

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, MARCH 15, 2022 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 February 15, 2022, at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

Township Fund

Assessor’s Office	\$12,128.25	
Community Support	\$800.00	
Youth Services	\$0	
Senior Services	\$1,039.24	
Operating Expenses	\$31,221.14	
Township Fund Total Expenses		\$45,188.63

General Assistance Fund

Public Support	\$9,829.37	
Operating Expenses	\$16,962.93	\$26,792.30
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,741.98

IMRF Total Expenses \$2,007.66

TOTAL Bills: \$76,730.57

8. Receive & Place on File: 2021 Zion Township Annual Financial Report
9. Consider approval of the 2022 Annual Town Meeting agenda

10. Assessor's Report
11. Supervisor's Report/Announcements
12. Adjourn

MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD TUESDAY, FEBRUARY 15, 2022 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, Fischer, Holmes, Frierson, and Chairman Neal. Assessor Davis was also absent.

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

AGENDA CHANGES

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

The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Holmes, aye; Frierson, 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 January 18, 2022 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 McDowell, aye; Fischer, aye; Holmes, 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	\$14,199.67	
Community Support	\$513.19	
Youth Services	\$0	
Senior Services	\$1,002.31	
Operating Expenses	\$34,560.09	
Township Fund Total Expenses		\$50,275.26

General Assistance Fund

Public Support	\$68,667.55	
Operating Expenses	\$18,080.94	\$86,748.49
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,715.67

IMRF Total Expenses \$2,007.66

TOTAL Bills: \$141,747.08

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

DISCUSSION/2022/23 BUDGET

Chairman Neal presented the proposed budget for the 2023/23 budget year. She asked that the Trustees review the budget over the next month and get back to her with any questions. She will present a budget amendment to the current budget at the March meeting to incorporate the FERA grant, Disaster Relief additional expenses and Red Hat Trip expenses. She also reminded the public of the Public Hearing for the 2023/23 budget which will take place at the April meeting.

ASSESSOR'S REPORT

- Per the office of Holly Kim, The Senior Citizens Real Estate Tax Deferral is a State of Illinois program that allows qualified senior citizens to defer up to \$5000 yearly to pay property taxes on their personal residence at a 6% simple interest per year. For more information, please visit their page on the [Senior Citizen Tax Deferral Program](#). All applications must be completed and notarized by March 1, 2022.
- We have completed several reports for annual review. We are updating our records with any corrections and or discrepancies.
- Now is the time to review and/or apply for your exemption(s) status. You can visit our website or www.lakecountyil.gov/156/Tax-Relief for a full description of the Tax Relief options available. As always, we encourage you to contact our office with any questions or assistance needed.

Trustee Frierson asked when the deadline was to submit exemptions. Assessor Davis stated she believes it is the end of May but will check on the date.

SUPERVISOR'S REPORT/ANNOUNCEMENTS

Chairman Neal provided the following information:

- January 2022 Monthly Report Attached.
- This month we had 62 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included: Mothers Trust Foundation - 2 applications were submitted and approved, 7 families were approved for Emergency Assistance, 1 family was approved for Disaster Relief and we have 15 current General Assistance participants. Fourteen FERA applications were approved last month totaling \$60,098.72.
- 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 Spring edition of the Zion Quarterly will be out the first week of April of 2022. For calendar events to be included for future magazines, email ZBQuarterly@gmail.com. Suggestions are ALWAYS welcome!
- On Saturday, March 12th, the Zion Government Leaders of each taxing body will be hosting "The Zion Collaborative: Establishing Collective Pathways in a Community at Zion-Benton Township High School. Stay tuned!
- It is time to pre-order flats of Zinnias for all who are interested. Order forms can be found on ZionTogether.com/Zinnias-for-Zion.

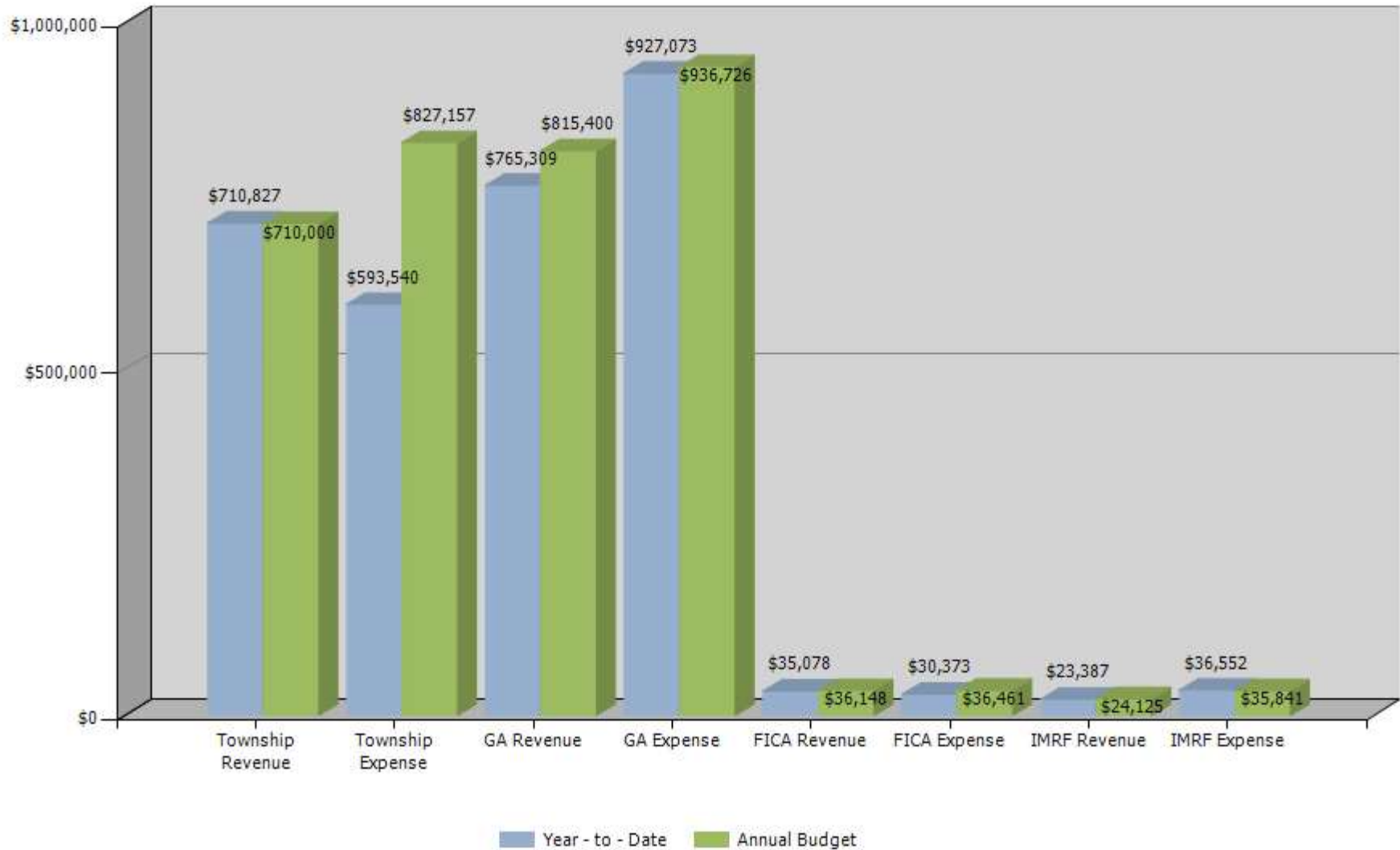
- The Zion Senior Resource Day will be held on Wednesday, April 20, 2022 at the Zion Park District Sports Arena from 9am til noon. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications are available! The Lake County Workforce Development is opening the portal for SWP pre-applications on March 1, 2022. Youth can apply online at www.lakecountyjobcenter.com. The portal will be open from March 1st - April 30th. Youth can also apply in person, fax or email. 847-377-3474, youth@lakecounty.gov. Our staff will be available to assist with this process if help is needed. Grace will be the contact person for this assistance. The County uses a lottery system to select the candidates to move forward in the employment process.
- The office will be closed on February 21st for President's Day.th
- A lighting evaluation is being done on our office to consider options for changing out the lighting.
- After evaluating safety precautions, we will be completing the following:
 - Having windows installed in the case managers' office doors;
 - The team will be attending the Mental Health Training hosted by the Coalition for Healthy Communities on March 18th – the office will be closed that day;
 - The Zion Police Department will be facilitating an active shooter training during an extended staff meeting;
 - We will be looking at installing panic buttons throughout the office
- Recommend hiring Brittany Castillo as our part-time contracted marketing specialist at a rate of \$35 per hour.
- After 21 years in office as the Zion Township Supervisor, Cheri Neal will be taking a sabbatical from April 25th through June 12, 2022 to walk the Camino de Santiago, a 500-mile journey across Spain. Zion Township operations will continue as normal.
- The Township is looking to hire some Maintenance staff.
- They are done with the FERA Grants but information is available through caplakecounty.org. LIHEAP is available for Electric and Heat along with Mortgage assistance
- Crystal Overton, a ZB graduate and employee of Mother's Trust Foundation and CLC is pushing the idea of students going into the fields of Auto Repair, Auto Body Repair and HVAC. Full ride scholarships that includes textbooks, exam fees and expenses are being offered through CLC. Information will be provided in the Township's weekly email.

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 6:22 p.m. Motion carried.

Township Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 10 Months Ended February 28, 2022**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of February 28, 2022**

	<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	\$ 30,864.60	\$ 710,826.81	\$ 710,000.00	\$ (826.81)	-0.12%
<u>Operating Expenses</u>					
Personnel	24,010.45	256,772.93	316,400.19	59,627.26	18.85%
Contractual Services	4,370.29	61,306.18	97,155.00	35,848.82	36.90%
Other Operating Expenses	2,840.40	27,310.99	42,958.00	15,647.01	36.42%
Capital Outlay	0.00	50,803.36	57,708.00	6,904.64	11.96%
Total Operating Expenses	<u>31,221.14</u>	<u>396,193.46</u>	<u>514,221.19</u>	<u>118,027.73</u>	<u>22.95%</u>
Community Support	800.00	27,325.27	26,000.00	(1,325.27)	-5.10%
<u>Youth Services:</u>					
Summer Work Program	0.00	5,362.94	17,430.00	12,067.06	69.23%
Total Youth Services	<u>0.00</u>	<u>5,362.94</u>	<u>17,430.00</u>	<u>12,067.06</u>	<u>69.23%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,034.68	3,300.00	265.32	8.04%
Senior Transportation	876.34	10,494.06	17,500.00	7,005.94	40.03%
Senior Support	162.90	8,242.18	5,750.00	(2,492.18)	-43.34%
Total Senior Services	<u>1,039.24</u>	<u>21,770.92</u>	<u>26,550.00</u>	<u>4,779.08</u>	<u>18.00%</u>
<u>Assessor's Office:</u>					
Personnel	11,103.68	122,961.53	184,500.00	61,538.47	33.35%
Contractual Services	626.37	11,608.73	39,241.00	27,632.27	70.42%
Other Operating Expenses	398.20	8,317.33	19,215.00	10,897.67	56.71%
Total Assessor's Office	<u>12,128.25</u>	<u>142,887.59</u>	<u>242,956.00</u>	<u>100,068.41</u>	<u>41.19%</u>
Total Expenses	<u>45,188.63</u>	<u>593,540.18</u>	<u>827,157.19</u>	<u>233,617.01</u>	<u>28.24%</u>
Excess Revenues less Expenses	<u>\$ (14,324.03)</u>	<u>\$ 117,286.63</u>	<u>\$ (117,157.19)</u>	<u>\$ (234,443.82)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 2,531.55	\$ 765,309.00	\$ 815,400.00	\$ 50,091.00	6.14%
<u>Expenses</u>					
Personnel	15,015.00	155,504.17	213,160.43	57,656.26	27.05%
Contractual Services	933.08	24,686.37	27,201.00	2,514.63	9.24%
Other Operating Expenses	1,014.85	14,672.28	21,414.50	6,742.22	31.48%
Public Support	9,829.37	732,209.72	674,950.00	(57,259.72)	-8.48%
Total Expenses	<u>26,792.30</u>	<u>927,072.54</u>	<u>936,725.93</u>	<u>9,653.39</u>	<u>1.03%</u>
Excess Revenues less Expenses	<u>\$ (24,260.75)</u>	<u>\$ (161,763.54)</u>	<u>\$ (121,325.93)</u>	<u>\$ 40,437.61</u>	
<u>FICA Fund</u>					
Revenues	\$ 308.92	\$ 35,077.70	\$ 36,147.90	\$ 1,070.20	2.96%
Expenses	<u>2,741.98</u>	<u>30,373.08</u>	<u>36,460.90</u>	<u>6,087.82</u>	<u>16.70%</u>
Excess Revenues less Expenses	<u>\$ (2,433.06)</u>	<u>\$ 4,704.62</u>	<u>\$ (313.00)</u>	<u>\$ (5,017.62)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 205.96	\$ 23,386.50	\$ 24,125.00	\$ 738.50	3.06%
Expenses	<u>2,007.66</u>	<u>36,552.12</u>	<u>35,841.00</u>	<u>(711.12)</u>	<u>-1.98%</u>
Excess Revenues less Expenses	<u>\$ (1,801.70)</u>	<u>\$ (13,165.62)</u>	<u>\$ (11,716.00)</u>	<u>\$ 1,449.62</u>	

Zion Township Updates – 3/15/22

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

- The office will be closed on Friday, March 18th for Mental Health Training for the ZT team, hosted by the Coalition for Healthy Communities. We will also be closed until 12:30pm on Wednesday, March 23rd for Active Shooter Training with the Zion Police Department and CPR recertification with the Zion Fire Department.
- Draft 2022-2023 Zion Township Budget proposal submitted for review to be voted on at April board meeting.
- Receive and place on file the Annual Financial Report.
- Recommend amendment to the 2021-2022 budget to incorporate the FERA grant at April Board meeting.
- Windows are being installed in the 3 case managers' office doors at a cost of \$1,500. Additionally, we had the sprinkler system serviced which cost \$2,800.
- Approve agenda for the 2022 Annual Township Meeting.
- After 21 years in office as the Zion Township Supervisor, Cheri Neal will be taking a sabbatical from April 25th through June 12, 2022 to walk the Camino de Santiago, a 500-mile journey across Spain. Zion Township operations will continue as normal.

ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- This month we had 47 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Salvation Army: 4 application were submitted and approved, 4 families were approved for Emergency Assistance, 3 families were approved for Disaster Relief and we have 19 current General Assistance participants.
- Those in need of rental assistance due to Covid-19 can apply online at [LakeCountyIL.gov/renthelp](https://www.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 Spring edition of the Zion Quarterly will be out the first week of April of 2022. Kudos to Business Manager Sandra Usher for her hard work in pulling everything together!
- On Saturday, March 12th, the Zion Government Leaders of each taxing body hosted “The Zion Collaborative: Establishing Collective Pathways in a Community” at Zion-Benton Township High School, which was a huge success!
- Zinnia seeds will begin to be distributed at Zion Township, at local eateries, the Zion Park District, City Hall, and the ZB Library the week of April 20th.
- The Zion Senior Resource Day will be held on Wednesday, April 20, 2022 at the Zion Park District Sports Arena from 10am til noon. The Grove at the Lake will provide take home box lunches.
- Summer Work Program applications are available! The Lake County Workforce Development is opening the portal for SWP pre-applications on March 1, 2022. Youth can apply online at www.lakecountyjobcenter.com. The portal will be open from March 1st - April 15th. Youth can also apply in person, fax or email: 847-377-3474, youth@lakecounty.gov. Our staff will be available to assist with this process if help is needed. Grace will be the contact person for this assistance. The County uses a lottery system to select the candidates to move forward in the employment process.

Monthly Report

February 2022

Programs & Services

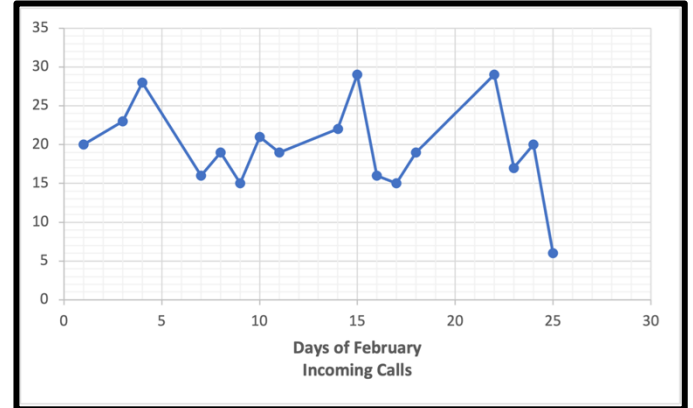
Community

- Incoming Calls: 349
- Notary: 8
- Medical Equipment Pantry: 1
- Passports: 15
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 5
- Senior Birthday Cards: 74

Financial Counseling Certificates: 5



Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 1

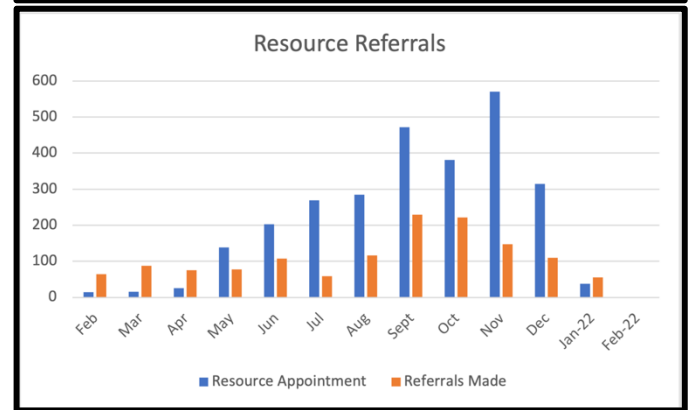
Benefit Access Online Applications Processing: 4

Initial Screenings Total: 47

Resource Referrals

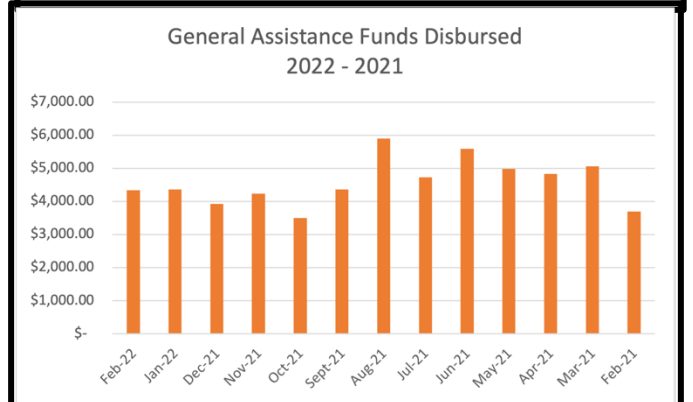
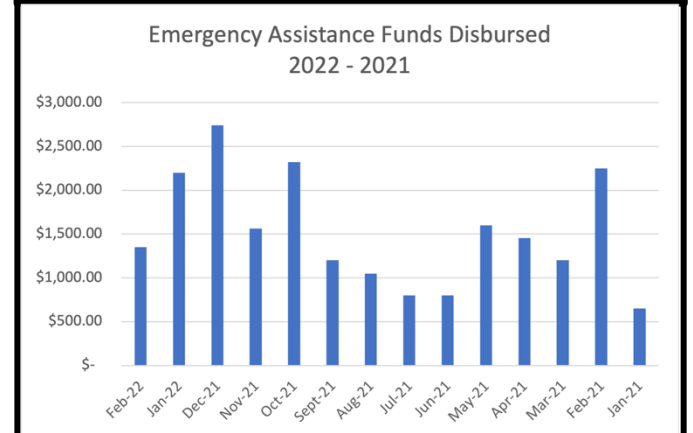
- Resource Appointments: 20
- Total People Referred: 43
- Total Referrals Made: 68

Zion Township Directly Assisted: 30



Referrals to Partner Agencies

- Benton Township: 1
- Bottomline Innovators: 1
- Catholic Charities: 2
- Community Action Partnership: 11
- Community Partners for Affordable Housing: 5
- Congressman Brad Schneider's Office: 1
- DHS: 2
- IDES: 2
- FERA: 2
- Lake County Housing Authority: 1
- Love INC: 2
- Mother's Trust: 1
 - Applications submitted: 0
 - Applications approved: 0/\$0
- PADS: 1
- Prairie State Legal: 1
- Salvation Army: 2
 - Applications submitted: 5
 - Applications approved: 4/\$1,747.86
- Smart Residences LLC: 1

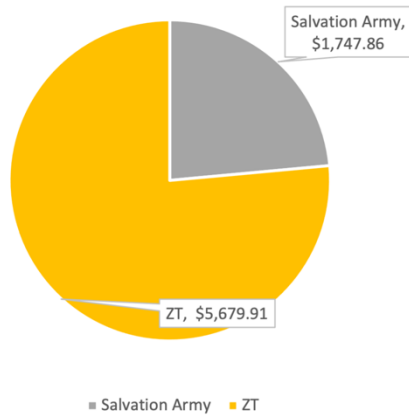


Case Manager Appointments: 45

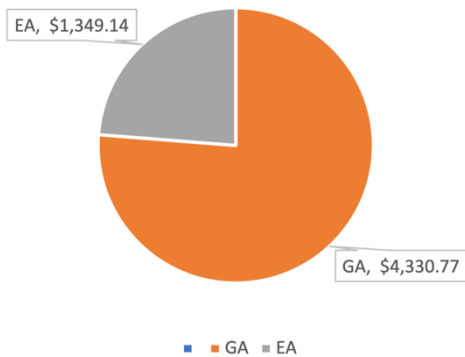
(Sum of Resource, GA, and EA)

Assistance Programs

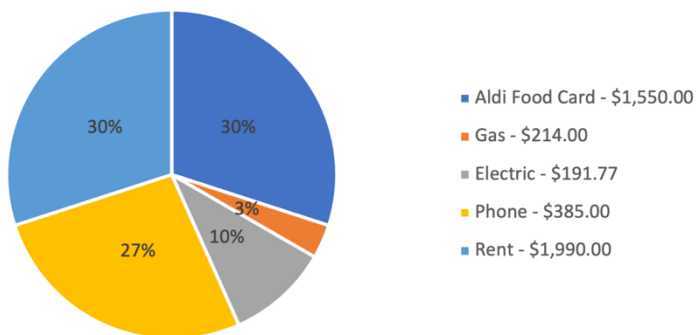
Total Funds allocated from various sources for residents in crisis:



ZT Disbursed to residents



General Assistance Disbursement
\$4,330.77 GA fund allocation



General Assistance

- Appointments: 18
- Application issued: 7
- Submitted Applications: 4
- New Recipients: 2
- Denials: 0
- **Flat Grant Approvals: 13/\$4,330.77**
 - Transportation: 5
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations):
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 0
- Suspended: 0

Emergency Assistance

- Appointments: 7
- Total People: 5
- **Approved Applications: 4/\$1,349.14**
 - Housing: 2
 - Utilities: 2
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 0
- EA Incomplete Applications: 0

Disaster Relief Approvals:

- **Applications submitted: 3**
- Applications approved: 3/\$1,200

Emergency Transportation Assistance

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

Submitted by: ZT Staff

Township Supervisor:

Christy Neal

Zion Township Annual Financial Report

for Fiscal Year 2021/2022

	<u>Projected Year End</u>	<u>Annual Budget</u>
TOWNSHIP FUND		
Revenues:	\$735,000.00	\$735,000.00
Expenses:		
Personnel	\$300,285.13	\$316,400.19
Contractual Services	\$ 77,754.83	\$ 97,155.00
Other Operating Expenses	\$ 31,134.09	\$ 42,958.00
Capital Outlay	\$50,803.36	\$ 57,708.00
Total Operating	<u>\$459,977.41</u>	<u>\$514,221.00</u>
Community Support	\$25,128.43	\$26,000.00
Youth Services: Summer Work Program	\$6,112.94	\$17,430.00
Total Community & Youth Services	<u>\$31,241.37</u>	<u>\$43,430.00</u>
Senior Meals	\$3,070.00	\$ 3,300.00
Senior Transportation	\$13,455.00	\$17,500.00
Senior Support	\$9,300.00	\$ 5,750.00
Total Senior Services	<u>\$25,825.00</u>	<u>\$26,550.00</u>
Assessor's Office		
Personnel	\$143,728.92	\$184,500.00
Contractual Services	\$14,225.00	\$ 39,241.00
Other Operating Expenses	\$12,824.10	\$ 19,215.00
Total Assessor's Office	<u>\$170,778.02</u>	<u>\$242,956.00</u>
Total Expenses	<u>\$687,821.80</u>	<u>\$827,157.19</u>
Excess Revenues less Expenses	<u>\$47,178.20</u>	<u>-\$92,157.19</u>
Prior Surplus	<u>\$773,163.00</u>	<u>\$773,163.00</u>
Ending Balance	<u>\$725,984.80</u>	<u>\$681,006.00</u>

GENERAL ASSISTANCE FUND		
Revenues:	\$1,012,000.00	\$1,012,000.00
Expenses:		
Personnel	\$179,826.00	\$213,160.43
Contractual Services	\$26,448.00	\$ 27,201.00
Other Operating Services	\$15,544.50	\$ 21,414.50
Public Support	\$809,150.00	\$874,950.00
Total Expenses	<u>\$1,030,968.50</u>	<u>\$1,136,725.93</u>
Excess Revenues less Expenses	<u>-\$18,968.50</u>	<u>-\$124,725.93</u>
Prior Surplus	<u>\$155,014.00</u>	<u>\$155,014.00</u>
Ending Balance	<u>\$136,045.50</u>	<u>\$30,288.07</u>

FICA FUND		
Revenues:	\$35,998.00	\$35,998.00
Expenses:	\$35,460.90	\$36,460.90
Excess Revenues less Expenses	\$ 537.10	-\$ 462.90
Prior Surplus	<u>\$15,972.00</u>	<u>\$15,972.00</u>
Ending Balance	<u>\$16,509.10</u>	<u>\$15,509.10</u>

IMRF FUND		
Revenues:	\$24,125.00	\$24,125.00
Expenses:	\$40,000.00	\$35,841.00
Excess Revenues less Expenses	-\$15,875.00	-\$11,716.00
Prior Surplus	<u>\$20,864.00</u>	<u>\$20,864.00</u>
Ending Balance	<u>\$4,989.00</u>	<u>\$9,148.00</u>

Total Income	<u>\$1,807,123.00</u>	<u>\$1,807,123.00</u>
Total Expenses	<u>\$1,794,251.20</u>	<u>\$2,036,184.83</u>