

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, JUNE 20, 2017 AT 6:30 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 McDowell, Fischer, DeTienne, and Chairman Neal. Trustee McKinney was absent. Assessor Wicketts was present.

Chairman Neal led in the Pledge of Allegiance to the Flag.

**MINUTES**

It was moved by Trustee McDowell, seconded by Trustee Fischer that the minutes of a Regular Meeting held on May 16, 2017 at 6:30 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; DeTienne, aye; and Chairman Neal, aye. Motion carried.

**BUDGET/FISCAL YEAR MAY 1, 2017 THROUGH APRIL 30, 2018**

It was moved by Trustee DeTienne, seconded by Trustee McDowell that the budget for Fiscal Year May 1, 2017 through April 30, 2018 be approved as presented. Trustee McDowell stated that the General Assistance Fund reflects a \$79,883 deficit, however, there is a \$271,742 beginning balance, so the budget still has a positive balance. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; DeTienne, aye; and Chairman Neal, aye. Motion carried.

**BILLS**

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

Assessor’s Office	\$ 10,515.75	
Community Support	\$ 30.00	
Youth Services	\$ 188.85	
Senior Services	\$ 1,062.02	
Operating Expenses	\$ 24,055.68	
Township Fund Total Expenses		\$ 35,852.30
<u>General Assistance Fund</u>		
Public Support	\$ 2,560.31	
Community Support	\$ 0	
Operating Expenses	\$ 12,506.00	
General Assistance Fund Total Expenses		\$ 15,066.31
<u>FICA</u> Total Expenses		\$ 2,444.31
<u>IMRF</u> Total Expenses		\$ 3,916.93
<b>TOTAL BILLS:</b>		<b>\$ 57,279.85</b>

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

### **ORDINANCE/PREVAILING RATE OF WAGES**

It was moved by Trustee Fischer, seconded by Trustee DeTienne that an Ordinance (2017-01) be passed ascertaining the Prevailing Rate of Wages for 2017, to be determined by the Department of Labor, for laborers, mechanics and other workers performing construction of public works in Zion Township, Lake County, Illinois. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; DeTienne, aye; and Chairman Neal, aye. Motion carried. Ordinance passed.

### **ORDINANCE/SETTING ORDER OF BUSINESS FOR TOWNSHIP BOARD MEETINGS**

It was moved by Trustee McDowell, seconded by Trustee Fischer that an Ordinance (2017-02) be passed setting the order of business for the Zion Township Board Meeting. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; DeTienne, aye; and Chairman Neal, aye. Motion carried. Ordinance passed.

### **TOWNSHIP STAFF REORGANIZATION**

Chairman Neal stated that the Township staff consists of four members: Township Supervisor, Business Manager, General Assistance Case Manager, and Administrative Assistant. She stated that the Administrative Assistant is being under-utilized and the Case Manager needs assistance with paperwork. She recommended that the Administrative Assistant assist the Case Manager. Chairman Neal stated that the Township has partnered with the Illinois Department of Human Services (DHS) to train two receptionists through the TANF Program (Temporary Assistance for Needy Families). These receptionists will work in the Township office. Chairman Neal stated that, beginning August 1, 2017, the Township will begin creating training positions to hone skills and help participants find employment. These will be gateway positions and will provide the Township office with additional staff at no cost. She stated that the Department of Human Services pays all incomes of the trainees as a paid internship. Chairman Neal stated that she will create a job description for a handyman/lawn maintenance position. She stated that funds are included in the budget. This position would pay \$15.00 per hour, be under contract, and be on an on-call basis.

### **TOWNSHIP VAN**

Chairman Neal presented a letter from the City of Zion Public Works Maintenance Division Supervisor stating that the 2003 Chevy Venture Van owned by Zion Township is not safe for service as the chassis is rotted at the rear suspension tie-in. Chairman Neal stated that she called on all local agencies to investigate the possibility of sharing a van with them but was unsuccessful. She stated that the Township will lease a van through Enterprise at \$13.00 per day for two drivers. She stated that she would continue to search for a partner who does not need the van during the summer and would be willing to let the Township use it for the Summer Work Program.

**TOWNSHIP OFFICIALS' TRAINING**

Chairman Neal distributed a Township Officials of Illinois Newly Elected and Returning Township Officials Boot Camp flyer and requested that the Board attend as a group. Chairman Neal plans to attend the July 27, 2017 session in Rockford, Illinois. Trustee McDowell stated that he could not attend the July sessions and could not commit to the August sessions at this time. Trustee Fischer stated that he had a work conflict with the July 13, 2017 date but could perhaps adjust his schedule to accommodate the July 27, 2017 session. Trustee DeTienne stated that he could not make a commitment at this time.

**ASSESSOR'S REPORT**

Assessor Wicketts stated that he plans to submit the books the week of July 10, 2017. He asked that residents contact him if they have issues with their assessments rather than going through a tax consultant. He stated that values will go up about 10% this year, for both residential and commercial properties, due to sales within the township.

**SUPERVISOR'S REPORT**

Chairman Neal provided the following information in a new format:

- Zion Township Monthly Report – May 2017
- LIHEAP program has ended unless funds are allocated for a cooling program.
- Summer work program has begun and runs through July 28, 2017.
- Congressman Brad Schneider and Senator Melinda Bush will have staff providing office hours at Zion Township the second Wednesday of the month from 2:00 p.m. to 4:00 p.m.
- Zion Township has been working on a plan for 2017-2018 and beyond. Items staff will be focusing on are marketing, maximizing space at Zion Township, and researching bringing in interns for various duties.

**ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee McDowell, seconded by Trustee Fischer, and unanimously approved the meeting be adjourned at 6:54 p.m. Motion carried.

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Town Clerk