

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, JULY 18, 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, McKinney, Fischer and Chairman Neal. Assessor Wicketts and Trustee DeTienne were absent.

**AGENDA CHANGES**

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

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

**MINUTES**

It was moved by Trustee McDowell, seconded by Trustee Fischer that the minutes of a Regular Meeting held on June 20, 2017 at 6:30 p.m., be approved as amended with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees McDowell, aye; McKinney, aye; Fischer, aye; and Chairman Neal, aye. Motion carried.

**CITIZEN COMMENTS**

There were no citizen comments.

Trustee DeTienne arrived at 6:34 p.m.

**BILLS**

Chairman Neal presented the Financials. Trustee McDowell asked about a purchase for Doterra oils. Chairman Neal stated the oils are used to create a calm environment when entering the Township office. Trustee McDowell asked about a purchase made for diploma frames. Chairman Neal stated when an employee furthers their education they receive a 1 % salary increase along with a diploma frame. She stated Sandra Usher received a frame to display her diploma from CLC. Trustee McDowell asked if employees take their diploma frames with them when they leave Township employment. Chairman Neal stated she was not sure but would find out and get back to the Trustees. Trustee McKinney asked about the drug testing/counseling services. Chairman Neal stated they partner with Nicasa for drug testing for the summer work program. She stated the students are drug tested at the beginning of the program and randomly throughout the summer.

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

Assessor's Office	\$ 9,464.13	
Community Support	\$ 90.00	
Youth Services	\$ 1,729.46	
Senior Services	\$ 7,140.50	
Operating Expenses	\$ 35,866.67	
Township Fund Total Expenses		\$ 54,290.76
 <u>General Assistance Fund</u>		
Public Support	\$ 3,096.85	
Community Support	\$ 11,000.00	
Operating Expenses	\$ 14,818.44	
General Assistance Fund Total Expenses		\$ 28,915.29

<u>FICA</u> Total Expenses	\$ 2,419.90
<u>IMRF</u> Total Expenses	\$ 3,962.47
<b>TOTAL BILLS:</b>	<b>\$ 89,588.42</b>

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

**PUBLIC HEARING/APPROPRIATION ORDINANCE**

Chairman Neal declared the Public Hearing for the Appropriation Ordinance for the Fiscal Year May 1, 2017 through April 30, 2018, in the amount of \$936,267.74 open at 6:40 p.m.

Chairman Neal requested comments and/or questions from the public, and there were none.

Chairman Neal declared the Public Hearing for the Appropriation Ordinance closed at 6:43 p.m.

**APPROPRIATION ORDINANCE**

It was moved by Trustee DeTienne, seconded by Trustee McKinney to approve the Appropriation Ordinance 2017-03 for the fiscal year May 1, 2017 through April 30, 2018 for the total amount of 936,267.74. The vote on roll call was: Trustees McDowell, aye; McKinney, aye; Fischer, aye; DeTienne, aye; and Chairman Neal, aye. Motion carried. Ordinance passed.

**TOWNSHIP EMPLOYEE HANDBOOK**

Chairman Neal stated there have not been revisions to the Employee Handbook since 2015. She stated there has been a minor change in vacation time. She stated employees will receive a maximum of 20 days (4 weeks). Trustee McDowell asked if all employees were subject to the handbook. He asked if that included Supervisor Neal and Assessor Wicketts. Chairman Neal stated they are subject to all areas except vacation. She stated because they are elected officials they are not required to submit vacation time. She stated there was language in the handbook that states elected officials are not subject to vacation rules. Chairman Neal suggested tabling the vote on the handbook for further review. It was moved by Trustee McDowell, seconded by Trustee McKinney to table the adoption of the Zion Township Employee Handbook until the next meeting. The vote on the roll was: Trustees McDowell, aye; McKinney, aye; Fischer, aye; DeTienne, aye; and Chairman Neal, aye. Motion carried. Motion passed.

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

Chairman Neal stated this year Community Action Partnership of Lake County and Zion Township partnered together to help residents with the Low Income Home Energy Assistance Program (LIHEAP). She stated they allowed Zion residents to come to the Township to complete the applications. She stated the program assists residents with their utility bills. She stated they feel they have figured out a system to help more seniors. Township staff went to Carmel House to help process applications. She stated the team was able to assist 382 residents this year compared to 322 last year. She stated this equates to assisting seniors, the disabled and those living 150% below the poverty line which resulted in credits of \$142,171 to utility bills.

**SUMMER WORK PROGRAM**

Chairman Neal stated the Township hired 32 teens this year for the Summer Work Program. She stated the Park District helps pay half the salary of the Supervisor. She stated the program ends one week from Friday. She stated the Summer Work Program Awards Dinner and Ceremony will be on July 28<sup>th</sup> at 5:00 pm. She stated there will be a special presentation by a graduate of Zion.

**ZION FIRE/RESCUE DEPARTMENT TOUR**

Chairman Neal stated the Zion Fire/Rescue Department was given a tour of the Township. She stated there was discussion on how to better support each other. She stated Zion Township packets of information were provided to Fire/Rescue personnel to hand out to residents when they go out on calls. She stated the Fire/Rescue Department will ask residents if they could reach out for help on their behalf. She stated the Fire/Rescue personnel will then contact the Township with the information. She stated she welcomes other City departments to do the same.

**ASSESSOR’S REPORT**

Assessor Books were turned in to the Chief County Assessor’s Office on July 13, 2017. The Chief County Assessor applied a county factor of 10.16% to all parcels in Zion. Assessment notices will be mailed out on July 25, 2017. The last day to file assessment complaints will be August 25, 2017. Assessor Wicketts will be holding an event at his office on Saturday, August 19<sup>th</sup> from 8:00 am to 1:00 pm to explain the appeal process. Exemption applications, including Senior Freeze applications can still be submitted to the Assessor for 2017 if you have not filed yet.

**SUPERVISOR’S REPORT**

Chairman Neal provided the following information:

- Zion Township Monthly Report – June 2017
- There will be conversation with Benton Township on the consolidation concept beginning August 8, 2017.
- A Pace Dial-a-Ride flyer was created to post in businesses to make sure residents know of the service that Zion Township subsidizes.
- Zion Township is co-sponsoring a Free Shred Event with Representative Sheri Jesiel on Saturday, July 22<sup>nd</sup> from 9:00 to 12:00 noon.at Beach Park Middle School.
- Congressman Brad Schneider and Senator Melinda Bush will have staff providing office hours on the second Wednesday of the month from 2:00 pm to 4:00 pm.at the Zion Township.
- There will be a Township Officials Boot Camp for newly elected and returning Township Officials on Thursday, July 27<sup>th</sup> from 8:30 a.m. to 3:00 p.m.in Rockford, IL.

**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 6:59 p.m. Motion carried.

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Deputy Town Clerk