

MINUTES OF A SPECIAL MEETING OF THE ZION CITY COUNCIL HELD ON MONDAY, DECEMBER 29, 2025 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 2828 SHERIDAN ROAD, ZION, ILLINOIS

Mayor McKinney called the meeting to order.

On call of the roll the following answered present: Commissioners Fischer, Stackhouse, McDowell, and Mayor McKinney. Commissioner Frierson was absent. A quorum was present.

Also present: Police Chief Eric Barden, City Administrator David Knabel and City Attorney James Vasselli.

Mayor McKinney led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

It was moved by Commissioner McDowell, seconded by Commissioner Stackhouse to accept the City Council meeting agenda as presented.

The vote on roll call was: Commissioner Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried.

CITIZEN COMMENTS

There were no Citizen Comments.

RESOLUTION/APPROVAL OF ASSIGNMENT OF LICENSE/DREYER'S AUTO SERVICE, INC

It was moved by Commissioner Stackhouse, seconded by Commissioner McDowell that a Resolution (25-R-23) be passed approving an assignment of license agreement for Dreyer's Auto Service, Inc. on behalf of the City of Zion. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried. Resolution passed.

APPOINTMENT/FINANCE DIRECTOR

It was moved by Commissioner Fischer, seconded by Commissioner Stackhouse that a Resolution (25-R-24) be passed concurring in the appointment of Melissa Wallenbach to the position of Finance Director. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried. Resolution passed.

RESOLUTION/CORRECTING CITY COUNCIL MEETING MINUTES

It was moved by Commissioner Fischer, seconded by Commissioner McDowell that a Resolution (25-R-25) be passed authorizing the City of Zion to correct City Council Meeting Minutes. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried. Resolution passed.

ORDINANCE/TAX LEVY 2025

It was moved by Commissioner Fischer and seconded by Commissioner Stackhouse that an Ordinance (25-O-98) be passed providing for the levy and taxes for the City of Zion, Lake County Illinois, for tax levy year 2025 to be collected in the year beginning January 1, 2026 and ending December 31, 2026 in the amount of \$9,085,646.00. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried. Ordinance passed.

ORDINANCE/TAX LEVY 2025/BRIGHTON PONDS SUBDIVISION SSA #1

It was moved by Commissioner Fischer and seconded by Commissioner Frierson that an Ordinance (25-O-99) be passed providing for the levy and taxes for the City of Zion, Lake County Illinois, for tax levy year 2025 to be collected in the year beginning January 1, 2026 and ending December 31, 2026 in and for the Brighton Ponds Subdivision Special Service Area No. 1 in the amount of \$10,080. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried. Ordinance passed.

REDUCTION OF BUILDING PERMIT FEES/START EARLY

A memo (25-DOC-109) was received from Director Ianson requesting consideration to reduce building permit fees. Start Early is requesting consideration of the 50% nonprofit building permit fee rate for the Educare Lake County Development located at 1800 27th Street. This will decrease the total building permit fees from \$245,717.00 to \$122,858.50. This does not include the estimated engineering fees of \$49,657.60 and approximate fire department third party review and permit fees of \$10,000. They have included a memo outlining potential jobs, child enrollment and other programs offered. Commissioner McDowell asked if this was their original request. Administrator Knabel stated that they looked at the Code and based on non-profit, it would be a 50% reduction. The original concern was that they would be setting a precedent but they are following what is presented in the Code.

It was moved by Commissioner Fischer and seconded by Commissioner McDowell that an Ordinance (25-O-100) be passed reducing fees for an early childhood center (Start Early) to be located in the City of Zion. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, nay; McDowell, aye; and Mayor McKinney, aye. Motion carried. Ordinance passed.

NEW POSITION/POLICE DEPARTMENT/SENIOR RECORDS MANAGEMENT CLERK

A memo (25-DOC-110) was received from Chief Barden requesting approval of a new position in the police department. Chief Barden stated that the police department maintains a Records Division staffed by civilian employees responsible for managing extensive police reports, ensuring compliance with State and Federal regulations, processing Freedom of Information Act (FOIA) requests, and supporting court-related functions. Current operations are overseen by the Administrative Division under Lt. Jon Meyers. With increasing demands for accurate records management, regulatory compliance (including FOIA, LEADS, UCR/NIBRS reporting, and records retention laws), and quality control in a high-volume environment, the Department has identified the need for a senior-level civilian position to serve as a subject-matter expert and lead resource. The proposed Senior Records Management Clerk is a full-time, non-union, exempt position reporting to the Administrative Lieutenant. It requires 3-5 years of progressively responsible experience in police records or related fields, along with knowledge of Records Management Systems (RMS) and LEADS. Approval of the position will allow the department to proceed with recruitment and filling the position, strengthening operational efficiency and compliance within the Records Division.

It was moved by Commissioner McDowell and seconded by Commissioner Stackhouse that an Ordinance (25-O-101) be passed authorizing and approving a personnel change, adding a Senior Records Management Clerk position in the police department. The vote on roll call was: Commissioners Fischer, aye; Stackhouse, aye; McDowell, aye; and Mayor McKinney, aye. Motion carried. Ordinance passed.

ADJOURN

There being no further business to come before the Council at this time, it was moved by Commissioner Stackhouse, seconded by Commissioner McDowell and unanimously approved the meeting be adjourned at 6:14 p.m. Motion carried.

City Clerk