

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 15, 2020 AT 6:00 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 Special Meeting held on August 17, 2020 at 5:00 p.m.; approval but not release of Closed Session Minutes of a Meeting held on August 17, 2020 at 5:02 p.m.; a Regular Meeting held on August 18, 2020 at 6:00 p.m.
6. Special Presentation – Zinnias for Zion Awards
7. Citizen Comments
8. Authorize bills for payment

Assessor’s Office	\$ 16,391.48	
Community Support	\$ 1278.20	
Youth Services	\$ 0.00	
Senior Services	\$ 170.00	
Operating Expenses	\$ 31,245.28	
Township Fund Total Expenses		\$ 49,084.96

<u>General Assistance Fund</u>		
Public Support	\$ 5,126.11	
Operating Expenses	\$ 35,656.17	
General Assistance Fund Total Expenses		\$ 40,782.28

FICA Total Expenses \$ 2,869.35

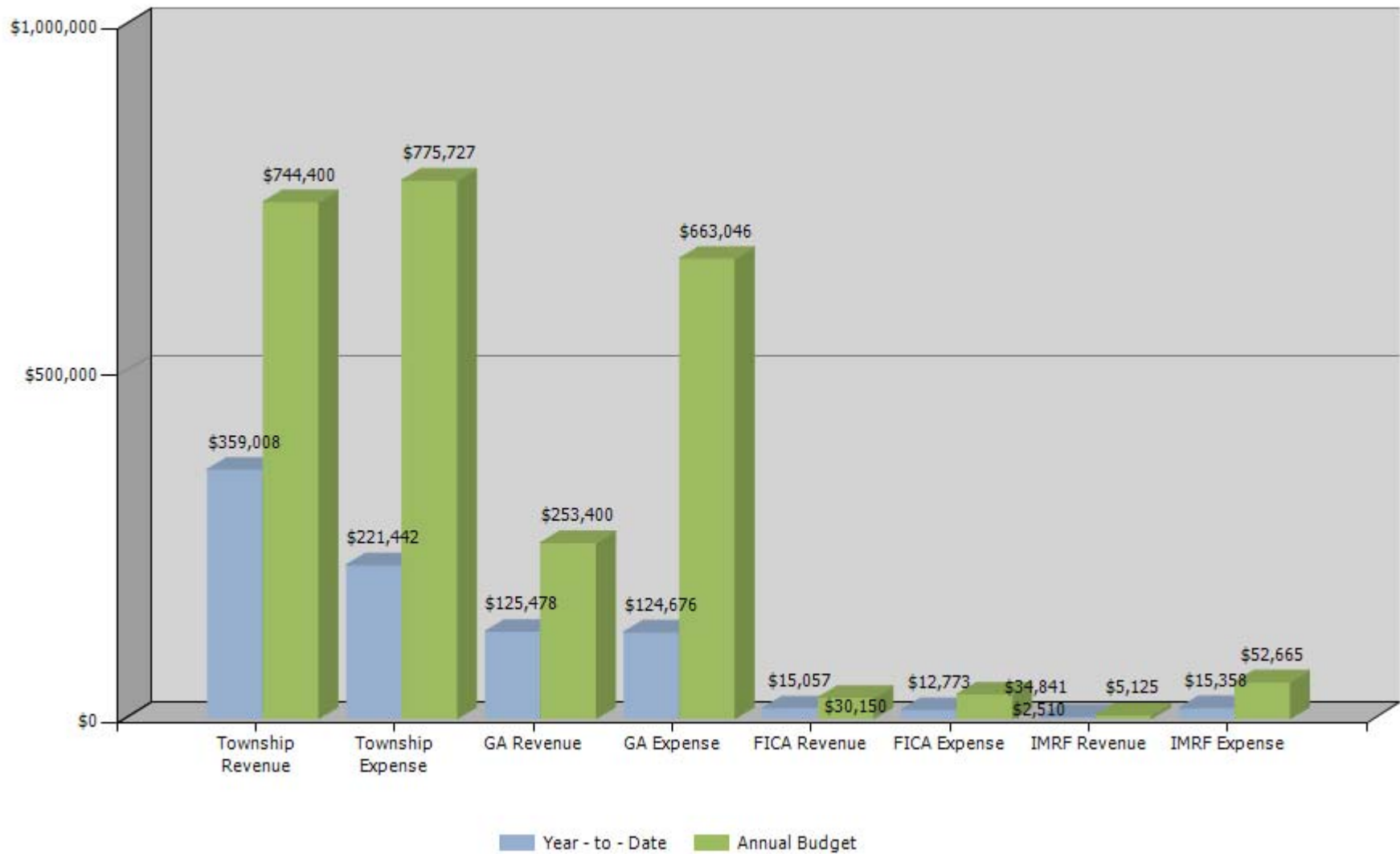
IMRF Total Expenses \$ 3,589.35

TOTAL BILLS: \$ 96,325.94

9. Consider staff vacation alternative

10. Assessor's Report
11. Supervisor's Report/Announcements
12. Adjourn

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 4 Months Ended August 31, 2020**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of August 31, 2020**

	<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	\$ 21,818.27	\$ 359,008.43	\$ 744,400.00	\$ 385,391.57	51.77%
<u>Operating Expenses</u>					
Personnel	18,635.89	98,485.47	310,973.00	212,487.53	68.33%
Contractual Services	9,632.71	26,391.28	100,017.00	73,625.72	73.61%
Other Operating Expenses	2,976.66	12,314.85	45,974.00	33,659.15	73.21%
Capital Outlay	0.00	6,648.75	57,708.00	51,059.25	88.48%
Total Operating Expenses	<u>31,245.26</u>	<u>143,840.35</u>	<u>514,672.00</u>	<u>370,831.65</u>	<u>72.05%</u>
Community Support	1,278.20	10,812.02	23,000.00	12,187.98	52.99%
Youth Services:					
Total Youth Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Senior Services:					
Senior Meals	0.00	0.00	3,300.00	3,300.00	100.00%
Senior Transportation	170.00	1,327.42	17,500.00	16,172.58	92.41%
Senior Support	0.00	0.00	5,750.00	5,750.00	100.00%
Total Senior Services	<u>170.00</u>	<u>1,327.42</u>	<u>26,550.00</u>	<u>25,222.58</u>	<u>95.00%</u>
Assessor's Office:					
Personnel	14,524.94	59,364.87	180,160.00	120,795.13	67.05%
Contractual Services	1,056.56	2,559.21	15,060.00	12,500.79	83.01%
Other Operating Expenses	809.98	3,538.32	16,285.00	12,746.68	78.27%
Total Assessor's Office	<u>16,391.48</u>	<u>65,462.40</u>	<u>211,505.00</u>	<u>146,042.60</u>	<u>69.05%</u>
Total Expenses	<u>49,084.94</u>	<u>221,442.19</u>	<u>775,727.00</u>	<u>554,284.81</u>	<u>71.45%</u>
Excess Revenues less Expenses	<u>\$ (27,266.67)</u>	<u>\$ 137,566.24</u>	<u>\$ (31,327.00)</u>	<u>\$ (168,893.24)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 4,636.49	\$ 125,478.48	\$ 253,400.00	\$ 127,921.52	50.48%
<u>Expenses</u>					
Personnel	9,261.24	61,106.94	203,970.00	142,863.06	70.04%
Contractual Services	4,045.33	9,232.33	29,071.00	19,838.67	68.24%
Other Operating Expenses	1,390.19	7,085.57	22,055.00	14,969.43	67.87%
Public Support	26,085.52	47,251.26	407,950.00	360,698.74	88.42%
Total Expenses	<u>40,782.28</u>	<u>124,676.10</u>	<u>663,046.00</u>	<u>538,369.90</u>	<u>81.20%</u>
Excess Revenues less Expenses	<u>\$ (36,145.79)</u>	<u>\$ 802.38</u>	<u>\$ (409,646.00)</u>	<u>\$ (410,448.38)</u>	
<u>FICA Fund</u>					
Revenues	\$ 556.38	\$ 15,057.42	\$ 30,150.00	\$ 15,092.58	50.06%
Expenses	<u>2,869.35</u>	<u>12,772.58</u>	<u>34,841.00</u>	<u>22,068.42</u>	<u>63.34%</u>
Excess Revenues less Expenses	<u>\$ (2,312.97)</u>	<u>\$ 2,284.84</u>	<u>\$ (4,691.00)</u>	<u>\$ (6,975.84)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 92.73	\$ 2,509.56	\$ 5,125.00	\$ 2,615.44	51.03%
Expenses	<u>3,589.35</u>	<u>15,358.32</u>	<u>52,665.00</u>	<u>37,306.68</u>	<u>70.84%</u>
Excess Revenues less Expenses	<u>\$ (3,496.62)</u>	<u>\$ (12,848.76)</u>	<u>\$ (47,540.00)</u>	<u>\$ (34,691.24)</u>	



Monthly Report

August 2020

Programs & Services

■ Community

- Incoming Calls: 415
- Notary: 4
- Medical Equipment Pantry: 1
- Passports: 1
- Voter Registration: 2

■ Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 64

■ Youth

- Summer Work Program (June/July): 0

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 3

■ Benefit Access Online Applications Processing: 13

■ Initial Screenings Total: 56

■ Resource Referrals

- Resource Appointments: 37
- Total People Referred: 67
- Total Referrals Made: 118

■ Zion Township Directly Assisted: 47

■ Referrals to Partner Agencies

- Benton Township: 1
- Catholic Charities: 3
- Christian Assembly of God: 2
- CHRP: 16
- Community Action Partnership of Lake County: 17
- Community Partners for Affordable Housing: 15
- Congressman Brad Schneider's Office: 1
- Lake County Housing Authority: 2
- Lions Club: 2
- Love INC: 1
- Mother's Trust:
 - Applications submitted: 8
 - Applications approved: 7/\$3,627.10
- PADS: 1
- Prairie State Legal: 3

■ Case Manager Appointments: 66

(Sum of Resource, GA, and EA)

■ Disaster Relief Approvals: 3

- Applications submitted: 3
- Applications approved: 3/\$1,200

Assistance Programs

General Assistance

- Appointments: 17
- Application Pick-ups: 1
- Submitted Applications: 4
- New Recipients: 3
- Denials: 0
- Flat Grant Approvals: 15/\$4,960.79
 - Transportation: 7
 - Prescriptions: 2
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 0
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 0
- Suspended: 0

■ Emergency Assistance

- Appointments: 9
- Total People: 7
- Approved Applications: 5/\$2002.75
 - Housing: 5
 - Utilities: 1
 - Work Related: 0
 - Substance Abuse Counseling: 0
- EA Denials: 0
- EA Incomplete Applications: 2

■ Financial Counseling Certificates: 11

■ Emergency Transportation Assistance

- Gas Vouchers: 0
- 1-Day Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$.00

■ CHRP

- Applications Issued: 10
- Applications Submitted: 12
- Applications Approved: 12 \$20,959.41

Submitted by: ZT Staff

Township Supervisor:

Zion Township Updates – 8/18/20

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

ZION TOWNSHIP UPDATES

- Monthly Report Attached.
 - We had 81 families reach out for assistance this month. 56 screenings were completed w/ residents referred to the appropriate programs. We submitted 12 complete CHRP applications with 10 more in process with the grant we received from Lake County for funds to assist residents. We have given out 15 additional applications and are waiting on their returns. We have also established strategic partnerships with Community Action Partnership, Mother's Trust Foundation and Community Partners for Affordable Housing to streamline funding sources to support residents who have been impacted by Covid-19. Other services provided to residents included Disaster Relief Program approving 3 applications. 8 applications were submitted to Mother's Trust Foundation and thirteen Benefit Access applications were processed.
 - Catholic Charities is distributing Farmers Market Coupon Booklets to be used at markets across Lake County for seniors 60 and older. Applications are available at Zion Township!
 - Zion Township hosted a Zion Celebration on Saturday, September 5, 2020 from 11am til 1pm. Those recognized included: The Zion Queen's Re-Crowning, of Miss Zion Jewel Woodard, Teen Miss Danielle McDonald, Junior Miss Avery Shogren and Little Miss Rachel Harvey; the official signing of the Zion Township Mural by Elena Lopez; Kim Whiteside for her efforts to bring the 'YOU ARE BEAUTIFUL' project to Zion and Cherry Gregg for allowing for the Motivational Message Board on Sheridan Rd and Shiloh Blvd. We also honored the winners of the Zinnias for Zion Yard Contest:
 - Champion: Baltazar Aviles – 2716 Bethel Blvd.
 - Winners: Culvers, Ginny Adams, Gale Dulan, Rae Markobrad
 - Honorable Mention: Zion Park District's Hermon Park Center, Ahmadiyya Muslim Community, Zion-Benton Public Library, Mary Lou Hiltibran, Zion E.S.D.A
- And the coloring contest winners including:
- Champion: Camila Auala, age 13
 - Winners: Kassidi Tillet, Addison Wence, Sopia Ayala, Emily Ayala, Jennythza Lopez
 - Honorable mention: Madeline Calzonat, Dianna G Beltran Garcia, David Lopez
- And three area neighborhoods who were recognized as Zion Together Neighborhoods! Additionally, the Art Beat of Zion hosted it's first Chalk Contest, chaired by Jecilyn Romero, who judged the contest along with Judge Reginald Matthews, Colette Davis, Trustee Richard Frierson, and Kim Knobbe.

BOARD SPECIFIC ISSUES

- Zion Township is open to assist residents. All calls and emails are being answered and residents are being assisted during normal business hours.
- Colette Davis will be starting in the Assessor's office full-time on Wednesday, September 16th and sworn in on September 24, 2020, once Assessor Larry Wicketts officially retires.
- Request to allow staff to cash in unused vacation time this year at full rate due to Covid-19.
- Zion Township's new website is up and running!!!
- We have notified all Zion Landlord's based on our compiled list of the opportunity to assist their tenants impacted financially by Covid-19.
- Please refer any Zion families in need of support for Christmas tot Zion Township for the Elf Network Program.

COVID 19 – KEY RESOURCES

Supervisor Neal is hosting a weekly Facebook Live to share updates at 1:00pm each Friday .

- ❖ Anyone needing financial assistance due to Covid-19, sign up for the Financial Capabilities Class through Community Partners for Affordable Housing at: <http://www.cpahousing.org/class-registration/> as it is a prerequisite for receiving assistance.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion.
- ❖ North Point Church Food Pantry: Each Monday from 1:30-6pm at 900 N Lewis Ave., Winthrop Harbor.
- ❖ Lake County Complaint Line for Landlord and Business Issues: 847-377-8130.
- ❖ Mental Health Help:
 - ❖ Lake County Crisis Line Open 24/7: 847-377-8088
 - ❖ Nicasa – substance abuse, mental health or gambling problem: 847-546-6450 or <https://nicasa.org>
 - ❖ Text "TALK" to 552020

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, AUGUST 18, 2020 AT 6:00 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 Holmes, Frierson, McDowell, Fischer and Chairman Neal. Assessor Wicketts was absent.

W.C. Bremner led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

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

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

MINUTES

It was moved by Trustee Frierson, seconded by Trustee Fischer that the minutes of a Regular Meeting held on July 21, 2020 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; Frierson, aye; McDowell, aye; Fischer, aye; and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

Kathy Champine, Zion, stated she is following up on the Township Assessor and commercial assessments. She spoke with Assessor Wicketts and there were only ten property sales in the last year and the commercial property could not bear the burden. Ten were not enough to project a declining economy and the properties were sold for a healthy profit. An inflation increase would be a fair increase. She stated she asked Assessor Wicketts if the Chief County Assessor had the tools to assist in the assessments and he said no but when she spoke with the Chief County Assessor he indicated there would be with property details, mapping and data. She hopes that when the next Assessor is appointed they will make use of the technology and ask for assistance. She would like to see some accountability. Trustee Frierson stated he did follow up with Assessor Wicketts and got some of the same information. The books were turned into the County and if there are any issues they will find them and address them.

BILLS

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

Assessor's Office	\$ 22,136.68	
Community Support	\$ 9,033.87	
Youth Services	\$ 0.00	
Senior Services	\$ 280.00	
Operating Expenses	\$ 47,246.73	
Township Fund Total Expenses		\$ 78,697.28
 <u>General Assistance Fund</u>		
Public Support	\$ 12,100.40	
Operating Expenses	\$ 26,513.58	
General Assistance Fund Total Expenses		\$ 38,613.98

<u>FICA</u> Total Expenses	\$ 4,194.67
<u>IMRF</u> Total Expenses	\$ 5,184.48
TOTAL BILLS:	\$126,690.41

Chairman Neal stated there was a discrepancy in the bills as a line item was missed. The error was that grant expenses that were left off the listing. It was not listed under the General Assistance and it is a new line item. This is funds from the County helping residents with rent. The will cover three things; rental assistance for up to 3 months, utility assistance and reimbursement expenses for case managers. She feels like this is double dipping and case managers are already helping the Township and she is not submitting for this. Additionally a question was asked regarding a \$35 phone stipend for staff. She stated she needs to keep in contact with her staff and feels the stipend is necessary. Mileage has also been submitted for the delivery of “Meals on Wheels” and for the pickup of donations.

Chairman Neal provided a report to the Board regarding Zion Township Disaster Relief Funds. Last year \$2,000 was budgeted for this line item but was increased to \$6,000 this year due to COVID. There will also be more access to funding to help with mortgages.

Chairman Neal also provided a Dial-A-Ride report to the Board. There have been some complaints by residents that Dial a Ride will not go to Walmart. Chairman Neal is trying to work with them to see about taking riders there.

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

ELECTED OFFICIAL COMPENSATION

Chairman Neal stated the next election is in April 2021. Salaries must be set six months prior to the next election. She recommends the salaries stay frozen for the next four years. All staff contributes 10% towards their insurance.

It was moved by Trustee Frierson, seconded by Trustee Holmes to approve the salaries for Elected Officials remain the same for May 2021 through May 2025. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; McDowell, aye; Fischer, aye and Chairman Neal, aye. Motion carried.

ASSESSOR APPOINTMENT

Chairman Neal stated on August 17th the Board had two interviews for the appointment of Zion Township Assessor.

It was moved by Trustee Frierson, seconded by Trustee Fischer to appoint Collette Davis as Township Assessor to fill the position of Larry Wicketts who will retire on September 23rd. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; McDowell, aye; Fischer, aye and Chairman Neal, aye. Motion carried.

Chairman Neal stated she has known Collette Davis for a while and her background in the mortgage industry is solid. She brings wisdom and heart to the position. She is a 2012 graduate of the ZBLA and is honored to have her as part of the team. The next step will be to swear Ms. Davis in once Larry Wicketts retires. Ms. Davis thanked the Board for the opportunity and is excited to begin serving the community.

ASSESSOR'S REPORT

- Assessments were published on July 30th.
- All Appeals for the township will need to be filed online through the Lake County website.
- Office staff has started to work on submitted appeals.
- We are in the process of updating our telecommunication system, telephones, headsets, computer cameras, etc. These upgrades are necessary due to Lake County hearings, in-person or telephone, being conducted through Zoom Meetings.
- Zion Township Assessor's Office remains closed to the public, but staff is in the office and available via phone to answer any questions regarding assessments.
- Zion Township Senior Citizens Assessment Freeze, Veterans with Disabilities and Persons with Disabilities Annual Exemption Renewals – The State has enacted legislation to automatically renew exemptions for the tax year 2020 if the taxpayer had the exemption in 2019. The only instance where an application must be made is for the first-time applicants or if there has been a change in the Disabled Veterans disability rating.
- Assessor Wicketts wanted to thank Officer Leticia Thornton for her assistance in locating the person who threatened to burn the building down on Thursday, July 30th and Officer Justin Norman for his assistance in locating the person who vandalized his truck Monday, August 3rd.
- Assessor Wicketts will be returning his telephone and office keys from part-time employees to Sheryl Spooner on September 21st.

SUPERVISOR'S REPORT

- Chairman Neal provided the following information:
- Zion Township Monthly Report – July 2020.
- Zion Township has had 95 families reach out for assistance between 7/13-8/13/20, 35 since 8/3/20. In July we submitted 3 complete applications with 17 in process so far with the grant we received for \$110,000 from Lake County for Cares Act funds to assist residents. We have given out approximately 25 applications so far and are waiting on their returns. These funds will help with rent and utilities (gas and electric). You must prove you were financially impacted by Covid-19. Zion Township has also established strategic partnerships with Community Action Partnership, Mother's Trust Foundation and Community Partners for Affordable Housing to streamline funding sources to support residents who have been impacted by COVID-19.
- Catholic Charities is distributing Farmers Market Coupon Booklets to be used at markets across Lake County for seniors 60 and older. Applications are available at Zion Township!
- Zinnias for Zion is in FULL Bloom! Join us for our mural christening, awards celebration for best yard and coloring contest, as well as the Art Beat of Zion's first annual Chalk Contest (weather permitting) and awarding of nominated Zion Together Neighborhoods on Saturday, September 5 from 11am to 1 pm. Hotdogs, chips and water will be served! Visit ZinniasforZion.com for Coloring Contest pages and submitting best Zinnia yard nominees. Northshore Gas donated \$1,000 for Zion Together Neighborhood winners.
- The next Art Beat of Zion meeting will be held on Thursday, August 27th at 4:30pm at Zion Township - outside, so bring your own lawn chair! ALL who are interested in raising the art beat of Zion are welcome to attend.
- Zion Township will be closed from 8:30 a.m. to 12:30 p.m. on Wednesday, August 26, 2020 for a staff in service.
- Zion Township's new website is up and running.
- The Township is establishing a Zion Landlord list and notifying each of the landlords of the opportunity to assist their tenants impacted financially by COVID-19.

- Zion Township has been tagged by graffiti 3 times in the last month. They are working with the City and Police Department, providing footage of the tagger.

Chairman Neal stated at the next board meeting she will bring forward discussion regarding staff vacation Staff has not taken vacation. She is recommending staff cashing in vacation for full pay.

Mary Lou Hiltibran, Zion resident, stated a few years ago she was living paycheck to paycheck. Her car stopped working and she went to the Township for help. They helped with her bills and offered no judgement. She stated it is ok to ask for help. The Township is a great place to go to for help.

Kathy Champine, Zion resident, stated she recalled at a Council meeting that Supervisor Neal was going to ask the Town Board to help fund the Banner Art Project. Chairman Neal stated she brought the project to the Rotary Club. They paid to reprint the signs to comply with the City ordinance.

Chairman Neal stated anyone that receives Emergency Assistance also receives financial classes via Zoom. They have a 100% positive feedback on the classes. Originally the classes were only done in English. Community Partners for Affordable Housing did not have the resources to translate the class in Spanish. Township employee Adriana Ortiz helped set up the classes in Spanish. You do not need to receive Emergency Assistance to take the class.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee McDowell, seconded by Trustee Frierson and unanimously approved the meeting be adjourned at 6:45 p.m. Motion carried.

Town Clerk

MINUTES OF A CLOSED SESSION OF THE TOWN BOARD OF TRUSTEES HELD MONDAY, AUGUST 17, 2020 AT 5:02 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

Present: Trustees Frierson, Fischer, Holmes, McDowell, and Chairman Neal.

Topic: Appointment to the Office of Township Assessor (due to the retirement of Larry Wicketts)

Chairman Neal stated that they have been going through the process of appointing a new Township Assessor to replace Larry Wicketts who will be retiring on September 23rd. They have received a total of two applications. She asked the Board to keep in mind that neither candidate has their certifications as of yet so she feels they are on a level playing field.

