

Agenda

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, JANUARY 19, 2021
AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

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Disclaimer: While the Township meeting is open to the public and public comments are welcomed, in light of concerns related to the spread of Coronavirus Disease (COVID-19), the meeting will be streaming live online and can be found on the Zoom Link platform below and the Township very strongly encourages residents and participants to submit written comments to the Township Clerk prior to the meeting if they wish to participate at the meeting. Persons will be allowed to make in-person comments if they desire to do so, however individuals will be brought into the meeting room one at a time and all federal, state and local protocols currently in place to alleviate the spread of COVID-19, including social distancing requirements, including the wearing of masks, will be observed. Thank you for understanding this temporary change in procedure for the health, safety and welfare of our residents.

You are invited to a Zoom webinar.
When: Nov 17, 2020 06:00 PM Central Time (US and Canada)
Topic: Zion Township Board Meeting

You are invited to a Zoom webinar.
When: Jan 19, 2021 06:00 PM Central Time (US and Canada)
Topic: Zion Township January 2021 Board Meeting

Please click the link below to join the webinar:
<https://zoom.us/j/95626798364>
Or iPhone one-tap :
US: +13126266799,,95626798364# or +13017158592,,95626798364#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 301 715 8592 or +1 646 876 9923 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782
Webinar ID: 956 2679 8364
International numbers available: <https://zoom.us/j/95626798364>

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 December 15, 2020 at 6:00 p.m.

- 6. Citizen Comments
- 7. Authorize bills for payment

Township Fund

Assessor's Office	\$18,748.46	
Community Support	\$3,336.27	
Youth Services	\$0.00	
Senior Services	\$869.92	
Operating Expenses	\$89,916.92	
Township Fund Total Expenses		\$112,871.57

General Assistance Fund

Public Support	\$28,270.33	
Operating Expenses	\$24,804.84	\$53,075.17
General Assistance Fund Total Expenses		

FICA Total Expenses \$4,374.36

IMRF Total Expenses \$5,484.93

TOTAL Bills: \$175,806.03

- 8. Assessor's Report
- 9. Supervisor's Report/Announcements
- 10. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, DECEMBER 15, 2020 AT 6:00 P.M. (VIA ZOOM) 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, Holmes, McDowell, Fischer, Frierson, and Chairman Neal. Assessor Davis was also present.

Chairman Neal led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

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

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

MINUTES

It was moved by Trustee Fischer, seconded by Trustee Holmes that the minutes of a Regular Meeting via Zoom held on November 17, 2020 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 Holmes, aye; McDowell, aye; Fischer, 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 McDowell that bills be authorized for payment as follows:

Township Fund

Assessor's Office	\$13,171.53	
Community Support	\$1,187.93	
Youth Services	\$0.00	
Senior Services	\$646.01	
Operating Expenses	\$31,252.73	
Township Fund Total Expenses		\$46,258.20

General Assistance Fund

Public Support	\$29,023.10	
Operating Expenses	\$16,242.84	\$45,265.94
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,722.26

IMRF Total Expenses \$3,428.47

TOTAL Bills: \$97,674.87

2020 TAX LEVY ORDINANCE

Chairman Neal stated there was a time when the Township had to go through a period where they had to cut their budget in half. They had a \$2 million budget with a staff of 10. Over the last few years the budget has been reduced to almost half. The levy is now below \$1 million and the staff has been cut in half. As they have moved out of that, they built up a surplus fund. In the past, she was always told the Townships should have a year's worth of surplus in their funds. It was discovered that Townships can actually be penalized for having more than a 6 months surplus. She was told a 3-6 months surplus is the best practice. They have decided to go with a 4 ½ month surplus.

Chairman Neal presented the details of levy. The total levy for this year will be \$955,000. This is an increase of \$25,000 over last year. She stated they have decreased the levy over the past few years. Trustee McDowell stated while he appreciates how the Township finances are managed he has made a commitment to the public to not raise the levy. He believes there are ways to make cuts and decrease the budget which would be his preference so he will vote no for the levy.

It was moved by Trustee Fischer, seconded by Trustee Frierson that Ordinance 2020-01 be passed, levying taxes in the amount of \$955,000.00 for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2019, collectible in 2020,. The vote on roll call was: Trustees Holmes, aye; McDowell, nay; Fischer, aye Frierson, aye; and Chairman Neal, aye. Motion carried. Ordinance passed.

PURCHASE/HEATING UNIT/ASSESSOR'S OFFICE

Assessor Davis stated the heating unit in the Assessor's office has recently stopped working. A contractor was brought in to access the problem. They ended up swapping out parts from a used unit to temporarily fix the unit. It was discovered that the unit needed to be repaired or possibly replaced. She spoke with the City Administrator David Knabel and he decided the unit should be repaired and is asking that the Assessor's office pay half the costs. She feels it is appropriate to pay half the costs for the replacement since the Township does not pay any rent to the City for using the space. The unit in the Assessor's office has always provided heat for the part of the building with the Townships offices. Trustee Fischer spoke with Administrator Knabel and the heating unit did heat the old Townships offices and has exceeded its life span. Chairman Neal stated she does not know what the City's intention is for the old Township space but was told that the building was unsafe and was forced to move out. Trustee Fischer stated that the Mayor has had discussions with individuals that may be interested in occupying the space at which time they would need to do some mitigation. Chairman Neal stated they have looked at the budget and there are places where they may be able to allocate the funds from but that may put them over budget. Trustee Frierson asked if they were splitting the cost of \$10,000 or \$20,000. Assessor Davis stated the amount was \$10,000 for a new unit. Chairman Neal stated in the past, the Assessor's Office used to pay rent to the City but when the Township was having financial difficulties, they suspended the rent. She suggested possibly revisiting that idea in the future. Trustee Fischer stated that it may be a conversation for the future.

It was moved by Trustee Frierson, seconded by Trustee Fischer to approve the purchase of a new heating unit and to split the costs with the City of Zion. The vote on roll call was: Trustees: Holmes, aye; McDowell, aye; Fischer, aye; Frierson, aye; and Chairman Neal, aye. Motion carried

2020 ANNUAL TOWNSHIP CALENDAR

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

ASSESSOR'S REPORT

- We are now sending a welcome letter to new homeowners of which will include information about exemptions, how to contact us and what the Township offers.
- We had our Annual Assessor Meeting on Wednesday. We are still operating under the COVID guidelines and not open to the public yet. However, our office is assisting via email or phone calls. A lot of good information was shared on the upcoming classes and annual conference for Assessors.
- The Senior Exemptions will not roll over as was done this year. We will resume the normal process going forward.
- We are working through some IT challenges as we continue to upgrade our systems. This has become a cost factor as we work to make sure all systems are linked properly and compatible.
- We are starting a new project to update the photos of all homes in Zion. This will be an ongoing project to be completed on or before the quadrennial year. We are in the process of purchasing transferable magnets for our vehicles to identify us when out in the field along with our ID badges. This is the beginning of a deep dive we are taking to make sure we have the most recent data for all properties.
- The heating unit that covers our office needs to be replaced. The cost to replace it is \$10,000. We will share the cost with the City.
- **STATUS UPDATE** -- It has been brought to my attention that the Assessor's office has ownership of a 1999 Chevrolet Malibu. It is currently in the city yard awaiting decision of what should be done with it. (Scrap or Sell). It has been sitting for a few years. The title is in the Assessor's office pending decision. (Apparently it was previously owned by the city, Assessor purchased for use and it is no longer working. Jeff 's contact is 847-746-4053). Trustee Frierson stated this will be declared surplus at the Annual Town Meeting.

