

## Agenda

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, NOVEMBER 19, 2019 AT 6:15 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 Regular Meeting held on October 15, 2019 at 6:15 p.m.
6. Citizen Comments
7. Authorize bills for payment

Assessor’s Office	\$ 14,529.33	
Community Support	\$ 443.60	
Youth Services	\$ 34,402.04	
Senior Services	\$ 1,358.18	
Operating Expenses	\$ 33,763.60	
Township Fund Total Expenses		\$ 84,496.75

General Assistance Fund

Public Support	\$ 6,632.55	
Community Support	\$ 0	
Operating Expenses	\$ 17,195.75	
General Assistance Fund Total Expenses		\$ 23,828.30

FICA Total Expenses \$ 2,798.99

IMRF Total Expenses \$ 2,594.00

**TOTAL BILLS: \$113,718.04**

8. Receive & Place on File: Annual Treasurer’s Report per Chairman Neal
9. Consider joining the Lake County Municipal League per Chairman Neal
10. Discussion regarding the levy for tax year 2019, collectible in 2020
11. Assessor’s Report
12. Supervisor’s Report/Announcements
13. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, NOVEMBER 19, 2019 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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Temporary Chairman Fischer called the meeting to order.

On call of the roll the following answered present: Trustees Holmes, Frierson, McDowell, and Temporary Chairman Fischer. Chairman Neal was absent.

Mr. William Bremner led in the Pledge of Allegiance to the Flag.

**AGENDA CHANGES**

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

Trustee Holmes stated at the August 20<sup>th</sup> meeting, she made a request to review the employee handbook and include nepotism. She is looking for an update and was hoping to add the item to the agenda but with Supervisor Neal out this cannot happen. Temporary Chairman Fischer stated the item can be placed on the December 17<sup>th</sup> meeting agenda for discussion.

Trustee Holmes asked that Commissioner DeTienne's name be removed from the Treasurer's Report and her name added. Temporary Chairman Fischer stated the Treasurer's report is for the Fiscal Year ending 2019 and Lloyd DeTienne was still a Trustee during that time.

Trustee McDowell asked if the Trustees would still have discussions regarding the levy due to the fact that Chairman Neal was absent. Temporary Chairman Fischer stated they can have a general discussion as to what their expectations are. They will not be taking any action on the levy at this meeting. The Public Hearing will be on December 17<sup>th</sup> prior to the Board meeting and will involve additional discussions regarding the levy. Trustee McDowell asked if there was any information available regarding the levy. Temporary Trustee Fischer stated he was not sure what Chairman Neal's discussions would entail. He suggested the Trustees formulate some questions for Supervisor Neal.

Trustee Holmes stated she requested that Rich Ianson, Director of the Zion Building Department attend today's meeting to address the question of what the Building Department's responsibilities are in relation to the Zion Township. She would like to add this discussion as item 11 (a) to the agenda.

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

**MINUTES**

It was moved by Trustee McDowell, seconded by Trustee Frierson that the minutes of a Regular Meeting held on October 15, 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; Holmes, aye; Frierson, aye; McDowell, aye; and Temporary Chairman Fischer, aye. Motion carried.

**BILLS**

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

Assessor's Office	\$ 14,529.33
Community Support	\$ 443.60
Youth Services	\$ 34,402.04

Senior Services	\$ 1,358.18	
Operating Expenses	\$ 33,763.60	
Township Fund Total Expenses		\$ 84,496.75
<u>General Assistance Fund</u>		
Public Support	\$ 6,632.55	
Community Support	\$ 0	
Operating Expenses	\$ 17,195.75	
General Assistance Fund Total Expenses		\$ 23,828.30
<u>FICA</u> Total Expenses		\$ 2,798.99
<u>IMRF</u> Total Expenses		\$ 2,594.00
<b>TOTAL BILLS:</b>		<b>\$113,718.04</b>

Trustee Frierson questioned salaries for Township staff. The budget remaining is currently at 38%. He asked if this was due to overtime. Temporary Chairman Fischer referred to the balance under the personnel in the General Assistance Fund. This fund also includes salary for Township staff with a remaining budget of 55%. He stated there are still sufficient funds for Township staff’s salaries. He stated they would need to confirm with Chairman Neal which salaries are under which funds.

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

**RECEIVE & PLACE ON FILE/ZION TOWNSHIP  
ANNUAL TREASURER’S REPORT 2018/2019**

Temporary Chairman Fischer presented the Treasurer’s Report for fiscal year ending April 30, 2019. Trustee Holmes questioned the amount of \$5,703.14 for De Lage Laden Financial Services. She stated the amount has been shown twice on the expenditure summary. Temporary Chairman Fischer stated he will check with Chairman Neal on this.

It was moved by Trustee Holmes, seconded by Trustee McDowell to receive and place on file the Zion Township Annual Treasurer’s Report for fiscal year ending April 30, 2019. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; McDowell, aye; and Temporary Chairman Fischer, aye. Motion carried.

**LAKE COUNTY MUNICIPAL LEAGUE MEMBERSHIP**

Temporary Chairman Fischer stated a request has been made to join the Lake County Municipal League. The cost of the membership is \$500.00 annually and will begin January 1, 2020. He stated the City is currently a member and feels it is a good organization and would like to see the membership expand to the Township level. Trustee McDowell asked what Supervisor Neal’s opinion was on the joining the organization. Temporary Chairman Fischer stated she has indicated that she is interested in joining the League. Trustee McDowell asked if it would undermine the Illinois Township Association by joining the Municipal League. Temporary Chairman Fischer feels it would not undermine the Township Association as the TOI is a state wide organization and the Lake County Municipal League is more of a local cooperative association.

It was moved by Trustee Frierson, seconded by Trustee McDowell to approve Zion Township’s membership in the Lake County Municipal League at an annual cost of \$500.00. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; McDowell, aye; and Temporary Chairman Fischer, aye. Motion carried.

### **2019 TAX LEVY**

Temporary Chairman Fischer stated he is not sure what Chairman Neal's discussion will be regarding the levy but she has included a copy of the levy ordinance to view. A Public Hearing will be held on December 17<sup>th</sup> for the 2019 Tax Levy. He stated in his discussion with Chairman Neal, he believes it is her intent for best practices to use the reserve funds and look at keeping the levy flat. There will be more discussion regarding the levy at the Public Hearing. Trustee McDowell stated he is in favor of keeping the levy flat or possibly even reducing it.

### **ASSESSOR'S REPORT**

Assessor Wickets stated the last day to appeal taxes was November 4<sup>th</sup>. There have been 495 appeals which is about average. He stated in looking at the appeals of the residential properties that have been filed, about 70% are non-owner occupied. The landlords are hiring attorneys to file numerous appeals. Hearings will begin within the next couple of weeks. He stated Moraine Township which is slightly larger than Zion, had 3,000 appeals. County wide there have been over 20,000 appeals. There will be six Boards at a time going through 30 appeals a day including Saturdays. All hearings must be completed before the next tax bill can go out. Next year, he hopes to have his books turned in by April and would like all hearings completed by September as he is intending to retire.

### **BUILDING DEPARTMENT/TOWNSHIP COOPERATION**

Rich Ianson, Director of Zion Building Department, stated he met with Supervisor Neal and staff to discuss policies that were put in place how to contact them for assistance during business hours and for emergency assistance needed after hours. A policy has been put in place for emergency housing which is a matter of giving the resident a form so they may stay at a local hotel until they can make arrangements to find a more permanent residence. This can be extended by Supervisor Neal by a day or two depending on what is needed. He stated either he or his staff can contact the Township when something is needed and they work together nicely. Assessor Wicketts stated he works with the Building Department on a regular basis and has a great working relationship with them.

### **SUPERVISOR'S REPORT**

Temporary Chairman Fischer provided the following information:

- Zion Township Monthly Report – September, 2019
- The second collaborative taxing body magazine - *The ZB Quarterly, Everything from Benton to Zion, ... Collaborating to Better Communicate with Residents*– will be mailed to all residents (11,088 households in Zion and 5,010 to Benton residents with 902 on hand for local distribution) the first week of December. ANY calendar events that groups/residents want to include, please email to [ZBQuarterly@gmail.com](mailto:ZBQuarterly@gmail.com) by 10/19!
- LIHEAP (*Low Income Home Energy Assistance Program*) began on Tuesday, October 1st. We have already taken in 47 applications. Walk-ins will be seen each Tuesday from 1-3pm. The month of October, only seniors and disabled are eligible. November expands for families with children under the age of 5 years old and then December kicks off open enrollment for all lower income residents.
- The Elf Network Participant cards are available at Zion Township, ZB Public Library, Zion Park District and area school offices to assist families during the holiday season. The first 50 cards turned in will be a part of this year's program.
- Zion Together Love Thy Neighborhood Initiative is ready to officially launch! Thanks to committee members: Makara Dozier, Rose Salata, Michael McCauley, Nancy Payan, and the Zion Queens! Go to [ZionTogether.com](http://ZionTogether.com) for a packet to make your neighborhood a Zion Together Neighborhood!

- Work is under way for Zion's 2020 Vision! A Homeownership Initiative Group is working on a roadmap to homeownership. We are also working on roadmaps/resource sheets for 17 other potential goals. More to come! Approve inter-agency partnership agreement with My Father's Business.
- Thanks Giving Celebration Open House on Tuesday, November 5, 2019 from 5:30-6:30pm.
- Zion Township will be closed for the holiday on November 11th, 28th and 29th, December 4th (staff retreat), December 24th, 25th and 31st, 2019 and January 1, 2020.
- Suggestions for ZB Quarterly? Reach out to Supervisor Neal or Business Manager Sandra Usher.
- Consider hosting a Community Conversation on Homelessness and Panhandling.

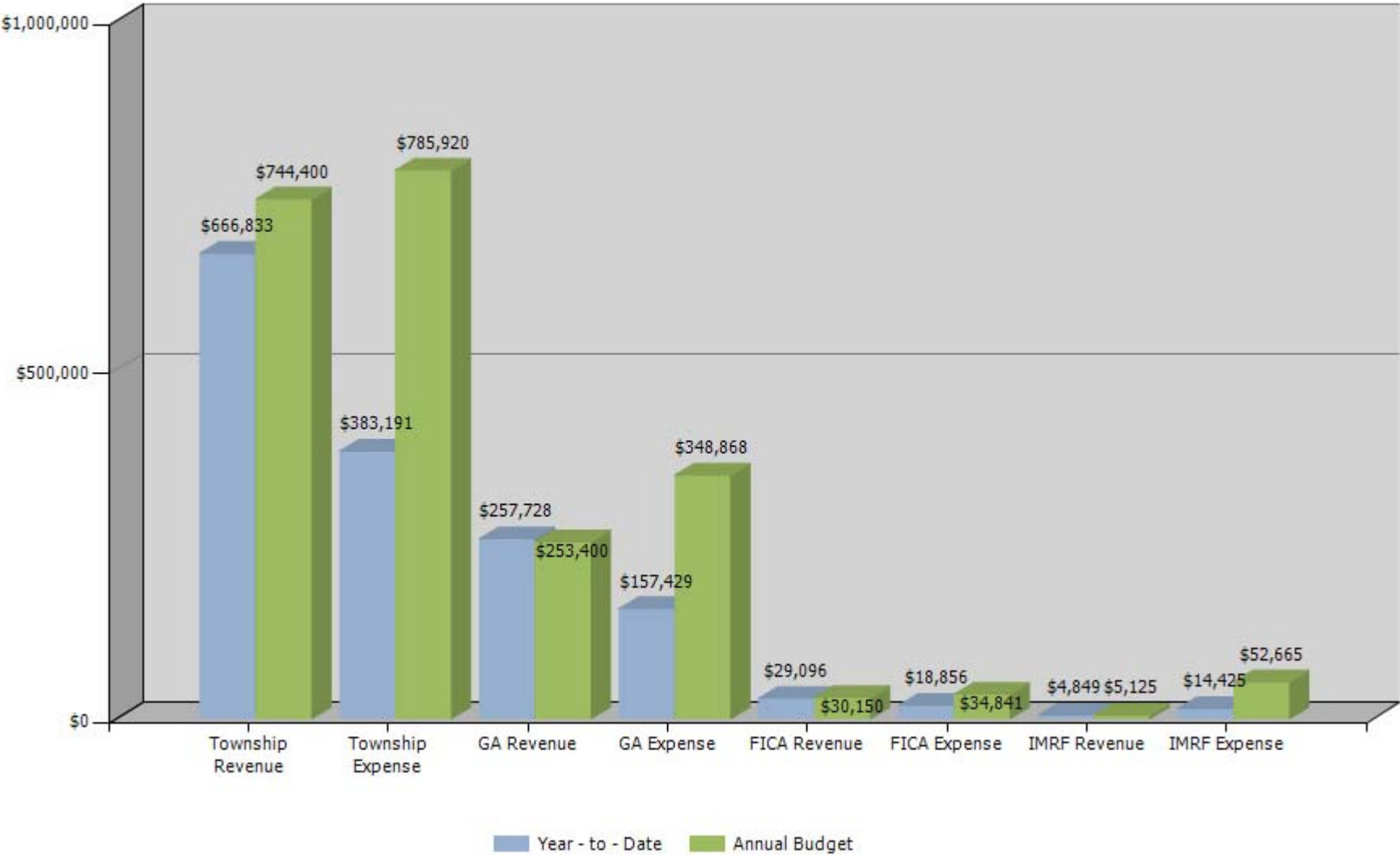
**ADJOURN**

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 6:41 p.m. Motion carried.