Candidate One: Andrew Adams, 2733 Emmaus Ave

Trustee Holmes asked that Mr. Adams tell the Board about himself prior to asking any questions.

Andrew Adams stated he is 34 years old, is good at math and is a person who likes to keep himself busy. If appointed, he would be looking into modernize the Assessor's office as he was informed by one of his instructors that Zion does not have a CAMA system. Someone who has his background (he went to school for IT and Business) gives him good administrative qualities. He ran his own business for nine years. He recently proposed to his girlfriend. His parents worked with the City for a long time.

Trustee Fischer asked what the nature of the business Mr. Adams ran. Mr. Adams stated it was Martial Arts instruction with clients ranging in age from 3 to 67. Trustee Fischer asked if he had a staff. Mr. Adams stated he was the only person that received a salary at the studio but utilized volunteers and helpers.

Chairman Neal asked Mr. Adams what he knew about the Zion Township Assessor's office. Mr. Adams stated that he knows the current Assessor is Larry Wicketts and has been the Assessor since 2007. The office is responsible for assessing 8500 parcels. Chairman Neal asked him if he knew what the responsibilities of the office would be. Mr. Adams stated the courses seem fairly simple and he learned a lot while taking them. He has an understanding of how to do mass appraisals. He stated that the goal was to assess all parcels which has to be done every four years but can be done more frequently if uniformly done throughout the Township. The Township expenses that are levied from the school system and other things can have a property tax associated based on the total assessed values. His responsibility would be to make sure every parcel has an assessed value. Trustee Frierson asked how long Mr. Adams has been pursuing his credentials for the position. Mr. Adams stated his first class was supposed to begin on March 23rd but due to COVID there was a delay. He started pursuing the classes two months prior to that. Trustee Frierson asked why he was interested in the position. Mr. Adams stated he has never really had employment that challenges him. He feels he has a lot of potential but seems to be always stuck in the warehouse where he is

forced to slow down. If he is able to spread his wings a little he is able to do some good. Trustee Holmes stated the job will be challenging. She asked how he would approach supervising the staff when they are overwhelmed, facing challenges or are not getting along. Mr. Adams stated approaches may differ depending on what the situation is. He believes in proper separation of responsibilities where possible as long as the work gets done. He believes people need a way to separate themselves or to be able to “cool off”. He would have to know what the nature of the disagreement was. He also believes in standard operating procedure. If everything is well documented then everyone can do their work independently in this type of job but may not apply to all jobs.

Trustee Fischer asked if he has completed his Bachelor’s degree. Mr. Adams stated he did not. Trustee Holmes asked when he anticipated that he would be finished with his degree. Mr. Adams stated he has had some problems with Parkside College. He passed all his classes and was stuck with one class that he could not get into because it was always full. He had to keep re-enrolling in the school because he was not previously enrolled. He finally handled the class with an online school but COVID put that on hold.

Chairman Neal stated the staff will be more experienced than Mr. Adams and asked how he would handle it. Mr. Adams stated he is used to working with children and understands patience and civility. He feels it is more important to learn the job than be a boss and has no problem learning from the employees to get him ready to be the example in the office.

Trustee Frierson asked what the different methods of appraising were. Mr. Adams stated there is the cost approach which is the cost of replacement new minus depreciation plus the price of land. There is also the income approach which is looking at the price the facility was bought for divided by the annual income which gives you the GIM. The GIM is then multiplied by the price which gives you the market value. The last approach is the market approach. Trustee Frierson asked how he would do a reassessment with little or no sales comps. Mr. Adams stated he would start by broadening his scope as much as possible. He would find market values and comps that were from a little farther away that may match the dollar figures of his property. He may also try a different approach such as the cost approach which does not require comps. He can also reach out to others for help. Trustee Frierson asked how he will stay up to date with industry regulations and changes. Mr. Adams stated he would spend a lot of time reading and grab as much information as he could. He spends at least an hour and half reading world and national news.

Chairman Neal asked how long he has lived in Zion. Mr. Adams stated since 1986. Chairman Neal asked how involved he has been in the Zion community. Mr. Adams stated his business was in Waukegan and has not been involved in Zion. He stated he has attended the parade and been to the band shell. He has brought his students to Zion to do demonstrations. Chairman Neal asked him what he likes about Zion. Mr. Adams stated Zion is home to him. He understands Zion does not have a lot that brings people in and some people may be afraid to come to here, but he is comfortable walking around Zion freely. He has good relationships with his neighbors and has made good connections in Zion.

Trustee Fischer stated Mr. Adams is a certified PC technician and has done assembly work but has he functioned as a PC tech for any organization. Mr. Adams stated in 2000 he did tech work for his

school as a student but outside of that he has done small repair work for friends and family.

Trustee Frierson asked the reason he decided to leave the Martial Arts business. Mr. Adams stated it became hard to keep the doors open. He was having a hard time attracting new students. He feels that he looked very young as an Instructor/Owner. Trustee Frierson asked how he would plan and prioritize his work in an assessment year. Mr. Adams stated if it is mandated that the quadrennial mass appraisal done that would have to be completed by the end of the year no matter what. He would determine the method that would be used to be the most accurate and effective option. He understands there will be a learning curve and at this point would not know how long the process would take. He would use the best quality option that could be completed on time. Trustee Frierson asked how he would deal with a resident that is irate about an assessment or wanting to contest their property taxes. Mr. Adams stated the first step would be to listen, which he feels is the most important part. He would encourage them to let out all their frustrations. He would meet the challenges one at a time. If the resident is still not happy he would inform them that there is an appeal process if they do not feel the appraisal was fair. If a resident does supply something that carries merit he would try and rectify the problem. He may also explain why the assessment was done the way it was.

Chairman Neal commended Mr. Adams for stepping up and applying for the position and willingness to step out of his comfort zone. Mr. Adams stated there are six required courses. Three are completed and two should be done in September. The last class should be completed on September 19th. One is scheduled to be in October but believes he has found a solution to get around it. The Illinois Department of Revenue gives out a test that can be taken in place of the classroom experience. He can drive down to Springfield and handle that in September but he is not sure how long it takes to get the designation. He may not be able to have everything completed by the required time of September 23rd. Chairman Neal asked how he got on the path to pursue the Assessor position. Mr. Adams stated he heard the current Assessor was retiring and looked at the salary for the position. He also looked at his strengths that could be applied to the position. Chairman Neal stated just by going through the courses and setting himself up with the credentials, it will benefit him as Assessor's offices are always looking for help. Mr. Adams stated because of the requirements of the position he felt they may have a hard time filling the job.

Chairman Neal stated they will discuss the appointment at the Board meeting on August 18th.

Mr. Adams left closed session at 5:31 p.m.

Ms. Collette Davis entered closed session at 5:34 p.m.

Chairman Neal asked Collette Davis to tell the Board about herself.

Ms. Davis stated she has been a Zion resident since 2006. She is currently in the mortgage lending industry for 33 years. She is the mother of five children and three grandchildren. She is currently a leader in the community with ZBLA and loves serving others. She is anxious to move forward to the next chapter. Trustee Holmes asked Ms. Davis what she knows about the Zion Assessor's office. Ms. Davis stated she knows the Assessor assesses all properties in Zion both commercial and residential. Also letting residents know about possible exemptions and things they might be

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entitled to looking out for the best interests of the community as a whole. Trustee Holmes asked if she has supervised a team before. Ms. Davis stated she supervised up to twelve people. Trustee Holmes asked if there were any instances where employees did not get along. Ms. Davis stated there are always personality conflicts. Trustee Holmes asked a Supervisor, how she would deal with conflicts. Ms. Davis stated she would always first assess the situation to see what the problem was so she could understand both sides to come to an agreement that would benefit both sides. She stated not everyone may win and as a leader she may have to make the final decision and move forward. Trustee Holmes asked Ms. Davis what type of leadership style she uses. Ms. Davis stated firm but fair.

Trustee Frierson asked why she was interested in the position. Ms. Davis stated she would like to see Zion get from where they are to where she believes they deserve to be. She has looked at past history of her tax bills and compared them to properties in other cities. She wants to try to see the differences on a day to day basis. She stated she has to look at tax records for customers when she is doing mortgage loans and to see their disparity is heartbreaking. It is a concern for her to see people in Zion with similar properties to other communities paying much higher taxes. She wants to see Zion thrive and do better than what they are doing now. She does not have all the answers but want to work towards them. She will try and work with other taxing bodies to help her get a good understanding and come up with solutions.

Chairman Neal asked Ms. Davis where she was at in terms in completing the courses. Ms. Davis stated she has completed core classes and has to test out of electives. She will take her test on September 21st and will have her results that day. She will then have the IPAI to validate that she has completed all her requirements that will be sent to the Department of Revenue so they may issue her the credentials.

Trustee Fischer asked Ms. Davis if she would make any changes to the office. Ms. Davis stated they would have to work through the County wide computer system. She could also pull from other resources. She stated some things are done manually and she will want to investigate those items to see if they could be converted to automation. Trustee Fischer asked if she has worked with major software computer systems in her current position. Ms. Davis stated she has used Microsoft Office and systems for mortgage lending.

Trustee Holmes asked Ms. Davis what brought her to Zion. Ms. Davis stated she got married and moved to Zion. Trustee Holmes asked if she anticipated any struggles in the position. Ms. Davis stated she welcomes them as she deals with struggles on an everyday basis. COVID has brought additional struggles and has to understand people's struggles. She may have to investigate situations and educate people to understand how the process works.

