



Board of Commissioners

Cleo D. Jones .....President  
Allen T. Sheard.....Vice President  
Lester L. Long.....Commissioner  
Gail Towers.....Commissioner  
Mark H. Kiel.....Secretary/Treasurer  
Jerome Jones.....Executive Director  
Michelle Broughton-Fountain.....Attorney

Minutes of the Board Meeting of the Dolton Park District, Dolton, Illinois, held at 721 Engle St. Dolton, IL 60419. June 20, 2017.

The meeting was called to order at 7:08 PM by C. Jones.

**Roll Call:** Present – L. Long, C. Jones, G. Towers and A. Sheard. Also present: Mark Kiel, Secretary/Treasurer, Attorney Michelle Broughton-Fountain and Ex Director J. Jones

**Approval of Minutes:** A motion was made by Towers and second by Sheard to approve the minutes for April 3, 2017 and May 9, 2017. Ayes – 4, Nays – 0, Absent – 0

**Correspondence:** Thornridge HS sent a thank you.

**Legal:** See Report

**Finance:** A motion was made by Sheard and second by Towers to approve the bills dated June 6 to June 20, 2017 totalling \$34,317.62. Ayes – 4, Nays – 0, Absent – 0. The revenue reports were also read. The Marketing and Communication report was also presented at this time. See attached report

**Permits:** No Report

**Maintenance Report:** - See attached report.

**Personnel:** See attached report:

**Recreation Report:** See attached report.

**Directors Report:** See attached report.

**Old Business:** Hardship Policy will be discussed at the next meeting. It was moved by Sheard and second by Towers to acknowledge the Board vacancy. Ayes – 3, Nays – 0, Passed – 1. The appointment of a board member to fill the vacancy was tabled for further discussion.

**New Business:** A motion was made by Sheard and second by Towers to approve Ordinance 06-20-2017A, Prevailing Wage. Ayes – 4, Nays – 0, Absent – 0. A review of

the new budget adjustment, \$66,300.00 and the assignments for the total amount was done.

**Open to Public:** Fathers and Blessings requested a post event meeting. The Director will schedule.

Darin Boswy representing the Chicago Car Club Alliance discussed a Car Show and Picnic, possibly at Needles Park.


Prudence Story need a meeting and date to discuss the Print Shop, June 27, 6PM.

It was moved by Towers and second by Sheard to go into Executive Session for Personnel, Independent Contractors, Litigation and Real Estate matters. Ayes – 4, Nays – 0, Absent – 0

It was moved by Long and second by Sheard to pay for D/R field appraisal at \$1000. Ayes – 4, Nays – 0, Absent – 0

It was moved by Long and second by Sheard to hire K. Cotton as a consultant for 6 months at \$500 per month. Ayes – 4, Nays – 0, Absent – 0

**Adjournment:** Motion was made by Long and second by Sheard to adjourn the regular meeting at 10:25 PM. Ayes – 4, Nays – 0, Absent – 0.

President Cleo Jones  Date 7/5/17

Secretary Mark Kiel  Date 7/5/17

Respectfully Submitted by MHK

*Law Office of Michelle Broughton-Fountain*

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June 20, 2017

**VIA PERSONAL SERVICE AT MEETING**

President and Board of Commissioners  
DOLTON PARK DISTRICT  
721 Engle Street  
Dolton Park, Illinois 60419

Dear President and Board of Commissioners:

Below is the legal report:

1. Enclosed is a copy of the legal notice regarding the public hearing for the 2017-2018 Budget and Appropriation Ordinance which is scheduled for July 18, 2017 at 7:00 p.m.
2. Enclosed is the 2017-2018 Appropriation / Levy Summary. As detailed in the report, the Board can allocated \$68,756.47 in revenue for the upcoming fiscal year. I have enclosed a copy of the 2016-2017 Budget and Appropriation Ordinance to assist the board in the recommendations as to where to allocate the projected increase.
3. Enclosed is Ordinance 06-20-2017A pertaining to the Prevailing Wage for your consideration and approval.
4. Enclosed is a copy of the letter to David Orr regarding the resignation of Commissioner Carnell P. Woodbury and proof of delivery of the same.

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INTEROFFICE MEMORANDUM

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To: President Cleo Jones/Board of Commissioners  
From: Kathy Dixon  
Marketing and Communications  
Subject: Board Report  
Date: June 20, 2017

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**90 Anniversary:**

- Had a meeting with WDB Marketing regarding the Ad book. They will start the Ad book layout and typesetting on Wednesday.
- Would like to have a letter from the Board President to place in the book.

**Communications:**

- Dolton Park District Staff and Board of Commissioners were pictured in the May/June issue of the IAPD magazine on page 14. (see attached) We were pictured with our Senator Napoleon Harris.
- Will be meeting with Katrina Cotton on tomorrow to ensure that all the Ad space purchases are sent to the WDB marketing.
- A meeting is scheduled for Wednesday with the Recreation Department regarding our Back to School Event.

**Community Connections:**

- Had a meeting with representatives from the Functional Vocational Work Program at Thornridge High School. They were proud to inform me that we have two of their students working in our Summer Camp Program.
- Would like to know if anyone is interested in attending Riverdale Park District's 80<sup>th</sup> Anniversary Celebration on July 2, 2017. Tickets are \$40.00 each or a table for \$400.00
- Line Dance Showcase Tickets are currently being sold. All the instructors have ten tickets to sell.
- Will be launching the "Sunshine Park Revitalization Campaign" on Monday, June 26, 2017. The plan is to take a portion of the Praying Pelican Participants to the Valley and distribute invitations to the July 28<sup>th</sup> Board Meeting.
- Will be meeting next week with The Founder of the "Lijah Bear Foundation" and the Founder of "Women of Love Ministries", to discuss partnership regarding the Back to School Event.

**Trips and Excursions:**

- We have partnered with the Department of Natural Resources for a Youth Fishing Trip Scheduled for July 1, 2017. DNR will provide fishing instructions, all the materials for the program and we will provide transportation, leadership and lunch for the participants. Commissioner Lester L. Long, Mr. Gregory Knuckles and Mr. Jerome Jones, Jr. has been assigned to this trip.

**Other Duties as assigned.**



# Illinois Parks Association Risk Services

**MEMBER NAME:** Dolton Park District  
**COUNTY:** Cook  
**MEMBER NUMBER:** 168  
**DATE OF VIST:** 4/11/2017

## RECOMMENDATIONS

Implementation of the following recommendations and procedures may reduce potential liability exposures:

**1: 4/19/2017: Replace the missing guard rail on the playground in Blackstone Park. The missing guard rail poses a falling hazard. This also found in Triangle Park as well.**

It is suggested replacing this immediately. These areas should be roped off until it is fixed.

**2: 4/19/2017: Unplug and put up a sign on broken fitness equipment.**

It is suggested letting patrons know that the equipment is broken and out of service.

**3: 4/19/2017: The sprinkler system located in the new child care building should be properly maintained.**

It is suggested that the sprinkler system located in the new child care building be properly maintained. The National Fire Protection Association requires annual routine maintenance and testing of sprinkler systems (NFPA 25). All maintenance and testing should be conducted by a sprinkler equipment company. This will help to ensure that the system is functioning properly and will reduce the potential for a fire.

**4: 4/19/2017: Remove the merry-go-round base in Dolton Park.**

This produces a trip hazard. It is suggested removing the footer.

**5: 4/19/2017: Replace missing hand/foot holds on the climbing wall.**

It is suggested replacing the missing hand/foot holds on the climbing walls. Numerous climbing walls throughout the parks are missing the holds.

**6: 4/19/2017: It is suggested to add fall protection under play equipment as needed. Also, wood chips should not be large and sharp. This condition was found in Riverfront Park. The large chips should be removed.**

There is a lack of adequate protective surfacing material under the playground equipment. Some concrete footers are exposed as well. This increases the chance of injury to children falling from the equipment. It is suggested that energy absorbing surfacing material is placed under all playground equipment in accordance with the U.S. Consumer Product Safety Commission *Public Playground Safety Handbook* (Section 2.4, Surfacing - Pages 8 – 11). Where necessary, existing energy absorbing material should be refreshed

**7: 4/19/2017: Raise overhead conductors in Dolton-Riverdale Park at the concessions building.**

The electrical wiring going from one shelter to the other is roughly 7.5 ft. above grade. According to NEC standard 230.9 (B) "Vertical Clearance. Overhead service conductors must maintain a vertical clearance of not less than 10 ft above platforms, projections or surfaces from which they might be reached [230.24(B)]. This vertical clearance must be maintained for 3 ft measured horizontally from the platform, projections or surfaces from which they might be reached."

**8: 4/19/2017: Fix the cracked slide chute.**

This cracked slide chute poses a cutting hazard to a child. This is found on the twist slide in Dolton-Riverdale Park.

### **DISCLAIMER**

This report is not intended to identify every possible hazardous situation, risk deficiency, code/legal violation, potential area of liability or violation of safe practices and no party shall rely upon this report as being a comprehensive identifier of each and every potential liability situation or assurance of compliance with any applicable law.

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### Interoffice Memorandum

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To: Allen T. Sheard and Board of Commissioners.

From: Anthony Harris, Maintenance Manager

Dates: June 07, 2017 thru June 20, 2017

Subject: Maintenance Report

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1. All buildings are being cleaned, mopped, and buffed frequently or as needed.
2. All outsourced parks are being cut weekly. Maintenance is maintaining the garbage picking and inspecting playground equipment.
3. The wheel on the John Deere cutter has been repaired and new blades were installed.
4. The two large air conditioners behind recreation was cleaned by staff. Honeywell completed all repairs to the units which was covered under the contract.
5. All park playgrounds were weed wacked and sprayed with weed killer.
6. All playgrounds were inspected for mulch levels, the request will be made soon.
7. Maintenance crew are still maintaining Sunshine park, Needles Park and Golf Range, Kandy Kane, Main Park and Dolton Riverdale Park, this includes trimming and weed whacking.
8. Scout Building grease trap was cleaned this week, the trap is normally cleaned every two years.
9. The concrete borders around the Recreation Building has been repainted yellow.
10. The no firearm signs have been posted around main park. The Rules and Regulations signs will be posted by next week.
11. The stage rails have been completed.
12. We are still awaiting partitions for the women's restroom to be complete.



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Allen T. Sheard.....Vice President  
Carnell Woodbury, Sr.....Commissioner  
Gail Towers.....Commissioner  
Allen T. Sheard.....Commissioner  
Jerome Jones.....Executive Director  
Michelle Broughton-Fountain.....Atty  
Mark H. Kiel.....Secretary/Treasurer

**TO: Gail Towers, Personnel Chair**  
**FROM: Carolyn F. Fulgham, Director of Human Resources**  
**DATE: 6/20/17**  
**RE: Director of HR Report for Weeks 6/7/17 – 6/20/17**

- **HIRED AN ADDITIONAL FOUR SEASONAL EMPLOYEES. THREE FOR SUMMER CAMP AND ONE FOR MAINTENANCE.**
- **COMPLETED FTA 2017 CERTIFICATIONS AND ASSURANCES FOR PACE.**
- **UPDATED THE COOK COUNTY DIRECTORY OF ELECTED OFFICIALS FOR DOLTON PARK DISTRICT.**
- **CURRENTLY WORKING ON JOB DESCRIPTIONS, JOB PERFORMANCE EVALUATION FORMS, AND PERSONNEL POLICY AMENDMENTS.**
- **SENT PACE VEHICLES FOR EMISSION TESTING. THE VAN PASSED BUT THE BUS FAILED. THE BUS IS CURRENTLY GETTING REPAIRS.**
- **CONTINUE TO MAINTAIN AND UPDATE EMPLOYEE FILES AND PERFORM OTHER HUMAN RESOURCES DUTIES AS REQUIRED.**





721 Engle Street\* Dolton, IL 60419  
708-841-2111(phone)\* 708-841-2177(fax)  
www.doltonparkdistrict.org

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To: Executive Director Jerome Jones/Board of Commissioners  
From: Artis Pope  
Recreation Department  
Board Report-June 20,2017

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**Programs**

**Summer Camp**

Summer Camp is in its third week of operation. There are currently 67 children enrolled including the Performing Arts Camp. There have been no major incidents to date. Camp operations have no major problems either. I would like to personally acknowledge the recreation staff for their commitment and dedication to the growth of the Recreation Department.

All other Park District programs are running smoothly and continue to grow.

**Senior Pinochle**

Pinochle games are held in the dance room on Tuesdays from 9:00a.m.-3:00p.m.

**Bid Whist**

Bid Whist is held on Thursday afternoon from 4:00p.m.-8:00p.m. in the Scout Building.

**Special Events**

Special Event Coordinator Cotton is scheduled to meet with Marketing Specialist Long on Wednesday, June 21, 2017 concerning the Back to School Extravaganza set for August.

**Personnel/Operations**

Recreation Supervisor Jerome Jones Jr. has officially begun duty as of June 12, 2017.

The recreation staff attended a mandatory meeting on June 19 to formally introduce Recreation Supervisor Jones as well as acknowledge the needs and goals of the recreation department.

Several staff members along with myself will be attending CPR/AED certification training tonight at the South Holland Police Department.

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## ASSITANT DIRECTOR REPORT

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** SHILOH JACKSON-WOODALL, ASSISTANT EXECUTIVE DIRECTOR,  
FINANCE & TECHNOLOGY MANAGER  
**SUBJECT:** ASSISTANT DIRECTOR REPORT  
**DATE:** JUNE 20, 2017  
**CC:** JEROME JONES, EXECUTIVE DIRECTOR

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### **All Departments:**

- Department Standard Operating Procedure templates are being created.
- The marquee was installed and is up and running. It will be updated with the most recent approved information when requested.

### **Technology:**

- The publication room is complete and staff will be trained for proper utilization.
- 3 new desktops have been distributed to Executive Director, Human Resources, and myself. They have been setup to talk directly with Office 365 along with 3 new monitors. Their desktops will be re-distributed.
- New firewall will be arriving this coming Friday so that we can complement the new failover line we got installed from Verizon. This will also better prepare us for any future technology plans.
- A printer was installed in Recreation's front desk area so that they could print documents.
- New desktop was setup in the publication room so better assist with projects that may arise.

**DOLTON PARK DISTRICT BOARD MEETING, JUNE 20, 2017**

**EXECUTIVE DIRECTOR, JEROME JONES**

1. I have 2 bids in your packets for the commissioners to review regarding security during the picnic season.
2. I have 3 options for the commissioners to review regarding the Main Field House Expansion.
3. The Marquee installation has been complete.
4. I am requesting the board to amend the Park Policy to state three (3) write-ups within a year is an automatic termination. Also, the current policy needs to be up-dated and a copy of the current Policy is in your packets for your review for your changes and comments for an up-dated Policy.
5. I have three issue to discuss in executive session.