

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, AUGUST 20, 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 July 16, 2019 at 6:15 p.m.
6. Special Presentation – Awards for Best Zinnia Displays and the Coloring Contest
7. Citizen Comments
8. Authorize bills for payment

Assessor’s Office	\$ 18,513.22	
Community Support	\$ 0.00	
Youth Services	\$ 7,066.90	
Senior Services	\$ 972.50	
Operating Expenses	\$ 35,566.55	
Township Fund Total Expenses		\$ 62,119.17

General Assistance Fund

Public Support	\$ 1,000.00	
Community Support	\$ 0	
Operating Expenses	\$ 17,243.91	
General Assistance Fund Total Expenses		\$ 18,243.91

FICA Total Expenses \$ 4,754.46

IMRF Total Expenses \$ 3,226.74

TOTAL BILLS: \$ 88,344.28

9. Assessor’s Report
10. Supervisor’s Report/Announcements
11. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, AUGUST 20, 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, Holmes, Frierson, McDowell, and Chairman Neal. Assessor Wicketts was also present.

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

AGENDA CHANGES

It was moved by Trustee Holmes, seconded by Trustee Fischer to accept the Township Board meeting agenda with the following change

- add discussion regarding Ethics and Government to item 10

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

MINUTES

It was moved by Trustee Fischer, seconded by Trustee McDowell that the minutes of a Regular Meeting held on July 16, 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; Holmes, aye; Frierson, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

AWARDS/BEST ZINNIA DISPLAY/COLORING CONTEST

Chairman Neal presented the awards to for the best Zinnia Displays

Business Display:

Champion - Culver's

Winner - Congdon's Funeral Home

Home Display:

Champion - Tim and Roni Baum

Winner - Deborah Isaacs

Adopted Location Display:

Pam Idleburg - Welcome to Zion Sign South Lewis Ave.

Illinois Dunesland Garden Club - Gale Dulian and April Myers

Honorable Mention:

Rolling Hills Campus, Baltazar Aviles, Hermon Park Center, Zion-Benton Public Library, Lou Hiltibran, Cancer Treatment Centers Holistic Council and Friends

Also presented were the winners of the Zinnia Coloring Contest.

CITIZEN COMMENTS

Clyde McLemore, Zion, invited citizens to attend the Back to School Block Party event on August 24th from 2:00 p.m. to 6:00 p.m. at Salem Foods. He recognized some of the Lake County organizations that will be sponsoring the event.

BILLS

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

Assessor’s Office	\$ 18,513.22	
Community Support	\$ 0.00	
Youth Services	\$ 7,066.90	
Senior Services	\$ 972.50	
Operating Expenses	\$ 35,566.55	
Township Fund Total Expenses		\$ 62,119.17

General Assistance Fund

Public Support	\$ 1,000.00	
Community Support	\$ 0	
Operating Expenses	\$ 17,243.91	
General Assistance Fund Total Expenses		\$ 18,243.91

Zion Township – 8/20/19

<u>FICA</u> Total Expenses	\$ 4,754.46
<u>IMRF</u> Total Expenses	\$ 3,226.74
TOTAL BILLS:	\$ 88,344.28

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

ASSESSOR’S REPORT

Assessor Wicketts stated he has turned in his books and they will be published on September 26 after which residents will have 30 days to file an appeal with the County Board of Review. All appeals will be required to be filed online. He stated the County has moved to a new system this year and it may be somewhat difficult to navigate. He stated he does not even know the program that well. They have not yet received the program that generates the comparables. Residents may come into the Assessor’s office if they are looking for assistance in filing an appeal. The office will be open on Saturdays for public convenience. He stated there may be large amount of appeals this year due to the increase in assessed values of at least 5-7% and in some areas it will be even higher. This is a reassessment year and they looked at every parcel in Zion along with the sales.

SUPERVISOR’S REPORT

- Chairman Neal provided the following information:
- Zion Township Monthly Report – July, 2019
 - Zinnias for Zion Awards distributed at board meeting. Again, thanks to Ball Horticultural Company and Joyful Butterfly for seed donations, Jared Rathge and Andrew-Cooke Magnet School for growing Zinnias, Gale Dulian for working with the youth from the Summer Work Program delivering cut Zinnias to area nursing homes, all who adopted locations, those who planted Zinnias and entered the Coloring Contest. Special thanks to committee members Joe Knobbe, Wendy Driver, Lou Hiltibran, Gale Dulian, April Myers and Rose Salata. Now is the time to harvest seeds from your favorite blooms to be planted next Memorial Day Weekend.

- The 2019 Summer Work Program was hugely successful thanks to the many partners that make this program. With 32 of the 35 youth hired completing the program. Adriana Ortiz did an incredible job leading the team! Kudos to youth Julian Rojas and Cashmere Streeter for being honored as Employee of the Year and Keayon Senter and Patrice Medina for being Mentor of the Year.
- Zion Township staff attended the Global Leadership Summit on August 8-9, 2019, learning about negotiations, communication, differences in generations, the impact of fear of rejection and so much more. It was a powerful teambuilding experience that energizes the team to continue to be empathetic when assisting residents in crisis.
- Zion Together Days was very successful with: Concert in the Park: 180 attendees with more dancing than ever before!
8/2: Zootopia Movie in the Park: 75 attendees
8/3: 'Zion's Got Talent' Talent Show: 80 attendees
Dialogue on Zootopia: 12 attendees
8/4: Community Worship Service: 70 attendees
Check out www.ZionTogether.com for information. Thanks to the ReMax Realtors who came together to sponsor the event, Neighborworks Badgerland and Great Lake Credit Union who also donated \$250. Thanks to the Zion Park District for their support with this project!!!
- SIGN UP TODAY to become a Zion Together Neighborhood at www.ZionTogether.com.
- The Zion-Benton Leadership Academy kicks off August 22nd with ten participants expected to attend.
- The Community of Character Walk will be on Thursday, September 12th at the Zion Park District Bandshell at 6pm.
- The Township van that is on order for the Summer Work Program will be delivered this week. Thanks to My Father's Business for lending us their bus for the program this summer at no cost, thanks to the partnership we have established.
- The RING security cameras are finally up and running!
- The first collaborative taxing body magazine - The ZB Quarterly, Everything from Benton to Zion, . . . Collaborating to Better Communicate with Residents - will be mailed to all residents in early September. Partners include: Benton Township, College of Lake County, City of Zion, Lake County Sheriff's Office, State Representative Joyce Mason, Village of Beach Park, Zion-Benton Public Library, Zion Park District, Zion Township, Zion Elementary District 6 and Zion-Benton Township High School District 126. ANY calendar events that groups want to include. Please email to ZBQuarterly@gmail.com.
- Supervisor Cheri Neal will be out of town for the September, 2019 board meeting and respectfully request Trustee Fischer, the Finance Trustee, to run the meeting.

Chairman Neal stated she has been desperately looking for a marketing person since November. She hired Jennifer Evans in a contracted position for \$500.00 a month with a rate of \$75.00 an hour. She did incredible stuff with the Township laying a foundation for marketing but still needed help with the Social Media and designing of different things. Chairman Neal was approached by an individual and was told if they keep marketing Zion Together the way they currently were, the project would die. This individual took over the project and did a great job. She believes the program was successful because of the way it was marketed. She stated they have been trying to find a better way to market. The individual will do at least 10 hours with a budget of \$500.00 a month at \$50.00 an hour. The work she did was phenomenal but the dilemma is, the person is her daughter Brittany and it will look bad. This is not a position that receives benefits as a contracted position for about 10 hours a month. She stated she desperately needs to hire someone who can communicate to the community and who knows how to work Social Media. She is willing to look at others if they can do a better job. She is looking for the support from the Trustees to hire Brittany Ditzig to do the Marketing and Communications for the Township. They must provide the best communication they can for the Township and she feels this is the best way.

Trustee Holmes stated in keeping with the discussion of Ethics in Government, she feels it does look bad and does not approve of the hire.

Trustee Frierson stated he believes it is a conflict of interest.

Trustee Fischer stated he and Chairman Neal had a discussion earlier in the day and feels the perception is an issue and advised Chairman Neal to bring the subject forward for discussion.

Chairman Neal stated she wanted an open conversation with the Trustees regarding the subject. She feels communication is very difficult in the community. People in their 20's tend to know how to communicate but she has yet to come across one that knows Zion or has the passion but Brittany does. She understands it is not in the best interest to hire family but Brittany is very good at it.

Trustee Holmes stated she looked through the employee handbook and did not find anything on nepotism. She believes something needs to be added to the handbook referencing nepotism.

Chairman Neal stated she does not believe nepotism applies in this situation as the position is a contracted position with no benefits.

Trustee McDowell stated the optics do not look good.

Chairman Neal stated if she does what looks good she feels like she is hurting the community. If she really wants to help the community she needs to have the best communicator possible and believes that is her daughter. She stated it is not bias because the proof is in the product she has created and believes she is the best person to do the job.

Trustee Frierson stated just like any other contract enacted through the City or Township, they owe it to the taxpayers of the community to go through a formal process. Not only do the optics look bad, but it does not seem to be a fair and transparent way to go about the process where it does not appear to be subjective based on who the Supervisor is at the time. He stated this is the first time he is hearing about the subject. He thought everything was going well with Ms. Evans. Chairman Neal seemed happy with the work and seemed excited about it. He doesn't understand the shift in thinking and cannot put his support behind it at this time.

Chairman Neal stated she appreciates the Trustees dilemma. Ms. Evans did a good job with the foundation but did not do any of the Social Media management. She was telling staff what to do and it wasn't working well and ended up frustrating the staff.

Trustee McDowell stated he appreciated Chairman Neal asking for input and advice but the Township Board does not hire and fire employees. It is the sole responsibility of the Township Supervisor.

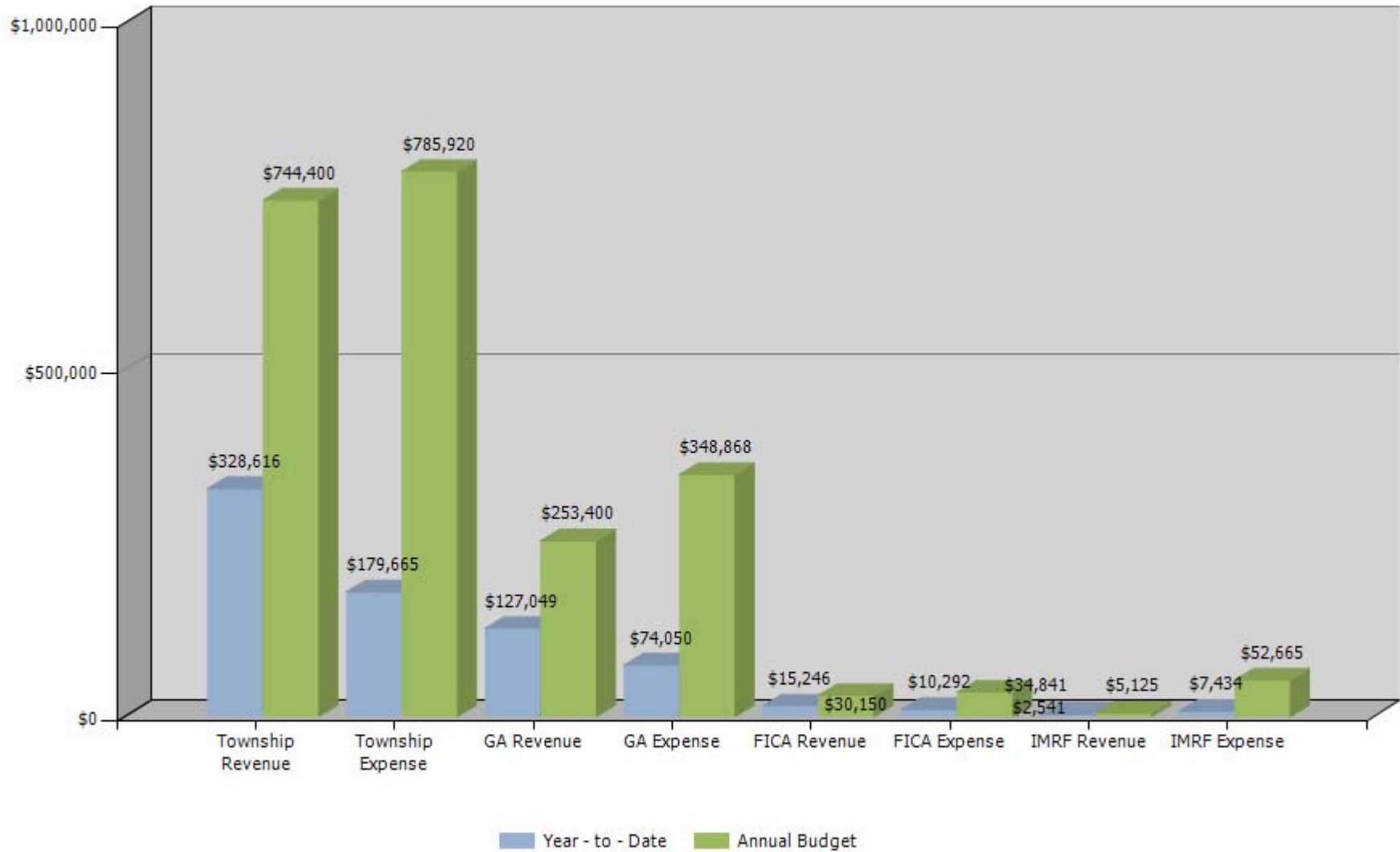
Trustee Holmes stated she did not recommend termination, she disapproves of the hire.

Chairman Neal stated she respects the Board's feelings and would feel the same way if she was in their position.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee McDowell, seconded by Trustee Holmes and unanimously approved the meeting be adjourned at 7:03 p.m. Motion carried.

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 3 Months Ended July 31, 2019**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of July 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>
<u>Township Fund</u>					
Revenues	\$ 11,188.45	\$ 328,616.12	\$ 744,400.00	\$ 415,783.88	55.85%
<u>Operating Expenses</u>					
Personnel	32,595.46	81,248.72	301,798.00	220,549.28	73.08%
Contractual Services	2,449.09	11,408.21	100,419.00	89,010.79	88.64%
Other Operating Expenses	522.00	5,993.56	39,760.00	33,766.44	84.93%
Capital Outlay	0.00	7,392.50	52,708.00	45,315.50	85.97%
Total Operating Expenses	<u>35,566.55</u>	<u>106,042.99</u>	<u>494,685.00</u>	<u>388,642.01</u>	<u>78.56%</u>
Community Support	0.00	8,102.97	14,750.00	6,647.03	45.06%
<u>Youth Services:</u>					
Summer Work Program	7,066.90	10,632.13	53,330.00	42,697.87	80.06%
Total Youth Services	<u>7,066.90</u>	<u>10,632.13</u>	<u>53,330.00</u>	<u>42,697.87</u>	<u>80.06%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,065.99	3,300.00	234.01	7.09%
Senior Transportation	972.50	6,026.50	16,000.00	9,973.50	62.33%
Senior Support	0.00	200.50	5,650.00	5,449.50	96.45%
Total Senior Services	<u>972.50</u>	<u>9,292.99</u>	<u>24,950.00</u>	<u>15,657.01</u>	<u>62.75%</u>
<u>Assessor's Office:</u>					
Personnel	18,344.70	41,516.62	166,860.00	125,343.38	75.12%
Contractual Services	168.52	1,393.07	15,060.00	13,666.93	90.75%
Other Operating Expenses	0.00	2,684.00	16,285.00	13,601.00	83.52%
Total Assessor's Office	<u>18,513.22</u>	<u>45,593.69</u>	<u>198,205.00</u>	<u>152,611.31</u>	<u>77.00%</u>
Total Expenses	<u>62,119.17</u>	<u>179,664.77</u>	<u>785,920.00</u>	<u>606,255.23</u>	<u>77.14%</u>
Excess Revenues less Expenses	<u>\$ (50,930.72)</u>	<u>\$ 148,951.35</u>	<u>\$ (41,520.00)</u>	<u>\$ (190,471.35)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 4,325.68	\$ 127,049.32	\$ 253,400.00	\$ 126,350.68	49.86%
<u>Expenses</u>					
Personnel	16,169.07	41,043.90	193,008.00	151,964.10	78.73%
Contractual Services	960.02	7,043.96	27,066.00	20,022.04	73.97%
Other Operating Expenses	114.82	4,008.03	17,514.00	13,505.97	77.12%
Public Support	1,000.00	21,953.82	111,280.00	89,326.18	80.27%
Total Expenses	<u>18,243.91</u>	<u>74,049.71</u>	<u>348,868.00</u>	<u>274,818.29</u>	<u>78.77%</u>
Excess Revenues less Expenses	<u>\$ (13,918.23)</u>	<u>\$ 52,999.61</u>	<u>\$ (95,468.00)</u>	<u>\$ (148,467.61)</u>	
<u>FICA Fund</u>					
Revenues	\$ 519.08	\$ 15,245.92	\$ 30,150.00	\$ 14,904.08	49.43%
Expenses	4,754.46	10,292.07	34,841.00	24,548.93	70.46%
Excess Revenues less Expenses	<u>\$ (4,235.38)</u>	<u>\$ 4,953.85</u>	<u>\$ (4,691.00)</u>	<u>\$ (9,644.85)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 86.52	\$ 2,540.97	\$ 5,125.00	\$ 2,584.03	50.42%
Expenses	3,226.74	7,433.94	52,665.00	45,231.06	85.88%
Excess Revenues less Expenses	<u>\$ (3,140.22)</u>	<u>\$ (4,892.97)</u>	<u>\$ (47,540.00)</u>	<u>\$ (42,647.03)</u>	

Zion Township Updates – 8/20/19

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.
- Zinnias for Zion Awards distributed at board meeting. Again, thanks to Ball Horticultural Company and Joyful Butterfly for seed donations, Jared Rathge and Andrew-Cooke Magnet School for growing Zinnias, Gale Dulan for working with the youth from the Summer Work Program delivering cut Zinnias to area nursing homes, all who adopted locations, those who planted Zinnias and entered the Coloring Contest. Special thanks to committee members Joe Knobbe, Wendy Driver, Lou Hiltibran, Gale Dulan, April Myers and Rose Salata. Now is the time to harvest seeds from your favorite blooms to be planted next Memorial Day Weekend.
- The 2019 Summer Work Program was hugely successful thanks to the many partners that make this program. With 32 of the 35 youth hired completing the program. Adriana Ortiz did an incredible job leading the team! Kudos to youth Julian Rojas and Cashmere Streeter for being honored as Employee of the Year and Keayon Senter and Patrice Medina for being Mentor of the Year.
- Zion Township staff attended the Global Leadership Summit on August 8-9, 2019, learning about negotiations, communication, differences in generations, the impact of fear of rejection and so much more. It was a powerful teambuilding experience that energizes the team to continue to be empathetic when assisting residents in crisis.
- Zion Together Days was very successful with:
 - Concert in the Park: 180 attendees with more dancing than ever before!
 - 8/2: Zootopia Movie in the Park: 75 attendees
 - 8/3: 'Zion's Got Talent' Talent Show: 80 attendees
 - Dialogue on Zootopia: 12 attendees
 - 8/4: Community Worship Service: 70 attendeesCheck out www.ZionTogether.com for information. Thanks to the ReMax Realtors who came together to sponsor the event, Neighborworks Badgerland and Great Lake Credit Union who also donated \$250. Thanks to the Zion Park District for their support with this project!!!
- SIGN UP TODAY to become a Zion Together Neighborhood at www.ZionTogether.com.
- The Zion-Benton Leadership Academy kicks off August 22nd with ten participants expected to attend.
- The Community of Character Walk will be on Thursday, September 12th at the Zion Park District Bandshell at 6pm.

BOARD SPECIFIC ISSUES

- The Township van that is on order for the Summer Work Program will be delivered This week. Thanks to My Father's Business for lending us their bus for the program this summer at no cost, thanks to the partnership we have established.
- The RING security cameras are finally up and running!
- The first collaborative taxing body magazine - *The ZB Quarterly, Everything from Benton to Zion, . . . Collaborating to Better Communicate with Residents* - will be mailed to all residents in early September. Partners include: Benton Township, College of Lake County, City of Zion, Lake County Sheriff's Office, State Representative Joyce Mason, Village of Beach Park, Zion-Benton Public Library, Zion Park District, Zion Township, Zion Elementary District 6 and Zion-Benton Township High School District 126. ANY calendar events that groups want to include, please email to ZBQuarterly@gmail.com.
- Supervisor Cheri Neal will be out of town for the September, 2019 board meeting and respectfully request Trustee Fischer, the Finance Trustee, to run the meeting.

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 5th Wednesdays).
- ❖ Zion Township processes Passport applications, provides Notary service, faxing, voter registration, as well as processes 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.

Zion Township Monthly Report

July 2019

Programs & Services

■ Community

- Incoming Calls: 465
- Walk-In Clients: 229
- Passports: 3
- Notary: 5
- Medical Equipment Pantry: 1

■ Senior

- Senior Half-Fare Taxi Tickets: 9
- Senior Birthday Cards: 79

■ Youth

- Summer Work Program (June/July): 32 youth hired

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 9

■ Benefit Access Online Applications Processing: 23

■ Initial Screenings Total: 77

■ Resource Referrals

- Resource Appointments: 20
- Total People Referred: 60
- Total Referrals Made: 83

■ Zion Township Directly Assisted: 55

■ Referrals to Partner Agencies

- A Safe Place: 1
- Benton Township: 1
- Catholic Charities: 1
- Community Action Partnership of Lake County: 14
- Lake County Job Center: 1
- Lions Club: 1
- Love INC: 2
- PADS: 3
- Partners for Prescription Assistance: 1

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

- Applicants: 0
- Applications Completed: 0
- Total Funds Accessed for Zion: 0

Assistance Programs

■ Case Manager Appointments:

(Sum of Resource, GA, and EA)

■ General Assistance

- Participants: 15
- Appointments: 24
- Application Pick-ups: 8
- Submitted Applications: 6
- New Recipients: 6
- Denials: 0
- Flat Grant Approvals: 15/\$5,006.91
 - 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
 - Deceased: 0
 - Relocation: 0
- Suspended: 0

■ Emergency Assistance

- Appointments: 11
- Total People: 11
- Approved Applications: 9/\$2,547.14
 - Housing: 4
 - Utilities: 4
 - Work Related: 0
 - Other: 1
 - Substance Abuse Counseling: 0
- EA Denials: 0
- EA Incomplete Applications: 2

■ Financial Counseling Certificates: 5

■ Emergency Transportation Assistance

- Gas Vouchers: 1
- 1-Day Bus Pass: 1
- Train/Other: 0
- Total Funds Spent: \$31

Submitted by: ZT Staff

T. Supervisor:

