

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, APRIL 19, 2022 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 March 15, 2021, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

Township Fund

Assessor’s Office	\$13,620.06	
Community Support	\$121.43	
Youth Services	\$11.62	
Senior Services	\$1,874.83	
Operating Expenses	\$34,392.11	
Township Fund Total Expenses		\$50,020.05

General Assistance Fund

Public Support	\$6,237.42	
Operating Expenses	\$17,849.95	\$24,087.37
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,780.19

IMRF Total Expenses \$2,188.27

TOTAL Bills: \$79,075.88

8. Consider budget amendment and line transfer to the 2021/2022 Township Budget
9. Consider approval of 2022/2023 Zion Township Budget (May 1, 2022 through April 30, 2023)
10. Assessor’s Report

11. Supervisor's Report/Announcements

12. Adjourn

Agenda

PUBLIC HEARING OF THE TOWN BOARD TO BE HELD TUESDAY, APRIL 19, 2022 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

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1. Meeting called to order by the Town Clerk
2. Town Clerk declares nominations in order for Moderator
3. Town Clerk swears in the Moderator
4. Supervisor to present Budget for Fiscal Year 2022/23 (May 1, 2022 – April 30, 2023)
5. Assessor to present Budget for Fiscal Year 2022/23 (May 1, 2022 – April 30, 2023)
6. Refer Budget to Town Board for final action at the regular meeting to be held Tuesday, April 19, 2022 at 6:15 p.m.
7. Public Comments
8. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, MARCH 15, 2022 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, Fischer, Holmes, Frierson, and Chairman Neal. Assessor Davis was also present.

Mr. 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 McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

MINUTES

It was moved by Trustee Frierson, seconded by Trustee Holmes that the minutes of a Regular Meeting held on February 15, 2022 at 6:00 p.m. be approved as presented with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

There were no Citizen Comments.

BILLS

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

Township Fund

Assessor's Office	\$12,128.25	
Community Support	\$800.00	
Youth Services	\$0	
Senior Services	\$1,039.24	
Operating Expenses	\$31,221.14	
Township Fund Total Expenses		\$45,188.63

General Assistance Fund

Public Support	\$9,829.37	
Operating Expenses	\$16,962.93	\$26,792.30
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,741.98

IMRF Total Expenses \$2,007.66

TOTAL Bills: \$76,730.57

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

RECEIVE & PLACE ON FILE/2021 ZION TOWNSHIP ANNUAL REPORT

It was moved by Trustee Fischer, seconded by Trustee Frierson to receive and place on file the 2021 Zion Township Annual Report. The vote on roll call was: Trustees Holmes, aye; Fischer, aye; McDowell, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

APPROVAL OF AGENDA/2022 ZION TOWNSHIP ANNUAL MEETING

Chairman Neal stated the Annual Town Meeting will take place on April 12th at 6:00 p.m. It is held on the same day and time each year for all Townships in Illinois. The meeting gives electors an opportunity to talk about concerns and have discussions that will be put on record. The Agenda must be approved by the Township Board not less than 15 days before the Annual Meeting. The Township Clerk is the only township official acting in any official capacity at the Annual Town Meeting.

It was moved by Trustee Holmes, seconded by Trustee McDowell to approve the 2022 Zion Township Annual Town Meeting agenda to be held on April 12, 2022 at 6:00 p.m. The vote on roll call was: Trustees McDowell aye; Fischer, aye; Holmes, aye; Frierson, aye and Chairman Neal, aye. Motion carried.

ASSESSOR'S REPORT

- As always, our office is busy with regular day to day duties and report comparisons for accuracy of assessments.
- The primary focus currently is on the data entry records for the 2022 valuations.
- As part of our Outreach goal to educate the public on the assessment process, we were a part of the Black History program at Zion School District 6, guest speaker with the Zion Rotary Club and the State of the Community program hosted by the Zion Leaders Group.
- We are continuing to assist our taxpayers with filing for their exemptions.
- Our office will be closed Monday & Tuesday April 4th & 5th. My staff and I will be attending the Illinois Property Assessment Institute State Conference.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- February 2022 Monthly Report Attached.
- This month we had 47 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Salvation Army: 4 application were submitted and approved, 4 families were approved for Emergency Assistance, 3 families were approved for Disaster Relief and we have 19 current General Assistance participants.
- Those in need of rental assistance due to Covid-19 can apply online at LakeCountyIL.gov/renthelp. You will need to fill out an application and attach proof of your eligibility. If you have questions, you can call 211 to speak with someone who can help. If you need help with your application, you can call 211 for a referral to a provider that can help you.
- The Spring edition of the Zion Quarterly will be out the first week of April of 2022. Kudos to Business Manager Sandra Usher for her hard work in pulling everything together!
- Zinnia seeds will begin to be distributed at Zion Township, at local eateries, the Zion Park District, City Hall, and the ZB Library the week of April 20th.

- The Zion Senior Resource Day will be held on Wednesday, April 20, 2022 at the Zion Park District Sports Arena from 9am til noon. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications are available! The Lake County Workforce Development is opening the portal for SWP pre-applications on March 1, 2022. Youth can apply online at www.lakecountyjobcenter.com. The portal will be open from March 1st - April 15th. Youth can also apply in person, fax or email: 847-377-3474, youth@lakecounty.gov. Our staff will be available to assist with this process if help is needed. Grace will be the contact person for this assistance. The County uses a lottery system to select the candidates to move forward in the employment process.
- The office will be closed on Friday, March 18th for Mental Health Training for the ZT team, hosted by the Coalition for Healthy Communities. We will also be closed until 12:30pm on Wednesday, March 23rd for Active Shooter Training with the Zion Police Department and CPR recertification with the Zion Fire Department.
- The draft of the 2022-2023 Zion Township Budget proposal was submitted for review to be voted on at April board meeting. Trustees can reach out to the Supervisor with any questions.
- An amendment is recommended to the 2021-2022 budget to incorporate the FERA grant at the April Board meeting.
- Windows are being installed in the 3 case managers' office doors at a cost of \$1,500. Additionally, we had the sprinkler system serviced which cost \$2,800.
- After 21 years in office as the Zion Township Supervisor, Cheri Neal will be taking a sabbatical from April 25th through June 12, 2022 to walk the Camino de Santiago, a 500-mile journey across Spain. Zion Township operations will continue as normal.

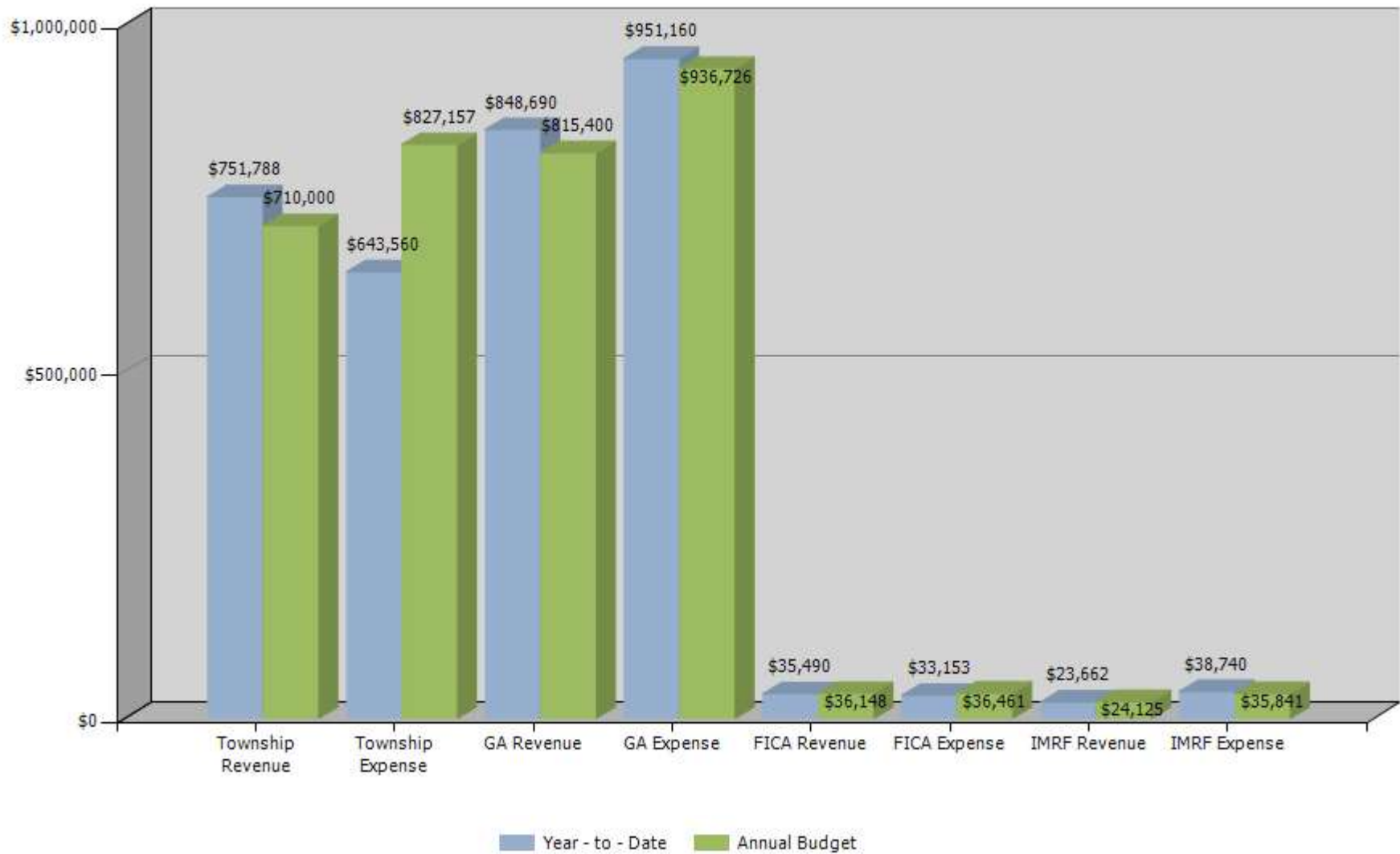
On Saturday, March 12th, the Zion Government Leaders of each taxing body hosted “The Zion Collaborative: Establishing Collective Pathways in a Community” at Zion-Benton Township High School, which was a huge success! Trustee McDowell noted that the group has been around for a long time and has done very little until now. Trustee Frierson stated it was nice to see a collaboration of leadership. He got a chance to meet with new residents and sees the positive and feels they are moving in the right direction. Trustee Fischer stated it was a nice surprise to see new faces and not the same ten people that come out to everything. Trustee Holmes stated residents ask how they can find out what is happening in Zion. Supervisor Neal stated it was nice to see people engaged focusing on how to get people involved. Resident Laura Murrie commented on how approachable City officials are and that it is nice to see because many cities do not have this. Supervisor Neal commended ZBTHS Superintendent Jesse Rodriguez for bringing a new energy to the group.

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 6:25 p.m. Motion carried.

Township Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 11 Months Ended March 31, 2022**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of March 31, 2022**

	<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	\$ 40,960.70	\$ 751,787.51	\$ 710,000.00	\$ (41,787.51)	-5.89%
<u>Operating Expenses</u>					
Personnel	23,660.59	280,433.52	316,400.19	35,966.67	11.37%
Contractual Services	7,129.23	68,435.41	97,155.00	28,719.59	29.56%
Other Operating Expenses	3,602.29	30,913.28	42,958.00	12,044.72	28.04%
Capital Outlay	0.00	50,803.36	57,708.00	6,904.64	11.96%
Total Operating Expenses	<u>34,392.11</u>	<u>430,585.57</u>	<u>514,221.19</u>	<u>83,635.62</u>	<u>16.26%</u>
Community Support	121.43	27,446.70	26,000.00	(1,446.70)	-5.56%
<u>Youth Services:</u>					
Summer Work Program	11.62	5,374.56	17,430.00	12,055.44	69.16%
Total Youth Services	<u>11.62</u>	<u>5,374.56</u>	<u>17,430.00</u>	<u>12,055.44</u>	<u>69.16%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,034.68	3,300.00	265.32	8.04%
Senior Transportation	1,478.26	11,972.32	17,500.00	5,527.68	31.59%
Senior Support	396.57	8,638.75	5,750.00	(2,888.75)	-50.24%
Total Senior Services	<u>1,874.83</u>	<u>23,645.75</u>	<u>26,550.00</u>	<u>2,904.25</u>	<u>10.94%</u>
<u>Assessor's Office:</u>					
Personnel	11,563.93	134,525.46	184,500.00	49,974.54	27.09%
Contractual Services	1,123.12	12,731.85	39,241.00	26,509.15	67.55%
Other Operating Expenses	933.01	9,250.34	19,215.00	9,964.66	51.86%
Total Assessor's Office	<u>13,620.06</u>	<u>156,507.65</u>	<u>242,956.00</u>	<u>86,448.35</u>	<u>35.58%</u>
Total Expenses	<u>50,020.05</u>	<u>643,560.23</u>	<u>827,157.19</u>	<u>183,596.96</u>	<u>22.20%</u>
Excess Revenues less Expenses	<u>\$ (9,059.35)</u>	<u>\$ 108,227.28</u>	<u>\$ (117,157.19)</u>	<u>\$ (225,384.47)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 83,380.74	\$ 848,689.74	\$ 815,400.00	\$ (33,289.74)	-4.08%
<u>Expenses</u>					
Personnel	14,860.35	170,364.52	213,160.43	42,795.91	20.08%
Contractual Services	880.12	25,566.49	27,201.00	1,634.51	6.01%
Other Operating Expenses	2,109.48	16,781.76	21,414.50	4,632.74	21.63%
Public Support	6,237.42	738,447.14	674,950.00	(63,497.14)	-9.41%
Total Expenses	<u>24,087.37</u>	<u>951,159.91</u>	<u>936,725.93</u>	<u>(14,433.98)</u>	<u>-1.54%</u>
Excess Revenues less Expenses	<u>\$ 59,293.37</u>	<u>\$ (102,470.17)</u>	<u>\$ (121,325.93)</u>	<u>\$ (18,855.76)</u>	
<u>FICA Fund</u>					
Revenues	\$ 412.54	\$ 35,490.24	\$ 36,147.90	\$ 657.66	1.82%
Expenses	<u>2,780.19</u>	<u>33,153.27</u>	<u>36,460.90</u>	<u>3,307.63</u>	<u>9.07%</u>
Excess Revenues less Expenses	<u>\$ (2,367.65)</u>	<u>\$ 2,336.97</u>	<u>\$ (313.00)</u>	<u>\$ (2,649.97)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 275.05	\$ 23,661.55	\$ 24,125.00	\$ 463.45	1.92%
Expenses	<u>2,188.27</u>	<u>38,740.39</u>	<u>35,841.00</u>	<u>(2,899.39)</u>	<u>-8.09%</u>
Excess Revenues less Expenses	<u>\$ (1,913.22)</u>	<u>\$ (15,078.84)</u>	<u>\$ (11,716.00)</u>	<u>\$ 3,362.84</u>	

Zion Township Updates – 4/19/22

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

- Approval of the 2022-2023 Zion Township Budget.
- Recommend amendment to the 2021-2022 budget to incorporate the FERA grant.
- Asking for board support to make Zion Township the official sponsor of Zion Together Days.
- The Zion Township 2021 Annual Report is available on our website at ZionTownship.org.
- Annual staff evaluations were conducted last week for all staff.
- We are in the process of hiring a part-time receptionist. Grace Gamboa will be moving into the position of Client Services Coordinator, assisting with the Emergency Assistance caseload effective May 1, 2022.
- After 21 years in office as the Zion Township Supervisor, Cheri Neal will be taking a sabbatical from April 25th through June 12, 2022 to walk the Camino de Santiago, a 500-mile journey across Spain. Zion Township operations will continue as normal.

ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- We had 45 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 6 families were approved for Emergency Assistance, 6 families were approved for Salvation Army funds, and we have 17 current General Assistance participants. We are currently out of Salvation Army Funds, but may get additional funding later in the year.
- Those in need of rental assistance due to Covid-19 can apply online at LakeCountyIL.gov/renthelp. You will need to fill out an application and attach proof of your eligibility. If you have questions, you can call 211 to speak with someone who can help. If you need help with your application, you can call 211 for a referral to a provider that can help you.
- The Spring edition of the Zion Quarterly is out! Kudos to Business Manager Sandra Usher for her hard work in pulling everything together!
- On Saturday, June 4th, the Zion Government Leaders of each taxing body will host a follow-up to the March 12 community conversation at 10am at Zion-Benton Township High School. ALL Zion residents are invited!
- FREE Zinnia seeds are available at local eateries, Zion Township, the Zion Park District, City Hall, & ZB Library!
- The Zion Senior Resource Day will be held on Wednesday, April 20, 2022 at the Zion Park District Sports Arena from 9am til noon. The Grove at the Lake will provide take home box lunches.
- An unveiling of Zion Township's new outdoor bench will take place on Wednesday, April 20th at 4L30pm. All are welcome!

Monthly Report

March 2022

Programs & Services

Community

- Incoming Calls: 419
- Notary: 11
- Medical Equipment Pantry: 3
- Passports: 25
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 6
- Senior Birthday Cards: 85

Financial Counseling Certificates: 5

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 4

Benefit Access Online Applications Processing: 13

Initial Screenings Total: 45

Resource Referrals

- Resource Appointments: 19
- Total People Referred: 27
- Total Referrals Made: 48

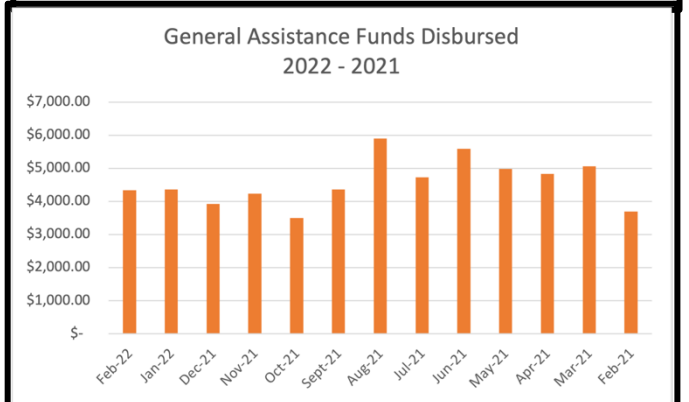
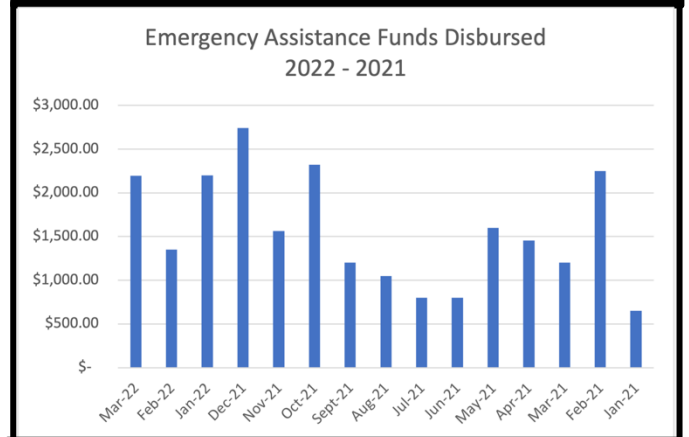
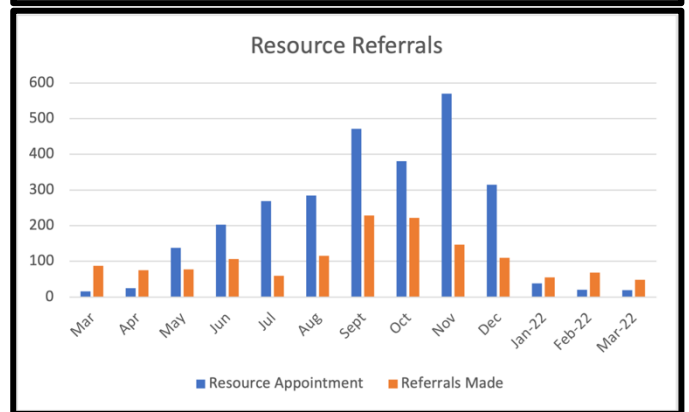
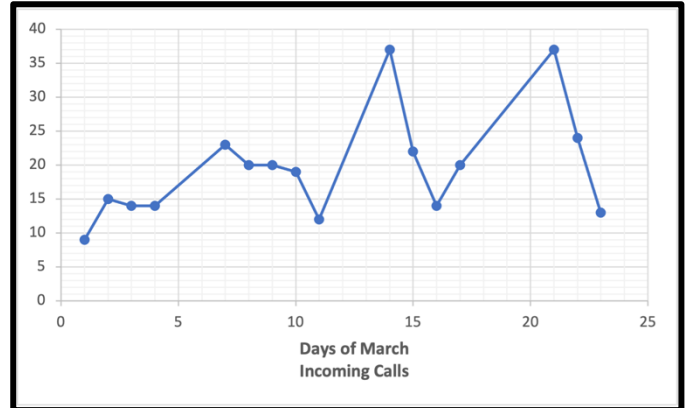
Zion Township Directly Assisted: 24

Referrals to Partner Agencies

- A Safe Place: 1
- Community Action Partnership: 5
- Community Partners for Affordable Housing: 6
- Congressman Brad Schneider's Office:
- FERA: 1
- Love INC: 1
- Mother's Trust: 2
 - Applications submitted: 2
 - Applications approved: 2/\$1,098.95
- Salvation Army: 6
 - Applications submitted: 6
 - Applications approved: 6/\$3,479.09
- Smart Residences LLC:

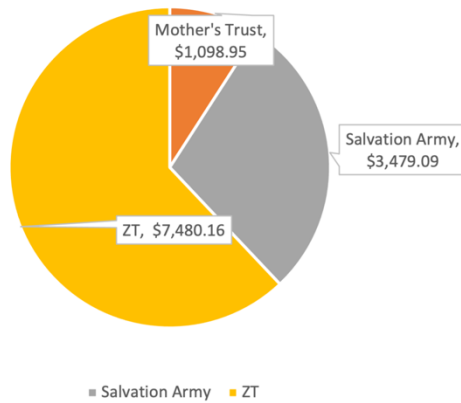
Case Manager Appointments: 47

(Sum of Resource, GA, and EA)

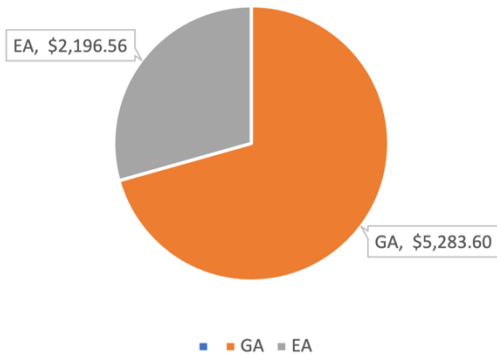


Assistance Programs

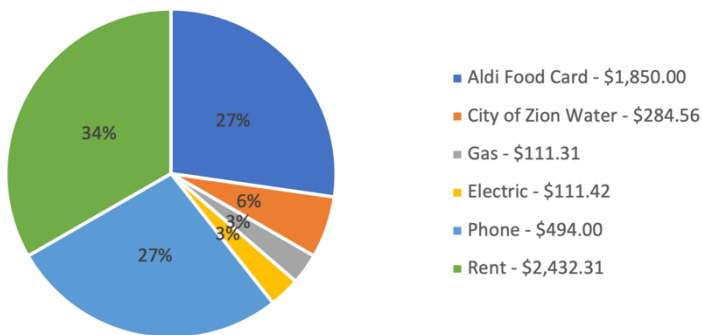
Total Funds allocated from various sources for residents in crisis:



ZT Disbursed to residents



General Assistance Disbursement
\$5,283.60 GA fund allocation



General Assistance

- Appointments: 19
- Application issued: 4
- Submitted Applications: 5
- New Recipients: 4
- Denials: 0
- **Flat Grant Approvals: 16/\$5,283.60**
 - Transportation: 6
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 1
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 1
- Suspended: 0

Emergency Assistance

- Appointments: 9
- Total People: 6
- **Approved Applications: 6/\$2,196.56**
 - Housing: 1
 - Utilities: 5
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 1
- EA Incomplete Applications: 0

Disaster Relief Approvals: 0

- **Applications submitted: 0**
- Applications approved: 0/\$0

Emergency Transportation Assistance

- Gas Vouchers: 2
- 1-Day Bus Pass: 1
- Train/Other: 0
- Total Funds Spent: \$60

Christy Neal