

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, AUGUST 15, 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. Approval of Minutes of a Regular Meeting held on July 18, 2023, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment for July

Township Fund

Assessor’s Office	\$10,834.98	
Community Support	\$2,820.49	
Youth Services	\$7,581.74	
Senior Services	\$187.88	
Operating Expenses	\$43,493.02	
	Township Fund Total Expenses	\$64,918.11

General Assistance Fund

Public Support	\$10,895.38	
Operating Expenses	\$16,218.69	\$27,114.07
	General Assistance Fund Total Expenses	

FICA Total Expenses \$3,483.59

IMRF Total Expenses \$1,002.77

TOTAL Bills: \$96,518.54

8. Assessor’s Report
9. Supervisor’s Report/Announcements
10. Decennial Committees Business
11. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, JULY 18, 2023 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

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Chairman Neal called the meeting to order.

On call of the roll the following answered present: Trustees Holmes, Frierson, Fischer, McDowell, and Chairman Neal. Assessor Davis was also present.

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

AGENDA CHANGES

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

The vote on roll call was: Trustees Holmes, aye; Frierson, aye; Fischer, aye; McDowell, 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 June 20, 2023 at 6:00 p.m. be approved with all members having received printed copies prior to the meeting. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; Fischer, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

Mary Lou Hiltibran, commented on how great the City looks with all the Zinnias. Chairman Neal noted that Ms. Hiltibran does all the watering of the flowers in the City. Trustee Holmes noted that the beautiful Zinnias are the talk of the town. Chairman Neal reminded the public of the Zinnia Festival happening in August.

BILLS

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

Township Fund

Assessor's Office	\$17,870.82	
Community Support	\$5,289.00	
Youth Services	\$2,376.00	
Senior Services	\$2,213.85	
Operating Expenses	\$1,592.90	
Township Fund Total Expenses		\$69,342.57

General Assistance Fund

Public Support	\$6,717.75	
Operating Expenses	\$25,116.30	
General Assistance Fund Total Expenses		\$31,834.05

FICA Total Expenses \$3,192.52

IMRF Total Expenses \$1,018.84

TOTAL Bills: \$105,387.98

Trustee Holmes asked on the June check register, what the interest payment of \$1,018 was for to Lake Forest Bank & Trust. Chairman Neal stated the Township pays two interest payments per year, one in January and another one on July 1st. In December they will prepare to pay the one for January 2024.

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

APPROVAL OF NEW HEALTH INSURANCE PROVIDER

Chairman Neal stated that they were informed by their Insurance Broker that this would be the last year Humana would be doing employee insurance. The Business Manager reached out to two other Brokers to see if they could get some other quotes but they said with the way that the health insurance system works now all the workers get the same rate. The Broker recommended Blue Cross Blue Shield. This year the premiums will be lower but next year they are expected to go up between 7-14%. She noted that August 1st will be the effective date of the new coverage. Trustee Fischer questioned if the Blue Cross Blue Shield coverage presented was two different plans. Chairman Neal stated that they were two completely different plans. The recommendation was to go with the Blue Cross Blue Shield G507 plan which is similar to the G508 but has a lower out of pocket expense. It was noted that the policy would be an annual renewal.

It was moved by Trustee McDowell seconded by Trustee Fischer to approve the Blue Cross Blue Shield G507 plan as the new health insurance for Zion Township. The vote on roll call was: Trustees Holmes, aye; Frierson, aye; Fischer, aye; McDowell, aye; and Chairman Neal, aye. Motion carried.

ASSESSOR'S REPORT

- We have a Summer Intern who has been a tremendous help in our office with updating our data and completing research. We will begin field work in the upcoming weeks.
- We have a new software system (TrueRoll) through the county for exemption validation. It is designed to assist with identifying those who are receiving exemptions and should not be. We are also prepared to recapture any taxes due. Currently, the county has identified over \$1M in tax dollars which has more than covered the cost of the program. Each Township will have access to review and identify information that may need further investigation and alert the county of our findings for their final decision.
- In Community news, we held a QUAD workshop last month to educate the public and discuss the tax bill, blue assessment notice, and the Quadrennial process. Special guests were Lake County CCAO Bob Glueckert and Lake County Treasurer Holly Kim. Thanks to all who came out.

Trustee Frierson noted that he has heard some feedback regarding the new letters that went out requesting information in order to receive exemptions. Assessor Davis stated they will supply the information to Lake County regarding the exemptions and they will inform the residents of any changes. The County has readjusted the bills to reflect new assessments. They will be going back as far as the exemption has been claimed in error. Trustee Frierson asked if those adjustments will be reflected on the current bill or will come as a separate bill. Assessor Davis stated she was not sure how it was going to be done. Trustee Frierson asked if there is an appeal process for the adjustments. Assessor Davis stated there will not be an appeal process and anything related to that will be handled by Lake County.

Trustee Holmes asked when the Summer Intern's last day and if there was a need for one in the fall. Assessor Davis stated her last day is July 28th. She does not see a need for one in the fall as they have prepared for having someone over the summer and have saved their special projects to keep them busy.

SUPERVISOR'S REPORT

- Monthly Client Services is Attached.
- The Summer Work Program is in full swing, with 30 youth lead by Adriana Ortiz, Rod Henry and Shardaye Bone.

- Zion Township will be closed Thursday, August 4 and Friday, August 5, while staff attend the Global Leadership Summit.
- Esther's Well is up and running, with the official ribbon cutting held on Wednesday, July 12, 2023, exactly 121 years to the day of the first consecration. Donations are still being accepted by the Zion Historical Society. Trustee McDowell stated they still need to put in a walkway as well as a ramp and plant grass and put in benches. Chairman Neal invited the public to go see how beautiful it looks.
- The Zinnia & Monarch Festival will be held on August 19 and 20 from 1-5pm at the Zion Park District Band Shell, 2400 Dowie Memorial Dr. – Mark your calendar! Details at ZinniasforZion.com. Visit Zinniaandmonarchfesetival.com for more information regarding vendor applications and sponsorship applications. Some of the activities planned are:
 - ❖ A photo contest
 - ❖ A poster contest to market next year's festival
 - ❖ A cut flower contest
 - ❖ The Library and Culvers will be sponsoring an all ages coloring contest
 - ❖ The Park District will be bringing in a Salsa Band
 - ❖ A mechanical bull riding competition
 - ❖ A donut eating contest
- The Zion Quarterly was out July 1! Please remember to share any community events with Sandra at ZBQuarterly@gmail.com.
- A partnership has been formed with Carthage College to evaluate Zion Township's marketing and communication plan and see what opportunities are available to better connect with residents. More to come.
- Zion Township is partnering with the Coalition for Healthy Communities and University of Illinois Extension to conduct a community-wide study on Whole Health Wellness. Please participate by going to <https://www.surveymonkey.com/r/zbnw>. Trustee Frierson stated they have been able to conduct several listening sessions over the last month. They had a chance to sit down with the summer work program kids as asked them some questions on how they see life in Zion and were able to get a lot of feedback. The next steps will be the Chief Researchers submitting the information to their Board so they can finish conducting the actual surveys. They are hoping to do 400 by the end of October and will have researchers going around doing them in person. They are looking at incentives to improve participation. Chairman Neal asked if the survey will also be online or only in person. Trustee Frierson stated they will be meeting on that and believes it makes sense to have an online option to make sure they meet their number. Chairman Neal stated she is excited to the potential that may come from the study.
- The Queen Bees of Zion Red Hat Society is in full swing. July 20 they will have a picnic at the Zion Park District concert in the park from 6:30-8:30pm.
- Zion Township submitted a grant to Illinois DCEO Energy Transition Community Grant for \$243,981 to support the Emergency and General Assistance Programs.

DECENNIAL COMMITTEE DISCUSSION

Chairman Neal stated as part of a State Law, every taxing body except Municipal and County Government has to do an evaluation of what they are doing, what they are doing well and how they can improve things and work better together. She thanked Laura Murrie and Rose Salata for agreeing to be part of the Committee. Committee member Laura Murrie sent a list of questions to Chairman Neal that she thought would be a good way to start the discussions. All members of the Committee received a copy of the programs they do, the agreements and the foundation of what the Township does.

Below are some of the questions asked and answers provided by Chairman Neal.

What are the plans for ZT's share of the money being allocated from the storage of the spent fuel rods? Are there any restrictions on how the money can be spent?

Right now, we put in the application to assist with Emergency Assistance and General Assistance. The plan is for the Leadership Group to lower taxes, deal with infrastructure and buildings and improve services that have suffered since the power plant closed. The taxing bodies have agreed to do the application the best they can based on the requirements and then work together on an intergovernmental agreement on how they will move forward.

What happens if the partnering agency runs out of allocated money? Are ZT clients refused services?

The Township has a number of different partnerships; the Salvation Army, Mother's Trust Foundation, LHEAP and CAPP to do assistance for utilities. The Township cannot use emergency assistance if they have another funding agency that can do that. First priority is to use the other agencies' resources before they can use tax payer money. Once those funds are exhausted, then they use Town funds. There are some situations where individuals do not qualify for emergency assistance. They are only allowed to be on one State fund and General Assistance/Emergency is considered part of the State fund.

Are there any plans to reinstate the Caught Ya cards? Why do you ask them to send a picture and tell about getting caught? This was part of the Community of Character Project. They had partnered through the Coalition for Healthy Communities with Piggly Wiggly for a free cookie, CJ's for a free donut, Culver's for a free ice cream. Then they made cards and gave them to the police and other people on the Coalition to hand out if they caught somebody doing something good. Trustee Frierson stated the Community of Character is being rebirthed and they are working with the Chief to bring it back with some labeling changes.

Why wasn't the Elf Project mentioned? Doesn't ZT coordinate it? Unfortunately, they forgot about it but it will be put in for the next time.

There wasn't much detail about employees. What specific jobs do your employees have? Do you ever hire part-time help during the busy times? Add a section to the document about each employee. It is a brilliant idea to be able to showcase what each employee does. This will be added for the next meeting.

What is the Circles USA Project? What does it do? Who does it help? Discussion for future funds. This has been on Chairman Neal's wish list for the last 12-15 years. It used to be called Move the Mountain but is now called Circles USA. It is a program where you hire people as consultants that live in poverty and they get a \$500 monthly stipend and it is their job to get out of poverty. They work with a community coach every week and get connected with someone near them that can be a mentor to them.

I don't understand the Salvation Army contract. Do applicants have to work/volunteer their time with the organization? In order for the Township to be a Salvation Army Agency and allow residents from Zion, Winthrop Harbor and Beach Park to come to Zion Township for assistance, her team had to become volunteers under the Salvation Army. They had to go through the training, sign paperwork and serve as a volunteer for their organization.

Regarding the Summer Work Program, it says each student must have an IEP. When I worked for city schools only Special Education students were required to have an IEP. Shouldn't students from lower income families be eligible for the program? Also, are their grades taken into account? When I worked at the high school, you had to be passing all your classes to get a work permit. It is a little misleading. The program has always been with the Job Center of Lake County and was always based on being below an income level or having an IEP. It has now been changed to include all youth that live in Zion.

Do you ever refer clients to the Kids Above All program in Waukegan? They work with women from the start of their pregnancy until the child reaches 5 years old. They do not. The Township works with the Family Resource Center down the street that includes a boutique and parenting classes. She will look into this organization to be able to share.

Are GA clients mandated to go to Nicasa or is it voluntary? It depends on what track they are on. If they are pending disability and they think substance abuse is getting in their way of a quality life, they will work with them to get an evaluation, but if it is impeding their employment they will definitely mandate it as it is part of the General Assistance Program.

Love INC suggests promoting their New Hope Ministry. Is it the same classes as provided by ZT? Would they offer their classes at the ZT office? They are not the same classes.

How do GA clients identify themselves to the partnering agencies? Depending on the services, the Case Manager will direct connect them but for food pantries they do it the same as everybody else. They help them to get all their IDs (State ID or DL). It was noted that the when working with other agencies, the Township will confirm the client's identity.

Township meeting 7/18/23

Ms. Murrie noted that there were discrepancies between contracts and reports. Chairman Neal stated she will have the Business Manager take a look at those and modify the way that they are reported and make sure that those line up.

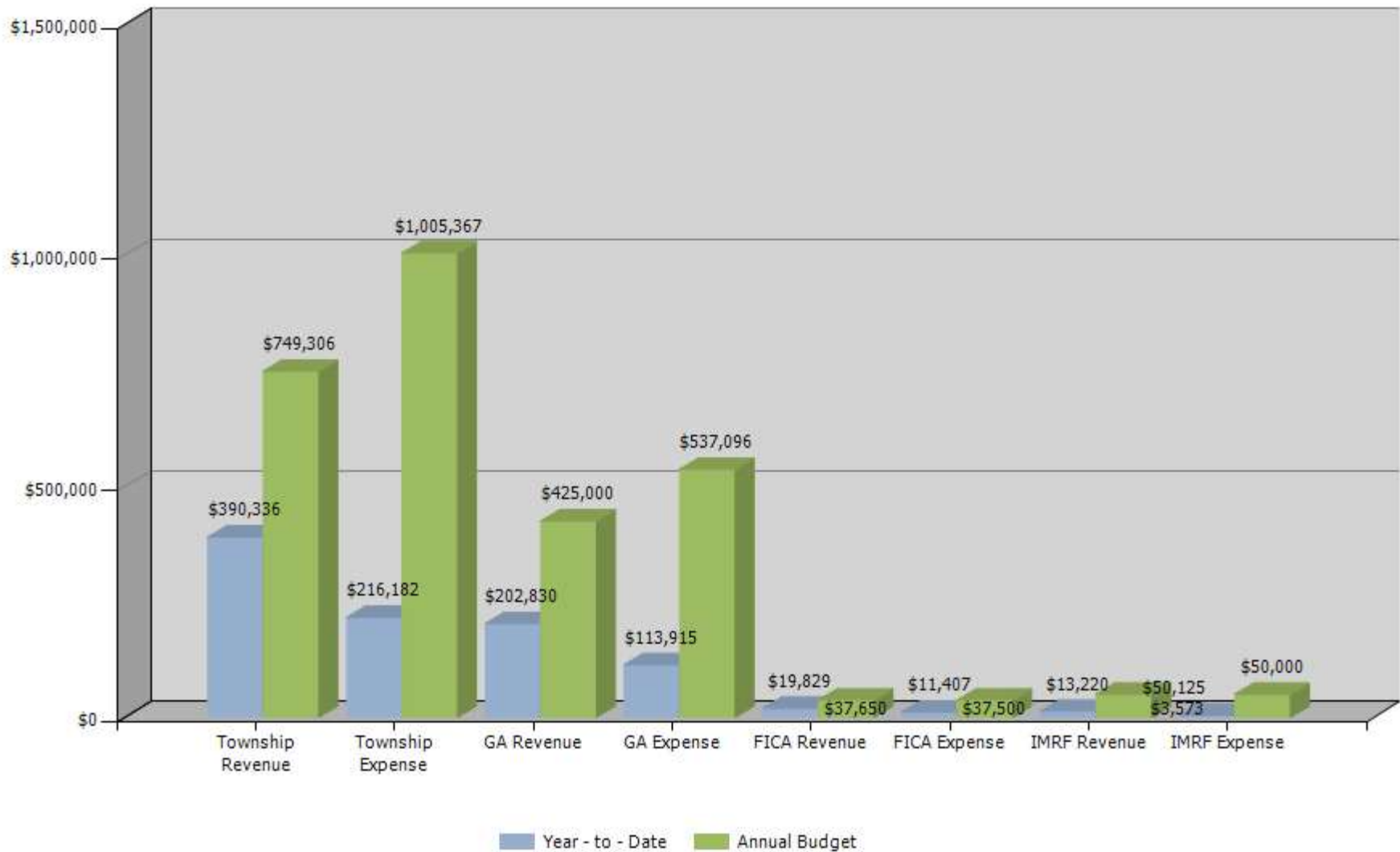
Chairman Neal noted that they will discuss Decennial Committee business up until 6:55 p.m. at each meeting and whatever they don't get through, they will carry over to the next meeting. A copy of the Township Code was distributed. She is going to be asking for any changes from the prior edition of the Code to the current one. Additionally, she went over the check list to check off items that have been done and go over what still needs to be done.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee McDowell, seconded by Trustee Frierson, and unanimously approved the meeting be adjourned at 6:55 p.m. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 3 Months Ended July 31, 2023**



**Zion Township
Income Statement
Actual vs. Budget
As of July 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>General Assistance Fund</u>					
<u>Revenue</u>					
Property Tax	\$ 20,844.59	\$ 162,491.30	\$ 385,000.00	\$ 222,508.70	57.79%
Replacement Tax	17,541.44	39,238.91	0.00	(39,238.91)	0.00%
Interest Income	3.65	9.67	0.00	(9.67)	0.00%
Other Income	740.00	1,090.00	40,000.00	38,910.00	97.28%
Total Revenue	<u>39,129.68</u>	<u>202,829.88</u>	<u>425,000.00</u>	<u>222,170.12</u>	<u>52.28%</u>
<u>Expenses</u>					
<u>Personnel</u>					
Salary - Township Staff	13,246.93	46,773.50	165,900.00	119,126.50	71.81%
Health/Dental	(537.72)	13,573.80	110,078.22	96,504.42	87.67%
Worker's Comp.	0.00	1,042.20	2,300.00	1,257.80	54.69%
SUTA	70.83	335.90	2,000.00	1,664.10	83.21%
Educational Benefits	0.00	2,000.00	4,000.00	2,000.00	50.00%
	<u>12,780.04</u>	<u>63,725.40</u>	<u>284,278.22</u>	<u>220,552.82</u>	<u>77.58%</u>
<u>Contractual Services</u>					
Rental Equipment	99.28	1,039.27	4,795.00	3,755.73	78.33%
Utilities	351.43	1,016.77	4,586.00	3,569.23	77.83%
Accounting Services	754.16	1,508.33	11,185.33	9,677.00	86.52%
Professional/Technical Services	0.00	179.50	1,275.00	1,095.50	85.92%
Liability Insurance	0.00	2,015.00	6,800.00	4,785.00	70.37%
Bank Charges	28.24	84.72	360.00	275.28	76.47%
	<u>1,233.11</u>	<u>5,843.59</u>	<u>29,001.33</u>	<u>23,157.74</u>	<u>79.85%</u>
<u>Other Operating Expenses</u>					
Maintenance	796.19	2,494.61	8,670.00	6,175.39	71.23%
Postage	154.80	464.40	800.00	335.60	41.95%
Office Supplies	106.03	672.66	2,900.00	2,227.34	76.80%
Computer Accessories	285.04	1,901.37	4,162.00	2,260.63	54.32%
Dues/Subscriptions	0.00	0.00	1,384.50	1,384.50	100.00%
Publishing/Advertising	726.21	739.93	1,800.00	1,060.07	58.89%
Travel/Meetings	96.00	144.34	300.00	155.66	51.89%
Training/Conferences	41.27	2,000.51	2,500.00	499.49	19.98%
Training Materials	0.00	0.00	300.00	300.00	100.00%
	<u>2,205.54</u>	<u>8,417.82</u>	<u>22,816.50</u>	<u>14,398.68</u>	<u>63.11%</u>
<u>Capital Outlay</u>					
Principal	0.00	0.00	0.00	0.00	0.00%
Interest	0.00	0.00	0.00	0.00	0.00%
Capital Equipment	0.00	0.00	0.00	0.00	0.00%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Zion Township Updates – 8/15/23

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 Committees on Local Government Efficiency Act.

ZION TOWNSHIP UPDATES

- Monthly Client Services is Attached.
- The Summer Work Program ended on July 28th, with 30 youth completing the program and 6 were nominated for Employee of the Year. Winners were Alex Rodriguez, Adriana Giles-Castaneda and Marshon McEwen. Thank you to Adriana Ortiz, Rod Henry, Shardaye Bone, Nayeli Cardenas and Sandra Usher for all your work and dedication to the program Also, thanks to Assessor Colette Davis and the ZB Library for accepting student interns..
- Zion Township will be closed Monday, September 4th for Labor Day.
- The Zinnia & Monarch Festival will be held on August 19 and 20 from 1-5pm at the Zion Park District Band Shell, 2400 Dowie Memorial Dr. – Mark your calendar! Details at ZinniaAndMonarchFestival.com.
- The Zion Quarterly was out July 1! Please remember to share any community events with Sandra at ZBQuarterly@gmail.com.
- Zion Township is partnering with the Coalition for Healthy Communities and University of Illinois Extension to conduct a community-wide study on Whole Health Wellness. Details to come!
- The Queen Bees of Zion Red Hat Society is in full swing. They recently visited the St Charles Park District for a Paddle Boat Ride. An overnight trip to Sheboygan is planned for September.
- Zion-Benton Township High School is hosting their 3rd annual Bee Bash on Wednesday, August 16th at 2pm.

Monthly Report

July 2023

Programs & Services

Community

- **Incoming Calls: 760**
 - 2022: 473
 - 2021: 508
- Notary: 11
- Medical Equipment Pantry: 0
- Passports: 28
- Voter Registration: 0
- 30/30 youth completed SWP

Senior

- Senior Half-Fare Taxi Tickets: 4
- Senior Birthday Cards: 89

Financial Counseling Certificates: 8

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 1

Benefit Access Online Applications Processing: 6

Initial Screenings Total: 92

Resource Referrals

- **Resource Appointments: 45**
- **Total People Referred: 60**
- **Total Referrals Made: 123**

Zion Township Direct Referrals: 58

Referrals to Partner Agencies

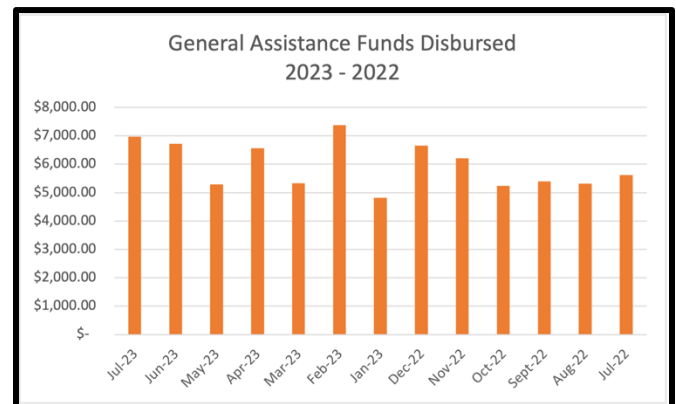
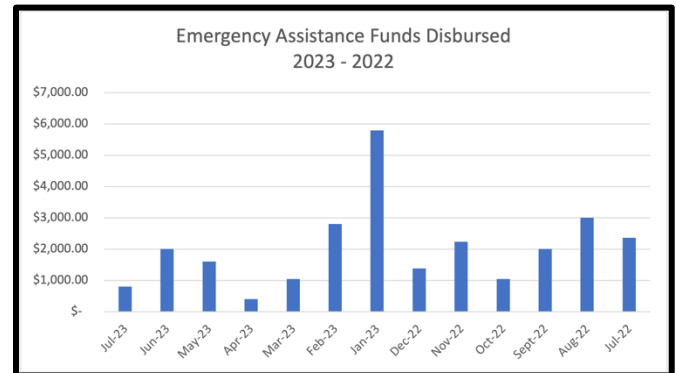
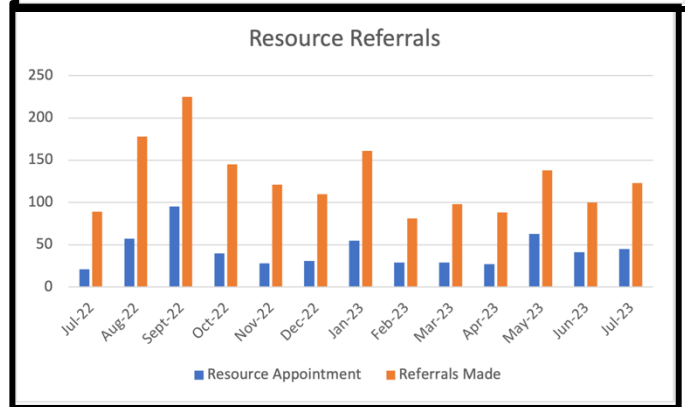
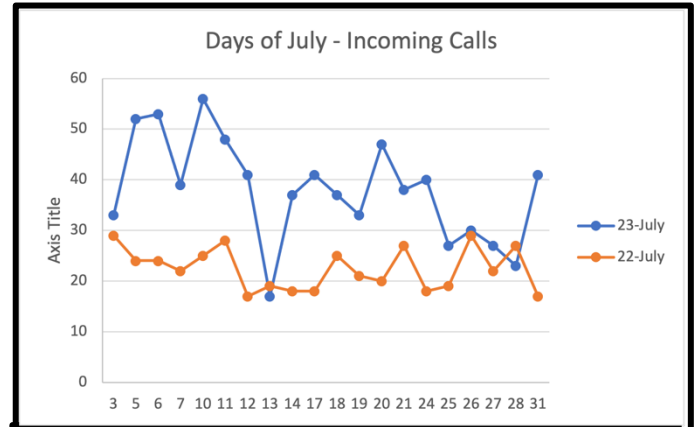
- Allendale Shelter: 1
- Benton Township: 1
- Catholic Charities: 3
- Christian Assembly of God: 1
- Community Action Partnership of Lake County: 5
- Community Partners for Affordable Housing: 8
- GivNKind: 1
- Lake County Job Center: 1
- Landlord: 1
- Love INC: 2
- Mother's Trust: 12
 - Applications submitted: 6
 - Applications approved: 2/\$580
- PADS: 4
- Salvation Army: 18
 - Applications submitted: 12
 - Applications approved: 6/\$3,551.22
- St. Vincent DePaul: 1
- The Living Room: 1

Case Manager Appointments: 76

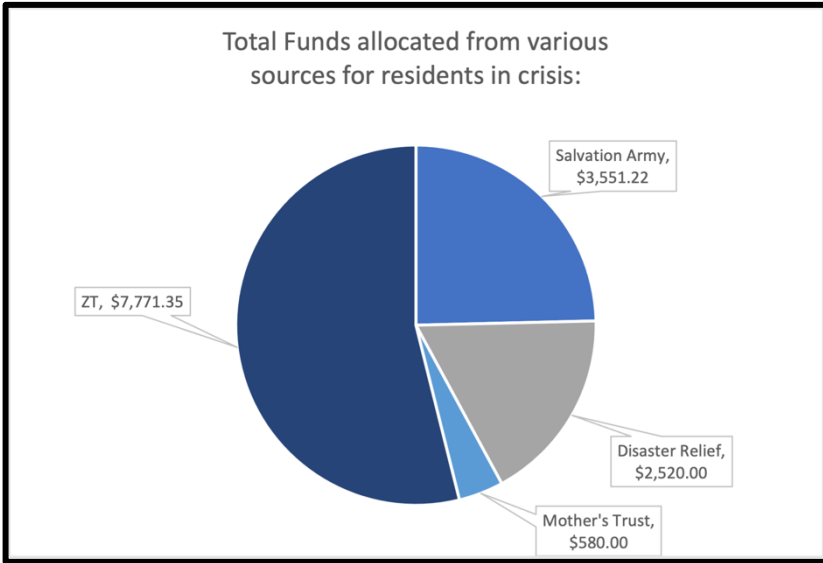
(Sum of Resource, GA, and EA)

LIHEAP/LIHWAP

- Applications submitted: 0 seasonal program
- Total funds accessed for Zion: **June: \$758.93**
- **Report not yet available for April & May**



Assistance Programs



General Assistance

- Appointments: 760
- Application issued: 7
- Submitted Applications: 5
- New Recipients: 5
- Denials: 0
- **Flat Grant Approvals: 26/\$6,971.35**
 - Transportation: 9
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Evaluations: 0
 - Counseling: 0
 - Record Expungement: 0
- Completions (terminations): 2
 - Employed: 1
 - SSI Approved: 1
 - Relocation: 0
 - Other: 0
- Suspended: 1

Emergency Assistance

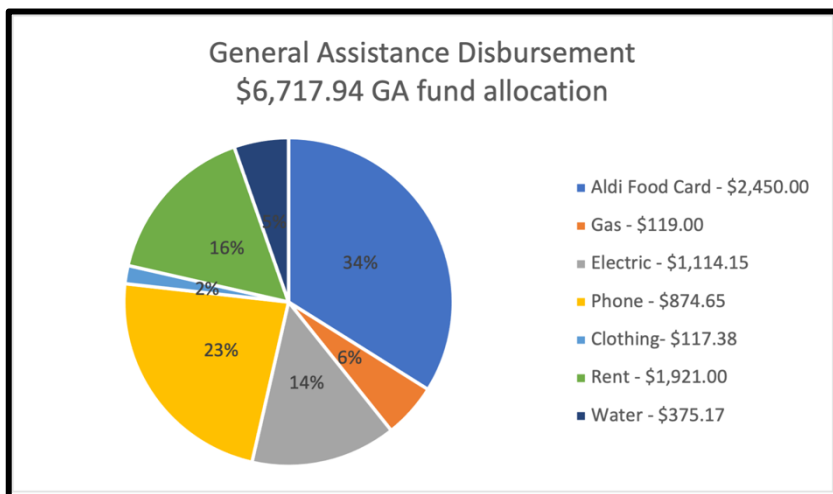
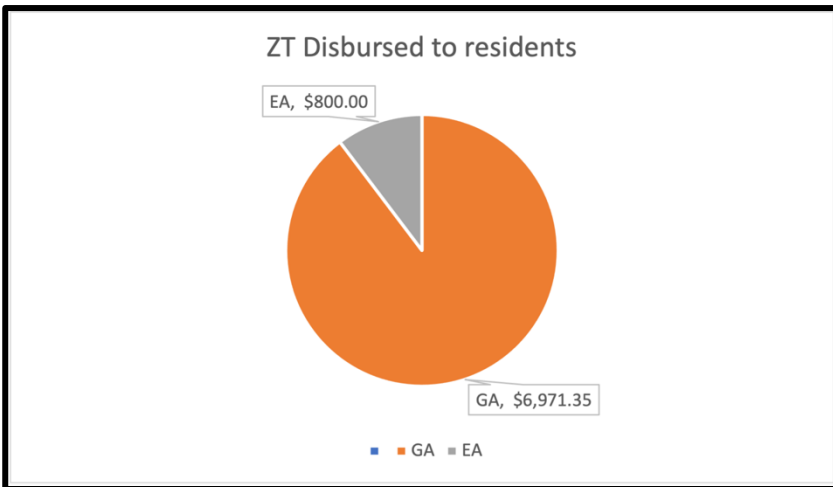
- Appointments: 4
- Total People: 4
- **Approved Applications: 2/\$800**
 - Housing: 1
 - Utilities: 1
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 1
- EA Pending Applications: 0

Disaster Relief

- **Applications submitted: 8**
- Applications approved: 7/\$2,520

Emergency Transportation Assistance

- Gas Vouchers: 2
- Bus Pass: 5
- Train/Other: 0
- Total Funds Spent: \$155



Submitted by: ZT Staff

Township Supervisor:

Christy Neal