

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, DECEMBER 21, 2021 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 November 16, 2021, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

Township Fund

Assessor’s Office	\$11,981.99	
Community Support	\$3,552.29	
Youth Services	\$128.78	
Senior Services	\$1,806.19	
Operating Expenses	\$28,534.88	
Township Fund Total Expenses		\$46,004.13

General Assistance Fund

Public Support	\$85,915.62	
Operating Expenses	\$17,055.14	\$102,970.76
General Assistance Fund Total Expenses		

<u>FICA</u> Total Expenses		\$2,723.10
<u>IMRF</u> Total Expenses		\$3,615.75

	TOTAL Bills:	\$155,313.74
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8. Consider passing Ordinance, levying taxes for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2021, collectible in 2022 per Chairman Neal
9. Consider approval of annual Township calendar (2022)
10. Assessor's Report
11. Supervisor's Report/Announcements
12. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, NOVEMBER 16, 2021 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, Frierson, Fischer, Holmes, 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 McDowell seconded by Trustee Holmes to accept the Township meeting agenda as presented.

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

MINUTES

It was moved by Trustee McDowell, seconded by Trustee Holmes that the minutes of a Regular Meeting held on October 19, 2021 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 Frierson, aye; Fischer, aye; Holmes, aye; McDowell, aye and Chairman Neal, aye. Motion carried.

SPECIAL PRESENTATION/UNITED WAY 211

Dennis Burke, United Way, gave a presentation regarding the social services available to confidentially connect citizens in the Lake County area to the resources available for assistance with such things as:

- Housing & Shelter
- Utilities
- Food
- Mental Health
- Employment & Income
- Clothing & Household
- Gov't & Legal
- Transportation
- Child Care & Parenting
- COVID 19
- Disaster
- Education

Mr. Burke stated by dialing 211 residents will be connected to a navigator who can connect them to the proper resources based on their needs. Prior to the implementation of 211, residents would have to make 7-8 calls to get what they needed. Mr. Burke provided the statistics regarding services provided in Lake County from July 2020 to June 2021. Trustee Frierson thanked Mr. Burke for providing the services. He asked him to speak to why “unmet needs” was the highest category. Mr. Burke stated it may be due to an individual not being eligible for services. He stated it is important that the services are updated in the directory regularly. Additionally, they need to know the specific areas of interest. The hope is as time goes on the “unmet needs” will go down. Chairman Neal stated they have been a huge supporter of 211 from the beginning. Zion residents are starting learn 211 is available for assistance. Trustee Frierson has how an organization can get listed. Mr. Burke stated the organization can apply by visiting the Lake County 211 website and completing an application.

CITIZEN COMMENTS

Mr. Bremner called upon Trustee McDowell to say a few words regarding peace and justice.

BILLS

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

Township Fund

Assessor’s Office	\$15,606.82	
Community Support	\$4,643.59	
Youth Services	\$0	
Senior Services	\$4,003.83	
Operating Expenses	\$30,608.78	
	Township Fund Total	\$54,863.02
Expenses		

General Assistance Fund

Public Support	\$76,850.83	
Operating Expenses	\$21,708.04	\$98,558.87
	General Assistance Fund Total	
Expenses		

FICA Total Expenses \$2,723.23

IMRF Total Expenses \$3,604.70

TOTAL Bills: \$159,749.82

Trustee Frierson noted that he spoke with the Business Manager regarding the fund balance being off due to an early check run. It will be corrected next month. Chairman Neal stated the budget for Disaster Relief was set at \$10,000. Currently it is at \$9,827. They will be approximately 10% over budget. The funds have been used for COVID hardships for those that cannot get other assistance. The City is currently in the middle of 2 of 3 water bill cycles. In looking at this, there are two options: 1) There are no more funds available and water will be shut off to residents and after 72 hours if the bill is not paid, they will be evicted 2) She spoke with the Auditor and if they choose they can get amend the amount and do a line item transfer. They did not do a fall magazine this year, so they can take it out of the Publishing Budget. Trustee Frierson asked Chairman Neal if she wanted to transfer the entire amount. Chairman Neal stated they would wait until the water bills go through. She stated that was the reason they decided to extend the FERA grant so they could help as many people as possible. Trustee Frierson stated he was in support of the transfer of funds which was the consensus of the Trustees.

