

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, MARCH 19, 2019 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

* * * * *

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 February 19, 2019 at 6:15 p.m.
6. Citizen Comments
7. Authorize bills for payment

| | | |
|------------------------------|--------------|--------------|
| Assessor’s Office | \$ 10,683.21 | |
| Community Support | \$ 24.00 | |
| Youth Services | \$ 0.00 | |
| Senior Services | \$ 679.00 | |
| Operating Expenses | \$ 32,370.57 | |
| Township Fund Total Expenses | | \$ 43,756.78 |

General Assistance Fund

| | | |
|--|--------------|--------------|
| Public Support | \$ 2,314.13 | |
| Community Support | \$ 0 | |
| Operating Expenses | \$ 18,119.79 | |
| General Assistance Fund Total Expenses | | \$ 20,433.92 |

FICA Total Expenses \$ 2,490.39

IMRF Total Expenses \$ 8,845.00

TOTAL BILLS: \$ 75,526.09

8. Consider approval of the 2019 Annual Town Meeting agenda per Chairman Neal
9. Consider approval for utilization of space at Zion Township:
 - State Senator Melinda Bush
 - State Representative Joyce Mason
 - Nicasa Substance Abuse evaluations
 - Mano a Mano – providing resources, advocacy and interpretation for Latino residents

- Counseling services through Cynthia Lincke, Princesses and Ladies, Inc.
- English as a Second Language Classes
- Grandparents Raising Grandchildren
- Community Action Partnership Financial Education
- Affordable Housing Commission – Financial Education and 1st time homebuyer classes
- LC Housing Authority Self-Sufficiency Program

10. Consider interagency plan for purchasing van for Summer Work Program
11. Discussion regarding ZB Magazine collaboration
12. Tax Objection recommendation per Attorney
13. Discussion regarding Budget for Fiscal Year 2019/2020 (May 1, 2019-April 30, 2020)
14. Assessor's Report
15. Supervisor's Report/Announcements
16. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD
TUESDAY, MARCH 19, 2019 AT 6:15 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 Fischer, DeTienne, McKinney, McDowell, and Chairman Neal. Assessor Wicketts was present.

MINUTES

It was moved by Trustee McKinney, seconded by Trustee McDowell that the minutes of a Regular Meeting held on February 19, 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 Fischer, aye; DeTienne, aye; McKinney, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

There were no Citizen Comments.

BILLS

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

| | | |
|--|--------------|---------------------|
| Assessor's Office | \$ 10,683.21 | |
| Community Support | \$ 24.00 | |
| Youth Services | \$ 0.00 | |
| Senior Services | \$ 679.00 | |
| Operating Expenses | \$ 32,370.57 | |
| Township Fund Total Expenses | | \$ 43,756.78 |
| <u>General Assistance Fund</u> | | |
| Public Support | \$ 2,314.13 | |
| Community Support | \$ 0 | |
| Operating Expenses | \$ 18,119.79 | |
| General Assistance Fund Total Expenses | | \$ 20,433.92 |
| <u>FICA</u> Total Expenses | | \$ 2,490.39 |
| <u>IMRF</u> Total Expenses | | \$ 8,845.00 |
| TOTAL BILLS: | | \$ 75,526.09 |

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

APPROVAL OF AGENDA/2018 ZION TOWNSHIP ANNUAL MEETING

It was moved by Trustee DeTienne, seconded by Trustee McDowell to approve the 2019 Zion Township Annual Meeting agenda to be held on April 9, 2019 at 6:00 p.m. The vote on roll call was: Trustees Fischer, aye; DeTienne, aye; McKinney, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

SPACE UTILIZATION/ZION TOWNSHIP

Chairman Neal stated one of the goals of the Township is to maximize the space in their office. She would like to have a record who currently occupies space within the Township. The list is as follows:

- State Senator Melinda Bush
- State Representative Joyce Mason
- Nicasa Substance Abuse evaluations
- Mano a Mano – providing resources, advocacy and interpretation for Latino residents
- Counseling services through Cynthia Lincke, Princesses and Ladies, Inc.
- English as a Second Language Classes
- Grandparents Raising Grandchildren
- Community Action Partnership Financial Education
- Affordable Housing Commission – Financial Education and 1st time homebuyer classes
- LC Housing Authority Self-Sufficiency Program

PURCHASE/VAN/SUMMER WORK PROGRAM

Chairman Neal stated she recently met with George Bridges and My Father's Business regarding the purchase of a van. The Township previously leased a van from Enterprise at a cost of \$3,000. Last year they partnered with Matt Thorton and My Father's Business and leased a bus from them. The bus has issues with it and was deemed unsafe. She spoke with Matt Thorton regarding a partnership to purchase a 15 passenger van. The Township would use the van for 6 weeks for the summer work program along with other events. This would leave the rest of the time free for use for My Father's Business. My Father's Business' Board is having a meeting on April 18th at 6:00 p.m. She would like to be able to have the details confirmed and present them to the Board. She would like one Trustee to attend the meeting. She stated the van is needed by June 21st to be ready for the summer work program. She would like the thoughts of the Trustees on the purchase. She stated in order for My Father's Business to qualify for not for profit, they must have a 501C3 for at least one year, which will not be in effect until July 7th. She stated the Township can purchase and maintain the van and My Father's Business can rent it from them. My Father's Business does not have the funds to purchase the van. Trustee McDowell stated he believes it would be a better idea to have one owner who maintains the van and leases or rents it to the other party. Chairman Neal stated she promised they would be a solution by the start of the Summer Work Program.

COMMUNITY MAGAZINE COLLABERATION

Chairman Neal stated she has been talking about the idea of all the taxing bodies working together on a
Zion Township - 3/19/19

magazine collaboration for years. The magazine would contain information that each taxing would like to share. She presented a copy of a magazine distributed in the Lake Villa, Lindenhurst and Antioch area. The cost per page would be \$400. This covers the cost of the layout, design, printing, and mail distribution. The cover as well as the two inside pages will be utilized for contact information and a community calendar. The magazine will be delivered to residential homes in the zip codes 60083, 60087, 60096, and 60099 four times a year. Sandra Usher, Business Manager of Zion Township, will serve as the project coordinator for 24 hours in a 3 month period. She will work with the designer and printer to complete the magazine each quarter, with the mentorship of Christine Wertman, Zion Park District Community Relations Manager. She is asking for support of the magazine and to allow Zion Township to be the collector. The next budget will have \$40,000 allocated for the magazine. The Township will then get reimbursed from other communities. Trustee Fischer asked how many taxing bodies have signed up for the magazine. Chairman Neal stated she has not reached out to anyone until she was sure the Trustees would be on board. She will send out a letter to all taxing bodies if approved tonight. All information will be sent to Sandra by April 14th in order for the magazine to go out by Memorial Day. Trustee Fischer asked what the threshold will be. Chairman Neal stated there will be 30 pages available for purchase for the first year of publication. This will allow it to be re-evaluated for the effectiveness, the costs and other details for future editions. Trustee McDowell asked if the Park District still intends on keeping their current newsletter. Chairman Neal stated both the Park District and Library will keep their current publications for now. Trustee McDowell stated the publication can be a good addition to the local newspaper and the calendar will be very helpful.

It was moved by Trustee Fischer, seconded by Trustee McDowell to support the Community Magazine initiative and allow Sandra Usher to serve as the collector of funds and budget \$40,000 for Zion Township to a pass through account for the Magazine. The vote on roll call was: Trustees Fischer, aye; DeTienne, aye; McKinney, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

TAX OBJECTION

Chairman Neal shared a letter from the Township attorney regarding the Tax Objection. The attorney has found that the allegations are correct and has negotiated a payment in the amount of \$17,800. He recommends paying this for all years in question with no interest. Chairman Neal stated she understands the objection has frustrated everyone but would like to put it behind them.

It was moved by Trustee McDowell, seconded by Trustee McKinney to approve the payment for the tax objection as suggested by the Township attorney in the amount of \$17,800. The vote on roll call was: Trustees Fischer, aye; DeTienne, aye; McKinney, aye; McDowell, aye; and Chairman Neal, aye. Motion carried

BUDGET/FISCAL YEAR 2019/2020 (MAY 1, 2019-APRIL 30, 2020)

Chairman Neal presented a budget breakdown for the Fiscal Year May 1, 2019-April 30, 2020. She would like to get the budget on the agenda for next month. Trustee Fischer stated he would like to have a one on one meeting to discuss the budget. The budget shows two increases; one at \$40,000 for the Community Magazine and \$25,000 for a van. Assessor Wicketts shows an increase for new computers and a salary for a part-time employee.

Zion Township - 3/19/19

ASSESSOR'S REPORT

Assessor Wicketts stated he has been working on the quad and has visited 60% of the neighborhoods. They have a new system and everything has transferred but there have been a few complications. All residents will see an increase in assessments as values are going up. He stated his goal is to have his books turned in by July 15th.

SUPERVISOR'S REPORT

Chairman Neal provided the following information:

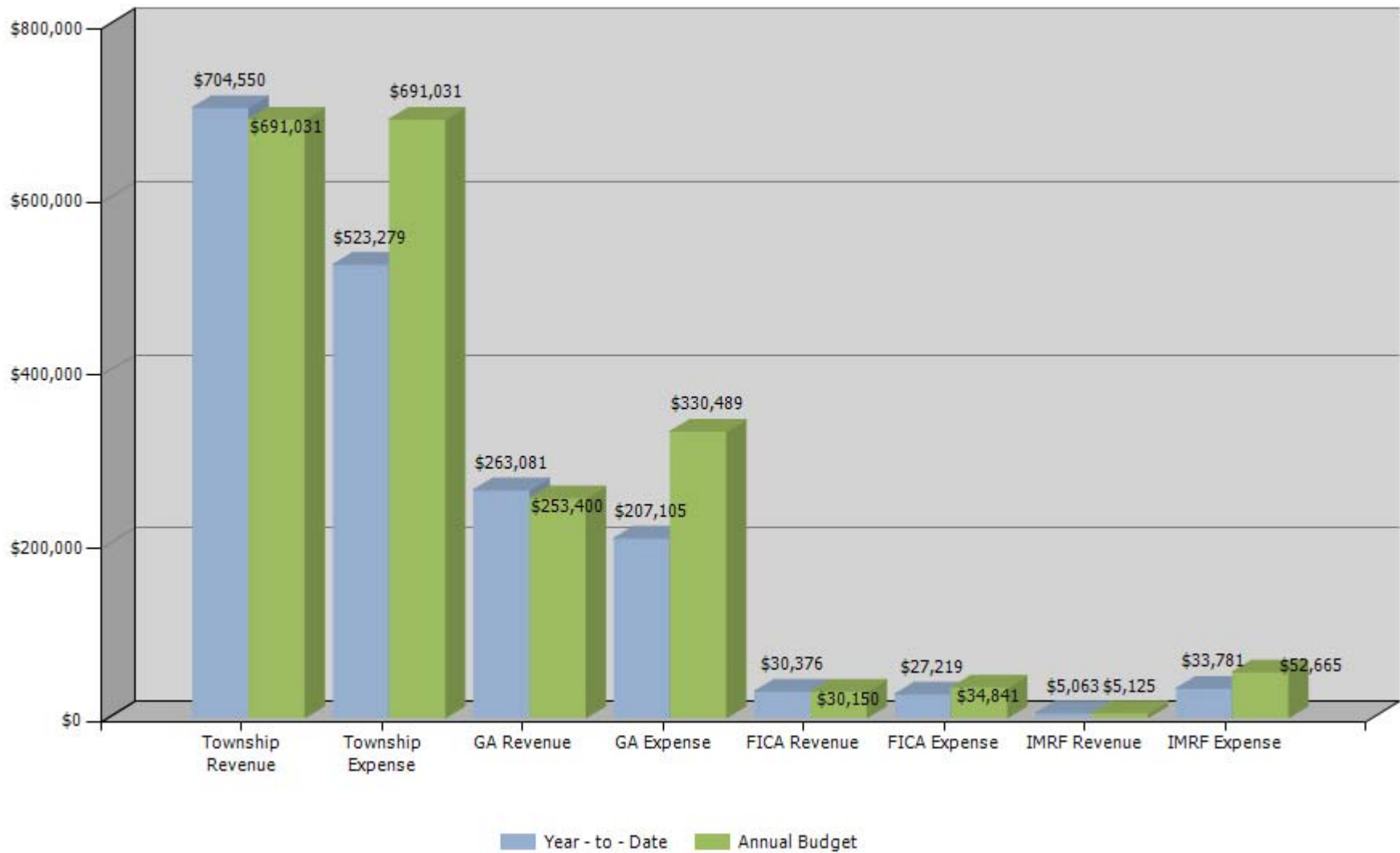
- Monthly Report Attached
- The 3rd Annual Open House was on Saturday, March 16th. Report to be shared at the board meeting.
- Zinnias for Zion is in its 2nd year. 179 flats have been ordered at Anton's Greenhouse and 164,500 seeds have been donated by Ball Horticulture Co. and were distributed at the Open House. **FREE Zinnia seeds are available to all residents! Planting begins at the end of May!**
- Zion Township is receiving another \$250 grant from Lake Forest Band and Trust (A Wintrust Community Bank) to market Zion Together. A full presentation of the project will be made during the City Council Meeting.
- The Senior Resource Day is fast approaching! Agencies & businesses who are interested in being a part of the event on Wednesday, April 17th at the Zion Park District Sports Arena, contact Sandra Usher at Sandra@ZionTownship.org.
- ZT is now home to Community ESL classes provided by a partnership with Mundelein High School and District 6. Classes are on Tuesdays and Thursdays for basic and advanced learners. For more information, call 847-949-2200 ext. 1399, 1403 or 1400.
- LIHEAP applications are accepted at ZT each Tuesday from 1-3pm through May, 2019. In 2018, Zion Township was able to process applications totaling \$150,726, assisting Zion residents in accessing funds to help with their Com Ed and North Shore Gas bills
- Those interested in the Summer Work Program for their 14 or 15 year old, apply during the months of February and March at www.lakecountyjobcenter.com or stop in at Zion Township to pick up an application.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee DeTienne, seconded by Trustee McKinney and unanimously approved the meeting be adjourned at 7:53 p.m. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 10 Months Ended February 28, 2019**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of February 28, 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 | \$ 1,251.11 | \$ 704,550.25 | \$ 691,031.00 | \$ (13,519.25) | -1.96% |
| <u>Operating Expenses</u> | | | | | |
| Personnel | 24,888.01 | 250,272.62 | 314,734.00 | 64,461.38 | 20.48% |
| Contractual Services | 3,744.42 | 49,018.10 | 68,634.00 | 19,615.90 | 28.58% |
| Other Operating Expenses | 3,738.14 | 27,991.39 | 37,270.00 | 9,278.61 | 24.90% |
| Capital Outlay | 0.00 | 51,246.25 | 52,708.00 | 1,461.75 | 2.77% |
| Total Operating Expenses | <u>32,370.57</u> | <u>378,528.36</u> | <u>473,346.00</u> | <u>94,817.64</u> | <u>20.03%</u> |
| Community Support | 24.00 | 10,658.62 | 14,750.00 | 4,091.38 | 27.74% |
| <u>Youth Services:</u> | | | | | |
| Summer Work Program | 0.00 | 15,490.11 | 21,280.00 | 5,789.89 | 27.21% |
| Total Youth Services | <u>0.00</u> | <u>15,490.11</u> | <u>21,280.00</u> | <u>5,789.89</u> | <u>27.21%</u> |
| <u>Senior Services:</u> | | | | | |
| Senior Meals | 0.00 | 3,207.89 | 6,300.00 | 3,092.11 | 49.08% |
| Senior Transportation | 655.00 | 10,807.70 | 17,000.00 | 6,192.30 | 36.43% |
| Senior Support | 24.00 | 941.22 | 2,650.00 | 1,708.78 | 64.48% |
| Total Senior Services | <u>679.00</u> | <u>14,956.81</u> | <u>25,950.00</u> | <u>10,993.19</u> | <u>42.36%</u> |
| <u>Assessor's Office:</u> | | | | | |
| Personnel | 10,068.85 | 91,354.36 | 127,360.00 | 36,005.64 | 28.27% |
| Contractual Services | 350.20 | 8,295.85 | 14,060.00 | 5,764.15 | 41.00% |
| Other Operating Expenses | 264.16 | 3,995.04 | 14,285.00 | 10,289.96 | 72.03% |
| Total Assessor's Office | <u>10,683.21</u> | <u>103,645.25</u> | <u>155,705.00</u> | <u>52,059.75</u> | <u>33.43%</u> |
| Total Expenses | <u>43,756.78</u> | <u>523,279.15</u> | <u>691,031.00</u> | <u>167,751.85</u> | <u>24.28%</u> |
| Excess Revenues less Expenses | <u>\$ (42,505.67)</u> | <u>\$ 181,271.10</u> | <u>\$ 0.00</u> | <u>\$ (181,271.10)</u> | |
| <u>General Assistance Fund</u> | | | | | |
| Revenues | \$ 276.86 | \$ 263,080.55 | \$ 253,400.00 | \$ (9,680.55) | -3.82% |
| <u>Expenses</u> | | | | | |
| Personnel | 15,204.34 | 121,369.70 | 175,941.00 | 54,571.30 | 31.02% |
| Contractual Services | 1,580.93 | 22,939.74 | 26,201.00 | 3,261.26 | 12.45% |
| Other Operating Expenses | 1,334.52 | 11,507.71 | 17,067.00 | 5,559.29 | 32.57% |
| Public Support | 2,314.13 | 51,288.32 | 111,280.00 | 59,991.68 | 53.91% |
| Total Expenses | <u>20,433.92</u> | <u>207,105.47</u> | <u>330,489.00</u> | <u>123,383.53</u> | <u>37.33%</u> |
| Excess Revenues less Expenses | <u>\$ (20,157.06)</u> | <u>\$ 55,975.08</u> | <u>\$ (77,089.00)</u> | <u>\$ (133,064.08)</u> | |
| <u>FICA Fund</u> | | | | | |
| Revenues | \$ 33.22 | \$ 30,376.44 | \$ 30,150.00 | \$ (226.44) | -0.75% |
| Expenses | <u>2,490.39</u> | <u>27,219.28</u> | <u>34,841.00</u> | <u>7,621.72</u> | <u>21.88%</u> |
| Excess Revenues less Expenses | <u>\$ (2,457.17)</u> | <u>\$ 3,157.16</u> | <u>\$ (4,691.00)</u> | <u>\$ (7,848.16)</u> | |
| <u>IMRF Fund</u> | | | | | |
| Revenues | \$ 5.54 | \$ 5,062.74 | \$ 5,125.00 | \$ 62.26 | 1.21% |
| Expenses | <u>1,845.00</u> | <u>33,780.53</u> | <u>52,665.00</u> | <u>18,884.47</u> | <u>35.86%</u> |
| Excess Revenues less Expenses | <u>\$ (1,839.46)</u> | <u>\$ (28,717.79)</u> | <u>\$ (47,540.00)</u> | <u>\$ (18,822.21)</u> | |

Zion Township Updates – 3/19/19

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 3rd Annual Open House was on Saturday, March 16th. Report to be shared at the board meeting.
- Zinnias for Zion is in its 2nd year. 179 flats have been ordered at Anton's Greenhouse and 164,500 seeds have been donated by Ball Horticulture Co. and were distributed at the Open House. **FREE Zinnia seeds are available to all residents! Planting begins at the end of May!**
- ZT is receiving another \$250 grant from Lake Forest Band and Trust (A Wintrust Community Bank) to market Zion Together. A full presentation of the project will be made during the City Council Meeting.
- The Senior Resource Day is fast approaching! Agencies & businesses who are interested in being a part of the event on Wednesday, April 17th at the Zion Park District Sports Arena, contact Sandra Usher at Sandra@ZionTownship.org.
- ZT is now home to Community ESL classes provided by a partnership with Mundelein High School and District 6. Classes are on Tuesdays and Thursdays for basic and advanced learners. For more information, call 847-949-2200 ext. 1399, 1403 or 1400.
- LIHEAP applications are accepted at ZT each Tuesday from 1-3pm through May, 2019. In 2018, Zion Township was able to process applications totaling \$150,726, assisting Zion residents in accessing funds to help with their Com Ed and North Shore Gas bills.
- Those interested in the Summer Work Program for their 14 or 15 year old, apply during the months of February and March at www.lakecountyjobcenter.com or stop in at Zion Township to pick up an application.

COMMUNITY – KEY RESOURCE FOR HOMELESSNESS: PADS

- ❖ For those facing homelessness obtain a calendar of where shelter is being offered at www.PADSLakeCounty.org. While being sheltered, meals and case management are also provided. Thanks to Christian Assembly of God for being a site!

BOARD SPECIFIC ISSUES

- Attorney Scott Nemanich is handling the Tax Objections.
- The ZT team has decided that the new schedule of 8am til 6pm does not work. Recommend going back to the original hours of 8:30am to 4:30pm Monday through Friday as of 4/01
- The 2019-2020 budget is ready for review, with the intention of being approved at the April board meeting.
- A meeting is scheduled for either 4/9 or 4/18 with My Father's Business to discuss a partnership purchase of a van that the township can utilize for the Summer Work Program and for Red Hat Trips.
- Supervisor Neal is working on coordinating a community-wide quarterly magazine with the taxing bodies from Zion, Winthrop Harbor and Beach Park. Looking for board support to move forward with the initiative.
- Looking for board approval for the following groups to utilize office space:
 - State Senator Melinda Bush
 - State Representative Joyce Mason
 - Nicasa Substance Abuse evaluations
 - Mano a Mano – providing resources, advocacy and interpretation for Latino residents
 - Counseling services through Cynthia Lincke, Princesses and Ladies, Inc.
 - English as a Second Language Classes
 - Grandparents Raising Grandchildren
 - Community Action Partnership Financial Education
 - Affordable Housing Commission – Financial Education and 1st time homebuyer classes
 - LC Housing Authority Self-Sufficiency Program.

Zion Township Monthly Report

February 2019

Programs & Services

- **Community**
 - Incoming Calls: 329
 - Walk-In Clients: 162
 - Notary: 1
 - Medical Equipment Pantry: 0
- **Senior**
 - Senior Half-Fare Taxi Tickets: 7
 - Senior Birthday Cards: 46
- **Youth**
 - Summer Work Program (June/July):

Referrals & Other Agency Application Processing

- **RTA Free or Reduced Ride Program Processing: 3**
- **Benefit Access Online Applications Processing: 11**
- **Initial Screenings Total: 27**
- **Resource Referrals**
 - Resource Appointments: 24
 - Total People Referred: 34
 - Total Referrals Made: 61
- **Zion Township Directly Assisted:**
- **Referrals to Partner Agencies**
 - Catholic Charities: 1
 - Cool Ministry: 1
 - Community Action of Lake County: 23
 - IDES: 1
 - Love INC: 1
 - Mano A Mano: 2
 - PADS: 3
 - Prairie State Legal: 1
- **LIHEAP Application Processing (July & Sept. – May)**
 - Applicants: 26
 - Applications Completed: 26
 - Total Funds Accessed for Zion: No report yet

Assistance Programs

- **Case Manager Appointments: 46**
(Sum of Resource, GA, and EA)
- **General Assistance**
 - Appointments: 15
 - Application Pick-ups: 1
 - Submitted Applications: 3
 - New Recipients: 3
 - Denials: 0
 - Flat Grant Approvals: 12/\$2,952.43
 - Transportation: 7
 - Prescriptions: 0
 - 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
 - Suspended: 0
- **Emergency Assistance**
 - Appointments: 7
 - Total People: 6
 - Approved Applications: 4/\$1,450
 - Housing: 0
 - Utilities: 4
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - EA Denials: 0
 - EA Incomplete Applications: 3
- **Financial Counseling Certificates: 3**
- **Emergency Transportation Assistance**
 - Gas Vouchers: 1
 - 1-Day Bus Pass: 0
 - Train/Other: 0
 - Total Funds Spent: \$25

Submitted by: ZT Staff

T. Supervisor:

