

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, MAY 17, 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 Budget Public Hearing held on April 19, 2022 at 6:00 p.m. and a Regular Meeting held on April 19, 2022, at 6:15p.m.
6. Citizen Comments
7. Authorize bills for payment

Township Fund

Assessor’s Office	\$16,117.46	
Community Support	\$530.00	
Youth Services	\$615.75	
Senior Services	\$2,575.37	
Operating Expenses	\$27,608.81	
Township Fund Total Expenses		\$47,447.39

General Assistance Fund

Public Support	\$9,580.16	
Operating Expenses	\$11,913.06	\$21,493.22
General Assistance Fund Total Expenses		

FICA Total Expenses \$2,830.41

IMRF Total Expenses \$2,191.97

TOTAL Bills: \$73,962.99

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

MINUTES OF A PUBLIC HEARING OF THE TOWN OF ZION HELD TUESDAY, APRIL 19, 2022, AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

Town Clerk Spooner called the Public Hearing to order.

The Town Clerk declared nominations in order for the position of Moderator of the Public Hearing. It was moved by Elector/Trustee Christopher Fischer, seconded by Elector/Trustee Richard Frierson and unanimously approved that Cheri Neal serve as Moderator of the Public Hearing. Ms. Neal was sworn in as Moderator.

BUDGET/FISCAL YEAR MAY 1, 2022 – APRIL 30, 2023

Supervisor Neal presented the Fiscal Year May 1, 2022 through April 30, 2023 Township Supervisor's budget and Township Assessor's, a copy of which is appended to these minutes. She stated that total expenses were \$942,028 in the Township Fund, \$438,586 in the General Assistance Fund, \$37,500 in the Social Security (FICA) Fund, and \$44,000 in the IMRF Fund, totaling \$1,462,114.

It was moved by Elector Mary Lou Hiltibran, seconded by Elector Laura Murrie and unanimously approved to refer the Budget for the Fiscal Year beginning May 1, 2022 and ending April 30, 2023 to the Town Board of Trustees for discussion at their regular meeting scheduled for Tuesday, May 17, 2022, at 6:15 P.M. Upon voice vote, all answered aye. Motion carried.

ADJOURN

It was moved by Elector/Trustee Mike McDowell, seconded by Elector Mary Lou Hiltibran and unanimously approved the Public Hearing be adjourned at 6:06 P.M. Motion carried.

Town Clerk

**MINUTES OF A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES HELD
TUESDAY, APRIL 19, 2022 AT 6:15 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 Frierson, Fischer, McDowell, and Chairman Neal. Trustee Holmes was absent. Assessor Davis was also present.

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

AGENDA CHANGES

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

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

MINUTES

It was moved by Trustee Fischer, seconded by Trustee Frierson that the minutes of a Regular Meeting held on March 15, 2022 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 Frierson, aye; Fischer, aye; McDowell, aye and Chairman Neal, aye. Motion carried.

CITIZEN COMMENTS

A Zion resident stated it was his first time at the Township meeting and asked what the purpose of a Township meeting was. Chairman Neal stated Zion has two different types of government agencies; Zion Township that deals with Human Services and City of Zion with a Mayor and City Council that deals with City Services.

BILLS

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

Township Fund

Assessor's Office	\$13,620.06	
Community Support	\$121.43	
Youth Services	\$11.62	
Senior Services	\$1,874.83	
Operating Expenses	\$34,392.11	
Township Fund Total Expenses		\$50,020.05

General Assistance Fund

Public Support	\$6,237.42	
Operating Expenses	\$17,849.95	
General Assistance Fund Total Expenses		\$24,087.37

<u>FICA</u> Total Expenses	\$2,780.19
<u>IMRF</u> Total Expenses	\$2,188.27
TOTAL Bills:	\$79,075.88

BUDGET AMENDMENT/FISCAL YEAR MAY 1, 2021 THROUGH APRIL 30, 2022

Chairman Neal stated the Township Budget for FY2021/2022 was passed without the money received for the FERA Grant. She recommended amending the budget for May 1, 2021 through April 30, 2022 for the Grant in General Assistance, public assistance revenue and expenses in the amount of \$717,000.00.

It was moved by Trustee Frierson, seconded by Trustee Fischer to amend the Budget for the Fiscal Year May 1, 2021 through April 30, 2022 for Grant Expenses and Income to the amount of \$717,000. The vote on roll call was: Trustees Frierson, aye; Fischer, aye; McDowell, aye and Chairman Neal, aye. Motion carried.

BUDGET/FISCAL YEAR MAY 1, 2022 THROUGH APRIL 30, 2023

It was moved by Trustee Fischer, seconded by Trustee McDowell to approve the Budget & Appropriation Ordinance (2022-01) for the Fiscal Year May 1, 2022 through April 30, 2023. The vote on roll call was: Trustees Frierson, aye; Fischer, aye; McDowell, aye and Chairman Neal, aye. Motion carried. Ordinance passed.

ASSESSOR’S REPORT

- We are continuing to complete our regular off-peak work such as record maintenance and field inspections.
- We are equalizing some neighborhoods due to the high variance in the sales ratios for the last 3 years.
- The first half of the tax bills will be mailed out by the county next month and are due June 6th.
- We are reviewing and working on PTAB responses for 2021 tax year.
- We are continuing to assist taxpayers with filing their exemptions. Just a reminder, the deadline for filing the Senior Freeze exemption is July 31st.
- We attended the 64th Annual State Conference. Assessor Davis spoke on a panel about DEI. The staff and I were able to obtain our continuing education requirements as well as learn more about the Appeal process via Mock Hearings at all levels, Safety in the field and Public relations in the Assessment office.

SUPERVISOR’S REPORT

- Monthly Client Services Report Attached.
- We had 45 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 6 families were approved for Emergency Assistance, 6 families were approved for Salvation Army funds, and we have 17 current General Assistance participants. We are currently out of Salvation Army Funds, but may get additional funding later in the year.
- 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 is out! Kudos to Business Manager Sandra Usher for her hard work in pulling everything together!
- On Saturday, June 4th, the Zion Government Leaders of each taxing body will host a follow-up to the March 12 community conversation at 10am at Zion-Benton Township High School. ALL Zion residents are invited!
- FREE Zinnia seeds are available at local eateries, Zion Township, the Zion Park District, City Hall, & ZB Library!
- 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.
- An unveiling of Zion Township's new outdoor bench will take place on Wednesday, April 20th at 4L30pm. All are welcome!
- Chairman Neal is asking for board support to make Zion Township the official sponsor of Zion Together Days.
- The Zion Township 2021 Annual Report is available on our website at ZionTownship.org.
- Annual staff evaluations were conducted last week for all staff.
- We are in the process of hiring a part-time receptionist. Grace Gamboa will be moving into the position of Client Services Coordinator, assisting with the Emergency Assistance caseload effective May 1, 2022.
- 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.

ADJOURN

There being no further business to come before the Board at this time, it was moved by Trustee Frierson, seconded by Trustee McDowell, and unanimously approved the meeting be adjourned at 6:40 p.m. Motion carried.

Town Clerk

Monthly Report

April 2022

Programs & Services

Community

- Incoming Calls: 4483
- Notary: 8
- Medical Equipment Pantry: 0
- Passports: 5
- Voter Registration: 0

Senior

- Senior Half-Fare Taxi Tickets: 4
- Senior Birthday Cards: 76

Financial Counseling Certificates: 1

Referrals & Other Agency Application Processing

RTA Free or Reduced Ride Program Processing: 0

Benefit Access Online Applications Processing: 17

Initial Screenings Total: 50

Resource Referrals

- Resource Appointments: 15
- Total People Referred: 33
- Total Referrals Made: 44

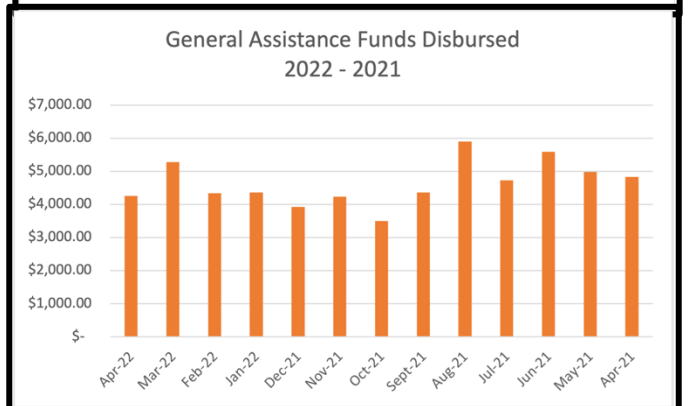
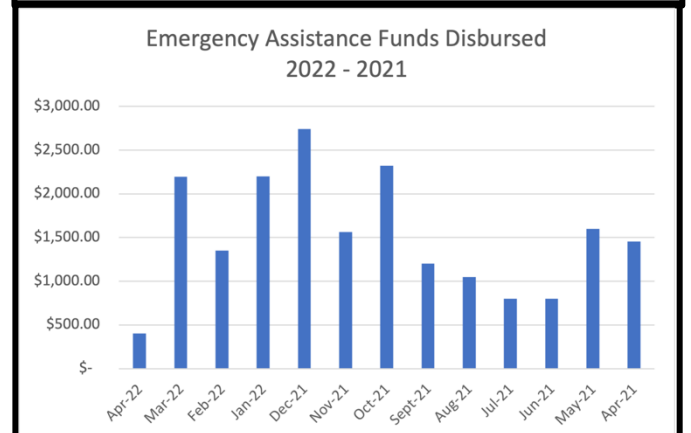
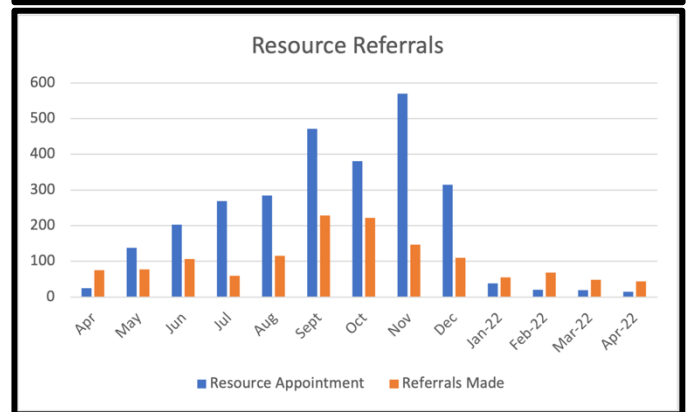
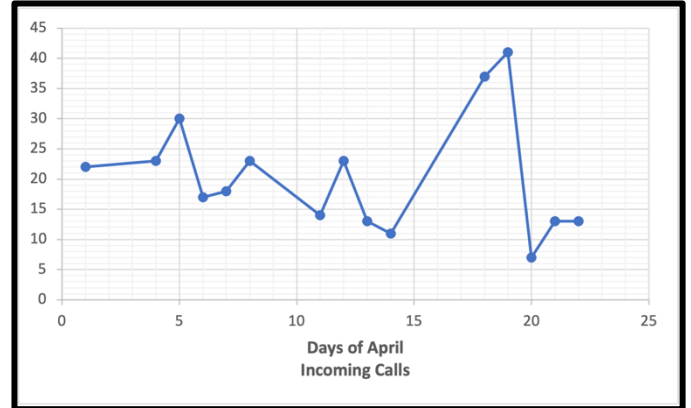
Zion Township Directly Assisted: 22

Referrals to Partner Agencies

- A Safe Place: 1
- Camel House: 1
- Catholic Charities: 1
- Community Action Partnership: 9
- Community Partners for Affordable Housing: 2
- Congressman Brad Schneider's Office: 1
- FERA: 1
- Keeping Families Covered: 3
- Love INC: 2
- Mother's Trust: 0
 - Applications submitted: 0
 - Applications approved: 0/\$
- Salvation Army: 0
 - Applications submitted: 0
 - Applications approved: 1/\$600 (pending from March)

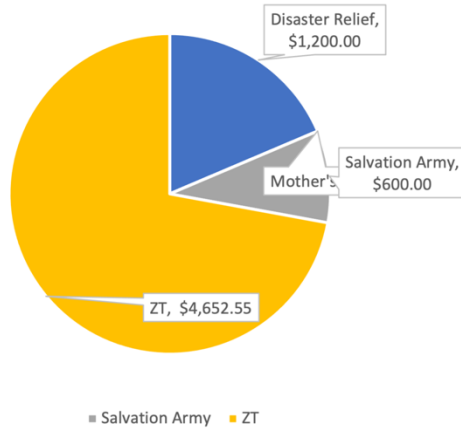
Case Manager Appointments: 38

(Sum of Resource, GA, and EA)

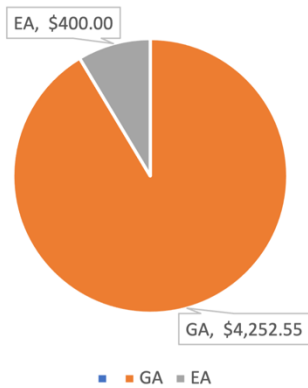


Assistance Programs

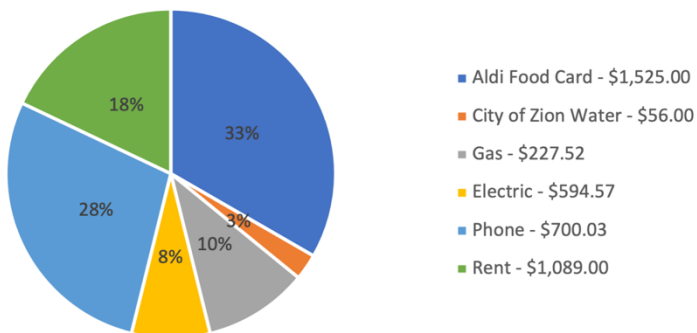
Total Funds allocated from various sources for residents in crisis:



ZT Disbursed to residents



General Assistance Disbursement
\$4,252.55 GA fund allocation



General Assistance

- Appointments: 21
- Application issued: 4
- Submitted Applications: 4
- New Recipients: 4
- Denials: 0
- **Flat Grant Approvals: 18/\$4,252.55**
 - Transportation: 5
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
- Completions (terminations): 1
 - Employed: 0
 - SSI Approved: 0
 - Relocation: 0
 - Other: 1
- Suspended: 0

Emergency Assistance

- Appointments: 2
- Total People: 1
- **Approved Applications: 1/\$400.00**
 - Housing: 0
 - Utilities: 1
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - Transportation: 0
 - Other: 0
- EA Denials: 0
- EA Incomplete Applications: 0

Disaster Relief Approvals: 3

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

Emergency Transportation Assistance

- Gas Vouchers: 2
- 1-Day Bus Pass: 2
- Train/Other: 0
- Total Funds Spent: \$100

Submitted by: ZT Staff

Township Supervisor: _____

Christy Neal

Zion Township Updates – 5/17/22

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*

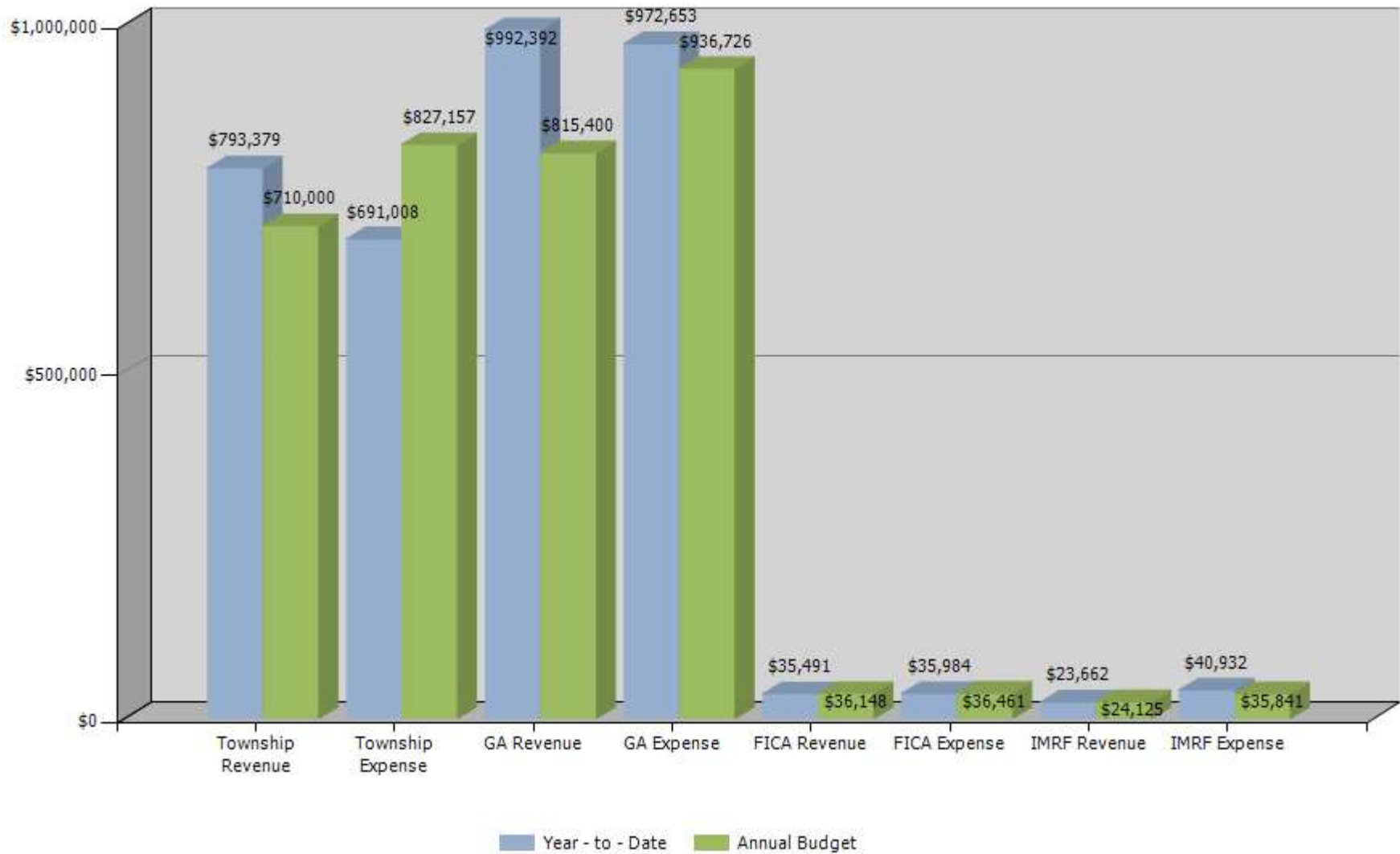
BOARD SPECIFIC ISSUES

- Nayeli Cardenas joined the Zion Township team as the part time receptionist, effective May 9th.

ZION TOWNSHIP UPDATES

- Monthly Client Services Report Attached.
- We had 50 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, 1 family was approved for Emergency Assistance, 1 family was approved for Salvation Army funds, and we have 18 current General Assistance participants.
- The Summer edition of the Zion Quarterly contents due to Sandra Usher by June 1st, with mailing July 1st.
- On Saturday, May 14th, Zion Township held parent orientation and youth interviews for the incoming Summer Work Program. Zion Township assisted reviewing application packets provided to youth by the Lake County Job Center to ensure that all youth hired for the program had all required documentation to start the program. The program will start with Training Day on June 21st, and it will be held at New Tech High school. This is a requirement for the youth because they will review the handbook, participate in a financial workshop, and Nicasa Teen Court will conduct a mock trial for the youth.
- FREE Zinnia seeds are available at local eateries, Zion Township, the Zion Park District, City Hall, & ZB Library!
- The Zion Senior Resource Day Expo was held on Wednesday, April 20, at the Zion Park District Sports Arena and 150 seniors attended. The Grove at the Lake provided take home box lunches from Subway. Seniors commented on how they enjoyed the set up and the only thing they did miss was not having coffee in the morning.
- A packet has been mailed out to all local government leaders to update them on Zion Township's services, including the Annual Report, Senior Resource Guide, resources sheets and the Zion Quarterly.

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 12 Months Ended April 30, 2022**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of April 30, 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	\$ 41,591.32	\$ 793,378.83	\$ 710,000.00	\$ (83,378.83)	-11.74%
<u>Operating Expenses</u>					
Personnel	19,881.51	300,315.03	316,400.19	16,085.16	5.08%
Contractual Services	4,617.81	73,053.22	97,155.00	24,101.78	24.81%
Other Operating Expenses	3,109.49	34,022.77	42,958.00	8,935.23	20.80%
Capital Outlay	0.00	50,803.36	57,708.00	6,904.64	11.96%
Total Operating Expenses	<u>27,608.81</u>	<u>458,194.38</u>	<u>514,221.19</u>	<u>56,026.81</u>	<u>10.90%</u>
Community Support	530.00	27,976.70	26,000.00	(1,976.70)	-7.60%
<u>Youth Services:</u>					
Summer Work Program	615.75	5,990.31	17,430.00	11,439.69	65.63%
Total Youth Services	<u>615.75</u>	<u>5,990.31</u>	<u>17,430.00</u>	<u>11,439.69</u>	<u>65.63%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,034.68	3,300.00	265.32	8.04%
Senior Transportation	1,154.64	13,126.96	17,500.00	4,373.04	24.99%
Senior Support	1,420.73	10,059.48	5,750.00	(4,309.48)	-74.95%
Total Senior Services	<u>2,575.37</u>	<u>26,221.12</u>	<u>26,550.00</u>	<u>328.88</u>	<u>1.24%</u>
<u>Assessor's Office:</u>					
Personnel	9,522.12	144,047.58	184,500.00	40,452.42	21.93%
Contractual Services	1,589.39	14,321.24	39,241.00	24,919.76	63.50%
Other Operating Expenses	5,005.95	14,256.29	19,215.00	4,958.71	25.81%
Total Assessor's Office	<u>16,117.46</u>	<u>172,625.11</u>	<u>242,956.00</u>	<u>70,330.89</u>	<u>28.95%</u>
Total Expenses	<u>47,447.39</u>	<u>691,007.62</u>	<u>827,157.19</u>	<u>136,149.57</u>	<u>16.46%</u>
Excess Revenues less Expenses	<u>\$ (5,856.07)</u>	<u>\$ 102,371.21</u>	<u>\$ (117,157.19)</u>	<u>\$ (219,528.40)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 143,702.35	\$ 992,392.09	\$ 815,400.00	\$ (176,992.09)	-21.71%
<u>Expenses</u>					
Personnel	9,254.12	179,618.64	213,160.43	33,541.79	15.74%
Contractual Services	1,259.78	26,826.27	27,201.00	374.73	1.38%
Other Operating Expenses	1,399.16	18,180.92	21,414.50	3,233.58	15.10%
Public Support	9,580.16	748,027.30	674,950.00	(73,077.30)	-10.83%
Total Expenses	<u>21,493.22</u>	<u>972,653.13</u>	<u>936,725.93</u>	<u>(35,927.20)</u>	<u>-3.84%</u>
Excess Revenues less Expenses	<u>\$ 122,209.13</u>	<u>\$ 19,738.96</u>	<u>\$ (121,325.93)</u>	<u>\$ (141,064.89)</u>	
<u>FICA Fund</u>					
Revenues	\$ 0.29	\$ 35,490.53	\$ 36,147.90	\$ 657.37	1.82%
Expenses	<u>2,830.41</u>	<u>35,983.68</u>	<u>36,460.90</u>	<u>477.22</u>	<u>1.31%</u>
Excess Revenues less Expenses	<u>\$ (2,830.12)</u>	<u>\$ (493.15)</u>	<u>\$ (313.00)</u>	<u>\$ 180.15</u>	
<u>IMRF Fund</u>					
Revenues	\$ 0.19	\$ 23,661.74	\$ 24,125.00	\$ 463.26	1.92%
Expenses	<u>2,191.97</u>	<u>40,932.36</u>	<u>35,841.00</u>	<u>(5,091.36)</u>	<u>-14.21%</u>
Excess Revenues less Expenses	<u>\$ (2,191.78)</u>	<u>\$ (17,270.62)</u>	<u>\$ (11,716.00)</u>	<u>\$ 5,554.62</u>	