Trustee Frierson praised Assessor Davis for the great job she has been doing since taking office. Chairman Neal stated Assessor Davis asks great questions, is making good changes and has great ideas.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- Monthly Report for November 2020
- We had 53 screenings completed w/ residents, referring them to the appropriate programs. We submitted 11 complete CHRP applications with 4 more in process with the grant we received from Lake County for funds to assist residents. 10 applications were approved totaling \$17,680. Other services provided to residents included the Disaster Relief Program approving 3 applications. 7 applications were submitted to Mother's Trust Foundation, 7 Benefit Access applications were processed. 2 families were approved for Emergency Assistance and we have 15 current General Assistance participants.
- The Elf Network list is full with 50 families signed up. We are keeping a waiting list in case we are able to serve more families. The packing will take place on Saturday with the Santa's Helpers Group, thanks to Rick Delisle and Christ Community Church, Pastor Mike McDowell, Kathy Richards and so many other volunteers. Distribution will be on December 16 and 17.
- The ZB Quarterly has been mailed out and all residents should have received it in their mailboxes.
- Welcome Kim Whiteside to the ZT Team as our Community Outreach Liaison. Zion Township's Community Outreach Liaison (COL) has the responsibility to provide essential connective services to those who are unable to visit the office for services, especially the homeless.
- Zion Township is closed to walk-ins due to staff Covid-19 cases. All calls and emails are being answered and residents are being assisted during normal business hours
- ALL financial assistance programs at Zion Township will be suspended from December 21 – January 4.

- All Township offices will be closed December 24, 25, 31 and January 1st.

Trustee Frierson stated that the Coalition for Healthy Communities is partnering with Rosalind Franklin for a free flu shot clinic at Hermon Park Community Center on Thursday, December 17th from 3:00 pm to 5:00 pm.

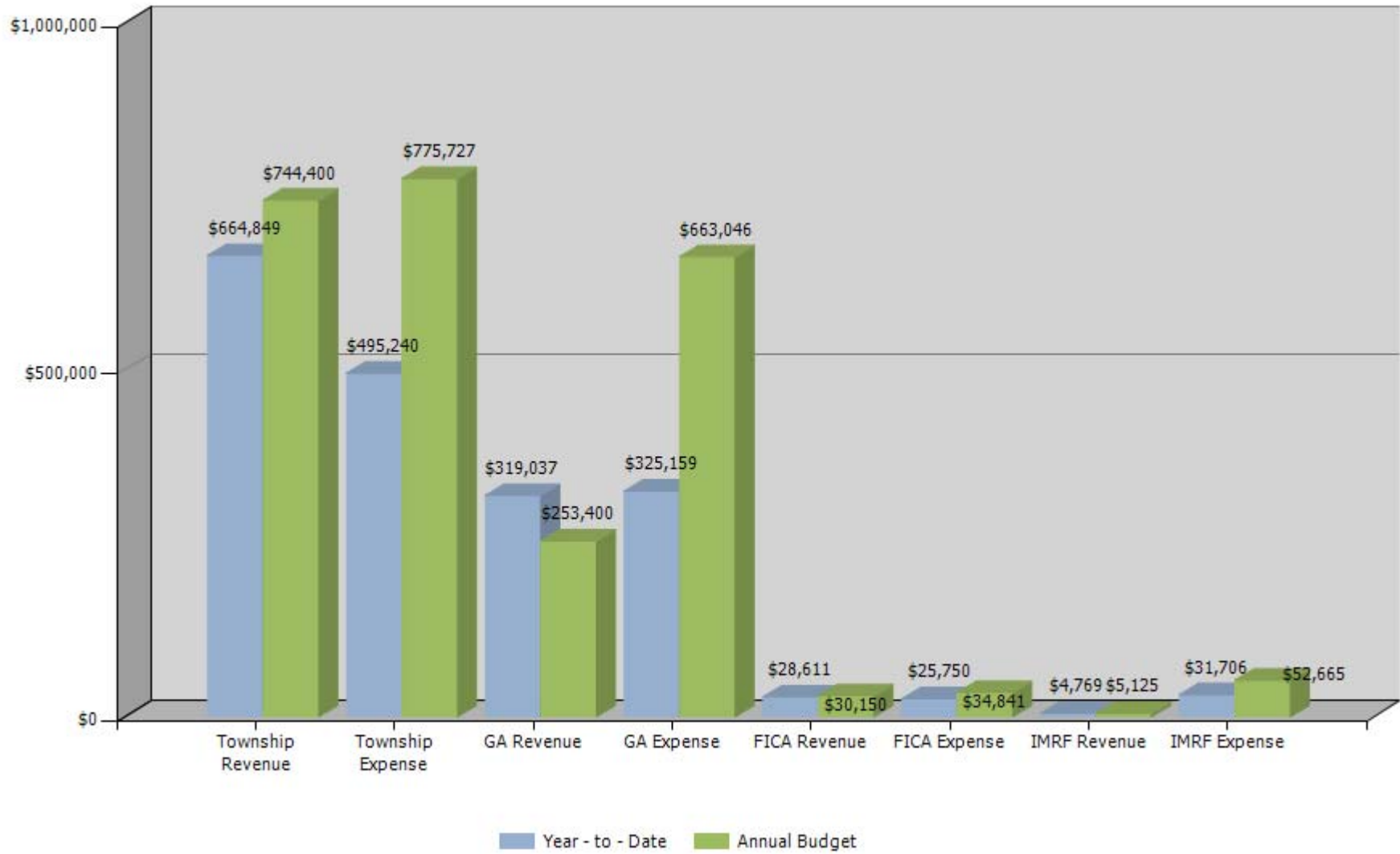
Chairman Neal thanked County Clerk Robin O'Connor for taking the time out to speak with her. She stated the Community Spelling Bee will still take place virtually. There will be COVID testing sponsored by 7-11 every day from 8:00 am to 5:00 pm in the Senior Center parking lot. The Township will be posting their weekly emails in both English and Spanish.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Holmes, seconded by Trustee Frierson and unanimously approved the meeting be adjourned at 6:24 p.m. Motion carried.

Recording Secretary

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 8 Months Ended December 31, 2020**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of December 31, 2020**

	<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	\$ 11,348.49	\$ 664,848.73	\$ 744,400.00	\$ 79,551.27	10.69%
<u>Operating Expenses</u>					
Personnel	33,626.82	204,523.22	310,973.00	106,449.78	34.23%
Contractual Services	7,629.82	52,159.57	100,017.00	47,857.43	47.85%
Other Operating Expenses	2,011.53	22,068.73	45,974.00	23,905.27	52.00%
Capital Outlay	46,648.75	53,297.50	57,708.00	4,410.50	7.64%
Total Operating Expenses	<u>89,916.92</u>	<u>332,049.02</u>	<u>514,672.00</u>	<u>182,622.98</u>	<u>35.48%</u>
Community Support	3,336.27	20,070.87	23,000.00	2,929.13	12.74%
Youth Services:					
Total Youth Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Senior Services:					
Senior Meals	0.00	48.59	3,300.00	3,251.41	98.53%
Senior Transportation	869.92	5,589.44	17,500.00	11,910.56	68.06%
Senior Support	0.00	267.50	5,750.00	5,482.50	95.35%
Total Senior Services	<u>869.92</u>	<u>5,905.53</u>	<u>26,550.00</u>	<u>20,644.47</u>	<u>77.76%</u>
Assessor's Office:					
Personnel	16,387.34	112,776.89	180,160.00	67,383.11	37.40%
Contractual Services	1,612.78	12,209.20	15,060.00	2,850.80	18.93%
Other Operating Expenses	748.34	12,228.31	16,285.00	4,056.69	24.91%
Total Assessor's Office	<u>18,748.46</u>	<u>137,214.40</u>	<u>211,505.00</u>	<u>74,290.60</u>	<u>35.12%</u>
Total Expenses	<u>112,871.57</u>	<u>495,239.82</u>	<u>775,727.00</u>	<u>280,487.18</u>	<u>36.16%</u>
Excess Revenues less Expenses	<u>\$ (101,523.08)</u>	<u>\$ 169,608.91</u>	<u>\$ (31,327.00)</u>	<u>\$ (200,935.91)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 83,529.45	\$ 319,037.48	\$ 253,400.00	\$ (65,637.48)	-25.90%
<u>Expenses</u>					
Personnel	21,767.92	126,366.09	203,970.00	77,603.91	38.05%
Contractual Services	1,477.71	17,879.49	29,071.00	11,191.51	38.50%
Other Operating Expenses	1,559.21	12,705.39	22,055.00	9,349.61	42.39%
Public Support	28,270.33	168,208.39	407,950.00	239,741.61	58.77%
Total Expenses	<u>53,075.17</u>	<u>325,159.36</u>	<u>663,046.00</u>	<u>337,886.64</u>	<u>50.96%</u>
Excess Revenues less Expenses	<u>\$ 30,454.28</u>	<u>\$ (6,121.88)</u>	<u>\$ (409,646.00)</u>	<u>\$ (403,524.12)</u>	
<u>FICA Fund</u>					
Revenues	\$ 350.12	\$ 28,611.09	\$ 30,150.00	\$ 1,538.91	5.10%
Expenses	<u>4,374.36</u>	<u>25,749.89</u>	<u>34,841.00</u>	<u>9,091.11</u>	<u>26.09%</u>
Excess Revenues less Expenses	<u>\$ (4,024.24)</u>	<u>\$ 2,861.20</u>	<u>\$ (4,691.00)</u>	<u>\$ (7,552.20)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 58.35	\$ 4,768.50	\$ 5,125.00	\$ 356.50	6.96%
Expenses	<u>5,484.93</u>	<u>31,706.30</u>	<u>52,665.00</u>	<u>20,958.70</u>	<u>39.80%</u>
Excess Revenues less Expenses	<u>\$ (5,426.58)</u>	<u>\$ (26,937.80)</u>	<u>\$ (47,540.00)</u>	<u>\$ (20,602.20)</u>	

Zion Township Updates – 1/19/21

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

Vision: We make Zion better.

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

ZION TOWNSHIP UPDATES

- Monthly Report Attached.
- We had 29 screenings completed w/ residents, referring them to the appropriate programs. We submitted 16 complete CHRP applications with the grant we received from Lake County for funds to assist residents. 16 applications were approved totaling \$20,928.58. Other services provided to residents included the Disaster Relief Program approving 7 applications. 7 applications were submitted to Mother's Trust Foundation, 6 Benefit Access applications were processed. 5 families were approved for Emergency Assistance and we have 12 current General Assistance participants.
- 2020 was a busy year for the ZT Team. We were able to process a total of \$194,626 in resources for Zion residents:
 - Lake County Covid-19 applications for rental assistance, utilizing the entire \$110,000 grant awarded Zion Township. This supported 72 renters and landlords in Zion.
 - We partnered with Mother's Trust Foundation, providing \$15,281 to 32 residents,
 - CAP LIHEAP applications for 65 residents totaling \$35,625.
 - We utilized \$18,751 in Disaster Relief for 20 residents and 38 residents were assisted with \$14,969 in Emergency Assistance.
- It is time to pre-order flats of Zinnias for all who are interested. Order forms can be found on <https://www.ziontogether.com/zinnias-for-zion>
- On Friday, January 22, 2021, the Zion Government Leaders of each taxing body will be hosting Looking Back – Zion in Review 2020 from 9-11am. The livestream link can be found on Zion Township's Facebook Page.
- The Elf Network was able to serve 80 families and 330 individuals, thanks to Santa's Helpers and Rick Delisle, Zion-Benton Kiwanis Club, Christ Community Church's Pastor Mike McDowell, Kathy Richards and so many other volunteers.
- The next edition of the ZB Quarterly will go out the first week of March, 2021.

