

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, NOVEMBER 21, 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. Citizen Comments
6. Approval of Minutes of a Regular Meeting held on October 17, 2023, at 6:00 p.m.
7. Authorize bills for payment for October

Township Fund

Assessor’s Office	\$ 18,912.95	
Community Support	\$1,270.18	
Youth Services	\$59.99	
Senior Services	\$2,917.80	
Operating Expenses	\$48,290.45	
Township Fund Total Expenses		\$71,451.37

General Assistance Fund

Public Support	\$7,027.44	
Operating Expenses	\$25,176.03	\$32,203.47
General Assistance Fund Total Expenses		

FICA Total Expenses **\$3,195.48**

IMRF Total Expenses **\$1,032.91**

TOTAL Bills: \$107,883.23

8. Discussion regarding 2024/25 Levy
9. Assessor’s Report
10. Supervisor’s Report/Announcements
11. Decennial Committee Approval of Decennial Report
12. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD HELD ON TUESDAY, OCTOBER 17, 2023 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 2828 SHERIDAN ROAD, ZION, ILLINOIS

Chairman Neal called the meeting to order at 6:00pm

On call of the roll the following answered present: Trustees McDowell, Fischer, Frierson, Holmes and Supervisor Neal. A quorum was present. Also present: Township Assessor Davis.

Mr. William Bremner led the Pledge of Allegiance.

AGENDA CHANGES

It was motioned by Trustee McDowell and seconded by Trustee Fischer to approve the agenda as presented. The vote on the roll: Trustees McDowell, aye; Frierson, aye; Fischer, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

RECOGNITION OF ZINNIA & MONARCH FESTIVAL LEADERSHIP TEAM

Chairman Neal recognized the following team that made the Zinnia & Monarch Festival a huge success this year:

- Carlen Borland – Monarch Event Chair
- Sarah Petersen – Zinnia Event Chair
- Jessica Ivanova – Promotions Chair
- Marilou Hiltibran, Janet Eppers and Joe Lynch – the watering team that kept the Zinnias at City Hall, the Fire Dept, train station and It’s All Good blooming all summer.

CITIZENS COMMENTS

William Bremner, Zion, asked to delete the word checking form his remarks in the meeting minutes. He also asked Trustee Fischer what the Township’s share of the CEJA grant funds will be. Mr. Bremner stated that November 10, 2023 is the 248th birthday of the United States Marine Corps. He requested an appropriate birthday greeting be sent to the Commandant of the United States Marine Corps in honor of the Corps 248th birthday.

MINUTES

It was motioned by Trustee Frierson and seconded by Trustee McDowell to approve the Minutes of a Regular Meeting held on September 19, 2023 at 6:00pm as presented. The vote on the roll: Trustees McDowell, aye; Frierson, aye; Fischer, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

BILLS

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

Township Fund

Assessor’s Office	\$ 17,598.89	
Community Support	\$ 925.00	
Youth Services	\$ 116.69	
Senior Services	\$ 856.71	
Operating Expenses	\$ 45,684.51	
Township Fund Total Expenses		\$ 65,181.80

General Assistance Fund

Public Support	\$ 12,622.51	
Operating Expenses	\$ 22,999.79	
General Assistance Fund Total Expenses		\$ 35,622.30

<u>FICA</u> Total Expenses	\$ 3,234.12
<u>IMRF</u> Total Expenses	\$ 1,055.88

TOTAL BILLS: **\$ 105,094.10**

The vote on the roll: Trustees McDowell, aye; Frierson, aye; Fischer, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

RECEIVE & PLACE ON FILE/ANNUAL TREASURES REPORT ENDING APRIL 30, 2023

It was moved by Trustee Fischer seconded by Trustee Frierson to accept and place on file the Treasure’s Report for Fiscal Year Ending April 30, 2023. The vote on the roll: Trustees McDowell, aye; Frierson, aye; Fischer, aye; Holmes, aye; Chairman Neal, aye. Motion passes.

CEJA GRANT UPDATE

Supervisor Neal said the Township is on track to receive \$244,000. Staff discussed various ways to use the funds which included allocating \$100,000 in disaster relief to assist residents and allocated \$144,000 in the General Fund to reduce the levy. Both Trustee Fischer and Assessor Davis shared concerns of how to qualify residents who are truly in need of assistance. The Trustees expressed their support for using some of the funding to help reduce the levy.

ASSESSOR'S REPORT

Assessor Davis provided the following information:

- We are still finishing up our Residential hearings. Overall, our values have been supported as submitted. The next steps will be out Commercial and Industrial hearings. The goal of the Chief County Assessment Office is to have hearings/Audit completed by the end of the year.
- We will be closed in observance of Veterans Day on November 10th.
- In the community, the Zion Leaders Group will hold its Quarterly meeting at ZBTHS on October 25th to have a dialogue and keep the community informed on the outcomes of community events.

SUPERVISORS REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- The office will be closed on November 10 for Veterans Day and November 11 – 12 for staff to attend the Township Officials of Illinois Conference. Calls will be answered that day but the office will not be open.
- The Coalition for Healthy Communities Corporate Community Spelling Bee will be held on November 2, 2023. Doors open at 6pm at the Point Church.
- Sexual Harassment training will be conducted by Rex Jones for the team on Wednesday November 1, 2023.

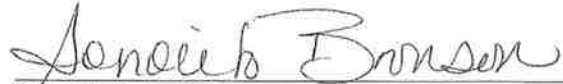
DECENNIAL COMMITTEE BUSINESS

The Decennial Committee reviewed comments that were made by Rose Salata to be included in the Decennial Committee Report. A copy of the updated report will be distributed to committee members for review.

(10/17/23)

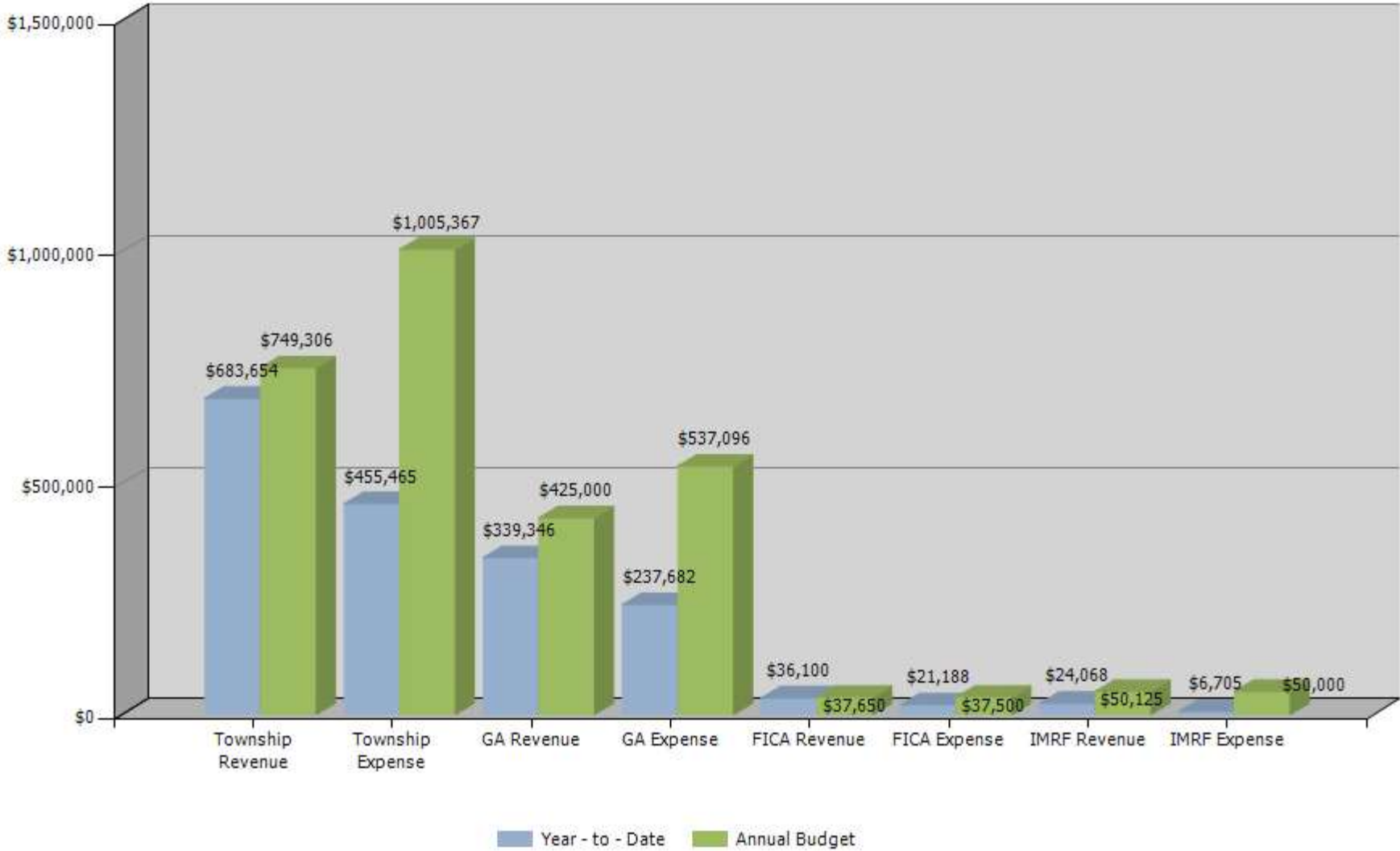
ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Fischer, seconded by Trustee Frierson and unanimously approved the meeting be adjourned at 6:57 p.m. Motion carried.



Recording Secretary

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 6 Months Ended October 31, 2023**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of October 31, 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	\$ 27,208.66	\$ 683,653.62	\$ 749,306.00	\$ 65,652.38	8.76%
<u>Operating Expenses</u>					
Personnel	32,153.48	194,915.83	473,121.37	278,205.54	58.80%
Contractual Services	12,161.23	60,657.56	102,080.35	41,422.79	40.58%
Other Operating Expenses	3,975.74	38,273.87	54,697.00	16,423.13	30.03%
Capital Outlay	0.00	1,018.50	49,019.00	48,000.50	97.92%
Total Operating Expenses	<u>48,290.45</u>	<u>294,865.76</u>	<u>678,917.72</u>	<u>384,051.96</u>	<u>56.57%</u>
Community Support	1,270.18	20,906.66	22,250.00	1,343.34	6.04%
<u>Youth Services:</u>					
Summer Work Program	59.99	12,817.39	17,600.00	4,782.61	27.17%
Total Youth Services	<u>59.99</u>	<u>12,817.39</u>	<u>17,600.00</u>	<u>4,782.61</u>	<u>27.17%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,000.00	3,300.00	300.00	9.09%
Senior Transportation	234.50	4,106.00	17,500.00	13,394.00	76.54%
Senior Support	2,683.30	10,605.91	14,500.00	3,894.09	26.86%
Total Senior Services	<u>2,917.80</u>	<u>17,711.91</u>	<u>35,300.00</u>	<u>17,588.09</u>	<u>49.82%</u>
<u>Assessor's Office:</u>					
Personnel	16,445.86	96,555.65	190,629.65	94,074.00	49.35%
Contractual Services	1,631.70	9,383.10	42,270.00	32,886.90	77.80%
Other Operating Expenses	835.39	3,224.63	18,400.00	15,175.37	82.47%
Total Assessor's Office	<u>18,912.95</u>	<u>109,163.38</u>	<u>251,299.65</u>	<u>142,136.27</u>	<u>56.56%</u>
Total Expenses	<u>71,451.37</u>	<u>455,465.10</u>	<u>1,005,367.37</u>	<u>549,902.27</u>	<u>54.70%</u>
Excess Revenues less Expenses	<u>\$ (44,242.71)</u>	<u>\$ 228,188.52</u>	<u>\$ (256,061.37)</u>	<u>\$ (484,249.89)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 13,131.76	\$ 339,345.71	\$ 425,000.00	\$ 85,654.29	20.15%
<u>Expenses</u>					
Personnel	19,358.44	133,748.87	284,278.22	150,529.35	52.95%
Contractual Services	3,391.55	17,925.19	29,001.33	11,076.14	38.19%
Other Operating Expenses	2,426.04	15,738.24	22,816.50	7,078.26	31.02%
Public Support	7,027.44	70,269.44	201,000.00	130,730.56	65.04%
Total Expenses	<u>32,203.47</u>	<u>237,681.74</u>	<u>537,096.05</u>	<u>299,414.31</u>	<u>55.75%</u>
Excess Revenues less Expenses	<u>\$ (19,071.71)</u>	<u>\$ 101,663.97</u>	<u>\$ (112,096.05)</u>	<u>\$ (213,760.02)</u>	
<u>FICA Fund</u>					
Revenues	\$ 1,602.42	\$ 36,100.24	\$ 37,650.00	\$ 1,549.76	4.12%
Expenses	<u>3,195.48</u>	<u>21,188.22</u>	<u>37,500.00</u>	<u>16,311.78</u>	<u>43.50%</u>
Excess Revenues less Expenses	<u>\$ (1,593.06)</u>	<u>\$ 14,912.02</u>	<u>\$ 150.00</u>	<u>\$ (14,762.02)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 1,068.34	\$ 24,068.23	\$ 50,125.00	\$ 26,056.77	51.98%
Expenses	<u>1,032.91</u>	<u>6,704.63</u>	<u>50,000.00</u>	<u>43,295.37</u>	<u>86.59%</u>
Excess Revenues less Expenses	<u>\$ 35.43</u>	<u>\$ 17,363.60</u>	<u>\$ 125.00</u>	<u>\$ (17,238.60)</u>	

Zion Township Updates – 11/21/23

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 on Local Government Efficiency Act.
- CEJA Grant Update
- The office will be closed on November 23-24 for Thanksgiving, December 21st from 11:30am – 1:30pm for the staff Christmas, December 22 and 25 for Christmas and December 29th and January 1st for New Years.
- Levy Review and Discussion

ZION TOWNSHIP UPDATES

- Monthly Client Services is Attached.
- The Queen Bees of Zion Red Hat Society is in full swing. Any ZB ladies over the age of 50 wishing to join the group, please call Zion Township at 847-872-2811.
- The Elf Network is in full swing again this year. 80 already designated families will be provided gifts, food and more, thanks to Santa's Helpers, Christ Community Church, Kiwanis and other partners.
- The Zion Santa Parade will take place on Saturday, December 3rd at Shiloh House. Shiloh House will be open for tours each Saturday in December from 3-5pm.
- The Zion Park District Trail of Lights will be open from 12/8 – 1/2 from 5-9pm and the Tree Lighting will take place on December 15th at 6pm.

Monthly Report

October 2023

Programs & Services

Community

- Incoming Calls: 658
 - 2022: 617
 - 2021: 679
- Notary: 5
- Medical Equipment Pantry: 1
- Passports: 12
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 98

Financial Counseling Certificates: 3

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 4

Benefit Access Online Applications Processing: 11

Initial Screenings Total: 73

Resource Referrals

- Resource Appointments: 67
- Total People Referred: 122
- Total Referrals Made: 222

Zion Township Direct Referrals: 104

Referrals to Partner Agencies

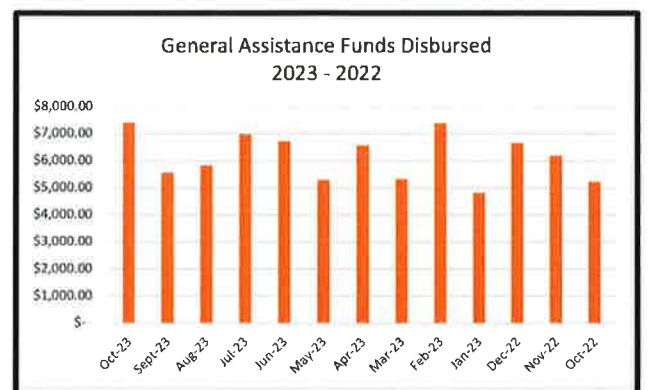
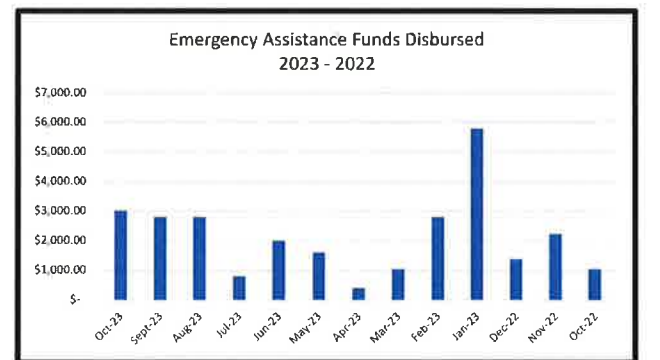
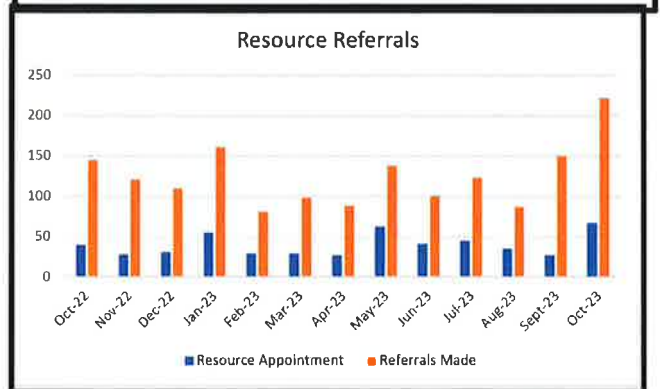
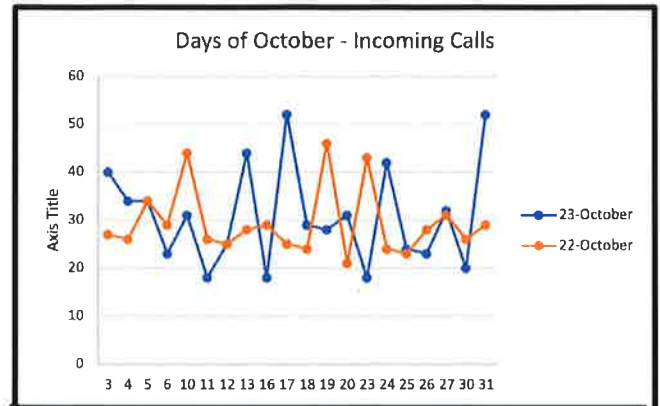
- Community Action Partnership of Lake County: 65
- Community Partners for Affordable Housing: 10
- Eldercare: 1
- First Baptist Church: 1
- Keeping Families Covered: 1
- Lions Club: 2
- Love INC: 4
- Mother's Trust: 4
 - Applications submitted: 2
 - Applications approved: 4/\$3,020 (some were pending from September)
- PADS: 1
- Salvation Army: 13
 - Applications submitted: 2
 - Applications approved: 6/\$4,829.20 (some were pending from September)

Case Manager Appointments: 116

(Sum of Resource, GA, and EA)

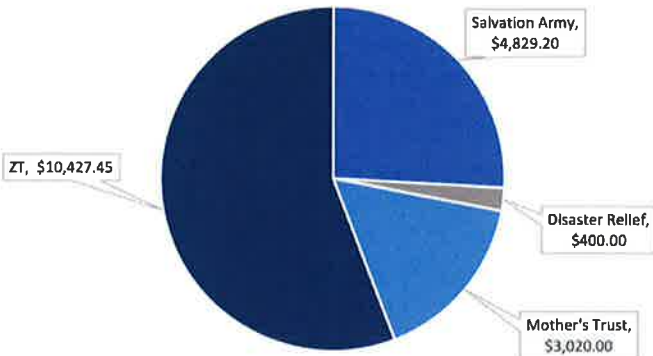
LIHEAP/

- Applications submitted: 58
- Total funds accessed for Zion: Report not yet available

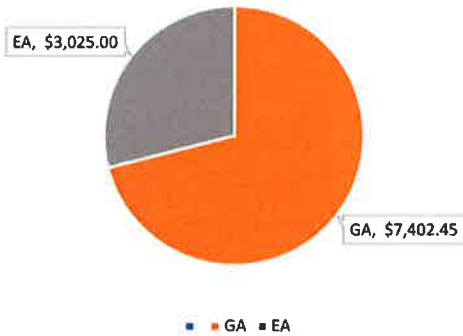


Assistance Programs

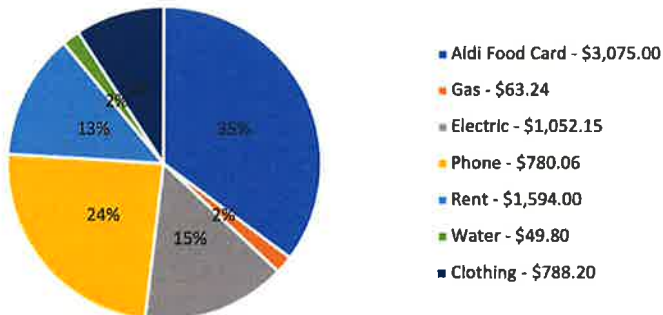
Total Funds allocated from various sources for residents in crisis:



ZT Disbursed to residents



General Assistance Disbursement
\$7,402.45 GA fund allocation



General Assistance

- Appointments: 40
- Application issued: 8
- Submitted Applications: 5
- New Recipients: 4
- Denials: 1
- **Flat Grant Approvals: 26/\$7,402.45**
 - Transportation: 13
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Evaluations: 0
 - Counseling: 0
 - Record Expungement: 0
- Completions (terminations): 2
 - Employed: 1
 - SSI Approved: 0
 - Relocation: 0
 - Other: 0
- Suspended: 1

Emergency Assistance

- Appointments: 9
- Total People: 9
- **Approved Applications: 8/\$3,025**
 - Housing: 2
 - Utilities: 5
 - Work Related: 1
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 1
- EA Denials: 1
- EA Pending Applications: 0

Disaster Relief

- **Applications submitted: 1**
- Applications approved: 1/\$400

Emergency Transportation Assistance

- Gas Vouchers: 0
- Bus Pass: 2
- Train/Other: 0
- Total Funds Spent: \$25

Submitted by: ZT Staff

Township Supervisor: Christy Neal