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

ADDING JUNETEENTH AS AN OBSERVED HOLIDAY

Chairman Neal stated Juneteenth has been added to the Federal calendar. She is proposing that the Township add the date to their calendar as an observed holiday.

It was moved by Trustee Fischer, seconded by Trustee McDowell to add Juneteenth to the Township calendar as an observed holiday. The vote on roll call was: Trustees McDowell, aye; Frierson, aye; Fischer, aye; Holmes, aye and Chairman Neal, aye. Motion carried.

LEVY /2021 TAX YEAR

Chairman Neal stated the past few years they have been working to spend down the beginning surplus balance. IL passed a law that prohibits townships from having more than 2.5 times the annual average expenditures in reserves of the previous three fiscal years. In the past she was led to believe that it could not be any more than a 2 year surplus. This caused numerous lawsuits against Townships to return funds. She presented a proposed levy with recommendations to bring down a few things and also increase others. Trustee McDowell stated he would like to see what the figures would look like with a flat levy for comparison. Trustee Frierson stated based on the previous two years revenue came in above and they should go back and look over the numbers and adjust the levy. Chairman Neal stated they could possibly lower the levy a little bit. She will go back through the numbers to find a happy medium. She will show the numbers for a flat levy. She stated if they choose a flat levy the Board must recognize that they have been budgeting in the red for the last few years but will no longer have that cushion. Trustee Fischer stated they must keep in mind the domino effect of PTELL law. It may end of costing the Township in the long run as they will not have enough money to operate.

ASSESSOR'S REPORT

Assessor Davis provided the following information:

- Final outcomes of hearings were as follows:
 - 69% were Residential
 - 31% were Commercial

It was a much smoother process this year and less appeals across the County due to our automated system and virtual hearings.

- We are currently completing field work as the weather permits. This consists of new sales, new discovery and permit work which allows us to keep up with the most accurate information when assessing values. This process requires the staff to physically inspect and take photos when applicable. The staff can be identified by ID and the magnets on our vehicles.

Trustee McDowell asked how many challenges were made. Assessor Davis stated 223 appeals.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- Monthly Client Services Report October, 2021.
- We had 68 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother's Trust Foundation 3 applications were submitted and 1 was approved, 6 families were approved for Emergency Assistance, 13 families were approved for Disaster Relief, 9 applications were submitted to Salvation Army and 8 were approved, and we have 13 current General Assistance participants. We are currently processing 20 FERA grant applications and submitted 14 FERA applications last month totaling \$67,919.94.
- Celebrating the Coalition for Healthy Communities Zion-Benton Leadership Academy Class of 2021 with Chanice Lohman, Felicia Lewis, Netya Perez, Harriett Holley, Ramla Walker Hakeem, Sylvia Stewart, Barbara

Township Meeting November 16, 2021

- Price, Maggie Roche, Sabrina Agee, Jessica Clinton, Jim Lee, and Antrinita Holley as the 2021 Graduating Class. This brings the total of ZBLA graduates to 94 since its creation in 2012.
- The next Zion Quarterly will be coming out in January of 2022. Email ZBQuarterly@gmail.com to include any community events in the calendar.
- The Queen Bees of Zion Red Hat Society visited Shipshewana, IN on November 11-12, 2021. Any seniors wishing to join the Queen Bees of Zion Red Hat Society, call Zion Township today!
- Elf Network has kicked off! Residents will be identified based on need as well as contact through EA and FERA programs. For any residents in need, call Zion Township at 847-872-2811.
- Although weather was dismal, the Trail of Treats event was a huge success with 500 youth served.
- Zion Township participated in the ZBTHS Resource Fair on 11/16/21. Kudos to Ramla Hakeem-Walker on her coordination of the event, as well as the Veteran's Recognition event.
- Tickets are available for the Zion Historical Society's Santa Ball at 6pm on December 4th. Tickets are available at Shiloh House. \$25 or call 847-746-2427.
- The Township Officials of Illinois yearly conference will be held on November 15-17th on Zoom this year. If any board members would like to register, contact Sandra at Sandra@ZionTownship.org.
- FERA applications will be received by Zion Township until November 23, 2021, although the program will continue through other agencies until September, 2022.
- Zion Township will have minimal staffing through 1/1/22 due to vacations. The office will be closed the following days for holidays and staff retreat: 11/25-26, 12/23-24, 12/30-31/21, 1/17 and 1/19/22

Mary Lou Hiltibran shared a comment regarding community spirit. She stated during the recent "Trail of Treats" event while volunteering with ESDA complete strangers offered her use of their umbrellas.

Chairman Neal stated they are looking for a place to store the Township bus during the winter.

It was noted that the Park District will begin hosting Christmas events.

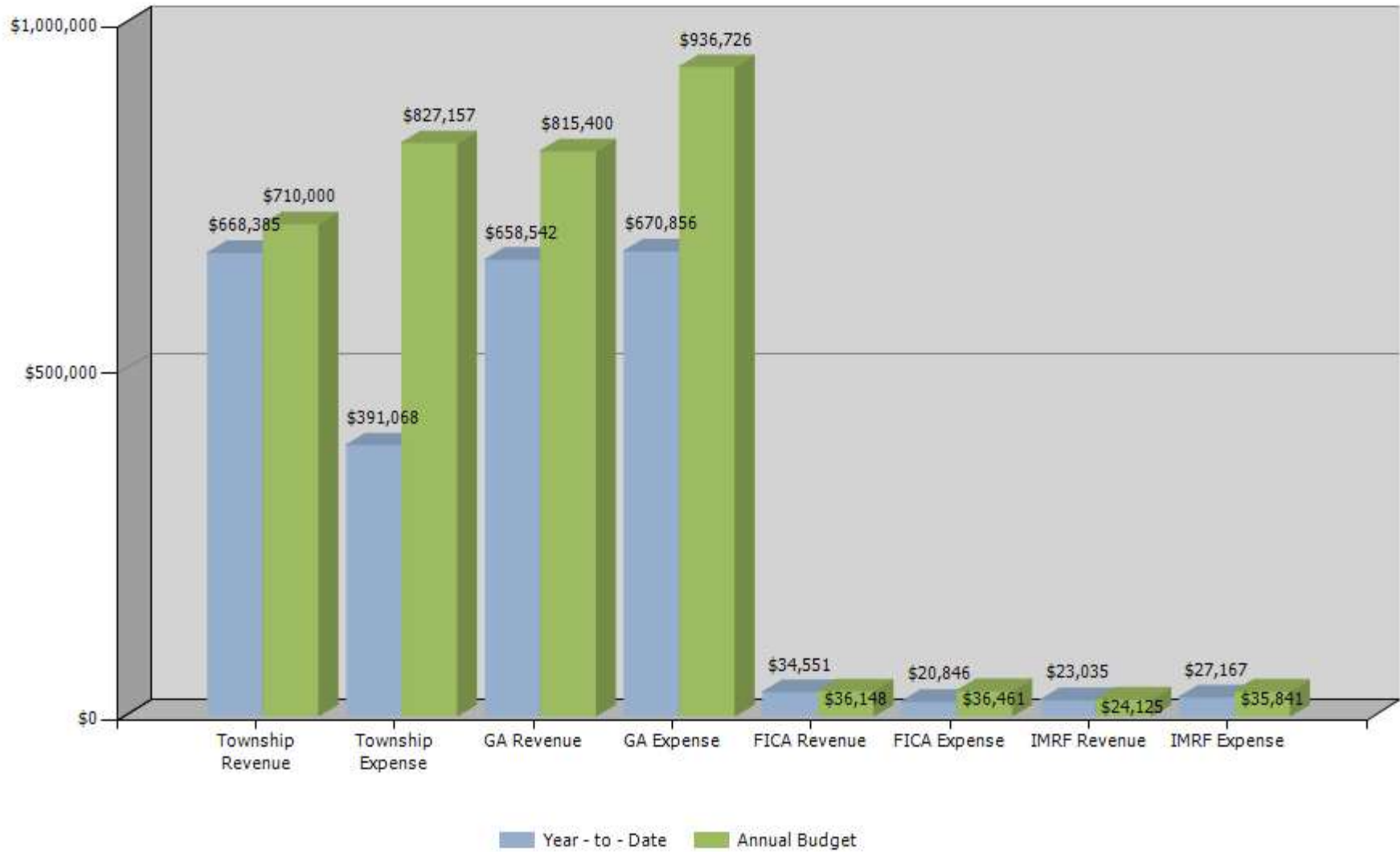
Trustee Frierson reminded residents of the "Shop with a Cop" event on December 4th beginning at 8:00 a.m. He invited citizens to sponsor a family by visiting the website at zbchc.com.

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 6:45 p.m. Motion carried.

Township Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 7 Months Ended November 30, 2021**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of November 30, 2021**

	<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	\$ 44,425.66	\$ 668,385.47	\$ 710,000.00	\$ 41,614.53	5.86%
<u>Operating Expenses</u>					
Personnel	23,969.44	176,480.07	316,400.19	139,920.12	44.22%
Contractual Services	2,248.91	41,957.96	97,155.00	55,197.04	56.81%
Other Operating Expenses	2,316.53	20,485.63	42,958.00	22,472.37	52.31%
Capital Outlay	0.00	5,788.75	57,708.00	51,919.25	89.97%
Total Operating Expenses	<u>28,534.88</u>	<u>244,712.41</u>	<u>514,221.19</u>	<u>269,508.78</u>	<u>52.41%</u>
Community Support	3,552.29	25,947.08	26,000.00	52.92	0.20%
<u>Youth Services:</u>					
Summer Work Program	128.78	5,316.04	17,430.00	12,113.96	69.50%
Total Youth Services	<u>128.78</u>	<u>5,316.04</u>	<u>17,430.00</u>	<u>12,113.96</u>	<u>69.50%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,034.68	3,300.00	265.32	8.04%
Senior Transportation	797.84	8,117.04	17,500.00	9,382.96	53.62%
Senior Support	1,008.35	6,436.42	5,750.00	(686.42)	-11.94%
Total Senior Services	<u>1,806.19</u>	<u>17,588.14</u>	<u>26,550.00</u>	<u>8,961.86</u>	<u>33.75%</u>
<u>Assessor's Office:</u>					
Personnel	10,849.74	84,837.49	184,500.00	99,662.51	54.02%
Contractual Services	571.37	6,621.94	39,241.00	32,619.06	83.12%
Other Operating Expenses	560.88	6,044.48	19,215.00	13,170.52	68.54%
Total Assessor's Office	<u>11,981.99</u>	<u>97,503.91</u>	<u>242,956.00</u>	<u>145,452.09</u>	<u>59.87%</u>
Total Expenses	<u>46,004.13</u>	<u>391,067.58</u>	<u>827,157.19</u>	<u>436,089.61</u>	<u>52.72%</u>
Excess Revenues less Expenses	<u>\$ (1,578.47)</u>	<u>\$ 277,317.89</u>	<u>\$ (117,157.19)</u>	<u>\$ (394,475.08)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 5,943.26	\$ 658,542.21	\$ 815,400.00	\$ 156,857.79	19.24%
<u>Expenses</u>					
Personnel	14,501.76	106,630.87	213,160.43	106,529.56	49.98%
Contractual Services	1,259.95	19,518.08	27,201.00	7,682.92	28.24%
Other Operating Expenses	1,293.43	10,693.19	21,414.50	10,721.31	50.07%
Public Support	85,915.62	534,013.56	674,950.00	140,936.44	20.88%
Total Expenses	<u>102,970.76</u>	<u>670,855.70</u>	<u>936,725.93</u>	<u>265,870.23</u>	<u>28.38%</u>
Excess Revenues less Expenses	<u>\$ (97,027.50)</u>	<u>\$ (12,313.49)</u>	<u>\$ (121,325.93)</u>	<u>\$ (109,012.44)</u>	
<u>FICA Fund</u>					
Revenues	\$ 725.23	\$ 34,550.93	\$ 36,147.90	\$ 1,596.97	4.42%
Expenses	<u>2,723.10</u>	<u>20,846.05</u>	<u>36,460.90</u>	<u>15,614.85</u>	<u>42.83%</u>
Excess Revenues less Expenses	<u>\$ (1,997.87)</u>	<u>\$ 13,704.88</u>	<u>\$ (313.00)</u>	<u>\$ (14,017.88)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 483.52	\$ 23,035.31	\$ 24,125.00	\$ 1,089.69	4.52%
Expenses	<u>3,615.75</u>	<u>27,166.72</u>	<u>35,841.00</u>	<u>8,674.28</u>	<u>24.20%</u>
Excess Revenues less Expenses	<u>\$ (3,132.23)</u>	<u>\$ (4,131.41)</u>	<u>\$ (11,716.00)</u>	<u>\$ (7,584.59)</u>	

Zion Township Updates – 12/21/21

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

- Submitting 2022-23 Levy for approval.
- Zion Township will have minimal staffing (actually, only Supervisor Neal will be in the office) through 1/3/22. We will not be fully staffed until 1/10/22 due to vacations.
- The office will be closed the following days for holidays and staff retreat: 12/23-24, 12/30-31/21, 1/17 and 1/19/22
- ALL financial assistance has been suspended through January 10, 2022.
- This year the Zion Township Team has assisted Zion residents in accessing over \$720,000 through our in-house programs, Mothers Trust Foundation, Salvation Army and the Federal Emergency Rental Programs.

ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- We had 74 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 10 families were approved for Salvation Army funds, 4 families were approved for Emergency Assistance, 7 families were approved for Disaster Relief and we have 12 current General Assistance participants. We are currently processing 18 FERA grant applications and submitted 11 FERA applications last month totaling \$79,434.59.
- 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 next Zion Quarterly will be coming out in January of 2022. We are excited to include a community calendar! For items to be included for future magazines, email ZBQuarterly@gmail.com.
- The Elf Network has made a HUGE impact again this year! Eighty families were served through a massive coordinated effort between Santa's Helpers (Zion's Elves: Rick Delisle, Dave Knopp, Christian Erzingler and John Biewer), Christ Community Church (lead elves: Kathy Richards, Pastor Mike McDowell, Pastor Leo Barnes and Jeanine Richards), District 6 Social Workers (lead elf: Renita Davis), PetSmart (elf: LeNette Van Haverbeke), Family Resource Center (elves: Mary King and Esmerelda Diaz) and the Lake County Housing Authority (lead elf: Jelena Milunovic), the Grove at the Lake, Toys for Tots (elf: Dwayne Jenkins), Kiwanis of Zion-Benton (a team of elves!), and the Zion Township Team worked together to serve approximately 250 Zion children.

Monthly Report

November 2021

Programs & Services

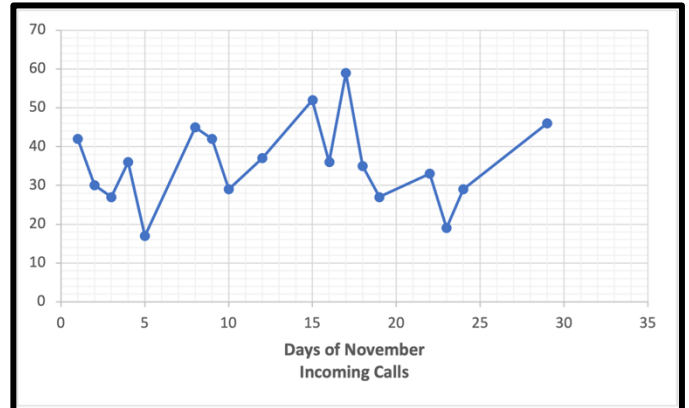
Community

- Incoming Calls: 665
- Notary: 2
- Medical Equipment Pantry: 1
- Passports: 2
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 6
- Senior Birthday Cards: 82

Financial Counseling Certificates: 5



Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 3

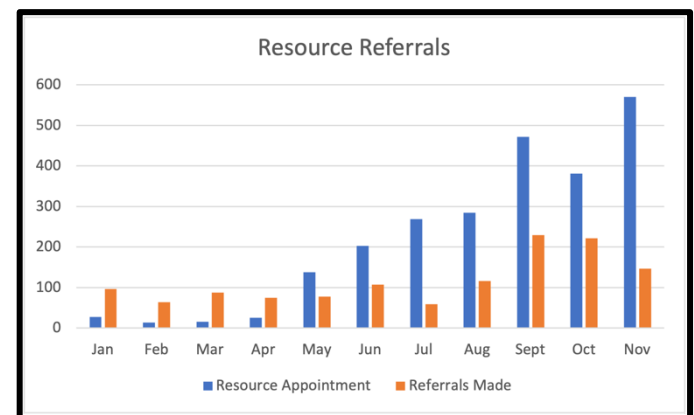
Benefit Access Online Applications Processing: 6

Initial Screenings Total: 74

Resource Referrals

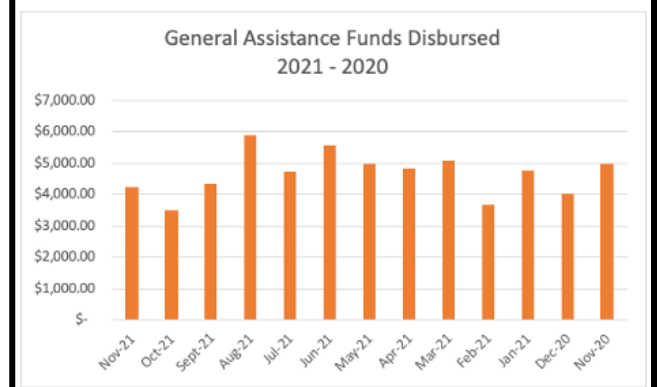
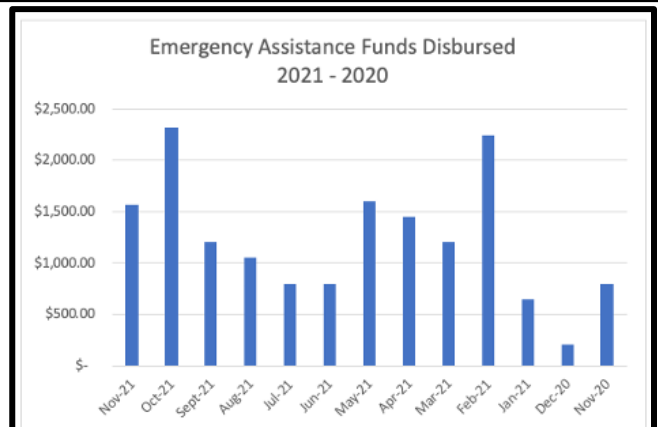
- Resource Appointments: 570
- Total People Referred: 90
- Total Referrals Made: 147

Zion Township Directly Assisted: 81



Referrals to Partner Agencies

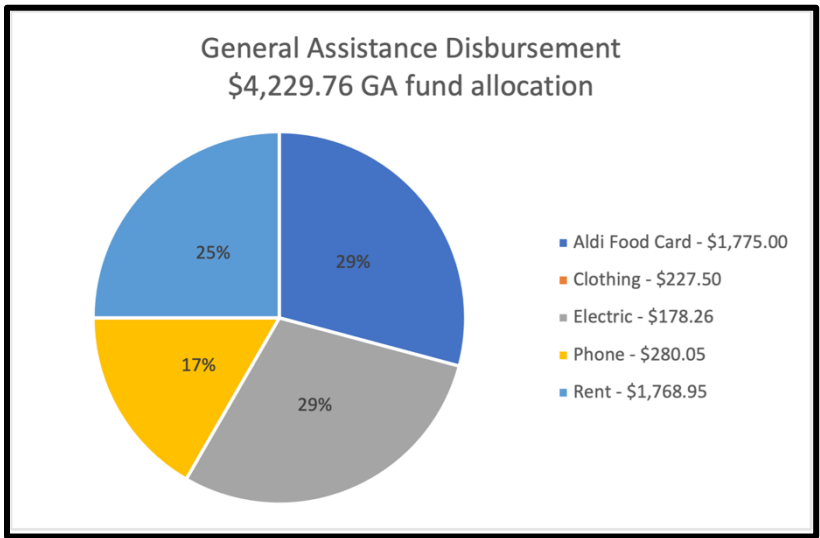
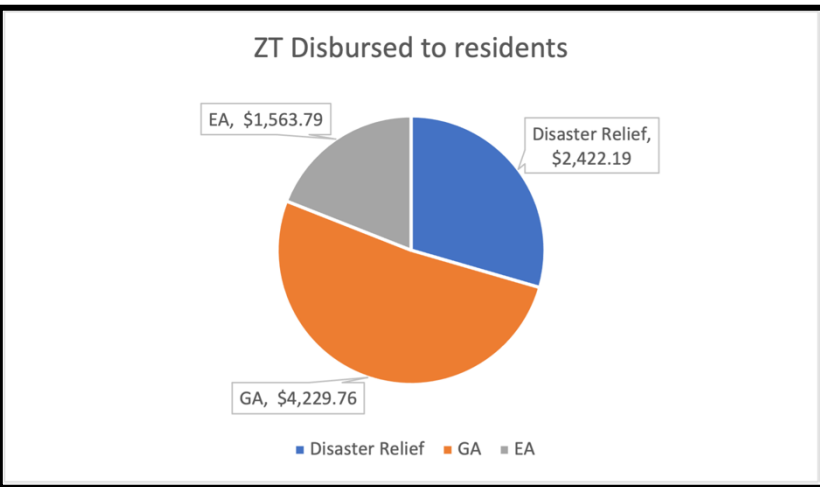
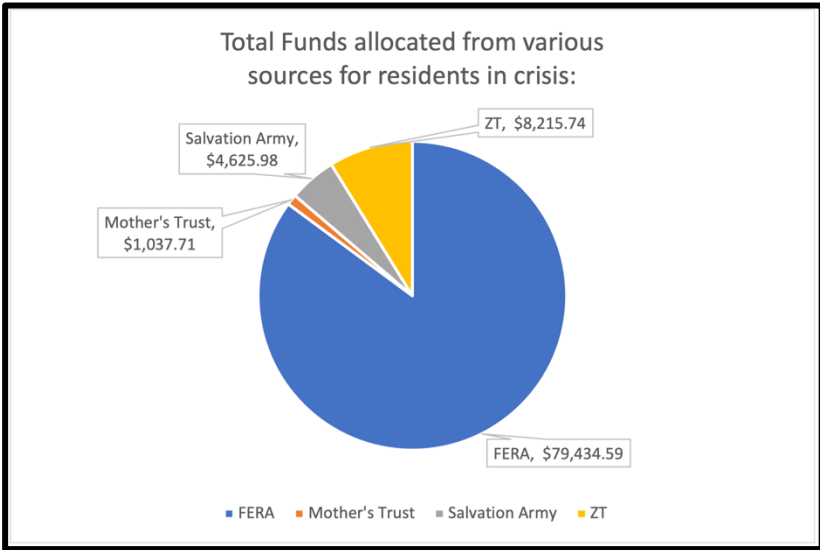
- Community Action Partnership: 9
- Community Partners for Affordable Housing: 4
- DHS: 1
- FERA: 20
 - Applications approved: 11/\$79,434.59
 - Funds remaining: \$28,551.35
- Grandparents Raising Grandchildren: 1
- IDHS: 1
- Keeping Families Covered: 3
- Lake County Housing Authority: 1
- Love INC: 1
- Mother's Trust: 2
 - Applications submitted: 0
 - Applications approved: 2/\$1,037.71
- PADS: 1
- Salvation Army: 21
 - Applications submitted: 10
 - Applications approved: 9/\$4,625.98



Case Manager Appointments: 62

(Sum of Resource, GA, and EA)

Assistance Programs



General Assistance

- Appointments: 16
- Application issued: 7
- Submitted Applications: 4
- New Recipients: 4
- Denials: 0
- **Flat Grant Approvals: 13/\$4,229.76**
 - Transportation: 4
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations):
 - Employed: 1
 - SSI Approved: 0
 - Relocation: 0
 - Other: 4
- Suspended: 0

Emergency Assistance

- Appointments: 4
- Total People: 4
- **Approved Applications: 4/\$1,563.79**
 - Housing: 1
 - Utilities: 3
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 0
- EA Incomplete Applications: 0

Disaster Relief Approvals:

- **Applications submitted: 7**
- Applications approved: 7/\$2,422.19

Emergency Transportation Assistance

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

Submitted by: ZT Staff

Township Supervisor: