

Agenda

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, AUGUST 17, 2021
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 15, 2021 at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

Township Fund

Assessor's Office	\$11,386.13	
Community Support	\$2,240.00	
Youth Services	\$2,722.00	
Senior Services	\$981.95	
Operating Expenses	\$27,448.20	
Township Fund Total Expenses		\$44,778.28

General Assistance Fund

Public Support	\$74,189.43	
Operating Expenses	\$12,585.34	\$86,774.77
General Assistance Fund Total Expenses		

<u>FICA Total Expenses</u>		\$2,952.49
<u>IMRF Total Expenses</u>		\$3,618.47

TOTAL Bills: \$138,124.01

8. Special Presentation - Zinnia for Zion recognition Awards
9. Discussion and approval of parameters regarding ZBTHS agreement for co-sponsoring events

10. Assessor's Report

11. Supervisor's Report/Announcements

12. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, JULY 20, 2021 AT 6:06 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.

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

MINUTES

It was moved by Trustee Fischer, seconded by Trustee McDowell that the minutes of a Regular Meeting held on June 15, 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 McDowell, aye; Fischer, aye; Frierson, 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 Holmes that bills be authorized for payment as follows:

Township Fund

Assessor's Office	\$18,913.45	
Community Support	\$6,869.93	
Youth Services	\$1,047.16	
Senior Services	\$6,317.50	
Operating Expenses	\$52,544.85	
Township Fund Total Expenses		\$85,692.89

General Assistance Fund

Public Support	\$110,912.18	
Operating Expenses	\$25,752.12	\$136,664.30
General Assistance Fund Total Expenses		

FICA Total Expenses \$4,115.81

IMRF Total Expenses \$5,431.73

TOTAL Bills: \$231,904.73

Chairman Neal updated the Board on the receipt of the FERA grant. Originally they received \$287,000 and there is \$100,000 remaining. She stated recently they were able to help three local landlords that received substantial checks to help their tenants.

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

ORDINANCE/GENERAL OBLIGATION REFUNDING DEBT CERTIFICATES

Chairman Neal stated the Board received a power point from Raymond James regarding the details of the refinancing of the Debt Certificates for the Township property and building. The original amount to be financed was thought to be \$280,000 but ending up being \$274,000. A few years ago there was some discussion regarding the refinancing of the Debt Certificates for the Township Building. They have finally been able to make that happen. The Brokerage Company was wondering if they would receive any requests on the refinance as the amount was so low but ended up with three requests. Of the three banks that bid, Lake Forest Bank, (Wintrust) Waukegan Branch came in with the lowest rate and a refinance amount of \$274,000. The refinance will save the Township \$18,000. Because of the timing of how low the interest rates are and the extra funding that the bank tries to use to help the community, they were able to save even more money. Two years ago when they did Zion Together Days, it was Wintrust that helped sponsor the event. She will be meeting with them next week to see how they can partner with Wintrust in the future.

It was moved by Trustee Frierson, seconded by Trustee Fischer that an Ordinance (21-O-2) be passed authorizing and providing for the issue of approximately \$274,000 General Obligation Refunding Debt Certificates (Limited Tax), Series 2021, evidencing the rights to payment under an Installment Purchase Agreement, for the purpose of refunding certain outstanding debt certificates of the Township providing for the security for and means of payment under said Installment Purchase Agreement of said Certificates, and authorizing the sale of said certificates to the purchaser thereof. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye and Chairman Neal, aye. Motion carried. Ordinance passed.

APPROVAL OF PARAMETERS REGARDING ZBTHS AGREEMENT FOR CO-SPONSORING EVENTS

Chairman Neal asked to delay discussions of agenda items 9 & 10 as the Superintendent and Business Manager of the High School will be attending the meeting to be part of the discussions. She stated she and Trustee McDowell met with the administration at the High School this week and had a good conversation. She feels it is a good way to build a partnership on how they operate together. It was suggested to take a short recess until the Superintendent and Business Manager arrived.

It was moved by Trustee McDowell, seconded by Trustee Holmes that the Board recess the regular meeting at 6:15 p.m., The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye and Chairman Neal, aye. Motion carried.

It was moved by Trustee Fischer, seconded by Trustee McDowell to reconvene the regular meeting with all members present at 6:23 p.m. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye and Chairman Neal, aye. Motion carried.

Trustee McDowell stated they met with the High School regarding the policy for renting the public space at the performing arts center. He stated they do not want to deny any group access to public space but there are parameters for having the space available. He asked Dr. Wilkinson to share the requirements necessary to rent the space. Dr. Rodriguez stated the district is looking to develop partnerships within the community. He stated the idea of working with community groups is something they embrace and looks forward to everyone working together.

Dr. Wilkinson shared the district's requirements:

- The group needs to be a non-profit organization with a 501C3 certificate
- They must have the proper insurance to cover the space rented

Dr. Wilkinson explained they do not rent the facility for profit as there are certain IRS tax guidelines that must be followed and the Board has chosen not to go down that path. He stated there is another option; any of the seven taxing bodies can rent the facility at no cost with proof of a certificate of insurance. This demonstrates that the taxing bodies are all partners and do kind services for each other. Chairman Neal explained that the courtesy of using the facility is extended to a taxing body's event only and not to an outside organization not immediately associated with the taxing body. She stated partnering with outside organizations goes around what the Board policy is that is extended to the taxing bodies. Ideally there would be partnerships that would be formed with the district and they can choose to sponsor the events. Trustee McDowell asked why they have chosen to only partner with 501C3 organizations. Dr. Wilkinson explained the reason as it relates to IRS tax guidelines. Commissioner McDowell asked if the guidelines were limited to school districts or if it was true of any taxing body in the State of Illinois. Dr. Wilkinson stated in the districts he has been in it has been standard. Trustee McDowell stated based on the information shared, he feels the Township would fall under the description that their partnership can only be with a not for profit 501C3 or they would be liable to pay taxes and fees and have to file other IRS documents. He asked if the Township were to partner with another organization for a fundraiser, would the district still charge for the fee. Dr. Wilkinson stated in that instance they would look at a fee because they would be generating funds. He stated it is something they would have to look at a little deeper in the relationship once they find out what the needs and goals would be. Trustee Frierson asked if there was a fee for the use of outdoor space. Dr. Wilkinson stated in the past the church has used the parking lot for a food drive and they did not charge a fee. Generally they do not charge to use the parking lots. He stated they would address events on a case by case basis. He stated their ultimate goal is to create partnerships within the community but they must follow the parameters of the Board policy. Trustee Frierson asked if there were any other exclusionary measures that have not been discussed. Dr. Wilkinson stated the discussion has been; what can they do as a community to help the groups that do not have 501C3 status yet and how can they work with them. He stated one of the other ideas that came out of the conversations was that it is not necessary for a group to purchase a yearly insurance policy. They can obtain insurance for only one event so the costs can be significantly less. Chairman Neal stated she reached out to Leach Bridges Insurance and the average cost of insurance per event is \$200.00. Trustee McDowell stated it seems as though there is a pathway to utilize the facilities and it is open to groups. If the group has a 501C3 and has insurance there is nothing in the policy preventing them from renting the facility. If it is a fundraiser it would require an additional discussion. She stated the standard fee to rent the performing arts center is \$250.00 an hour or \$1,200.00 for 6 hours or more. She asked Dr. Rodriguez if he would reconsider the policy for rates for residents. Dr. Rodriguez stated he will bring it to the Board.

Clyde McLemore from Black Lives Matter shared the details of the Black Lives Matter upcoming event. Mr. McLemore stated the organization has purchased insurance but was hoping to have a taxing body sponsor them so they may avoid paying the fee. Chairman Neal stated they cannot partner with a group just to get around paying the fee.

Dr. Rodriguez shared some new things happening in the District. He introduced Dr. Michelle Hassan, the new Director of Equity and Engagement. Dr. Hassan shared her vision for the school and community.

