

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, SEPTEMBER 19, 2017 AT 6:30 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 McKinney, Fisher, DeTienne, McDowell, and Chairman Neal. 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 DeTienne that the minutes of a Regular Meeting held on August 15, 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 McKinney, aye; Fischer, aye; DeTienne, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

BILLS

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

Assessor’s Office	\$ 14,936.37	
Community Support	\$ 75.00	
Youth Services	\$ 2,964.53	
Senior Services	\$ 1,011.73	
Operating Expenses	\$ 39,867.33	
Township Fund Total Expenses		\$ 58,854.96
<u>General Assistance Fund</u>		
Public Support	\$ 6,743.38	
Community Support	\$ 0	
Operating Expenses	\$ 17,050.41	
General Assistance Fund Total Expenses		\$ 23,793.79
<u>FICA</u> Total Expenses		\$ 3,845.13
<u>IMRF</u> Total Expenses		\$ 5,852.08
TOTAL BILLS:		\$ 92,345.96

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

SUPERVISOR’S OFFICE CELL PHONE AGREEMENT

Chairman Neal stated that the Supervisor’s Office cell phone policy is covered in the Township Employee Handbook on Page 22. It is the Township policy to provide a stipend for cell phones for all Supervisor’s Office employees. All employees signed a Zion Township Supervisor’s Office Cell Phone Policy Agreement which identifies the monthly stipend amount, \$35.00 for each staff member and \$75.00 for the Township Supervisor. By signing the agreement, staff members acknowledged that they are aware of the policy and agree to receive the stipend.

It was moved by Trustee Fischer, seconded by Trustee McDowell to approve the Zion Township Supervisor's Office Cell Phone Policy Agreement as presented. The vote on roll call was: Trustees McKinney, aye; Fischer, aye; DeTienne, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

VEHICLE USE AGREEMENT

Chairman Neal stated that a vehicle use agreement has been in place, however, it is outdated. The Township attorney rewrote the agreement which stipulates the expectations of Zion Township for borrowing the vehicle. Trustee McKinney asked if the liability insurance covered non-Township employee drivers. Chairman Neal stated that the policy covers liability insurance.

It was moved by Trustee McDowell, seconded by Trustee Fischer to approve the Zion Township Vehicle Use Agreement as presented. The vote on roll call was: Trustees McKinney, aye; Fischer, aye; DeTienne, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

Nicasa OFFICE SPACE LEASE AGREEMENT

Chairman Neal stated that the Board discussed leasing office space to Nicasa at the August Township meeting. She stated that Nicasa will install a wireless doorbell for use after Township office hours. Nicasa requested a 30 day out clause. Nicasa recommended increasing the monthly rent from \$100 to \$125 to cover heat and other expenses. The term of the lease was corrected to read "ending April 30, 2018". Chairman Neal stated that the Township attorney will review the lease prior to it being executed.

It was moved by Trustee Fischer, seconded by Trustee McKinney to approve the office lease agreement between Zion Township and Nicasa (Northern Illinois Council on Alcoholism and Substance Abuse) as presented, but with an ending term date of April 30, 2018. The vote on roll call was: Trustees McKinney, aye; Fischer, aye; DeTienne, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

ASSESSOR'S REPORT

Assessor Wicketts stated that over 500 tax appeals were filed this year which means much research and work for the Assessor's Office. He stated that hearings would begin on September 27, 2017. He stated that there are approximately twenty on the list of those filing appeals for an assessed value reduction of more than \$100,000. Those seeking reductions include 1) Country Inn & Suites in the amount of \$335,000 (also asking for TIF funds for renovations), 2) Warwick Building in the amount of \$600,000, and 3) Inn at Market Square in the amount of \$800,000. Assessor Wicketts stated that hearings should be completed by the end of December.

SUPERVISOR'S REPORT

Chairman Neal provided the following information:

- Zion Township Monthly Report – August 2017
- LIHEAP program begins on October 1, 2017.
- Senator Bush sponsored a Job Fair with over 70 employers and vendors.

- The conversation between Supervisor Neal and Benton Township Supervisor Larry Booth regarding the consolidation concept continues.
- Chairman Neal presented a brief history of the Elf Network and an Elf Network Participation Card.
- Coalition for Healthy Communities is sponsoring “Mental Health First Aid”. Training for this program will be provided to Township staff, and at that time, the office will be closed. Advanced notice will be provided.

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 7:00 p.m. Motion carried.

Town Clerk