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Town Clerk

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 6 Months Ended October 31, 2019**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of October 31, 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>
<b><u>Township Fund</u></b>					
<b>Revenues</b>	\$ 13,129.79	\$ 666,832.92	\$ 744,400.00	\$ 77,567.08	10.42%
<b><u>Operating Expenses</u></b>					
Personnel	24,101.96	156,593.02	301,798.00	145,204.98	48.11%
Contractual Services	6,732.26	40,113.32	100,419.00	60,305.68	60.05%
Other Operating Expenses	2,929.38	17,830.49	39,760.00	21,929.51	55.15%
Capital Outlay	0.00	7,392.50	52,708.00	45,315.50	85.97%
<b>Total Operating Expenses</b>	<u>33,763.60</u>	<u>221,929.33</u>	<u>494,685.00</u>	<u>272,755.67</u>	<u>55.14%</u>
<b>Community Support</b>	443.60	11,305.90	14,750.00	3,444.10	23.35%
<b><u>Youth Services:</u></b>					
Summer Work Program	34,402.04	47,751.10	53,330.00	5,578.90	10.46%
<b>Total Youth Services</b>	<u>34,402.04</u>	<u>47,751.10</u>	<u>53,330.00</u>	<u>5,578.90</u>	<u>10.46%</u>
<b><u>Senior Services:</u></b>					
Senior Meals	0.00	3,065.99	3,300.00	234.01	7.09%
Senior Transportation	1,283.00	8,423.50	16,000.00	7,576.50	47.35%
Senior Support	75.18	386.68	5,650.00	5,263.32	93.16%
<b>Total Senior Services</b>	<u>1,358.18</u>	<u>11,876.17</u>	<u>24,950.00</u>	<u>13,073.83</u>	<u>52.40%</u>
<b><u>Assessor's Office:</u></b>					
Personnel	12,886.13	81,193.94	166,860.00	85,666.06	51.34%
Contractual Services	415.34	3,182.50	15,060.00	11,877.50	78.87%
Other Operating Expenses	1,227.86	5,952.15	16,285.00	10,332.85	63.45%
<b>Total Assessor's Office</b>	<u>14,529.33</u>	<u>90,328.59</u>	<u>198,205.00</u>	<u>107,876.41</u>	<u>54.43%</u>
<b>Total Expenses</b>	<u>84,496.75</u>	<u>383,191.09</u>	<u>785,920.00</u>	<u>402,728.91</u>	<u>51.24%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (71,366.96)</u>	<u>\$ 283,641.83</u>	<u>\$ (41,520.00)</u>	<u>\$ (325,161.83)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 5,076.23	\$ 257,727.79	\$ 253,400.00	\$ (4,327.79)	-1.71%
<b><u>Expenses</u></b>					
Personnel	12,248.72	82,141.26	193,008.00	110,866.74	57.44%
Contractual Services	4,013.47	18,539.79	27,066.00	8,526.21	31.50%
Other Operating Expenses	933.56	7,583.99	17,514.00	9,930.01	56.70%
Public Support	6,632.55	49,164.30	111,280.00	62,115.70	55.82%
<b>Total Expenses</b>	<u>23,828.30</u>	<u>157,429.34</u>	<u>348,868.00</u>	<u>191,438.66</u>	<u>54.87%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (18,752.07)</u>	<u>\$ 100,298.45</u>	<u>\$ (95,468.00)</u>	<u>\$ (195,766.45)</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 609.15	\$ 29,095.52	\$ 30,150.00	\$ 1,054.48	3.50%
<b>Expenses</b>	<u>2,798.99</u>	<u>18,856.28</u>	<u>34,841.00</u>	<u>15,984.72</u>	<u>45.88%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (2,189.84)</u>	<u>\$ 10,239.24</u>	<u>\$ (4,691.00)</u>	<u>\$ (14,930.24)</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 101.52	\$ 4,849.26	\$ 5,125.00	\$ 275.74	5.38%
<b>Expenses</b>	<u>2,594.00</u>	<u>14,425.41</u>	<u>52,665.00</u>	<u>38,239.59</u>	<u>72.61%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (2,492.48)</u>	<u>\$ (9,576.15)</u>	<u>\$ (47,540.00)</u>	<u>\$ (37,963.85)</u>	

# Zion Township Updates – 11/19/19

*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 second collaborative taxing body magazine - *The ZB Quarterly, Everything from Benton to Zion, . . . Collaborating to Better Communicate with Residents* – will be mailed to all residents the first week of December.
- LIHEAP (Low Income Home Energy Assistance Program) began on Tuesday, October 1st. Walk-ins are seen each Tuesday from 1-3pm. The month of November only seniors, disabled and families with children under the age of 5 years are eligible. December is open enrollment for all lower income residents (1 person \$1561 per month).
- Elf Network Participant cards are available to assist families during the holiday season. The first 50 cards turned in will be a part of this year's program.
- Become a Zion Together Love Thy Neighborhood! Go to [ZionTogether.com](http://ZionTogether.com) for a packet.
- Work is under way for Zion's 2020 Vision! A Homeownership Initiative Group is working on a roadmap to homeownership. We are also working on roadmaps/resource sheets for 19 other potential goals. More to come! QR Code here...
- The Thanks Giving Open House Celebration was a huge success. Thanks to all who attended! 2019 was certainly a prosperous year: Donated Trellis for Passion Flower; Van purchase – partnership with My Father's Business, expansion of Queen Bees of Zion Red Hat Society; Zinnias for Zion; Zion Together progression and Zion Together Days; new building maintenance manager; ZB Quarterly launch; Elf Network; Partners at Zion Township and honor Cynthia Lincke, Princesses and Ladies Counseling Program; as well as the Zion Township Team!
- Oak Street Health will be at Zion Township on December 5 and 6 from 1-3pm to assist seniors with Medicare enrollment questions. Call 844-808-8262 to make an appointment.

## BOARD SPECIFIC ISSUES

- Vote on whether to join Lake County Municipal League.
- Receive and place on file the 2018-19 Treasurer's Report.
- Present Levy for discussion, to be voted on in December, 2019 meeting.
- Zion Township has hired a new Maintenance Supervisor: Rich Oates, completely cleaning out the landscaping around the building and trimming the bushes, fixing desks, replacing light bulbs, putting up plaques and pictures and so much more! We are delighted to have him back on the ZT Team!
- Zion Township will be closed for the holiday on November 28<sup>th</sup> and 29<sup>th</sup>, December 4<sup>th</sup> (staff retreat), December 24<sup>th</sup>, 25<sup>th</sup> and 31<sup>st</sup>, 2019 and January 1, 2020.

## COMMUNITY – KEY RESOURCES

- ❖ SHIP – Senior Health Insurance Program is now at Zion Township every second Tuesday of the month from 1:00 – 4:00 pm. Call 847-740-6710 to schedule an appointment.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5<sup>th</sup> Wednesdays).
- ❖ Zion Township assists with the application process for Passports, provide Notary service, faxing, voter registration, as well as processing Benefit Access and RTA passes.
- ❖ FREE counseling services are now being provided at Zion Township thanks to Princesses and Ladies, Inc and Cynthia Lincke. Call Zion Township for more information.



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# Zion Township Monthly Report

October 2019

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## Programs & Services

### ■ Community

- Incoming Calls: 498
- Walk-In Clients: 223
- Passports: 0
- Notary: 2
- Medical Equipment Pantry: 0

### ■ Senior

- Senior Half-Fare Taxi Tickets: 14
- Senior Birthday Cards: 83

### ■ Youth

- Summer Work Program (June/July):

## Referrals & Other Agency Application Processing

### ■ RTA Free or Reduced Ride Program Processing: 11

### ■ Benefit Access Online Applications Processing: 23

### ■ Initial Screenings Total: 50

### ■ Resource Referrals

- Resource Appointments: 150
- Total People Referred: 173
- Total Referrals Made: 326

### ■ Zion Township Directly Assisted: 160

### ■ Referrals to Partner Agencies

- Benton Township: 1
- Catholic Charities: 3
- Christian Assembly God: 1
- Community Action Partnership of Lake County: 132
- Community Partners for Affordable Housing: 6
- DHS: 1
- Lake County Job Center: 2
- Lions Club: 2
- Love INC: 5
- PADS: 2
- Prairie State Legal: 2
- Sleep In Heavenly Peace: 1
- Twice As Nice: 6

### ■ LIHEAP Application Processing (July & Sept. – May)

- Applicants: 129
- Applications Completed: 129
- Total Funds Accessed for Zion: Not yet available

## Assistance Programs

### ■ Case Manager Appointments: 179

(Sum of Resource, GA, and EA)

### ■ General Assistance

- Participants: 17
- Appointments: 20
- Application Pick-ups: 3
- Submitted Applications: 3
- New Recipients: 3
- Denials: 0
- Flat Grant Approvals: 17/\$5,498.35
  - Transportation: 9
  - Prescriptions: 0
  - GED: 0
  - Substance Abuse: 0
    - Drug Testing: 0
    - Counseling: 0
    - Evaluations: 0
  - Record Expungement: 0
- Completions (terminations):
  - Employed: 0
  - SSI Approved: 0
  - Deceased: 0
  - Relocation: 0
- Suspended: 1

### ■ Emergency Assistance

- Appointments: 9
- Total People: 9
- Approved Applications: 7/\$2,600.00
  - Housing: 4
  - Utilities: 2
  - Work Related: 0
  - Other: 1
  - Substance Abuse Counseling: 0
- EA Denials: 1
- EA Incomplete Applications: 1

### ■ Financial Counseling Certificates: 6

### ■ Emergency Transportation Assistance

- Gas Vouchers: 1
- 1-Day Bus Pass: 4
- Train/Other: 0
- Total Funds Spent: \$54.00

Submitted by: ZT Staff

T. Supervisor: \_\_\_\_\_

