

# *Agenda*

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, JUNE 20, 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. Approval of Minutes of a Regular Meeting held on May 16, 2023, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment for May

**Township Fund**

Assessor’s Office	\$20,051.15	
Community Support	\$4,986.99	
Youth Services	\$110.96	
Senior Services	\$8,631.78	
Operating Expenses	\$48,140.73	
<b>Township Fund Total Expenses</b>		<b>\$81,921.61</b>

**General Assistance Fund**

Public Support	\$18,315.31	
Operating Expenses	\$36,651.82	\$54,967.13
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$4,730.64

**IMRF Total Expenses** \$1,551.10

**TOTAL Bills: \$143,170.48**

8. Discussion regarding Decennial Committee
9. Assessor’s Report
10. Supervisor’s Report/Announcements
11. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD  
TUESDAY, MAY 16, 2023 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 Fischer, Holmes, McDowell, and Chairman Neal. Trustee Frierson was absent. Assessor Davis was also present.

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

**AGENDA CHANGES**

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

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

**MINUTES**

It was moved by Trustee Fischer, seconded by Trustee Holmes that the minutes of a Regular Meeting held on April 18, 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 Fischer, aye; Holmes, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

**CITIZEN COMMENTS**

Mary Lou Hiltibran, asked where Monarch Mania will be held this year. Chairman Neal stated they decided to moved it to the Band Shell at the Park District. Ms. Hiltibran asked if they could bring leftover medical equipment from the rummage sale to the Township. Chairman Neal stated the items would be welcomed as they have a "Lending Closet" in the Township basement. She noted that the items are not just for Zion residents and no tax dollars are used.

**BILLS**

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

**Township Fund**

Assessor's Office	\$23,264.25	
Community Support	\$2,388.00	
Youth Services	\$689.08	
Senior Services	\$1,581.49	
Operating Expenses	\$33,929.33	
<b>Township Fund Total Expenses</b>		<b>\$61,852.15</b>

**General Assistance Fund**

Public Support	\$9,300.90	
Operating Expenses	\$20,584.81	
<b>General Assistance Fund Total Expenses</b>		<b>\$29,885.71</b>

<b><u>FICA</u> Total Expenses</b>	\$2,959.64
<b><u>IMRF</u> Total Expenses</b>	\$960.82
<b>TOTAL Bills:</b>	<b>\$95,658.32</b>

Chairman Neal noted that the Township Business Manager called Lake County Treasurer regarding the Replacement Tax that the Township receives. Typically, they budget \$40,000 for this but this year they received \$227,000 which is a significant increase. They asked if the funds should go in the Town Fund or the General Assistance Fund. They were told by the Auditor that best practice is to split it between both funds. She noted that this will help with the General Assistance Fund from being under. Unfortunately, they have no way of knowing how much they will receive each year. Trustee Holmes asked what the Replacement Tax is. Chairman Neal stated it is from funds that they get in from past taxes.

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

### **DECENNIAL COMMITTEE APPOINTMENTS**

Chairman Neal asked for any recommendations or suggestions for the Decennial Committee. She stated they do have one person already interested; Laura Murrie. She also spoke with Rose Salata and she said she would be interested. She also reached out to a few others but they could not commit. She has been asked to add as part of the discussions the possibility of a collaborate grant writer between the taxing bodies. The plan moving forward is to set aside time at the next Township meeting to begin the conversation. By June 10<sup>th</sup> she would like to send out packets to those that have recommendations, look them over and have a conversation on how to address them. They will use the June, July and August meetings to review everything and come up with a consensus for the report.

### **ASSESSOR'S REPORT**

- We started the new fiscal year by validating farm statuses, field work (permits and discoveries), assisting residents with exemptions and inquiries and reviewing the commercial land values.
- Tax bills are out, and the first installment is due June 6<sup>th</sup>. There is no fee when you pay by echeck online or by phone. Please check the Lake County IL Treasurer's website for more information.
- All about the QUAD workshop will be held on June 27<sup>th</sup> at 6:00pm in Zion City Hall. Join us and learn about the assessment process. Special guest: Lake County Treasurer, Holly Kim
- A reminder that the Recorder of Deeds office offers a FREE Property Check service. It is an additional service for homeowners to fight against identity theft and mortgage fraud. This free and easy-to-use, 24/7 online service will alert subscribers, via email and/or text message, whenever a document is recorded against their name and/or property. The sign-up process is simple and only takes a few minutes. Once you enter your name notification criteria, you will only need to update your account information if your email address or cell phone number changes. Sign up today at <https://www.lakecountyl.gov/2350/Property-Check> . Contact their office with any questions at 847-377-2575.

- In the community, we participated in the Annual Senior Resource Day event and provided information to those 65 and older and answered questions.
- We participated in the State of the District Forum at ZBTHS where we addressed questions and provided informational materials to residents.
- Our office will be closed for the Memorial Day holiday on Monday, May 29th.

### **SUPERVISOR'S REPORT**

- Monthly Client Services Report Attached.
- Help make Zion the Zinnia Capital! FREE Zinnia seeds are available at Zion Township, the Zion Park District, ZB Library, Zion City Hall and IUP's Feed Store to plant in your front yard!!
- The Zion Senior Resource Day Expo was a huge success thanks to the Zion Park District, Benton Township and the Grove at the Lake, with over 180 seniors and 53 vendors participating. Mark your calendar for the April 17, 2024 Senior Resource Expo, which is on track to be the best event to date!
- The Summer Work Program is kicking off next month. Thanks to New Tech High's Principal Bonnie Felske, as well as having the Job Center of Lake County on site, the team was able to process 27 applications, meeting with parents and laying a firm foundation for this year's program. The intention is to hire 35 youth.
- The Zion Township 2022 Annual Report is available on our website at ZionTownship.org.
- Saturday, May 20<sup>th</sup> from 11am til 1pm, Zion Township will be partnering with Christian Faith Fellowship Church to host a community outreach event with food and agencies to help with an array of situations.
- Zion Township is moving towards hosting parenting classes for Zion families. The curriculum is based on Parenting in the Twenty-First Century, 10 Tools for Better Parenting by Ari Novick, PhD and Martine Wehr, JD.
- Zinnia Festival/Monarch Mania will be on August 19 and 20 from 1-5pm this year – Mark your calendar!
- Zion Historical Society is accepting donations for the restoration of Esther's Well!
- New Logo for Zion Township.
- Videos available for Esther's Well and Zinnias for Zion.
- A packet is being mailed out to all local government leaders to update them on Zion Township's services, including the Annual Report, Senior Resource Guide, resources sheets, the Zion Quarterly, information on the Zinnias for Zion effort and The Esther's Well fundraiser and the summer event listing.

Chairman Neal stated she has developed a relationship with Carthage College. They have a Public Relations/Communications Degree program that she was curious about. She reached out them to see if it was possible to get an intern to work with the Township to help come up with ways to better communicate with residents. She met with the Director over the program and started brainstorming. At the Leaders meeting she will be proposing bringing in an intern for the summer. This individual has worked the last two summers for the City of Racine. Then in the fall have the opportunity for every taxing body to have an intern. In the spring, they are willing to consider doing their entire class project around rebranding the City of Zion with a better image.

Chairman Neal on Ester's Well. Their hope is to raise \$50,000 for Ester's Well. They have put together pledge packets and Zion Township and CCC will be the collection points for the funding for people to make donations. They will be doing a pledge drive and the sheets will be going out with the information and instructions.

The ground breaking will be on June 21, 2023 at 6:00 p.m. and on Wednesday July, 12, 2023 will be the ribbon cutting. Trustee McDowell stated the funds will be collected by the Zion Historical Society who is the sponsor for the project. They will be providing a tax-deductible receipt. If people would like to donate on the GoFundMe page, it has been set up as a non-profit and they will receive a tax-deductible receipt immediately. Additionally, there will be an art event at the Warwick building on June 24<sup>th</sup>. All proceeds will go to Ester's Well.

Chairman Neal stated she recently learned that Mr. DeBuler, the owner of Zion Senior Cottages and Hebron Townhomes pays for every child in their 63 units to go to day camp 5 days a week at the Park District. They want to see kids be in productive places so they could help encourage the kids for positivity. She also noted that a few years ago she and West Elementary teacher Katrina Wilte, started a youth leadership team. The school administration ending up discontinuing the program but Mr. Wilte kept is going and currently has 60 kids. She noted how many great people there are in Zion that want to give back to the community.

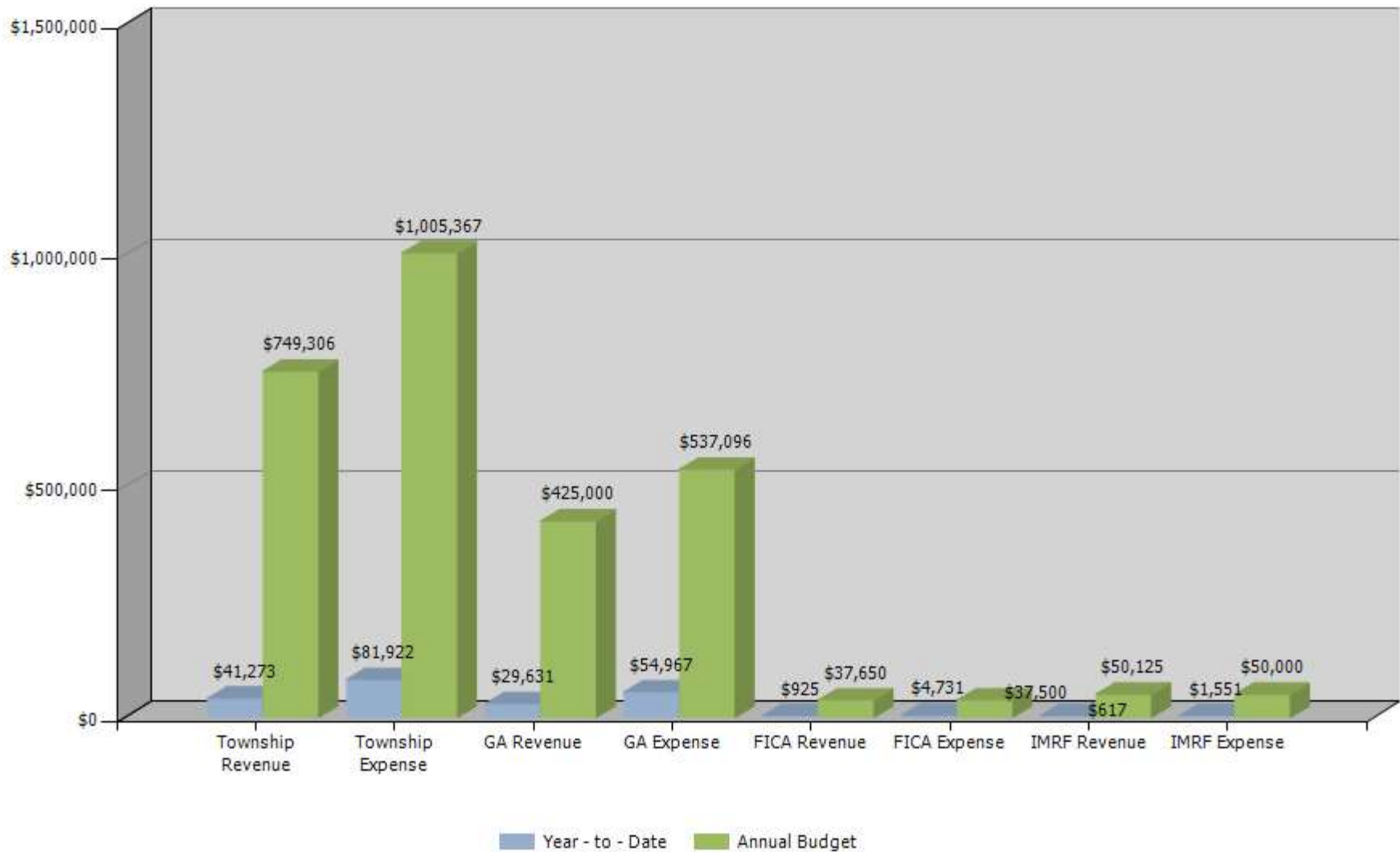
**ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee Holmes, seconded by Trustee McDowell, and unanimously approved the meeting be adjourned at 6:37 p.m. Motion carried.

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Town Clerk

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 1 Month Ended May 31, 2023**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of May 31, 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>
<b><u>Township Fund</u></b>					
<b>Revenues</b>	\$ 41,273.33	\$ 41,273.33	\$ 749,306.00	\$ 708,032.67	94.49%
<b><u>Operating Expenses</u></b>					
Personnel	33,717.26	33,717.26	373,121.37	339,404.11	90.96%
Contractual Services	3,042.79	3,042.79	102,080.35	99,037.56	97.02%
Other Operating Expenses	10,050.47	10,050.47	54,697.00	44,646.53	81.63%
Capital Outlay	400.00	400.00	49,019.00	48,619.00	99.18%
<b>Total Operating Expenses</b>	<u>47,210.52</u>	<u>47,210.52</u>	<u>578,917.72</u>	<u>531,707.20</u>	<u>91.85%</u>
<b>Community Support</b>	4,586.99	4,586.99	22,250.00	17,663.01	79.38%
<b><u>Youth Services:</u></b>					
Summer Work Program	110.96	110.96	17,600.00	17,489.04	99.37%
<b>Total Youth Services</b>	<u>110.96</u>	<u>110.96</u>	<u>17,600.00</u>	<u>17,489.04</u>	<u>99.37%</u>
<b><u>Senior Services:</u></b>					
Senior Meals	3,000.00	3,000.00	3,300.00	300.00	9.09%
Senior Transportation	3,171.50	3,171.50	17,500.00	14,328.50	81.88%
Senior Support	2,460.28	2,460.28	14,500.00	12,039.72	83.03%
<b>Total Senior Services</b>	<u>8,631.78</u>	<u>8,631.78</u>	<u>35,300.00</u>	<u>26,668.22</u>	<u>75.55%</u>
<b><u>Assessor's Office:</u></b>					
Personnel	19,448.33	19,448.33	188,629.65	169,181.32	89.69%
Contractual Services	502.82	502.82	42,270.00	41,767.18	98.81%
Other Operating Expenses	100.00	100.00	18,400.00	18,300.00	99.46%
<b>Total Assessor's Office</b>	<u>20,051.15</u>	<u>20,051.15</u>	<u>249,299.65</u>	<u>229,248.50</u>	<u>91.96%</u>
<b>Total Expenses</b>	<u>80,591.40</u>	<u>80,591.40</u>	<u>903,367.37</u>	<u>822,775.97</u>	<u>91.08%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (39,318.07)</u>	<u>\$ (39,318.07)</u>	<u>\$ (154,061.37)</u>	<u>\$ (114,743.30)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 29,630.50	\$ 29,630.50	\$ 425,000.00	\$ 395,369.50	93.03%
<b><u>Expenses</u></b>					
Personnel	28,022.55	28,022.55	284,278.22	256,255.67	90.14%
Contractual Services	3,424.39	3,424.39	29,001.33	25,576.94	88.19%
Other Operating Expenses	5,204.88	5,204.88	22,816.50	17,611.62	77.19%
Public Support	18,315.31	18,315.31	201,000.00	182,684.69	90.89%
<b>Total Expenses</b>	<u>54,967.13</u>	<u>54,967.13</u>	<u>537,096.05</u>	<u>482,128.92</u>	<u>89.77%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (25,336.63)</u>	<u>\$ (25,336.63)</u>	<u>\$ (112,096.05)</u>	<u>\$ (86,759.42)</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 925.33	\$ 925.33	\$ 37,650.00	\$ 36,724.67	97.54%
<b>Expenses</b>	<u>4,730.64</u>	<u>4,730.64</u>	<u>37,500.00</u>	<u>32,769.36</u>	<u>87.38%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (3,805.31)</u>	<u>\$ (3,805.31)</u>	<u>\$ 150.00</u>	<u>\$ 3,955.31</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 616.93	\$ 616.93	\$ 50,125.00	\$ 49,508.07	98.77%
<b>Expenses</b>	<u>1,551.10</u>	<u>1,551.10</u>	<u>50,000.00</u>	<u>48,448.90</u>	<u>96.90%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (934.17)</u>	<u>\$ (934.17)</u>	<u>\$ 125.00</u>	<u>\$ 1,059.17</u>	

# Zion Township Updates – 6/20/23

*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

- Decennial Committee Kickoff Meeting
- Discussion regarding grant from DCEO

## ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- We are well on our way of making Zion the Zinnia Capital! Almost 2000 Zinnia seed packets were distributed between Zion Township, the Zion Park District, ZB Library, Zion City Hall and IUP's Feed Store.
- The Summer Work Program kicked off TODAY, June 20<sup>th</sup>, 2023. Thanks to Program Coordinator Adriana Ortiz, New Tech High's Principal Bonnie Felske and the Job Center of Lake County, 32 youth were hired. Any seniors looking for help with yard work that does not require power tools, call Zion Township to submit a request.
- The Zion Township 2022 Annual Report is available on our website at [ZionTownship.org](http://ZionTownship.org).
- Zion Township is moving towards hosting parenting classes for Zion families. The curriculum is based on Parenting in the Twenty-First Century, 10 Tools for Better Parenting by Ari Novick, PhD and Martine Wehr, JD.
- Zinnia & Monarch Festival will be on August 19 and 20 from 1-5pm this year – Mark your calendar!
- Zion Historical Society is accepting donations for the restoration of Esther's Well! The ground breaking will take place on Wednesday, June 21<sup>st</sup> at 6pm with the ribbon cutting on July 12<sup>th</sup> at 6pm.
- The Zion Quarterly will be out July 1! Please remember to share any community events with Sandra at [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com).
- Partnership formed with Carthage College to evaluate Zion Township's marketing and communication plan and see what opportunities are available to better connect with residents.
- Zion Township is partnering with the Coalition for Healthy Communities and University of Illinois Extension to conduct a community-wide study on Whole Health Wellness. Please participate by going to <https://www.surveymonkey.com/r/zbnow>.



# Monthly Report

May 2023

## Programs & Services

### Community

- Incoming Calls: 638
  - 2022: 440
  - 2021: 485
- Notary: 5
- Medical Equipment Pantry: 0
- Passports: 12
- Voter Registration: 0

### Senior

- Senior Half-Fare Taxi Tickets: 6
- Senior Birthday Cards: 79

Financial Counseling Certificates: 1

## Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 6

Benefit Access Online Applications Processing: 9

Initial Screenings Total: 89

### Resource Referrals

- Resource Appointments: 63
- Total People Referred: 74
- Total Referrals Made: 138

Zion Township Direct Referrals: 63

### Referrals to Partner Agencies

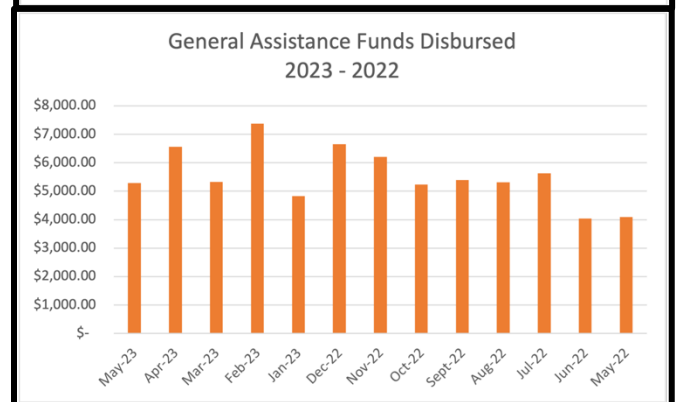
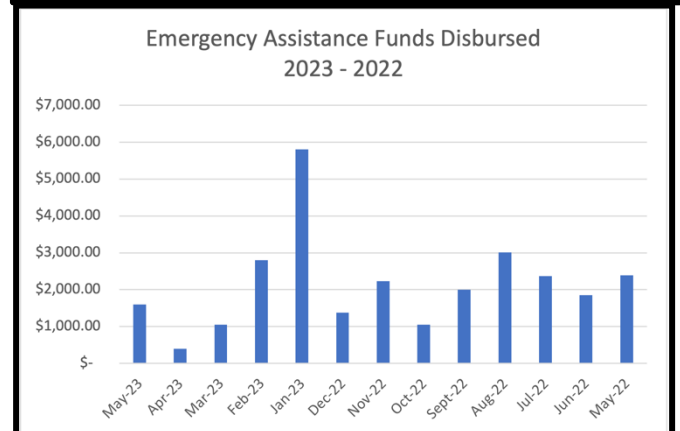
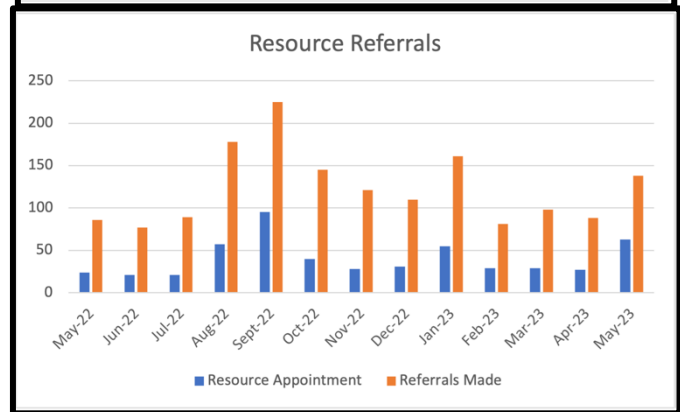
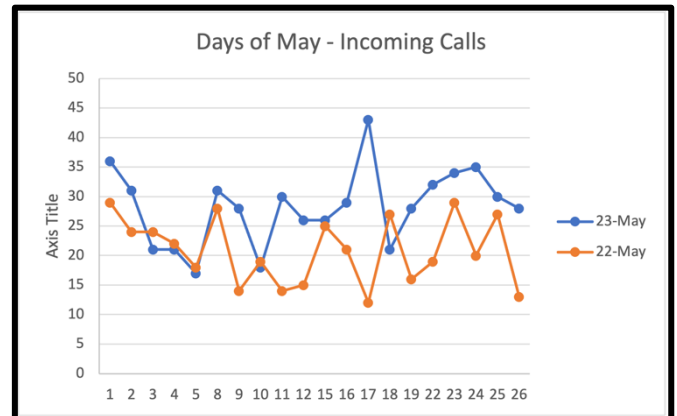
- Catholic Charities: 5
- Community Action Partnership of Lake County: 36
- Community Partners for Affordable Housing: 4
- First Baptist Church: 2
- Keeping Families Covered: 10
- Lake County Housing Authority: 1
- Lake County Job Center: 1
- Mother's Trust: 7
  - Applications submitted: 7
  - Applications approved: 6/\$6,130.75
- PADS: 1
- Salvation Army: 8
  - Applications submitted: 6
  - Applications approved: 3/\$1,747
  - Applications pending: 3

Case Manager Appointments: 89

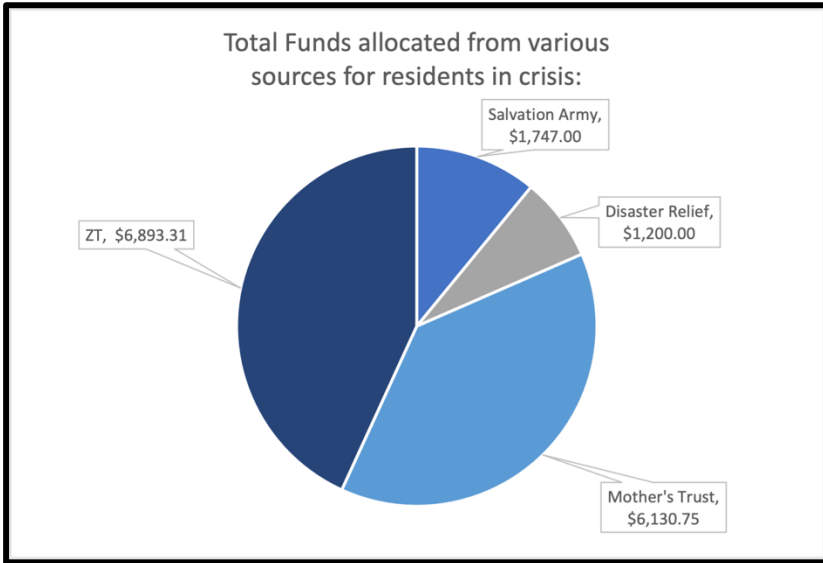
(Sum of Resource, GA, and EA)

### LIHEAP

- Applications submitted: 33
- Total funds accessed for Zion: **March: \$15,889**
- Report not yet available for April & May



# Assistance Programs



## General Assistance

- Appointments: 20
- Application issued: 2
- Submitted Applications: 1 (pending)
- New Recipients: 0
- Denials: 0
- **Flat Grant Approvals: 19/\$5,293.31**
  - Transportation: 7
  - Prescriptions: 0
  - GED: 0
  - Substance Abuse: 0
    - Drug Testing: 0
    - Evaluations: 0
  - Counseling: 0
  - Record Expungement: 0
- Completions (terminations): 0
  - Employed: 0
  - SSI Approved: 0
  - Relocation: 0
  - Other: 0
- Suspended: 0

## Emergency Assistance

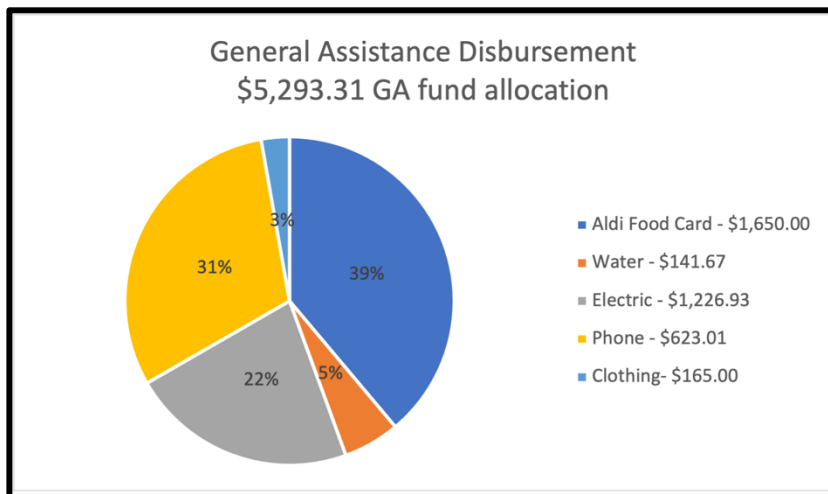
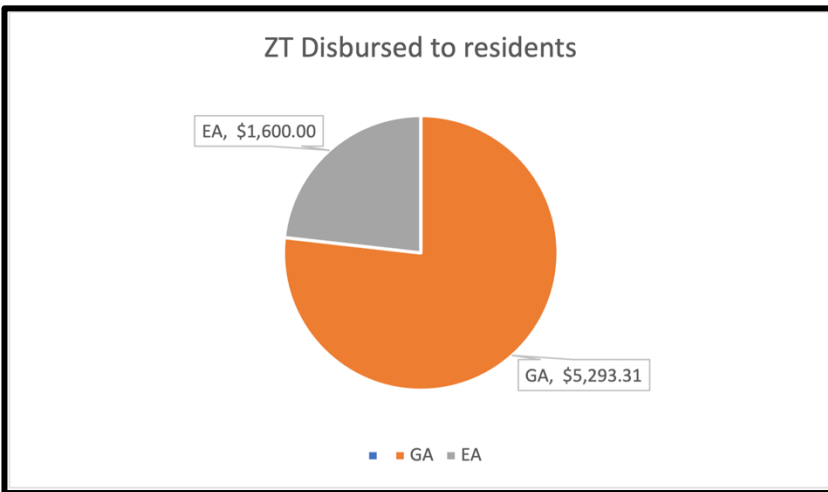
- Appointments: 6
- Total People: 5
- **Approved Applications: 4/\$1,600**
  - Housing: 0
  - Utilities: 4
  - Work Related: 0
  - Substance Abuse Counseling: 0
  - Transportation: 0
  - Other: 0
- EA Denials: 0
- EA Pending Applications: 1

## Disaster Relief

- **Applications submitted: 4**
- Applications approved: 3/\$1,200

## Emergency Transportation Assistance

- Gas Vouchers: 2
- Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$60



Submitted by: ZT Staff

Township Supervisor:

*Christy Neal*