

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, MAY 16, 2023, 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 Regular Meeting held on April 18, 2023, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment for April

Township Fund

Assessor’s Office	\$23,264.25	
Community Support	\$2,388.00	
Youth Services	\$689.08	
Senior Services	\$1,581.49	
Operating Expenses	\$33,929.33	
	Township Fund Total Expenses	\$61,852.15

General Assistance Fund

Public Support	\$9,300.90	
Operating Expenses	\$20,584.81	\$29,885.71
	General Assistance Fund Total Expenses	

FICA Total Expenses \$2,959.64

IMRF Total Expenses \$960.82

TOTAL Bills: \$95,658.32

8. Consider appointments to Decennial Committee
9. Assessor’s Report
10. Supervisor’s Report/Announcements
11. Adjourn

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD
TUESDAY, APRIL 18, 2023 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 McDowell, Holmes, Frierson, Fischer, and Chairman Neal. Assessor Davis was also present.

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

AGENDA CHANGES

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

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

PUBLIC HEARING/BUDGET & APPROPRIATIONS

It was moved by Trustee Fischer, seconded by Trustee McDowell to open the Public Hearing for the Budget & Appropriations. The vote on roll call was: Trustees McDowell, aye; Holmes, aye; Frierson, aye; Fischer, aye; and Chairman Neal, aye. Motion carried.

Chairman Neal called the Public Hearing to order at 6:01 p.m. She presented the Budget/Appropriations for Fiscal Year May 1, 2023 through April 30, 2024. She noted that the ordinance has been on file with the Clerk and available for viewing. She noted that the ordinance must be on file for 30 days prior to passing the Budget. She asked for any questions or comments from the public.

Mr. Bremner stated in last months' minutes there were discussions regarding being over budget. In previous sessions it was discussed that the Township could have 2 years of excess but that has since been cut to 6 months. He asked if that could be used to address the over budget items. Chairman Neal stated that is actually what they are doing. They are over budget but are using up the surplus. Even though they are in the red in the budget they are strategically using it to lower the beginning balance. She stated they are aiming for 4 ½ months surplus.

The Public Hearing was declared closed at 6:03 p.m.

MINUTES

It was moved by Trustee McDowell, seconded by Trustee Frierson that the minutes of a Regular Meeting held on March 21, 2023 at 6:00 p.m. be approved with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees McDowell, aye; Holmes, aye; Frierson, aye; Fischer, aye; and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

There were no Citizen Comments

BILLS

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

Township Fund

Assessor’s Office	\$14,903.36	
Community Support	\$579.00	
Youth Services	\$415.12	
Senior Services	\$1,755.13	
Operating Expenses	\$33,585.31	
Township Fund Total Expenses		\$51,237.92

General Assistance Fund

Public Support	\$9,409.30	
Operating Expenses	\$17,849.95	
General Assistance Fund Total Expenses		\$32,817.92

FICA Total Expenses \$2,982.65

IMRF Total Expenses \$968.21

TOTAL Bills: \$88,006.70

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

BUDGET/FISCAL YEAR MAY 1, 2023 THROUGH APRIL 30, 2024

It was moved by Trustee Fischer, seconded by Trustee McDowell to approve the Budget & Appropriation Ordinance (2023-01) for the Fiscal Year May 1, 2023 through April 30, 2024. The vote on roll call was: Trustee McDowell, aye; Holmes, aye; Frierson, aye; Fischer, aye; and Chairman Neal, aye. Motion carried. Ordinance passed.

APPROVAL/TIMEWORKSPLUS

Chairman Neal stated that Assessor Davis looked into upgrading the paper timekeeping system to an automated system. Financially it will be a little bit of an investment but having the system automated to not be dependent on one person will be helpful. Lauterbach & Amen, LLP will provide TimeWorksPlus to the Township in the amount of \$162.50 per month for the fiscal year ending April 30, 2024 with a one-time setup fee of \$1,000.

It was moved by Trustee McDowell, seconded by Trustee Frierson approve the agreement with Lauterbach & Amen, LLP to provide TimeWorksPlus to the Zion Township for the fiscal year ending April 30, 2024. The vote on roll call was: Trustees McDowell, aye; Holmes, aye; Frierson, aye; Fischer, aye; and Chairman Neal, aye. Motion carried.

DISCUSSION/DECENNIAL COMMITTEE

Chairman Neal stated she recently received information from the Township Officials of Illinois regarding the Decennial Committee. They provided information on what should take place at the first, second and third meeting along with a sample report. They must form the committee by June and will have 18 months to do the work. She would like to integrate this as part of the regular Board meeting and do the work in three simultaneous months. They will need two people from the community to participate. A recommendation was Laura Murrie as one of the individuals but they are still looking for another recommendation. She noted that she was considering Beverly Mull. Trustee McDowell asked who decides which community members are on the committee. Chairman Neal stated it was the Town Board and they can elect to have more than two. She appreciates the brainstorming behind considering ways to work smarter. She believes they can save money on collaborations with other taxing bodies in ways they haven't even thought about. She would like to approve the committee at the next meeting and set dates moving forward. Trustee McDowell asked what the State of Illinois plans on doing with the information. Chairman Neal stated she did not know but knows they file it with the County. She feels the intention is to hold space for everyone to collectively have the conversation and see if there is anything they can come up with. Zion is ahead of the game due to the study already done by the University of Illinois.

ASSESSOR'S REPORT

- The Assessor's office will be at the Senior Resource Fair at the Zion Park District.
- Property Tax Bills will be out the first part of May and the first bill will be due June 5th.
- They are still working on their books for the 2023 year with a deadline date of June 15th.

SUPERVISOR'S REPORT

- Monthly Client Services Report Attached.
- The Spring edition of the Zion Quarterly came out the first week of April of 2023. For calendar events to be included for future magazines, email ZBQuarterly@gmail.com. Suggestions are ALWAYS welcome!
- FREE Zinnia seeds will be available the last week of April at Zion Township!
- The Zion Senior Resource Day Expo will be held on Wednesday, April 19, 2023 at the Zion Park District Sports Arena from 9am til noon, with 53 vendors confirmed. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications deadline was April 15. The county will be out May 6 to conduct intakes and Parent Orientation will be hosted for all families chosen at New Tech.
- The Zion Township 2022 Annual Report is available on our website at ZionTownship.org.
- The Zion Leaders hosted the quarterly community dialogue on Wednesday, April 12th at ZBTHS.
- Saturday, May 20th from 11am til 1pm, Zion Township will be partnering with Christian Faith Fellowship Church to host a community outreach event with food and agencies to help with an array of situations.
- Zion Township is moving towards hosting parenting classes for Zion families. The curriculum is based on Parenting in the Twenty-First Century, 10 Tools for Better Parenting by Ari Novick, PhD and Martine Wehr, JD.
- Zinnia Festival/Monarch Mania will be on August 19 and 20 from 1-5pm this year – Mark your calendar!
- Zion Historical Society is accepting donations for the restoration of Esther's Well! The goal is to raise \$50,000. The ribbon cutting is scheduled for July 12th.

- The Annual Township Meeting was held on Tuesday, April 11th at 6pm.
- Zion Township will be upgrading our website to make it more ADA compatible utilizing a program called AccessiBe for \$490 a year.

Trustee Holmes asked what an ADA compliant website was. Commissioner Frierson stated he believes it is it must be accessible for the visually impaired or for those who are disabled. Chairman Neal stated adhering to the ADA requirements and updates for the website are part of the fee. Trustee Frierson believes for the visually impaired, pages of the website would be able to be read to individuals.

Chairman Neal shared that she recently met with the tenants of the Warwick Building. She noted that there are some incredible businesses in the community that the public may not be aware of. Some of these she noted are: Swiss Mountain Coffee; they roast and package coffee, 3 Kings Vodka; they infuse real fruit flavors into vodka, 3 DL Design they make displays for large events. They are also interested in doing an art gallery at the Warwick Building. She stated she would like to have an art fair at the Zinnia Festival with local art. Graphic Partners and Mission Corn Chips are also tenants. Additionally, the ribbon cutting for the mural on the wall of the Floors To You building will be Saturday, April 29th at 10:00 a.m.

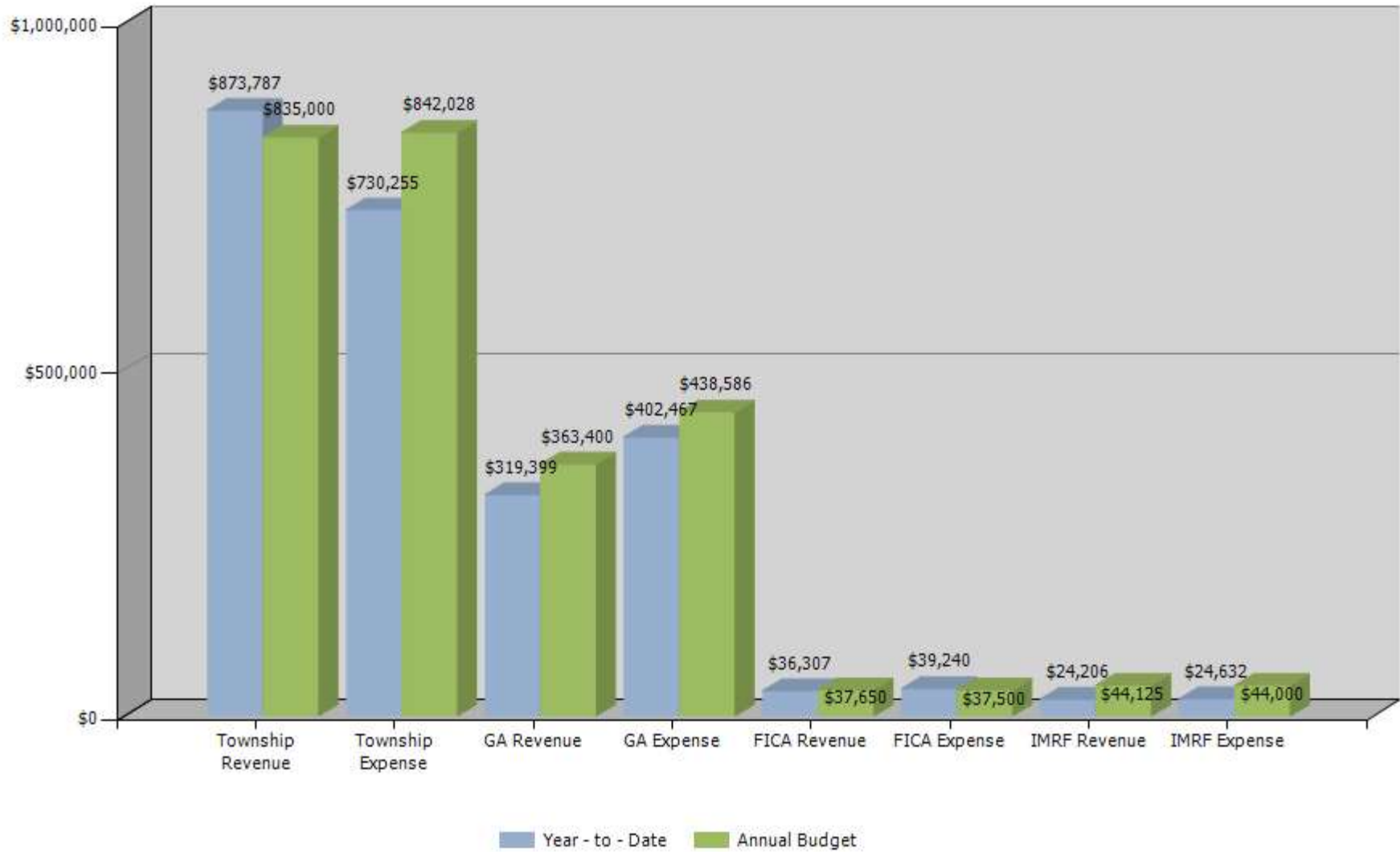
It was noted that the next food pantries will be on April 29th and May 20th.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee Holmes, and unanimously approved the meeting be adjourned at 6:36 p.m. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 12 Months Ended April 30, 2023**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of April 30, 2023**

	<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	\$ 30,599.54	\$ 873,787.36	\$ 835,000.00	\$ (38,787.36)	-4.65%
<u>Operating Expenses</u>					
Personnel	24,384.39	316,195.08	324,338.00	8,142.92	2.51%
Contractual Services	5,343.11	91,612.88	99,275.00	7,662.12	7.72%
Other Operating Expenses	4,201.83	35,674.30	47,525.00	11,850.70	24.94%
Capital Outlay	0.00	46,323.00	46,325.00	2.00	0.00%
Total Operating Expenses	<u>33,929.33</u>	<u>489,805.26</u>	<u>517,463.00</u>	<u>27,657.74</u>	<u>5.34%</u>
Community Support	2,388.00	21,444.60	26,000.00	4,555.40	17.52%
<u>Youth Services:</u>					
Summer Work Program	689.08	13,048.98	17,600.00	4,551.02	25.86%
Total Youth Services	<u>689.08</u>	<u>13,048.98</u>	<u>17,600.00</u>	<u>4,551.02</u>	<u>25.86%</u>
<u>Senior Services:</u>					
Senior Meals	35.00	3,065.76	3,300.00	234.24	7.10%
Senior Transportation	280.00	5,454.50	17,500.00	12,045.50	68.83%
Senior Support	1,266.49	5,589.20	14,500.00	8,910.80	61.45%
Total Senior Services	<u>1,581.49</u>	<u>14,109.46</u>	<u>35,300.00</u>	<u>21,190.54</u>	<u>60.03%</u>
<u>Assessor's Office:</u>					
Personnel	17,046.46	162,300.28	186,495.00	24,194.72	12.97%
Contractual Services	2,672.01	15,676.02	38,770.00	23,093.98	59.57%
Other Operating Expenses	3,545.78	13,870.81	18,400.00	4,529.19	24.62%
Total Assessor's Office	<u>23,264.25</u>	<u>191,847.11</u>	<u>243,665.00</u>	<u>51,817.89</u>	<u>21.27%</u>
Total Expenses	<u>61,852.15</u>	<u>730,255.41</u>	<u>840,028.00</u>	<u>109,772.59</u>	<u>13.07%</u>
Excess Revenues less Expenses	<u>\$ (31,252.61)</u>	<u>\$ 143,531.95</u>	<u>\$ (5,028.00)</u>	<u>\$ (148,559.95)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 392.72	\$ 319,399.08	\$ 363,400.00	\$ 44,000.92	12.11%
<u>Expenses</u>					
Personnel	17,389.74	230,899.53	248,800.00	17,900.47	7.19%
Contractual Services	2,027.31	28,111.82	27,981.00	(130.82)	-0.47%
Other Operating Expenses	1,167.76	19,407.30	23,855.00	4,447.70	18.64%
Public Support	9,300.90	124,048.80	137,950.00	13,901.20	10.08%
Total Expenses	<u>29,885.71</u>	<u>402,467.45</u>	<u>438,586.00</u>	<u>36,118.55</u>	<u>8.24%</u>
Excess Revenues less Expenses	<u>\$ (29,492.99)</u>	<u>\$ (83,068.37)</u>	<u>\$ (75,186.00)</u>	<u>\$ 7,882.37</u>	
<u>FICA Fund</u>					
Revenues	\$ 0.33	\$ 36,306.86	\$ 37,650.00	\$ 1,343.14	3.57%
Expenses	<u>2,959.64</u>	<u>39,240.00</u>	<u>37,500.00</u>	<u>(1,740.00)</u>	<u>-4.64%</u>
Excess Revenues less Expenses	<u>\$ (2,959.31)</u>	<u>\$ (2,933.14)</u>	<u>\$ 150.00</u>	<u>\$ 3,083.14</u>	
<u>IMRF Fund</u>					
Revenues	\$ 0.22	\$ 24,205.99	\$ 44,125.00	\$ 19,919.01	45.14%
Expenses	<u>960.82</u>	<u>24,631.52</u>	<u>44,000.00</u>	<u>19,368.48</u>	<u>44.02%</u>
Excess Revenues less Expenses	<u>\$ (960.60)</u>	<u>\$ (425.53)</u>	<u>\$ 125.00</u>	<u>\$ 550.53</u>	

Zion Township Updates – 5/16/23

Mission: We lead. We empower. We advocate. We connect residents to resources, services and solutions.

Vision: We make Zion better.

Core Values: Humility ~ Encouragement/Education ~ Appreciation ~ Reverence ~ Tenacity

BOARD SPECIFIC ISSUES

- Decennial Committee Appointed and next steps outlined.
- New Logo for Zion Township.
- Videos for Esther's Well and Zinnias for Zion.
- A packet is being mailed out to all local government leaders to update them on Zion Township's services, including the Annual Report, Senior Resource Guide, resources sheets, the Zion Quarterly, information on the Zinnias for Zion effort and The Esther's Well fundraiser and the summer event listing.

ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- Help make Zion the Zinnia Capital! FREE Zinnia seeds are available at Zion Township, the Zion Park District, ZB Library, Zion City Hall and IUP's Feed Store to plant in your front yard!!
- The Zion Senior Resource Day Expo was a huge success thanks to the Zion Park District, Benton Township and the Grove at the Lake, with over 180 seniors and 53 vendors participating. Mark your calendar for the April 17, 2024 Senior Resource Expo, which is on track to be the best event to date!
- The Summer Work Program is kicking off next month. Thanks to New Tech High's Principal Bonnie Felske, as well as having the Job Center of Lake County on site, the team was able to process 27 applications, meeting with parents and laying a firm foundation for this year's program. The intention is to hire 35 youth.
- The Zion Township 2022 Annual Report is available on our website at ZionTownship.org.
- Saturday, May 20th from 11am til 1pm, Zion Township will be partnering with Christian Faith Fellowship Church to host a community outreach event with food and agencies to help with an array of situations.
- Zion Township is moving towards hosting parenting classes for Zion families. The curriculum is based on Parenting in the Twenty-First Century, 10 Tools for Better Parenting by Ari Novick, PhD and Martine Wehr, JD.
- Zinnia Festival/Monarch Mania will be on August 19 and 20 from 1-5pm this year – Mark your calendar!
- Zion Historical Society is accepting donations for the restoration of Esther's Well!

Monthly Report

April 2023

Programs & Services

Community

- **Incoming Calls: 464**
 - 2022: 483
 - 2021: 420
- Notary: 8
- Medical Equipment Pantry: 0
- Passports: 21
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 3
- Senior Birthday Cards: 74
- **Senior Resource Day Attendees: 180**

Financial Counseling Certificates: 1

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 4

Benefit Access Online Applications Processing: 12

Initial Screenings Total: 54

Resource Referrals

- **Resource Appointments: 27**
- Total People Referred: 46
- **Total Referrals Made: 88**

Zion Township Direct Referrals: 37

Referrals to Partner Agencies

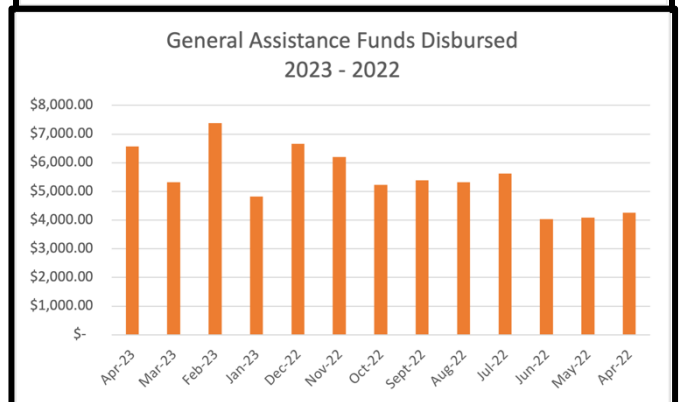
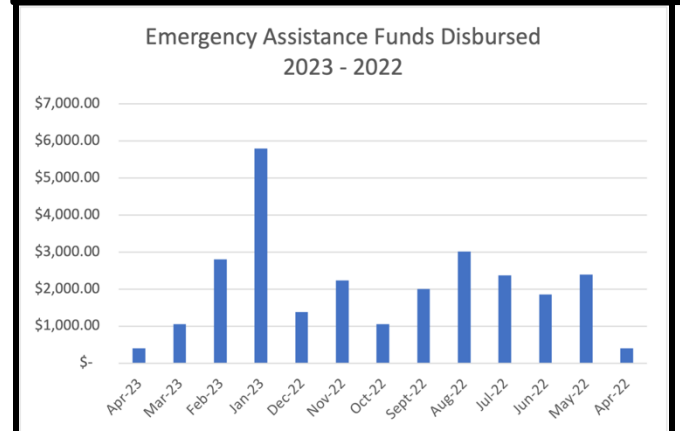
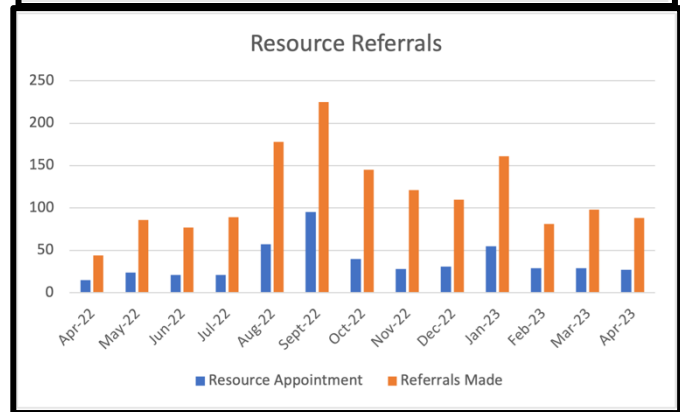
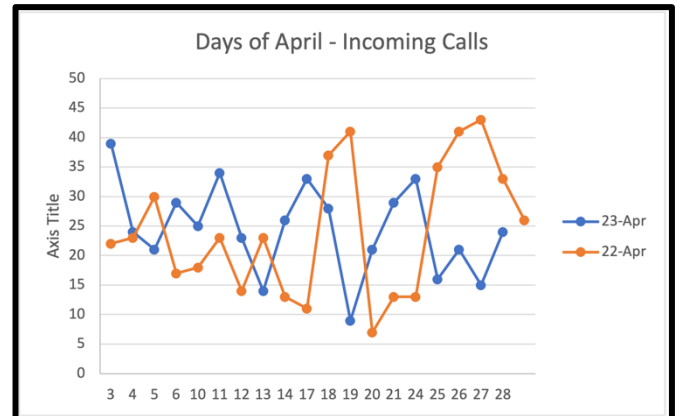
- Catholic Charities: 2
- Community Action Partnership: 18
- Community Partners for Affordable Housing: 3
- First Baptist Church: 1
- HACES: 1
- IDES: 1
- Keeping Families Covered: 8
- Lake County Job Center: 1
- Lion's Club: 1
- Love INC: 3
- Mother's Trust: 5
 - Applications submitted: 2
 - **Applications approved: 1/\$1,000**
- Salvation Army: 3
 - Applications submitted: 0
 - Applications approved: 0/\$0

Case Manager Appointments: 54

(Sum of Resource, GA, and EA)

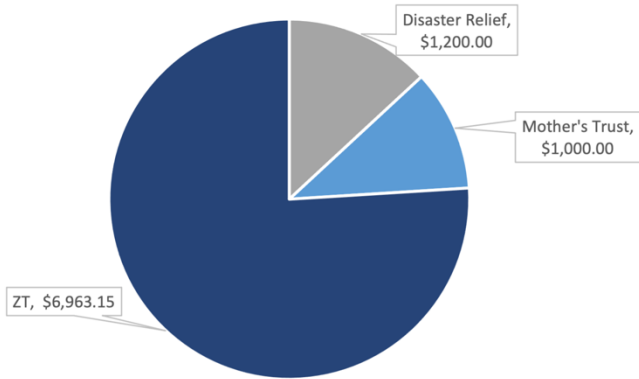
LIHEAP

- Applications submitted: 22
- Total funds accessed for Zion: **Jan: \$13,987 & Feb: \$6,560**
- **Report not yet available for March**

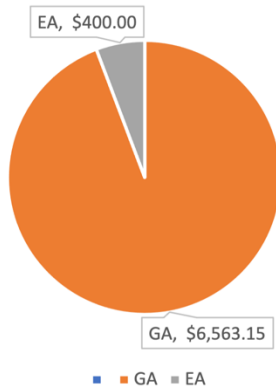


Assistance Programs

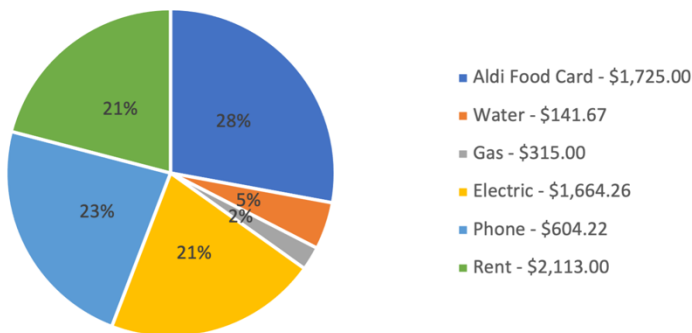
Total Funds allocated from various sources for residents in crisis:



ZT Disbursed to residents



General Assistance Disbursement
\$6,563.15 GA fund allocation



General Assistance

- Appointments: 25
- Application issued: 4
- Submitted Applications: 3
- New Recipients: 3
- Denials: 0
- **Flat Grant Approvals: 22/\$6,563.15**
 - Transportation: 7
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Evaluations: 0
 - Counseling: 0
 - Record Expungement: 0
- Completions (terminations):
 - Employed:
 - SSI Approved:
 - Relocation: 0
 - Other: 1
- Suspended: 2

Emergency Assistance

- Appointments: 2
- Total People: 1
- **Approved Applications: 1/\$400**
 - Housing: 1
 - Utilities: 0
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 0
- EA Pending Applications: 0

Disaster Relief

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

Emergency Transportation Assistance

- Gas Vouchers: 1
- Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$20

Submitted by: ZT Staff

Township Supervisor: