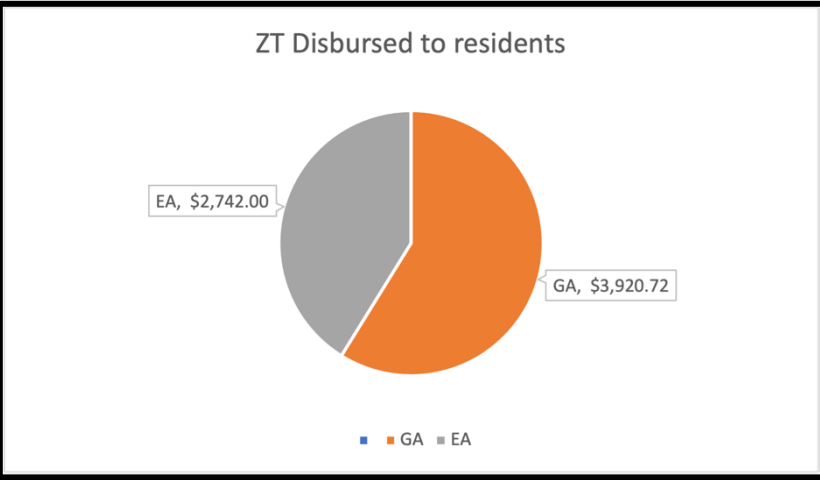
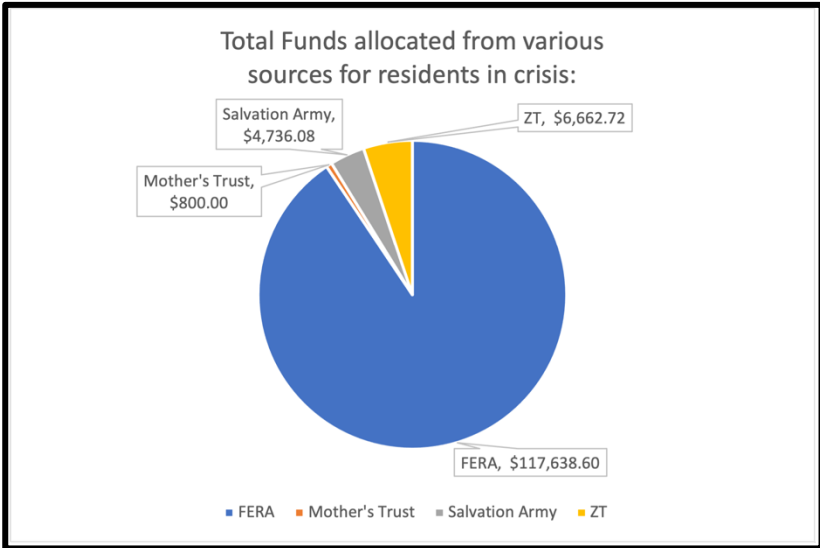
- Community Action Partnership: 5
- Community Partners for Affordable Housing: 2
- FERA: 31
  - Applications approved: 19/\$117,638.60
  - \$125,874.43
- Mother's Trust: 2
  - Applications submitted: 1
  - Applications approved: 2/\$800.00
- Salvation Army: 12
  - Applications submitted: 8
  - Applications approved: 8/\$4,736.08
- YWCA: 1

Case Manager Appointments: 57

(Sum of Resource, GA, and EA)



# Assistance Programs



### General Assistance

- Appointments: 14
- Application issued: 4
- Submitted Applications: 0
- New Recipients: 1
- Denials: 0
- **Flat Grant Approvals: 13/\$3,920.72**
  - Transportation: 5
  - Prescriptions: 0
  - GED: 0
  - Substance Abuse: 0
    - Drug Testing: 0
    - Counseling: 0
    - Evaluations: 0
  - Record Expungement: 0
- Completions (terminations):
  - Employed: 2
  - SSI Approved: 1
  - Relocation: 0
  - Other: 4
- Suspended: 0

### Emergency Assistance

- Appointments: 9
- Total People: 8
- **Approved Applications: 8/\$2,742.00**
  - Housing: 3
  - Utilities: 5
  - Work Related: 0
  - Substance Abuse Counseling: 0
  - Transportation: 0
  - Other: 0
- EA Denials: 0
- EA Incomplete Applications: 0

### Disaster Relief Approvals:

- **Applications submitted: 0**
- Applications approved: 0

### Emergency Transportation Assistance

- Gas Vouchers: 1
- 1-Day Bus Pass: 1
- Train/Other: 0
- Total Funds Spent: \$55.00

Submitted by: ZT Staff

Township Supervisor: