

Zion Township

“We lead. We empower. We advocate. We connect residents to resources, services and solutions.”

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, OCTOBER 15, 2019 AT 6:15 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 September 17, 2019 at 6:15 p.m.
6. **Special Presentation** - Mandi Florip, Executive Director of the Lake County Municipal League
7. Citizen Comments
8. Authorize bills for payment

Assessor’s Office	\$ 12,251.52	
Community Support	\$ 2,594.33	
Youth Services	\$ 411.59	
Senior Services	\$ 314.00	
Operating Expenses	\$ 36,583.81	
Township Fund Total Expenses		\$ 52,155.25

General Assistance Fund

Public Support	\$ 9,849.45	
Community Support	\$ 0	
Operating Expenses	\$ 14,070.54	
General Assistance Fund Total Expenses		\$ 23,920.31

FICA Total Expenses \$ 2,794.58

IMRF Total Expenses \$ 2,170.80

TOTAL BILLS: \$ 81,040.94

9. Receive and Place on File - Audit for the year ending April 30, 2019 per Chairman Neal
10. Receive & Place on File: Annual Treasurer’s Report per Chairman Neal

11. Consider approval of an agreement between Zion Township & My Father's Business per Chairman Neal
12. Assessor's Report
13. Supervisor's Report/Announcements
14. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, OCTOBER 15, 2019 AT 6:15 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, McDowell, Holmes, Frierson, and Chairman Neal. Assessor Wicketts was also present.

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

AGENDA CHANGES

Chairman Neal stated Item 10 – Receive & Place on File – Annual Treasurer’s Report will be moved to the November meeting.

It was moved by Trustee Holmes, seconded by Trustee McDowell to accept the Township Board meeting agenda as amended:

Delete Item 10 – Receive and Place on File – Annual Treasurer’s Report.

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

MINUTES

It was moved by Trustee Fischer, seconded by Trustee Frierson that the minutes of a Regular Meeting held on September 17, 2019 at 6:15 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; McDowell, aye; Holmes, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

SPECIAL PRESENTATION/LAKE COUNTY MUNICIPAL LEAGUE

Mandi Florip, Executive Director of the Lake County Municipal League stated a new division of memberships has been created in Lake County. They are a council of government located in Lake County with 43 municipal members and 30 associate business members. The priority is to unify the various forms of government between County, Municipalities and Townships. The first step is to create the new division of Lake County Township members. The membership will be for Lake County Townships only with an annual cost of \$500.00. There are three major advantages to the membership. 1) Allows members to participate in cooperative purchasing program. Every year they do a cooperative purchasing program with 25 municipalities that participate. There are a variety of items in the program. Every December, a survey is put out to the municipalities asking them what services are needed and based on that, they will bid out the projects. The League will take on all the legal requirements, contracts and bid openings. This can help save on costs and legal fees. 2) Legislative update. Most Townships belong to a larger organization where they receive a Township update with the legislative information that is going on. The LCML has a similar organization called the Illinois Municipal League. The IML knows more about legislative issues and knows how to address the issues. 3) Networking of social events. They have a very active membership base and there are several events that are available to the members. Chairman Neal stated Zion Township is unique as they have co-terminus boundaries. They do not have a Highway Department which would be one area that may not be as big of an impact as with other Townships. She asked if the legislative team would be looking out for Townships as well. Ms. Florip stated it would most likely include local units of government. She stated if there was something that was Township related particular to Lake County that would be something the lobbyist may look at. Chairman Neal stated one of her concerns and frustrations at the State level is the work that is being done without recognizing consequences. She stated when things are going on she has tried to get them to use a third party to do the research to see what the consequences would be.

She appreciates the League trying to be more cohesive especially at the Township level. Trustee Fischer asked how many Townships have considered joining. Ms. Florip stated three have committed thus far; Grant, Antioch, and Lake Villa. She will be meeting with all the Township Supervisors on Wednesday to formally introduce the idea. Trustee Frierson stated he does like the option of the cooperative purchasing for professional services. He asked if there were any of the companies that the League has worked with in the area. Ms. Florip stated the City does participate in the cooperative purchase program for many of the road projects. Trustee McDowell asked if there would be a specific number of members needed for the program to be viable. Ms. Florip stated there was not a need and the fee that they are asking the Townships to pay will go towards expanding the lobbyist's role. Chairman Neal stated she spoke with two other Township Supervisors that are considering joining. Ms. Florip stated it is a new program and no other Council of Government (COG) has a Township division. It is ground breaking to have a Township division and offers the ability to make Lake County government more powerful and stand out among all the other Townships. Chairman Neal stated she will put the item on agenda for next month for approval.

CITIZENS COMMENTS

W.C. Bremner, Zion, stated on November 10th the Marine Corps will be celebrating their 244th Birthday and asked that the Township send birthday greetings to the Commandant of the Marines Corps in Washington D.C.

Tracy Johnson, Zion, stated he recently attended a School Board meeting that discussed a plan to recruit more teachers to come into the district. He discussed putting together a package of incentives to get teachers to locate in Zion. He is asking all taxing bodies to forgo four years of property taxes to any people that choose to relocate to Zion. They would have to sign a four year teacher contract in a Zion school district and purchase a home in Zion. Assessor Wicketts asked who would pay the portion of the forgiven taxes. He fears the people currently living in Zion will be the ones having to pay those taxes. Mr. Johnson stated in order to bring in teachers, they must entice people or dangle a carrot in front of them. Trustee Frierson stated there has been much discussion regarding the state of the school districts and if someone comes up with a plan they should be open to listening to them. Assessor Wicketts stated they have been working on a plan for years and nothing has ever happened. Trustee Holmes asked if the same incentives were available for Economic Development. Assessor Wicketts asked what would happen to those who didn't get the incentive when they moved in. Chairman Neal stated the schools have a serious need for teachers and appreciates someone thinking outside the box. Trustee McDowell stated there is a taxing body committee made up of representatives from each taxing body. He stated the group has migrated to focusing on nuclear fuel rods on the lakefront. Chairman Neal stated if funding does come through with the nuclear fuel rods, there may be more opportunities available. Assessor Wicketts stated the taxing bodies need to reduce their budgets, levies and tax rates and that will bring people into the City.

BILLS

_Trustee Frierson stated a big portion of the amount in Professional/Technical Services is due to the magazine. He asked why the expenses were not under Publishing and Advertising. Chairman Neal stated originally the budget was for the position up to \$20,000. She stated under Professional/Technical Services is a line item; collaboration contracted under marketing for \$50,000. They put those funds under the line item because it's not the Township doing the work but are contracting to do the magazine with the other taxing bodies so it is more of a pass through fund. Trustee Frierson asked how much of the \$55,000 was a pass through. Chairman Neal stated she was not sure and would have to look at the receipts. She stated the amount was for all four magazines and will be based on the contracted amounts. Trustee Frierson stated in looking at the Community Support budget, it looks as though they haven't used any of it. Chairman Neal stated they have used all of it. A check is sent out at the beginning of the fiscal year.

The Township supports some agencies in order to have the resources available for residents in crisis. Trustee Frierson stated it looks as though they have almost exceeded the disaster relief budget. Chairman Neal stated there have been a few situations in working with the Building Department where individuals had to be removed from their homes because of landlord violations to the City Code. She stated it is a touchy subject and would like to have discussions with the Building Department on how to further define what they do. They do have a partnership with the Hotel in town that gives them a good rate. Trustee Frierson asked what the agreed upon rate was for Ms. Ditzig for her services. Chairman Neal stated she is being paid \$35.00 per hour for doing marketing. Trustee Frierson asked if they were contracted for a certain number of hours for each month. Chairman Neal stated they were not. She has opted to have the invoice include the list of items completed during that period. Trustee Frierson stated under Public Assistance he compared each check run with the Supervisor’s Report. He asked if the Supervisor’s Report is intended to show future expenses approving the current month with the next month’s bills. Chairman Neal stated they try to balance it out but sometimes the payouts end up being in the next month because of different situations.

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

Assessor’s Office	\$ 12,251.52	
Community Support	\$ 2,594.33	
Youth Services	\$ 411.59	
Senior Services	\$ 314.00	
Operating Expenses	\$ 36,583.81	
Township Fund Total Expenses		\$ 52,155.25
 <u>General Assistance Fund</u>		
Public Support	\$ 9,849.45	
Community Support	\$ 0	
Operating Expenses	\$ 14,070.86	
General Assistance Fund Total Expenses		\$ 23,920.31
 <u>FICA</u> Total Expenses		\$ 2,794.58
 <u>IMRF</u> Total Expenses		\$ 2,170.80
 TOTAL BILLS:		\$ 81,040.94

**RECEIVE & PLACE ON FILE/ZION TOWNSHIP AUDIT/FISCAL YEAR MAY 1, 2018
THROUGH APRIL 30, 2019**

It was moved by Trustee Frierson, seconded by Trustee Holmes to receive and place on file the Zion Township Audit for Fiscal Year May 1, 2018 through April 30, 2019 as presented. The vote on roll call was: Trustees Fischer, aye; McDowell, aye; Holmes, aye; Frierson, aye and Chairman Neal, aye. Motion carried.

AGREEMENT/MY FATHER’S BUSINESS/TOWNSHIP VAN

Chairman Neal stated they have received the new 2019 T350 15 Passenger Van. The Township will enter into an agreement with My Father’s Business so they may utilize the van when it is not being used by the Township. My Father’s Business’ contribution of \$15,000 will be received by the end of 2020. Trustee Frierson asked if the insurance will be verified on an annual basis. Chairman Neal stated they can look into adding the language to the agreement.

It was moved by Trustee Frierson, seconded by Trustee Fischer to approve the Vehicle Use Agreement between the Zion Township and My Father's Business with a correction on line 9 to read "Borrower" in lieu of "Borrow" and to add an annual verification of insurance to the agreement. The vote on roll call was: Trustees Fischer, aye; McDowell, aye; Holmes, aye; Frierson, aye and Chairman Neal, aye. Motion carried.

ASSESSOR'S REPORT

Assessor Wicketts thanked those who attended the open house forum for the tax assessment appeals and hopes residents found it helpful. He stated they are two weeks into the appeal process and have received many inquiries. He stated one of the problems with the new system is that all appeals must be filed online with no exceptions and it has not been an easy process. He encouraged residents to come into the Assessor's office if they have questions or need help with the appeal process. They will have office hours on Saturdays from 8:00 am to 1:00 pm. with a full staff. He believes there will come a time when all forms will have to be filed online. The Zion Benton Public Library is also an additional resource that can help with filing an appeal. The County is always more than happy to assist residents with their appeals.

SUPERVISOR'S REPORT

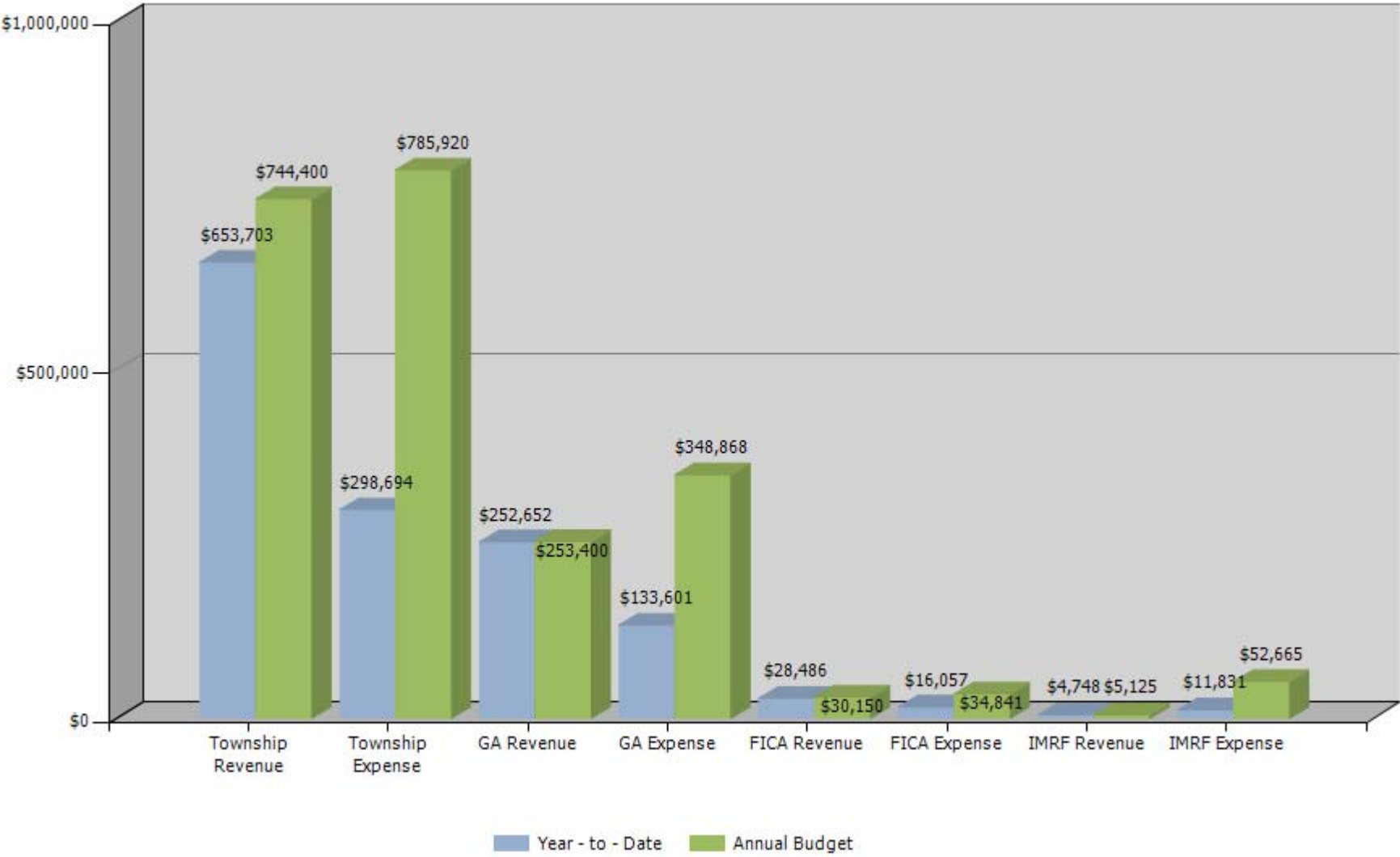
Chairman Neal provided the following information:

- Zion Township Monthly Report – September, 2019
- The second collaborative taxing body magazine - The ZB Quarterly, Everything from Benton to Zion, Collaborating to Better Communicate with Residents, – will be mailed to all residents (11,088 households in Zion and 5,010 to Benton residents with 902 on hand for local distribution) the first week of December. ANY calendar events that groups/residents want to include, please email to ZBQuarterly@gmail.com by 10/19!
- LIHEAP (Low Income Home Energy Assistance Program) began on Tuesday, October 1st. We have already taken in 47 applications. Walk-ins will be seen each Tuesday from 1-3pm. The month of October, only seniors and disabled are eligible. November expands for families with children under the age of 5 years old and then December kicks off open enrollment for all lower income residents.
- The Elf Network Participant cards are available at Zion Township, ZB Public Library, Zion Park District and area school offices to assist families during the holiday season. The first 50 cards turned in will be a part of this year's program.
- Zion Together Love Thy Neighborhood Initiative is ready to officially launch! Thanks to committee members: Makara Dozier, Rose Salata, Michael McCauley, Nancy Payan, and the Zion Queens! Go to ZionTogether.com for a packet to make your neighborhood a Zion Together Neighborhood!
- Work is under way for Zion's 2020 Vision! A Homeownership Initiative Group is working on a roadmap to homeownership. We are also working on roadmaps/resource sheets for 17 other potential goals. More to come!
- Thanks Giving Celebration Open House on Tuesday, November 5, 2019 from 5:30-6:30pm.
- Zion Township will be closed for the holiday on November 11th, 28th and 29th, December 4th (staff retreat), December 24th, 25th and 31st, 2019 and January 1, 2020.

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 6:59 p.m. Motion carried.

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 5 Months Ended September 30, 2019**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of September 30, 2019**

	<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	\$ 285,104.39	\$ 653,703.13	\$ 744,400.00	\$ 90,696.87	12.18%
<u>Operating Expenses</u>					
Personnel	23,580.43	132,491.06	301,798.00	169,306.94	56.10%
Contractual Services	8,349.02	33,381.06	100,419.00	67,037.94	66.76%
Other Operating Expenses	4,654.36	14,901.11	39,760.00	24,858.89	62.52%
Capital Outlay	0.00	7,392.50	52,708.00	45,315.50	85.97%
Total Operating Expenses	<u>36,583.81</u>	<u>188,165.73</u>	<u>494,685.00</u>	<u>306,519.27</u>	<u>61.96%</u>
Community Support	2,594.33	10,862.30	14,750.00	3,887.70	26.36%
<u>Youth Services:</u>					
Summer Work Program	411.59	13,349.06	53,330.00	39,980.94	74.97%
Total Youth Services	<u>411.59</u>	<u>13,349.06</u>	<u>53,330.00</u>	<u>39,980.94</u>	<u>74.97%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,065.99	3,300.00	234.01	7.09%
Senior Transportation	275.00	7,140.50	16,000.00	8,859.50	55.37%
Senior Support	39.00	311.50	5,650.00	5,338.50	94.49%
Total Senior Services	<u>314.00</u>	<u>10,517.99</u>	<u>24,950.00</u>	<u>14,432.01</u>	<u>57.84%</u>
<u>Assessor's Office:</u>					
Personnel	11,579.40	68,307.81	166,860.00	98,552.19	59.06%
Contractual Services	383.52	2,767.16	15,060.00	12,292.84	81.63%
Other Operating Expenses	288.60	4,724.29	16,285.00	11,560.71	70.99%
Total Assessor's Office	<u>12,251.52</u>	<u>75,799.26</u>	<u>198,205.00</u>	<u>122,405.74</u>	<u>61.76%</u>
Total Expenses	<u>52,155.25</u>	<u>298,694.34</u>	<u>785,920.00</u>	<u>487,225.66</u>	<u>61.99%</u>
Excess Revenues less Expenses	<u>\$ 232,949.14</u>	<u>\$ 355,008.79</u>	<u>\$ (41,520.00)</u>	<u>\$ (396,528.79)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 107,396.00	\$ 252,651.56	\$ 253,400.00	\$ 748.44	0.30%
<u>Expenses</u>					
Personnel	11,861.52	69,892.54	193,008.00	123,115.46	63.79%
Contractual Services	812.66	14,526.32	27,066.00	12,539.68	46.33%
Other Operating Expenses	1,396.68	6,650.43	17,514.00	10,863.57	62.03%
Public Support	9,849.45	42,531.75	111,280.00	68,748.25	61.78%
Total Expenses	<u>23,920.31</u>	<u>133,601.04</u>	<u>348,868.00</u>	<u>215,266.96</u>	<u>61.70%</u>
Excess Revenues less Expenses	<u>\$ 83,475.69</u>	<u>\$ 119,050.52</u>	<u>\$ (95,468.00)</u>	<u>\$ (214,518.52)</u>	
<u>FICA Fund</u>					
Revenues	\$ 12,887.50	\$ 28,486.37	\$ 30,150.00	\$ 1,663.63	5.52%
Expenses	<u>2,794.58</u>	<u>16,057.29</u>	<u>34,841.00</u>	<u>18,783.71</u>	<u>53.91%</u>
Excess Revenues less Expenses	<u>\$ 10,092.92</u>	<u>\$ 12,429.08</u>	<u>\$ (4,691.00)</u>	<u>\$ (17,120.08)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 2,147.95	\$ 4,747.74	\$ 5,125.00	\$ 377.26	7.36%
Expenses	<u>2,170.80</u>	<u>11,831.41</u>	<u>52,665.00</u>	<u>40,833.59</u>	<u>77.53%</u>
Excess Revenues less Expenses	<u>\$ (22.85)</u>	<u>\$ (7,083.67)</u>	<u>\$ (47,540.00)</u>	<u>\$ (40,456.33)</u>	

Zion Township Updates – 10/15/19

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

UPDATES ON OFFICE OPERATIONS

- Monthly Report Attached.
- The second collaborative taxing body magazine - *The ZB Quarterly, Everything from Benton to Zion, . . . Collaborating to Better Communicate with Residents* - will be mailed to all residents (11,088 households in Zion and 5,010 to Benton residents with 902 on hand for local distribution) the first week of December. **ANY calendar events that groups/residents want to include, please email to ZBQuarterly@gmail.com by 10/19!**
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- The Elf Network Participant cards are available at Zion Township, ZB Public Library, Zion Park District and area school offices to assist families during the holiday season. The first 50 cards turned in will be a part of this year's program.
- Zion Together Love Thy Neighborhood Initiative is ready to officially launch! Thanks to committee members: Makara Dozier, Rose Salata, Michael McCauley, Nancy Payan, and the Zion Queens! Go to ZionTogether.com for a packet to make your neighborhood a Zion Together Neighborhood!
- Work is under way for Zion's 2020 Vision! A Homeownership Initiative Group is working on a roadmap to homeownership. We are also working on roadmaps/resource sheets for 17 other potential goals. More to come!

BOARD SPECIFIC ISSUES

- Approve inter-agency partnership agreement with My Father's Business.
- Presentation by Lake County Municipal League Executive Director Mandi Florip.
- Receive and place on file the 2018-19 audit.
- Thanks Giving Celebration Open House on Tuesday, November 5, 2019 from 5:30-6:30pm.
- Zion Township will be closed for the holiday on November 11th, 28th and 29th, December 4th (staff retreat), December 24th, 25th and 31st, 2019 and January 1, 2020.
- We will begin working on the levy this month.
- Suggestions for ZB Quarterly? Reach out to Supervisor Neal or Business Manager Sandra Usher.
- Consider hosting a Community Conversation on Homelessness and Panhandling

COMMUNITY – KEY RESOURCES

- ❖ SHIP – Senior Health Insurance Program is now at Zion Township every second Tuesday of the month from 1:00 – 4:00 pm. Call 847-740-6710 to schedule an appointment.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5th Wednesdays).
- ❖ Zion Township assists with the application process for Passports, provide Notary service, faxing, voter registration, as well as processing Benefit Access and RTA passes.
- ❖ FREE counseling services are now being provided at Zion Township thanks to Princesses and Ladies, Inc and Cynthia Linke. Call Zion

Zion Township Monthly Report

September 2019

Programs & Services

■ Community

- Incoming Calls: 409
- Walk-In Clients: 214
- Passports: 2
- Notary: 3
- Medical Equipment Pantry: 0

■ Senior

- Senior Half-Fare Taxi Tickets: 9
- Senior Birthday Cards: 76

■ Youth

- Summer Work Program (June/July):

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 4

■ Benefit Access Online Applications Processing: 10

■ Initial Screenings Total: 57

■ Resource Referrals

- Resource Appointments: 20
- Total People Referred: 59
- Total Referrals Made: 90

■ Zion Township Directly Assisted: 46

■ Referrals to Partner Agencies

- Benton Township: 1
- Catholic Charities: 3
- COOL Ministries: 1
- Community Action Partnership of Lake County: 11
- Community Partners for Affordable Housing: 10
- Lake County Job Center: 1
- Love INC: 5
- Mother's Trust: 1
- PADS: 5
- St. Vincent DePaul: 3

■ LIHEAP Application Processing (July & Sept. – May)

- Applicants: 0
- Applications Completed: 0
- Total Funds Accessed for Zion: 0

Assistance Programs

■ Case Manager Appointments:

(Sum of Resource, GA, and EA)

■ General Assistance

- Participants: 16
- Appointments: 25
- Application Pick-ups: 4
- Submitted Applications: 5
- New Recipients: 5
- Denials: 0
- Flat Grant Approvals: 16/\$5,190.43
 - Transportation: 9
 - 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
 - Deceased: 0
 - Relocation: 0
- Suspended: 0

■ Emergency Assistance

- Appointments: 11
- Total People: 11
- Approved Applications: 10/\$3,297.58
 - Housing: 4
 - Utilities: 7
 - Work Related: 0
 - Other: 0
 - Substance Abuse Counseling: 0
- EA Denials: 0
- EA Incomplete Applications: 1

■ Financial Counseling Certificates: 6

■ Emergency Transportation Assistance

- Gas Vouchers: 1
- 1-Day Bus Pass: 3
- Train/Other: 0
- Total Funds Spent: \$45

Submitted by: ZT Staff

T. Supervisor: 