It was moved by Trustee McDowell, seconded by Trustee Frierson to table the approval of the parameters regarding ZBTHS agreement for co-sponsoring events until the next meeting. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; Holmes, aye and Chairman Neal, aye. Motion carried.

APPROVAL/CO-SPONSOR BLACK LIVES MATTER LAKE COUNTY EVENT

It was moved by Trustee Frierson and seconded by Trustee Holmes co-sponsor Black Lives Matter through financial support in the amount of \$1,000. The vote on the roll: Trustees McDowell, nay; Fischer, aye; Frierson, aye; Holmes, aye and Chairman Neal, aye. Motion carried.

ASSESSOR'S REPORT

- Assessments were published July 8th. Residents should have received in the mail. Information is also published on the lake county website.
- If anyone chooses to appeal, please note there is a 30-day window to do so which ends August 9th. The link to appeal is on our website. There are step by step instruction packets 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 are also 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 scheduled a meeting in collaboration with the Treasurer's office for a "tour of your tax bill" which will give a more detailed understanding of the tax cycle among other things. It will be a Zoom meeting on August 3rd at 6:00pm. Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZcvduypqzIqG9BRLSEXKw3sAVqBB_iqL8QU

The link is also on our website and our Facebook page. After registering, you will receive a confirmation email containing information about joining the meeting.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- Monthly Service Report, June 2021
- We had 54 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 2 families were approved for Emergency Assistance, 3 families were approved for Disaster Relief and we have 18 current General Assistance participants. We are currently processing 10 FERA grant applications and submitted 13 FERA applications last month totaling \$98,712.71.
- Zion Township is officially on-line accepting FERA applications. Of the \$287,000 grant Zion Township received to help process the Federal Emergency Rental Assistance (FERA) grant, approximately \$100,000 is still available.
- The township garage has been re-painted and organized in preparation for the Summer Work Program. Old lobby chairs that were stored in garage have been donated to Mt. Zion Baptist Church.
- The Summer Work Program kicked off July 6, 2021 at half our capacity per the Job Center of Lake County, with 17 youth and 2 mentors. We appreciate our partnership with the Zion Park District with this program.
- Zion is blooming with Zinnias! Nominate Zion yards at ZinniasforZion.com. You can also find the coloring pages for the Zinnia Coloring Contest there too or visit Zion Township, the Z-B Library or Culvers. Contest ends 7/30.
- Zion Together Days is August 5-7th, at the Zion Park District Bandshell with the Concert in the Park, Movie in the Park and Monarch Mania. There will be a Chalk Contest, Monarch Walk and Bike decorating contest and LOTS of activities for families. Special dance will be performed by Ballet Folklorico Erandi at 3:30pm at the Bandshell.

Township Meeting July 20, 2021

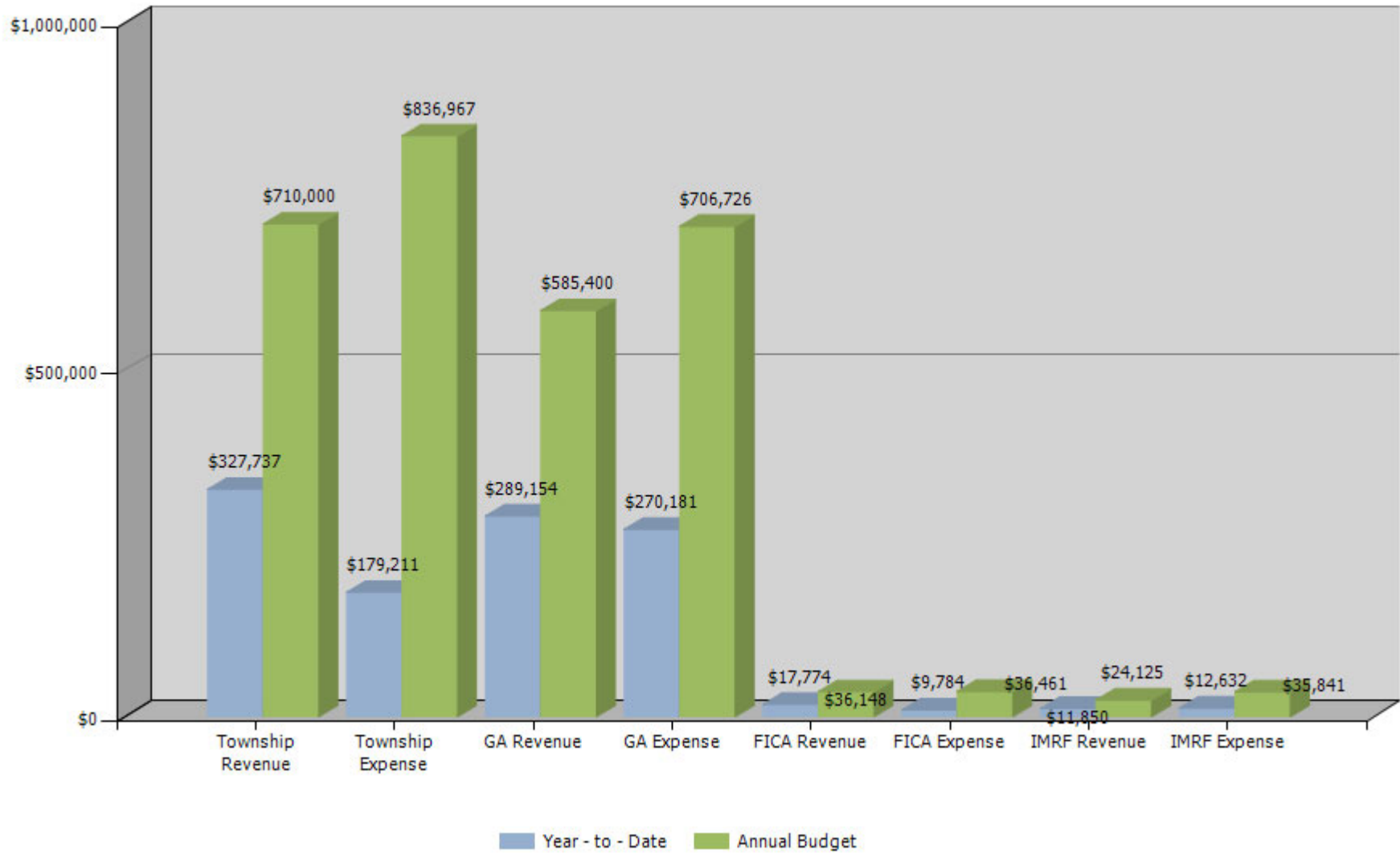
- A Monarch Butterfly Mural announcing Zion, IL as Monarch City USA is being painted at IUP Feedstore's north wall, 2429 Sheridan Rd., beginning Friday, July 23rd. Financial donations are being accepted to support the project.
- Any seniors wishing to join the Queen Bees of Zion Red Hat Society, call Zion Township today! A monthly group trip and two overnight trips are being planned.
- Updated Employee Handbooks have been printed and distributed to all staff.

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 7:00 p.m. Motion carried.

Township Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 3 Months Ended July 31, 2021**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of July 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	\$ 61,945.99	\$ 327,736.86	\$ 710,000.00	\$ 382,263.14	53.84%
<u>Operating Expenses</u>					
Personnel	19,913.32	77,197.96	316,400.19	239,202.23	75.60%
Contractual Services	3,155.60	17,161.56	97,155.00	79,993.44	82.34%
Other Operating Expenses	4,379.28	11,500.37	42,958.00	31,457.63	73.23%
Capital Outlay	0.00	5,788.75	57,708.00	51,919.25	89.97%
Total Operating Expenses	<u>27,448.20</u>	<u>111,648.64</u>	<u>514,221.19</u>	<u>402,572.55</u>	<u>78.29%</u>
Community Support	2,240.00	10,696.70	26,000.00	15,303.30	58.86%
<u>Youth Services:</u>					
Summer Work Program	2,722.00	3,816.32	27,240.00	23,423.68	85.99%
Total Youth Services	<u>2,722.00</u>	<u>3,816.32</u>	<u>27,240.00</u>	<u>23,423.68</u>	<u>85.99%</u>
<u>Senior Services:</u>					
Senior Meals	34.68	3,034.68	3,300.00	265.32	8.04%
Senior Transportation	905.34	5,353.18	17,500.00	12,146.82	69.41%
Senior Support	41.93	845.23	5,750.00	4,904.77	85.30%
Total Senior Services	<u>981.95</u>	<u>9,233.09</u>	<u>26,550.00</u>	<u>17,316.91</u>	<u>65.22%</u>
<u>Assessor's Office:</u>					
Personnel	8,828.08	36,299.94	184,500.00	148,200.06	80.33%
Contractual Services	1,181.26	3,666.41	39,241.00	35,574.59	90.66%
Other Operating Expenses	1,376.79	3,849.63	19,215.00	15,365.37	79.97%
Total Assessor's Office	<u>11,386.13</u>	<u>43,815.98</u>	<u>242,956.00</u>	<u>199,140.02</u>	<u>81.97%</u>
Total Expenses	<u>44,778.28</u>	<u>179,210.73</u>	<u>836,967.19</u>	<u>657,756.46</u>	<u>78.59%</u>
Excess Revenues less Expenses	<u>\$ 17,167.71</u>	<u>\$ 148,526.13</u>	<u>\$ (126,967.19)</u>	<u>\$ (275,493.32)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 27,728.70	\$ 289,153.78	\$ 585,400.00	\$ 296,246.22	50.61%
<u>Expenses</u>					
Personnel	9,054.32	42,247.27	213,160.43	170,913.16	80.18%
Contractual Services	1,459.17	6,644.09	27,201.00	20,556.91	75.57%
Other Operating Expenses	2,071.85	6,781.43	21,414.50	14,633.07	68.33%
Public Support	74,189.43	214,508.46	444,950.00	230,441.54	51.79%
Total Expenses	<u>86,774.77</u>	<u>270,181.25</u>	<u>706,725.93</u>	<u>436,544.68</u>	<u>61.77%</u>
Excess Revenues less Expenses	<u>\$ (59,046.07)</u>	<u>\$ 18,972.53</u>	<u>\$ (121,325.93)</u>	<u>\$ (140,298.46)</u>	
<u>FICA Fund</u>					
Revenues	\$ 3,383.64	\$ 17,773.67	\$ 36,147.90	\$ 18,374.23	50.83%
Expenses	<u>2,952.49</u>	<u>9,784.47</u>	<u>36,460.90</u>	<u>26,676.43</u>	<u>73.16%</u>
Excess Revenues less Expenses	<u>\$ 431.15</u>	<u>\$ 7,989.20</u>	<u>\$ (313.00)</u>	<u>\$ (8,302.20)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 2,255.90	\$ 11,849.80	\$ 24,125.00	\$ 12,275.20	50.88%
Expenses	<u>3,618.47</u>	<u>12,631.52</u>	<u>35,841.00</u>	<u>23,209.48</u>	<u>64.76%</u>
Excess Revenues less Expenses	<u>\$ (1,362.57)</u>	<u>\$ (781.72)</u>	<u>\$ (11,716.00)</u>	<u>\$ (10,934.28)</u>	

Zion Township Updates – 8/17/21

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

- Updated format Monthly Report Attached.
- We had 48 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 1 applications were submitted and approved, 2 families were approved for Emergency Assistance, 2 families were approved for Disaster Relief and we have 17 current General Assistance participants. We are currently processing 18 FERA grant applications and submitted 10 FERA applications last month totaling \$70,901.11.
- The Summer Work Program had a successful completion with 2 youth being nominated for employee of the year with Devonte Jones as the winner. A cookout celebration honoring those who participated was hosted on 7/31/21. Dane Morgan, the Branch President of Waukegan Community Bank Wintrust, and the owner of our bond was also in attendance with Lisa Meggs, their VP of Community Banking.
- Thanks to Chief Eric Barden, Officer Molleda and all the officers who nominated yards in Zion to be recognized for the yard of the year. We had 59 nominations with several duplicates. Residents were recognized at the Monarch Mania Festival.
- Despite the Movie being rained out, Zion Together Days was a success with the Concert in the Park and the Monarch Mania Festival. Thanks to Mayor Billy McKinney for leading the Monarch Walk around the circle!
- A Ribbon Cutting for The Monarch Butterfly Mural announcing Zion, IL as Monarch City USA at IUP Feedstore's north wall, 2429 Sheridan Rd. will take place from 6-7pm on Tuesday, August 31, 2021.
- Any seniors wishing to join the Queen Bees of Zion Red Hat Society, call Zion Township today! A monthly group trip and two overnight trips are being planned.
- Elf Network starts up September 1st! Residents will be identified based on need as well as contact through EA and FERA programs.

BOARD SPECIFIC ISSUES

- The refunding of our 2007 debt certificates for a lower rate is complete. We saved over \$18,000.
- Discussion and approval of perimeters regarding ZBTHS agreement for co-sponsoring events.
- Recognition Awards for Zinnias for Zion best displays and coloring contest.

ZINNIAS FOR ZION 2021 DRIVE BY THE MOST FABULOUS YARDS IN ZION AND GET INSPIRED FOR NEXT YEAR!

GARDEN MASTERS!

Hermon Park Center - 2700 29th St.
Culvers - 3335 Sheridan Rd.
N & T's Restaurant - 3077 Sheridan Rd.
Residence - 2716 Bethel Blvd.

YARD WINNERS!

3005 Elim Ave.
2909 Elizabeth Ave.
2116 Eschol Ave.
2536 Elizabeth Ave.
1901 Jethro Ave.
1913 Jethro Ave.
2918 Gilboa Ave.
2925 Galilee Ave.

ZINNIASFORZION.COM



Monthly Report

July 2021

Programs & Services

Community

- **Incoming Calls: 508**
- Notary: 4
- Medical Equipment Pantry: 0
- Passports: 15
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 72

Financial Counseling Certificates: 2

Emergency Transportation Assistance

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

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 3

Benefit Access Online Applications Processing: 6

Initial Screenings Total: 48

Resource Referrals

- **Resource Appointments: 269**
- Total People Referred: 34
- **Total Referrals Made: 59**

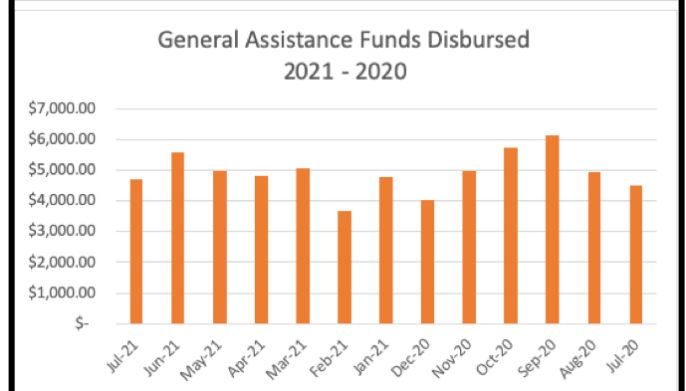
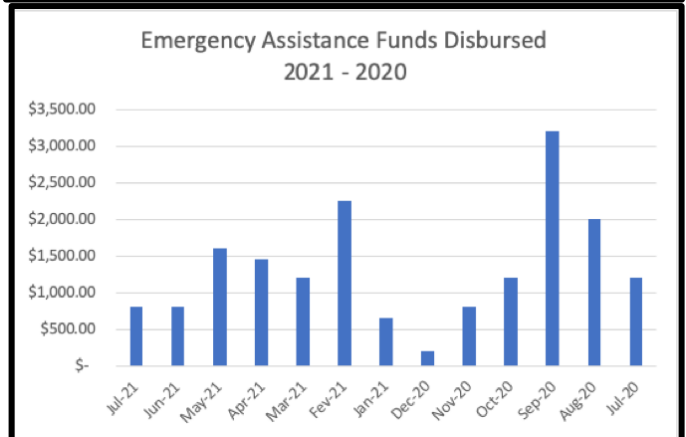
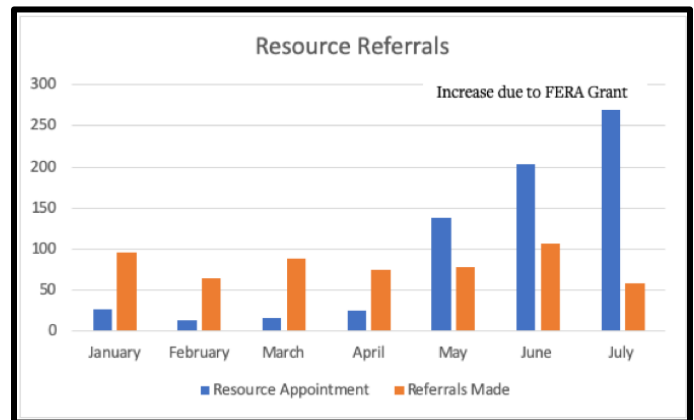
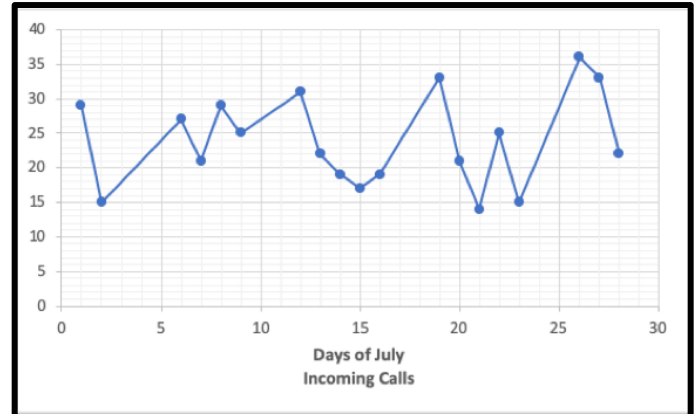
Zion Township Directly Assisted: 15

Referrals to Partner Agencies

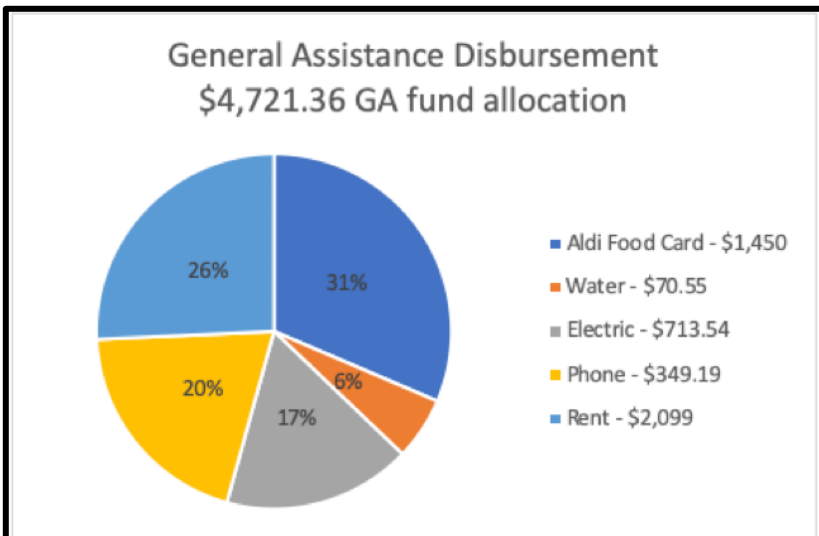
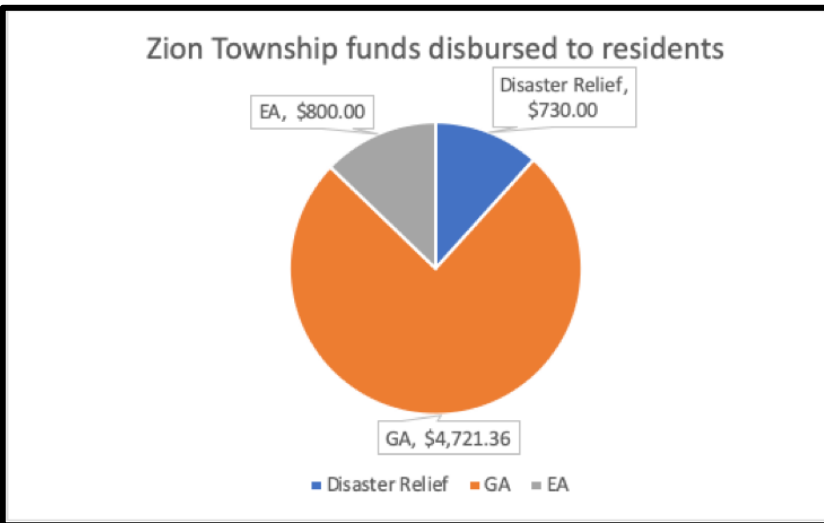
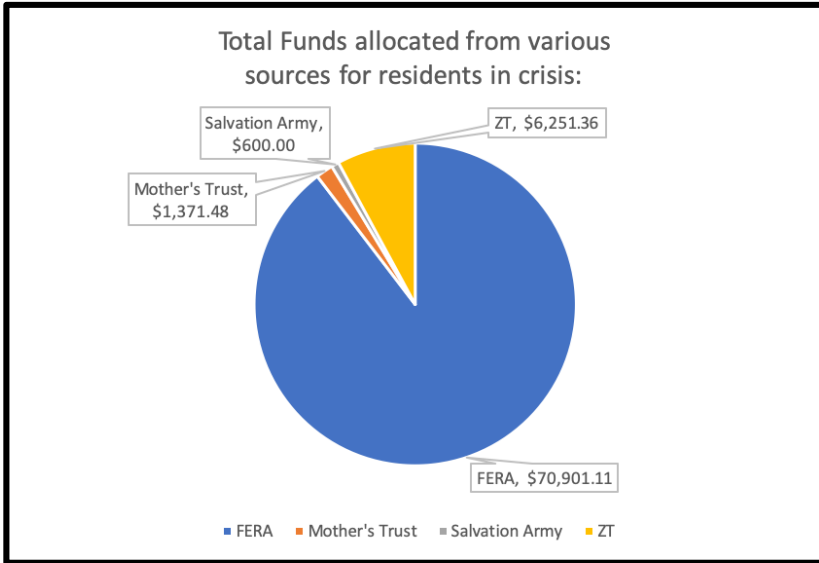
- Christian Assembly of God: 1
- Community Partners for Affordable Housing: 1
- FERA: 19
 - Applications approved: 10/\$70,901.11
 - Funds remaining: \$73,349.68
- Mother's Trust: 5
 - Applications submitted: 2
 - Applications approved: 2/\$1,371.48
- PADS: 2
- Salvation Army: 7
 - Applications submitted: 1
 - Applications approved: 1/\$600.00
- Twice As Nice: 1
- ZBTHS: 1

Case Manager Appointments: 55

(Sum of Resource, GA, and EA)



Assistance Programs



General Assistance

- Appointments: 18
- Application issued: 1
- Submitted Applications: 2
- New Recipients: 2
- Denials: 0
- **Flat Grant Approvals: 16/\$4,721.36**
 - Transportation: 6
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 2
 - Employed: 2
 - SSI Approved: 0
 - Relocation: 0
 - Other: 0
- Suspended: 0

Emergency Assistance

- Appointments: 2
- Total People: 2
- **Approved Applications: 2/\$800**
 - Housing: 0
 - Utilities: 2
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 1
- EA Incomplete Applications: 0

Disaster Relief Approvals:

- **Applications submitted: 2**
- **Applications approved: 2/\$730**

Submitted by: ZT Staff

Township Supervisor:

Christy Neal