Trustee Frierson asked what the different appraisal methods were. Ms. Davis stated there are the income, cost and a sales approach. Trustee Frierson asked how she would go about an appraisal with no recent sales or comps. Ms. Davis stated she could try all three methods or do a broader search as they can go back as far as three years. Trustee Frierson asked what the criteria would be to for a resident to qualify for a tax deduction. Ms. Davis stated she did not have the answer but could get it if necessary. Trustee Frierson asked how she would organize, plan and prioritize the office. Ms. Davis stated she would prioritize based on deadlines which would be based on timelines.

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Chairman Neal asked Ms. Davis how she will feel if the employees know more than she does. Ms.

Davis stated she would look at how the office is currently being run and determine what is working and what isn't. She would listen to concerns and work with the staff to come up with a plan to address everything at one time. She would want the staff to know that everything will be a team effort and she will not just come in and start changing things.

Trustee Fischer asked Ms. Davis if she currently manages twelve people. Ms. Davis stated she is not currently managing twelve people. Trustee Fischer asked if her current position was one that she stepped into. Ms. Davis stated there was an opening for the position and she applied for it. Trustee Fischer asked Ms. Davis what were the most important lessons she has learned from taking on that role the first time around. Ms. Davis stated there are lots of personalities to balance and it is important to have good communication with staff and make them feel comfortable to come and talk about anything. She never wanted the employees to feel like she was elevated from them and not approachable.

Chairman Neal asked Ms. Davis about her community involvement. Ms. Davis stated she joined Zion Benton Leadership Academy (ZBLA) to try and see where she fit in to help serve the community. She originally joined to help out but ended up becoming the Co-Chair of the ZBLA. She is also a member of the Coalition of Healthy Communities.

Ms. Davis asked how the Assessor's office is operating in the current environment. Chairman Neal stated the office is currently not open to the public but the staff is in the office during regular hours. Ms. Davis asked the Board works with Assessor's office in any capacity. Chairman Neal stated she was the only one who works directly with the Assessor on budget items or personnel issues. Ms. Davis asked the Board their thoughts regarding the Zion tax rates. Trustee Holmes stated when she moved back to Zion (she owns her parent's home) she appealed her taxes and had them reduced. She feels the taxes are fair but knows that people in the City are not happy about the taxes. Trustee Frierson stated it is a complex situation and the public must be educated. People often times do not understand that the burden is on the residents because there is not enough commercial to offset the taxes. There is often a lack of disparity among the different taxing bodies that can make people upset. Chairman Neal stated it is a very complex issue and she is looking forward to a new person that will bring in new energy and focus on solutions and to have everyone on the same team and work together. Ms. Davis stated in taking the classes she has learned there is a wealth of resources out there and she has created new relationships to help her be able to do her job. There are continuing education requirements that will help to keep up with the latest legislation. She believes with all the resources available, it could help her be able to serve the community.

Ms. Davis left closed session at 6:00 p.m.

Trustee Frierson stated of the two applicants the first applicant has three of the six courses completed and the earliest they will all be completed is October. The second applicant has four of the six completed and will be done September 21st which meets the retirement date of September 23rd. Trustee Fischer stated based on the qualifications and background of Collette Davis, he believes she is the stronger candidate. Trustee Holmes agreed. Trustee Fischer stated the first candidate does not have the management experience to take on the position and office. Trustee Frierson agreed. Chairman Neal stated she appreciates the amount of volunteering Ms. Davis has

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done. She also believes she has a lot of experience in many different areas and seems more mature.

They will make the final decision at the Regular Town Board meeting tomorrow night August 18th.

There being no further business to come before the Board at this time, they returned to regular session at 6:03 P.M.

Town Clerk

MINUTES OF A SPECIAL MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, AUGUST 17, 2020 AT 5:00 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 Frierson, Fischer, Holmes, McDowell, and Chairman Neal. Assessor Wicketts was absent.

W.C. Bremner led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

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

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

CITIZEN COMMENTS

There were no citizen comments.

CLOSED SESSION

It was moved by Trustee Frierson, seconded by Trustee Fischer that the Board recess to Closed Session at 5:01 p.m. to select a person to fill a vacancy of a public office pursuant to Section 2a (3) of the Open Meetings Act. The vote on roll call was: Trustees Frierson, aye; Fischer, aye; Holmes, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

It was moved by Trustee Fischer, seconded by Trustee Frierson to reconvene the Regular Board meeting at 6:02 p.m. with all members present. The vote on roll call was: Trustees Frierson aye; Fischer, aye; Holmes, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Fischer, seconded by Trustee Holmes and unanimously approved the meeting be adjourned at 6:04 p.m. Motion carried.

Town Clerk