

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, MARCH 7, 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 February 21, 2023, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment for November

Township Fund

Assessor’s Office	\$13,051.42	
Community Support	\$1,250.70	
Youth Services	\$-	
Senior Services	\$42.72	
Operating Expenses	\$39,118.48	
Township Fund Total Expenses		\$53,463.32

General Assistance Fund

Public Support	\$11,236.54	
Operating Expenses	\$21,745.12	\$32,981.66
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,975.10

IMRF Total Expenses \$965.80

TOTAL Bills: \$90,385.88

8. Receive & Place on File: 2022 Zion Township Annual Financial Report
9. Consider approval of the 2023 Annual Town Meeting agenda
10. 2023-2024 Budget Discussion
11. Assessor’s Report
12. Supervisor’s Report/Announcements
13. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, FEBRUARY 21, 2023 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 Fischer, Holmes, McDowell, Frierson, 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 Frierson, seconded by Trustee Holmes to accept the Township meeting agenda as presented.

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

MINUTES

It was moved by Trustee Holmes, seconded by Trustee McDowell that the minutes a Regular Meeting held on January 17, 2023 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 Fischer, aye; Holmes, aye; McDowell, aye; Frierson, 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	\$18,519.30	
Community Support	\$939.09	
Youth Services	\$-	
Senior Services	\$364.50	
Operating Expenses	\$37,100.86	
Township Fund Total Expenses		\$56,923.75

General Assistance Fund

Public Support	\$16,751.71	
Operating Expenses	\$16,751.71	\$43,123.66
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,952.92

IMRF Total Expenses \$958.68

TOTAL Bills: \$103,959.01

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

DISCUSSION/BUDGET 2023/24

Chairman Neal presented the proposed budget for the 2023/24. One item that was adjusted was the summer work program Mentor's salary. The salary was at \$9,000 and raised to \$11,000 but they are going to keep it at \$9,000. The end of the year summary is close to \$7,000 which is higher than what was listed. She asked that the Trustees take time to look at it and email her or meet with her with any questions or comments. She would like to go over the budget at the March meeting and approve it in April. The Public Hearing for the 2023/24 budget will be on April 18th followed by approval at the regular meeting. Trustee Holmes asked if the educational benefits for the Business Manager will be a line item in every budget. Chairman Neal stated they always put it in the budget if case anyone is going for a degree but may not always use it. This is in the Town Fund and the GA Fund depending on which employee may use it.

ASSESSOR'S REPORT

- Update on this year's exemption filings. There has been an increase for the General Homestead and the Senior Homestead Exemption from \$6,000 to \$8,000 for both. Please note, this is tax relief of the Assessed Value. It will reflect on the 2024 tax bill. If you have not filed, please do so on our website <https://www.ziontownship.org/assessorresources> or www.lakecountylil.gov/156/Tax-Relief for a full description of the Tax Relief options available. As always, feel free to come to our office and we will assist you.
- We are diligently working on updating our data for accuracy and to ensure that properties are uniformed. This includes field work and inspections as weather permits.
- In the community, the Zion Leaders Group hosted another successful event with residents to keep them informed and hear their concerns and suggestions.
- Our office will be closed on Monday, February 20th in observance of Presidents day.

Trustee Holmes asked in the interest of transparency, when the Assessor's Office became more recognizable throughout the City, were there any comments from residents good or bad. Assessor Davis the only thing they have been experiencing when she and her staff are out if they see them and don't recognize them or the van, they will call the office to check and see they are who they say they are. Trustee Frierson asked if there is a deadline for the exemptions to be submitted. Assessor Davis stated usually they ask that General Homestead Exemption is completed by March 31st and for the Senior Freeze Exemption they give a deadline of July 31st but they will still accept and process the applications after that.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

The following information was provided:

- Monthly Client Services Report for January.
- The Spring edition of the Zion Quarterly will be out the first week of April of 2023. For calendar events to be included for future magazines, email ZBQuarterly@gmail.com. Suggestions are ALWAYS welcome!
- On Wednesday, April 12th from 6-8pm, the Zion Government Leaders of each taxing body will be hosting a Community Dialogue at Zion-Benton Township High School. Food will be provided from 5:30-6pm.
- It is time to pre-order flats of Zinnias for all who are interested. Contact Zion Township for an order form. Deadline is February 24, 2023.
- The Zion Senior Resource Day will be held on Wednesday, April 19, 2023 at the Zion Park District Sports Arena from 9am til noon. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications will be available from March 1 through April 15 through The Job Center of Lake County. Youth can apply online at www.lakecountyjobcenter.com. Youth can also apply in

- person, fax or email. 847-377-3474, youth@lakecounty.gov. Our staff will be available to assist with this process if help is needed. The County uses a lottery system to select the candidates to move forward in the employment process.
- The Zion-Benton Leadership Academy will host a Volunteer Fair at Zion Benton Township High School on Saturday, March 4th from 10am til noon. ALL residents encouraged to attend!

Trustee McDowell asked what the deadline was to submit items for the Z-B Quarterly. Additionally, he asked if someone other than a taxing body could submit something for the magazine. Chairman Neal stated the magazine was designed to include information from taxing bodies but would be willing to discuss this with him.

Trustee Fischer asked about the reference of Medical Equipment Pantry on the Monthly Report. Chairman Neal stated this is medical equipment that people donate to the Township. They have a space in the basement where they store the items until someone needs something. It was noted that it would be nice to publicize that there are medical items available through the Zion Township possibly by put it in the Z-B Quarterly.

ESDA Director, Mary Lou Hiltibran noted the change in location for the food pantry. It will be on Saturday February 25th at 10:00 in the New Tech parking lot. Moving forward the food pantry will be at this location. Volunteers are always welcome.

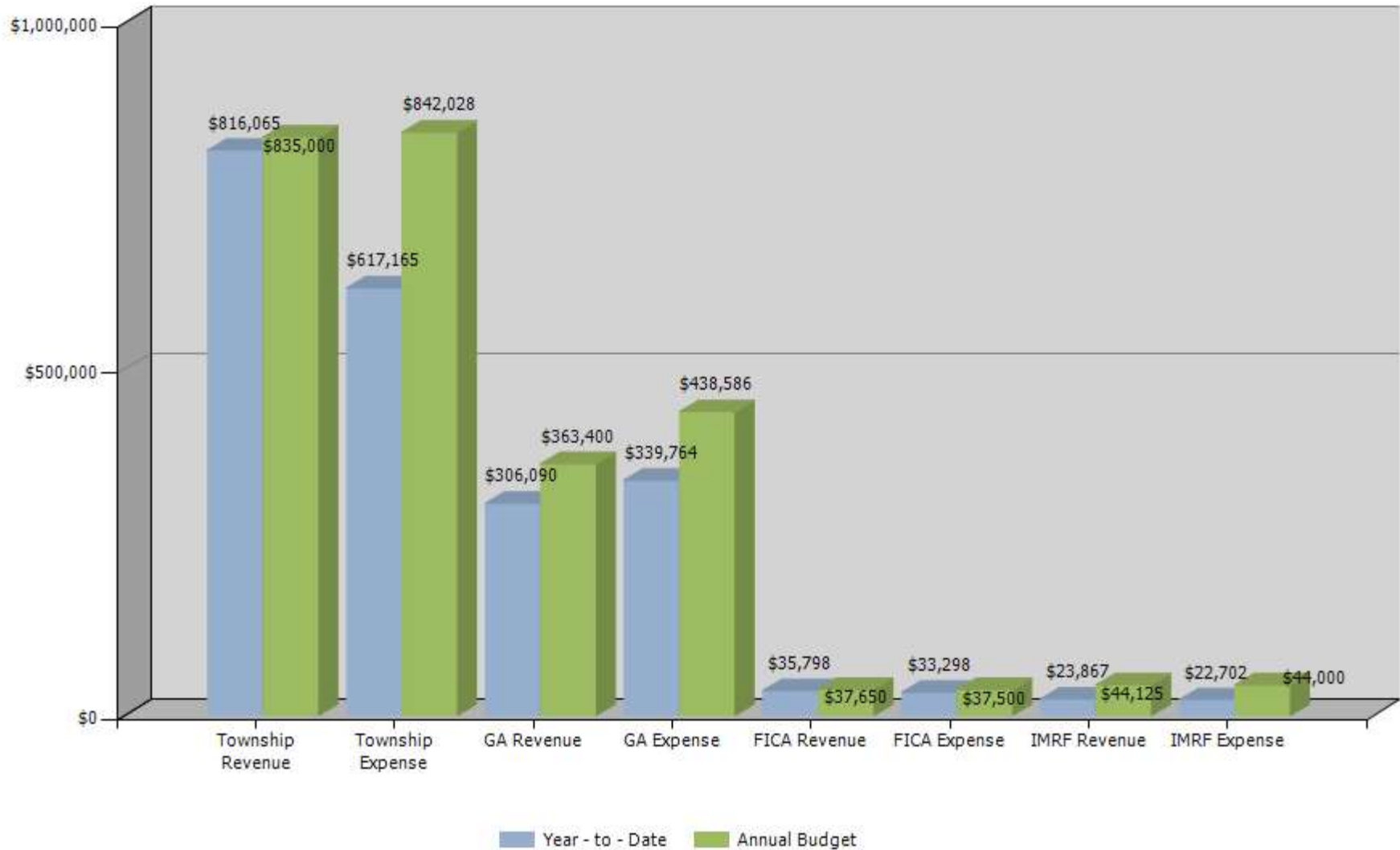
Chairman Neal noted funds are being raised for Ester's Well to be refurbished. There is a GoFundMe page - Ester's Well. A donation may also be made by sending a check or by credit card by contacting Lorna Yates at the Zion Historical Society. Additionally, funds are being raised to do the next mural on the wall by the carpet store next to It's all Good. The design should be available for the City to approve within the next few weeks.

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 6:20 p.m. Motion carried.


Township Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 10 Months Ended February 28, 2023**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of February 28, 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>
<u>Township Fund</u>					
Revenues	\$ 10,856.12	\$ 816,065.46	\$ 835,000.00	\$ 18,934.54	2.27%
<u>Operating Expenses</u>					
Personnel	24,863.04	265,761.23	324,338.00	58,576.77	18.06%
Contractual Services	11,327.23	82,320.67	99,275.00	16,954.33	17.08%
Other Operating Expenses	2,928.21	27,885.72	47,525.00	19,639.28	41.32%
Capital Outlay	0.00	46,323.00	46,325.00	2.00	0.00%
Total Operating Expenses	<u>39,118.48</u>	<u>422,290.62</u>	<u>517,463.00</u>	<u>95,172.38</u>	<u>18.39%</u>
Community Support	1,250.70	18,477.60	26,000.00	7,522.40	28.93%
<u>Youth Services:</u>					
Summer Work Program	0.00	11,944.78	17,600.00	5,655.22	32.13%
Total Youth Services	<u>0.00</u>	<u>11,944.78</u>	<u>17,600.00</u>	<u>5,655.22</u>	<u>32.13%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,030.76	3,300.00	269.24	8.16%
Senior Transportation	(30.00)	4,957.50	17,500.00	12,542.50	71.67%
Senior Support	72.72	2,784.58	14,500.00	11,715.42	80.80%
Total Senior Services	<u>42.72</u>	<u>10,772.84</u>	<u>35,300.00</u>	<u>24,527.16</u>	<u>69.48%</u>
<u>Assessor's Office:</u>					
Personnel	11,754.93	133,709.76	186,495.00	52,785.24	28.30%
Contractual Services	647.82	10,569.53	38,770.00	28,200.47	72.74%
Other Operating Expenses	648.67	9,400.21	18,400.00	8,999.79	48.91%
Total Assessor's Office	<u>13,051.42</u>	<u>153,679.50</u>	<u>243,665.00</u>	<u>89,985.50</u>	<u>36.93%</u>
Total Expenses	<u>53,463.32</u>	<u>617,165.34</u>	<u>840,028.00</u>	<u>222,862.66</u>	<u>26.53%</u>
Excess Revenues less Expenses	<u>\$ (42,607.20)</u>	<u>\$ 198,900.12</u>	<u>\$ (5,028.00)</u>	<u>\$ (203,928.12)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 3.01	\$ 306,090.32	\$ 363,400.00	\$ 57,309.68	15.77%
<u>Expenses</u>					
Personnel	17,146.25	194,037.14	248,800.00	54,762.86	22.01%
Contractual Services	3,030.55	23,977.86	27,981.00	4,003.14	14.31%
Other Operating Expenses	1,568.32	16,410.22	23,855.00	7,444.78	31.21%
Public Support	11,236.54	105,338.60	137,950.00	32,611.40	23.64%
Total Expenses	<u>32,981.66</u>	<u>339,763.82</u>	<u>438,586.00</u>	<u>98,822.18</u>	<u>22.53%</u>
Excess Revenues less Expenses	<u>\$ (32,978.65)</u>	<u>\$ (33,673.50)</u>	<u>\$ (75,186.00)</u>	<u>\$ (41,512.50)</u>	
<u>FICA Fund</u>					
Revenues	\$ 0.37	\$ 35,798.16	\$ 37,650.00	\$ 1,851.84	4.92%
Expenses	<u>2,975.10</u>	<u>33,297.71</u>	<u>37,500.00</u>	<u>4,202.29</u>	<u>11.21%</u>
Excess Revenues less Expenses	<u>\$ (2,974.73)</u>	<u>\$ 2,500.45</u>	<u>\$ 150.00</u>	<u>\$ (2,350.45)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 0.25	\$ 23,866.84	\$ 44,125.00	\$ 20,258.16	45.91%
Expenses	<u>965.80</u>	<u>22,702.49</u>	<u>44,000.00</u>	<u>21,297.51</u>	<u>48.40%</u>
Excess Revenues less Expenses	<u>\$ (965.55)</u>	<u>\$ 1,164.35</u>	<u>\$ 125.00</u>	<u>\$ (1,039.35)</u>	

Zion Township Updates – 3/7/23

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

- The office will be closed on April 7th for Good Friday.
- Draft 2023-2024 Zion Township Budget proposal submitted for review to be voted on at the April, 2023 board meeting.
- The Annual Township Meeting will be held on Tuesday, April 11th at 6pm. Approve agenda for meeting.

ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- The Spring edition of the Zion Quarterly will be out the first week of April of 2023. For calendar events to be included for future magazines, email ZBQuarterly@gmail.com. Suggestions are ALWAYS welcome!
- On Wednesday, April 12th from 6-8pm, the Zion Government Leaders of each taxing body will be hosting a Community Dialogue at Zion-Benton Township High School. Food will be provided from 5:30-6pm.
- 134 flats of Zinnias were pre-ordered through Antons Greenhouse. How this compares to previous years: 2021, we had 102 flats ordered and in 2022, 93 were ordered. FREE Zinnia seeds will be available the months of April and May. This year we will add a Zinnia Festival to Monarch Mania for a full weekend event.
- The Zion Senior Resource Day Expo will be held on Wednesday, April 19, 2023 at the Zion Park District Sports Arena from 9am til noon. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications will be available from March 1 through April 15 through The Job Center of Lake County. Youth can apply online at www.lakecountyjobcenter.com. Youth can also apply in person, fax or email. 847-377-3474, youth@lakecounty.gov. Our staff will be available to assist with this process if help is needed. The County uses a lottery system to select the candidates to move forward in the employment process.

Zion Township Annual Financial Report

for Fiscal Year 2022/2023

	<u>Projected Year End</u>	<u>Annual Budget</u>
TOWNSHIP FUND		
Revenues:	\$835,000.00	\$835,000.00
Expenses:		
Personnel	\$310,599.68	\$324,338.00
Contractual Services	\$ 92,494.32	\$ 99,275.00
Other Operating Expenses	\$ 38,405.01	\$ 47,525.00
Capital Outlay	\$ 46,325.00	\$ 46,325.00
Total Operating	<u>\$487,824.01</u>	<u>\$517,463.00</u>
Community Support	\$25,200.00	\$26,000.00
Youth Services: Summer Work Program	\$15,840.48	\$17,600.00
Total Community & Youth Services	<u>\$41,040.48</u>	<u>\$43,600.00</u>
Senior Meals	\$ 3,300.00	\$ 3,300.00
Senior Transportation	\$ 5,950.00	\$17,500.00
Senior Support	\$10,300.00	\$14,500.00
Total Senior Services	<u>\$19,550.00</u>	<u>\$35,300.00</u>
Assessor's Office		
Personnel	\$157,709.76	\$188,495.00
Contractual Services	\$25,000.00	\$ 38,770.00
Other Operating Expenses	\$15,400.00	\$ 18,400.00
Total Assessor's Office	<u>\$198,109.76</u>	<u>\$245,665.00</u>
Total Expenses	<u>\$794,079.49</u>	<u>\$842,028.00</u>
Excess Revenues less Expenses	<u>\$ 40,920.51</u>	<u>- \$ 7,028.00</u>
Prior Surplus	<u>\$875,534.38</u>	<u>\$875,534.38</u>
Ending Balance	<u>\$916,454.72</u>	<u>\$868,506.21</u>

GENERAL ASSISTANCE FUND		
Revenues:	\$363,400.00	\$363,400.00
Expenses:		
Personnel	\$212,695.22	\$248,800.00
Contractual Services	\$ 26,375.88	\$ 27,981.00
Other Operating Services	\$ 19,984.50	\$ 23,855.00
Public Support	\$124,700.00	\$137,950.00
Total Expenses	<u>\$383,755.60</u>	<u>\$438,586.00</u>
Excess Revenues less Expenses	<u>- \$ 20,355.60</u>	<u>- \$ 75,186.00</u>
Prior Surplus	<u>\$174,753.08</u>	<u>\$174,753.08</u>
Ending Balance	<u>\$154,397.48</u>	<u>\$ 99,567.08</u>

FICA FUND		
Revenues:	\$37,650.00	\$37,650.00
Expenses:	\$38,000.00	\$37,500.00
Excess Revenues less Expenses	<u>- \$ 350.00</u>	<u>\$ 150.00</u>
Prior Surplus	<u>\$15,479.00</u>	<u>\$15,479.00</u>
Ending Balance	<u>\$15,129.00</u>	<u>\$15,629.00</u>

IMRF FUND		
Revenues:	\$44,125.00	\$44,125.00
Expenses:	\$40,500.00	\$44,000.00
Excess Revenues less Expenses	<u>\$ 3,625.00</u>	<u>\$ 125.00</u>
Prior Surplus	<u>\$ 3,593.15</u>	<u>\$ 3,593.15</u>
Ending Balance	<u>\$ 7,218.15</u>	<u>\$ 3,718.15</u>

Total Income	<u>\$1,280,175.00</u>	<u>\$1,280,175.00</u>
Total Expenses	<u>\$1,256,355.09</u>	<u>\$1,362,114.00</u>

Monthly Report

February 2023

Programs & Services

Community

- **Incoming Calls: 448**
 - 2022: 349
 - 2021: 372
- Notary: 2
- Medical Equipment Pantry: 1
- Passports: 22
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 4
- Senior Birthday Cards: 80

Financial Counseling Certificates: 3

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 6

Benefit Access Online Applications Processing: 6

Initial Screenings Total: 58

Resource Referrals

- **Resource Appointments: 29**
- **Total People Referred: 45**
- **Total Referrals Made: 81**

Zion Township Direct Referrals: 38

Referrals to Partner Agencies

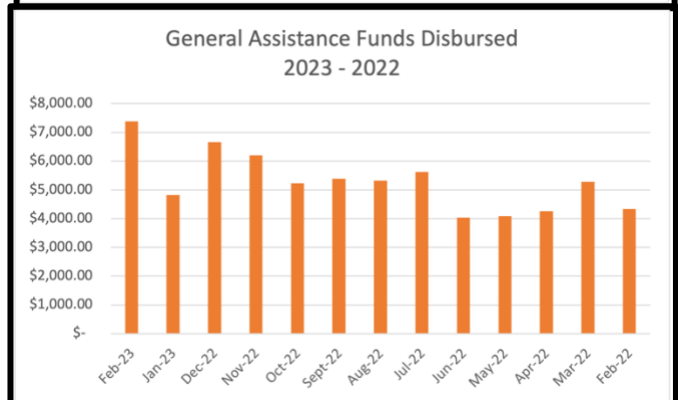
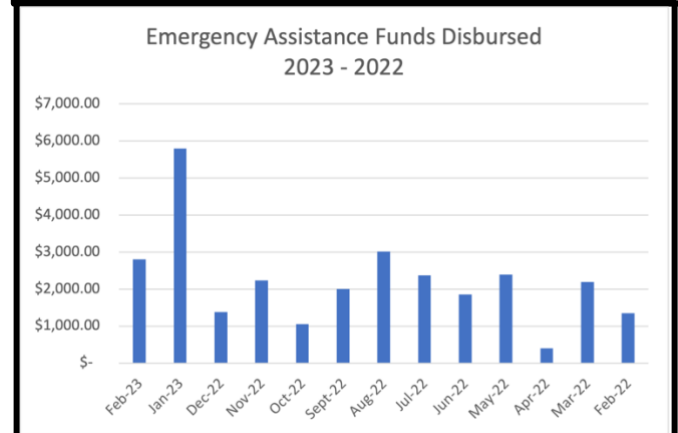
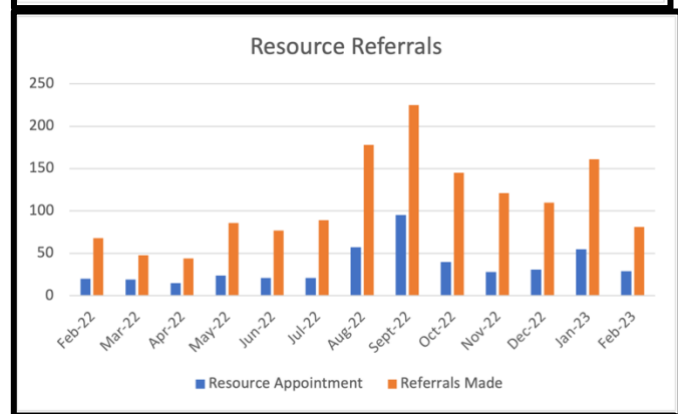
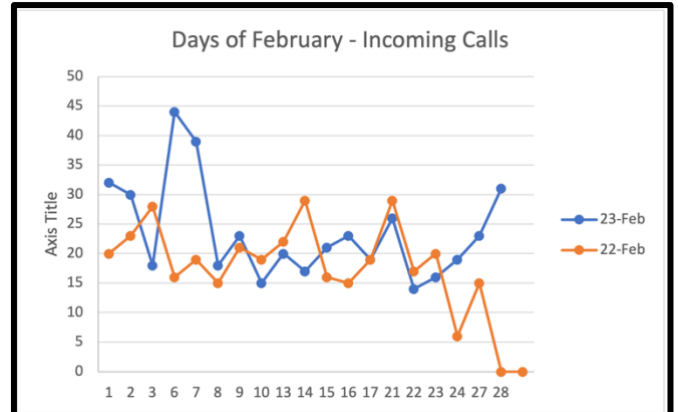
- Benton Township: 1
- Community Action Partnership: 15
- Community Partners for Affordable Housing: 8
- DHS: 1
- IDES: 1
- Lake County Job Center: 2
- Love INC: 3
- Mother's Trust: 4
 - Applications submitted: 3
 - Applications approved: 5/\$4,562.59
- PADS: 1
- Rebuilding Together: 2
- Salvation Army: 3
 - Applications submitted: 0
 - Applications approved: 3/\$1,600
- Willow Creek Church: 1
- Zion Benton Public Library: 1

Case Manager Appointments: 68

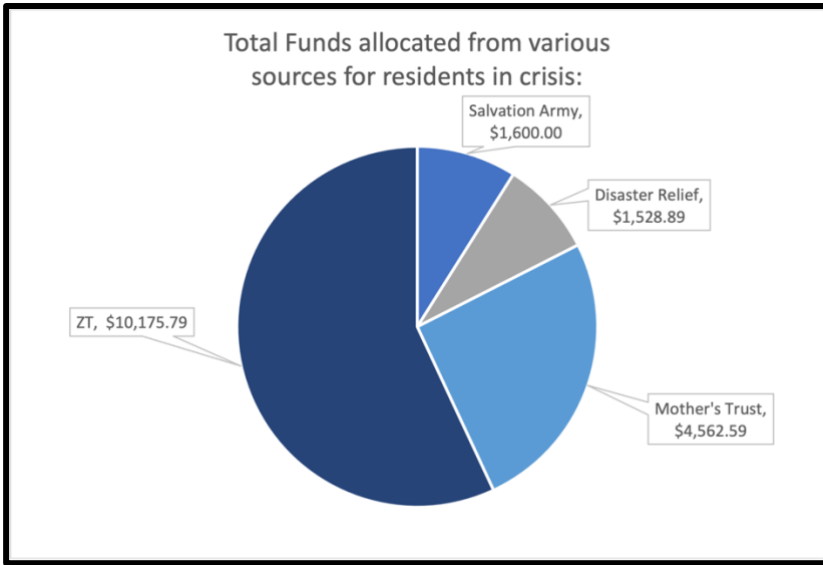
(Sum of Resource, GA, and EA)

LIHEAP

- Applications submitted: 9
- Total funds accessed for Zion: **\$9,760 for December**
- **Report not yet available for January**



Assistance Programs



General Assistance

- Appointments: 29
- Application issued: 4
- Submitted Applications: 4
- New Recipients: 6
- Denials: 0
- **Flat Grant Approvals: 28/\$7,375.79**
 - Transportation: 4
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Evaluations: 0
 - Counseling: 2
 - Record Expungement: 0
- Completions (terminations): 7
 - Employed: 2
 - SSI Approved: 1
 - Relocation: 0
 - Other: 0
- Suspended: 4

Emergency Assistance

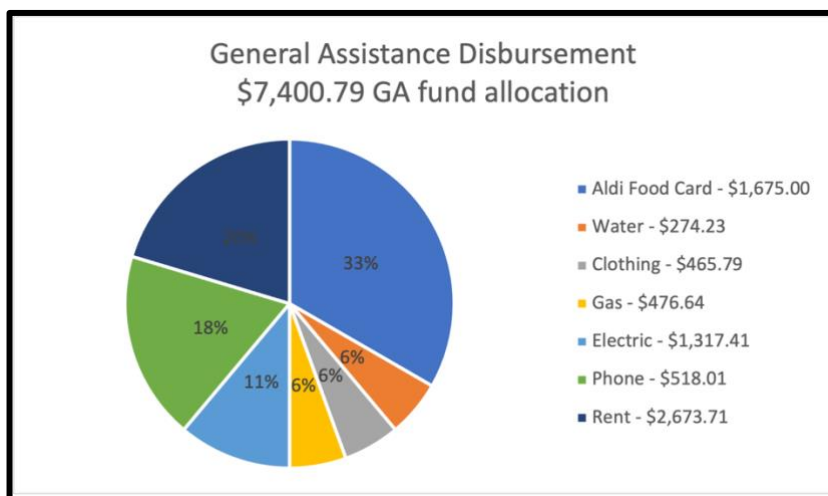
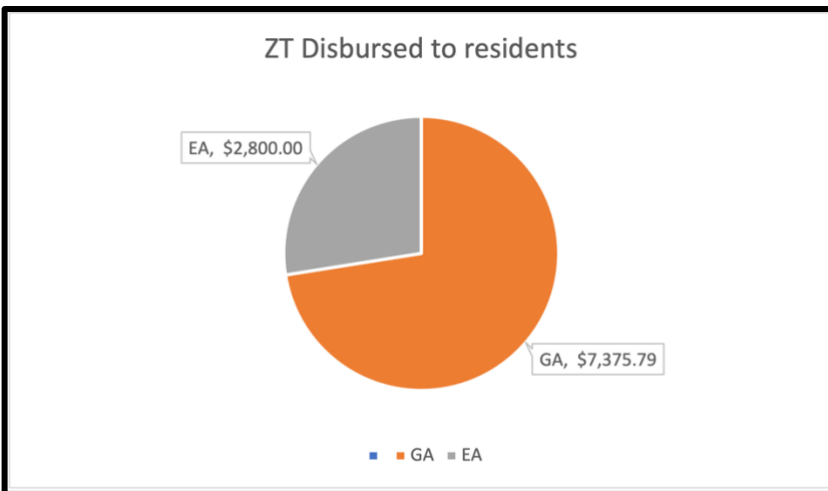
- Appointments: 10
- Total People: 7
- **Approved Applications: 7/\$2,800**
 - Housing: 1
 - Utilities: 4
 - Work Related: 2
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 1
- EA Pending Applications: 0

Disaster Relief

- **Applications submitted: 2**
- Applications approved: 4/\$1,528.89

Emergency Transportation Assistance

- Gas Vouchers: 2
- Bus Pass: 1
- Train/Other: 0
- Total Funds Spent: \$55



Submitted by: ZT Staff

Township Supervisor: _____

Christy Neal