

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, SEPTEMBER 17, 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 August 20, 2019 at 6:15 p.m.
6. Citizen Comments
7. Authorize bills for payment

Assessor’s Office	\$ 17,954.05	
Community Support	\$ 165.00	
Youth Services	\$ 2,305.34	
Senior Services	\$ 911.00	
Operating Expenses	\$ 45,538.93	
Township Fund Total Expenses		\$ 66,874.32

<u>General Assistance Fund</u>		
Public Support	\$ 10,728.48	
Community Support	\$ 0	
Operating Expenses	\$ 24,902.54	
General Assistance Fund Total Expenses		\$ 35,631.02

FICA Total Expenses \$ 2,970.64

IMRF Total Expenses \$ 58.82

TOTAL BILLS: \$105,534.80

8. Assessor’s Report
9. Supervisor’s Report/Announcements
10. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, SEPTEMBER 17, 2019 AT 6:17 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

Temporary Chairman Fischer called the meeting to order.

On call of the roll the following answered present: Trustees Holmes, McDowell, Frierson, and Temporary Chairman Fischer. Chairman Neal and Assessor Wicketts were absent.

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

AGENDA CHANGES

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

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

MINUTES

It was moved by Trustee McDowell, seconded by Trustee Holmes that the minutes of a Regular Meeting held on August 20, 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; Holmes, aye; McDowell, aye; Frierson, aye; and Temporary Chairman Fischer, aye. Motion carried.

BILLS

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

Assessor's Office	\$ 17,954.05	
Community Support	\$ 165.00	
Youth Services	\$ 2,305.34	
Senior Services	\$ 911.00	
Operating Expenses	\$ 45,538.93	
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 <u>FICA</u> Total Expenses		 \$ 2,970.64
 <u>IMRF</u> Total Expenses		 \$ 58.82
 TOTAL BILLS:		 \$105,534.80

Trustee Frierson stated he would like to have a future discussion regarding the budget and the allocation of funds to the Professional and Technical Services as well as Publishing/Advertising and the possibility of redirecting some of those funds to Community Support.

Temporary Chairman Fischer stated he believes it would be a worthwhile conversation to have when Chairman Neal returns.

Trustee Frierson questioned the extra expense of \$35,000 for the Summer Work Program. He wondered if the expense was for the new Van purchased by the Township. Temporary Chairman Fischer agreed that the expense pertained to the newly purchased Van. He will confirm with Chairman Neal upon her return.

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

ASSESSOR'S REPORT

Due to Assessor Wicketts being absent, there was no Assessor's Report.

SUPERVISOR'S REPORT

Temporary Chairman Fischer provided the following information:

- Zion Township Monthly Report – August, 2019
- The first collaborative taxing body magazine – *The ZB Quarterly, Everything from Benton to Zion, . . . Collaborating to Better Communicate with Residents* – was mailed to all residents (11,088 households in Zion and 5,010 to Benton residents with 902 on hand for local distribution) on September 10th. Partners include: Benton Township, College of Lake County, City of Zion, Lake County Sheriff's Office, State Representative Joyce Mason, Village of Beach Park, Zion-Benton Public Library, Zion Park District, Zion Township, Zion Elementary District 6 and Zion-Benton Township High School District 126. Looking forward to getting feedback from residents, via the survey monkey link. The next magazine content deadline is October 12th for the Winter Edition (December, January and February). ANY calendar events that groups/residents want to include, please email to ZBQuarterly@gmail.com.
- LIHEAP (*Low Income Home Energy Assistance Program*) will begin on Tuesday, October 1st. Walkins 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 co-sponsored by Christ Community Church has kicked off. Participant cards are available at Zion Township, ZB Public Library, Zion Park District and Family Resource Center to assist families during the holiday season. The first 50 cards turned in will be a part of this year's program. Partnerships include Community Partnership for Affordable Housing of Lake County, Family Resource Center, Job Center of Lake County, Love INC, Nicasa Family Advocacy, Zion-Benton Public Library, Local Schools, and a variety of other programs.
- The Township van was delivered on Wednesday, September 11th, 2019. Our current insurance carrier, Carlson, Mikuzis & Taylor, Inc. have found an underwriter (Burnham & Flower Insurance Group) that will support the interagency partnership with My Father's Business. We are working on the contract to define partnership agreement and will be presented next month.
- Zion Township will be closed on September 18th til 12:30pm for a free Communication Across Cultures training at the University Center. We will also be closed for the holiday on Monday, October 14th, November 11th, 28th and 29th, December 24th, 25th and 31st, 2019 and January 1, 2020.

- Stop by Zion Township – the east end of the building – to see the gorgeous trellis that John Biewer and the Upper Midwest Blacksmith’s Association donated to hold up the perennial Passion Flower donated by the late Ellen Buntrock.

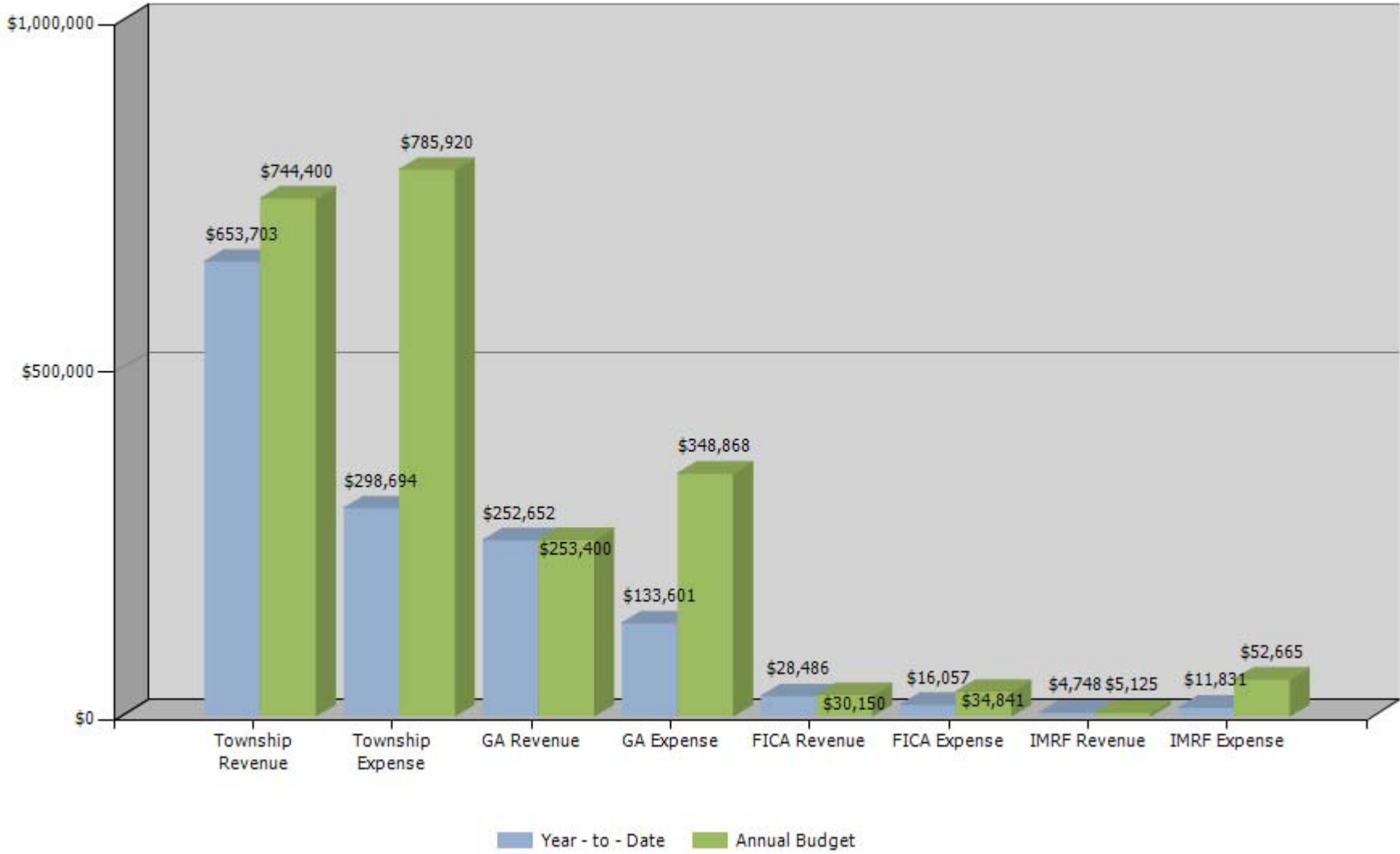
Trustee Frierson invited citizens to attend the “Health is Wealth” event offering free Sports Physicals, Pressure-Check & Diabetes Screening. The event will take place on September 26, 2019 from 3:00 p.m. to 5:30 p.m. at Campbell’s Barbershop, 2037 Galilee Ave., Zion.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee McDowell and unanimously approved the meeting be adjourned at 6:26 p.m. Motion carried.

Town Clerk

**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 – 9/17/19

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 first collaborative taxing body magazine - *The ZB Quarterly, Everything from Benton to Zion, . . . Collaborating to Better Communicate with Residents* – was mailed to all residents (11,088 households in Zion and 5,010 to Benton residents with 902 on hand for local distribution) on September 10th. Partners include: Benton Township, College of Lake County, City of Zion, Lake County Sheriff's Office, State Representative Joyce Mason, Village of Beach Park, Zion-Benton Public Library, Zion Park District, Zion Township, Zion Elementary District 6 and Zion-Benton Township High School District 126. Looking forward to getting feedback from residents, via the survey monkey link. The next magazine content deadline is October 12th for the Winter Edition (December, January and February). ANY calendar events that groups/residents want to include, please email to ZBQuarterly@gmail.com.
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BOARD SPECIFIC ISSUES

- The Township van was delivered on Wednesday, September 11th, 2019. Our current insurance carrier, Carlson, Mikuzis & Taylor, Inc. have found an underwriter (Burnham & Flower Insurance Group) that will support the inter-agency partnership with My Father's Business. We are working on the contract to define partnership agreement and will be presented next month.
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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 Lincke. Call Zion Township for more information.

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: 