BOARD SPECIFIC ISSUES

- Zion Township is closed to walk-ins due to staff Covid-19 cases. All calls and emails are being answered and residents are being assisted during normal business hours.
- Zion Township has contracted with Motel 6 in Waukegan to provide longer term housing for residents in disaster situations.
- We are in the process of becoming a service provider for the Salvation Army, Chicago.
- ZT was reimbursed \$17,755 for expenses due to Covid-19, thanks to the Lake County Board.

COVID 19 – KEY RESOURCES

- ❖ FREE Covid Testing – Daily from 8am – 5pm at the corner of 27th St and Emmaus Ave.
- ❖ Anyone needing financial assistance due to Covid-19, sign up for the Financial Capabilities Class through Community Partners for Affordable Housing at: <http://www.cpahousing.org/class-registration/> as it is a prerequisite for receiving assistance.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion.
- ❖ North Point Church Food Pantry: Each Monday from 1:30-6pm at 900 N Lewis Ave., Winthrop Harbor.
- ❖ Lake County Complaint Line for Landlord and Business Issues: 847-377-8130.
- ❖ Mental Health Help:
 - ❖ Lake County Crisis Line Open 24/7: 847-377-8088
 - ❖ Nicasa – substance abuse, mental health or gambling problem: 847-546-6450 or <https://nicasa.org>
 - ❖ Text "TALK" to 552020

Monthly Report

December 2020

Programs & Services

■ Community

- Incoming Calls: 358
- Notary: 1
- Medical Equipment Pantry: 0
- Passports: 0
- Voter Registration: 0

■ Senior

- Senior Half-Fare Taxi Tickets: 3
- Senior Birthday Cards: 83

Referrals & Other Agency Application Processing

■ RTA Free or Reduced Ride Program Processing: 2

■ Benefit Access Online Applications Processing: 6

■ Initial Screenings Total: 29

■ Resource Referrals

- Resource Appointments: 42
- Total People Referred: 54
- Total Referrals Made: 82

■ Zion Township Directly Assisted: 29

■ Elf Network Program: 80 families, 330 individuals

■ Referrals to Partner Agencies

- Catholic Charities: 3
- CHRP: 11
- Community Action Partnership of Lake County: 15
- Community Partners for Affordable Housing: 7
- Lake County Job Center: 1
- Love INC: 1
- Keeping Families Connected: 1
- Mother's Trust: 6
 - Applications submitted: 7
 - Applications approved: 7/\$3,363.21
- Northern Illinois Food Bank: 1
- PADS: 1
- United Way 211: 6

■ Case Manager Appointments: 67

(Sum of Resource, GA, and EA)

■ Disaster Relief Approvals:

- Applications submitted: 9
- Applications approved: 7/\$2,750.62

Assistance Programs

General Assistance

- Appointments: 18
- Application Pick-ups: 1
- Submitted Applications: 3
- New Recipients: 2
- Denials: 0
- Flat Grant Approvals: 12 /\$4,011.76
 - Transportation: 3
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 6
 - Employed: 1
 - SSI Approved: 3
 - Relocation: 0
 - Other: 2
- Suspended: 0

■ Emergency Assistance

- Appointments: 7
- Total People: 5
- Approved Applications: 5/\$2,000
 - Housing: 4
 - Utilities: 0
 - Work Related: 1
 - Substance Abuse Counseling: 0
 - Transportation: 0
- EA Denials: 0
- EA Incomplete Applications: 0

■ Financial Counseling Certificates: 8

■ Emergency Transportation Assistance

- Gas Vouchers: 0
- 1-Day Bus Pass: 0
- Train/Other: 0
- Total Funds Spent: \$.00

■ CHRP

- Applications Issued: 10
- Applications Submitted: 16
- Applications Approved: 16/ \$20,928.58

Submitted by: ZT Staff

Township Supervisor:

