



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 6, 2017.

The meeting was called to order at 7:20 PM by C. Jones.

Roll Call: Present – 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: : Minutes for April 3, 2017 and May 9, 2017 were distributed for review.

Correspondence: Request for ad in Riverdale Park District 80 year anniversary book. Thornridge HS is having their Senior Athletic Banquet on May 17. School District 148 sent a letter of appreciation for the Recognition Lunch.

Legal: None

Finance: A motion was made by Sheard and second by Towers to approve the bills dated May 17 to June 6, 2017 totalling \$74,805.34. Ayes – 3, 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: See attached report

Maintenance Report: - See attached report.

Personnel: See attached report:

Recreation Report: See attached report.

Directors Report: See attached report.



Old Business: It was discussed to remove the old stage instead of repairing it again.

New Business: Legal Counsel reported on Park rules to replace missing Commissioner.

Open to Public: Allison Keys reported on Food Program. Ms Cravens thanked the Park for supporting the Dolton Youth Commission.

It was moved by Sheard and second by Towers to go into Executive Session for Personnel, Independent Contractors, Litigation and Real Estate matters. Ayes – 3, Nays – 0, Absent – 0

Adjournment: Motion was made by Towers and second by Sheard to adjourn the regular meeting at 9:40 PM. Ayes – 3, Nays – 0, Absent – 0.

President Cleo Jones  Date 7/5/17
Secretary Mark Kiel  Date 7/5/17

Respectfully Submitted by MHK



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Permit Activity Report

May 17, 2017 – June 06, 2017

Special	1
Book Club	1
Board Meetings	0
Main Field House	8
Senior Luncheon: Thornton Township	2
Baby Shower	3
Birthday Party	0
SRS	0
Family & Friends	1
Going Away Party	1
Repast	1
Scout Building	16
Bid Whist	3
Birthday Party	1
Line Dancing	6
Baby shower	1
Summer Camp	2
Graduation Party	1
Naming Ceremony	1
Bridal Shower	1
Commissioner's Building	6
Graduation Dinner	2
After School Program	3
Movie Madness	1
Gymnasium	8
Summer Camp	2
Mother Son Dance	1
Gym Rental	1
PeeWee/ Fundamentals	3
Line Dancing	1
Dance Room- Activities	14



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Zumba	9
Birthday Party	0
Twerk Class	0
Boxing Program	5
West Pavilion	3
Family Gathering	1
Picnic	1
Graduation Party	1
East Pavilion	0
	0
	0
	0
Groves	3
Franklin Elementary Barbeque	1
Picnic	1
Family Gathering	1

INTEROFFICE MEMORANDUM

To: President Cleo Jones/Board of Commissioners
From: Kathy Dixon
Marketing and Communications
Subject: Board Report
Date: June 6, 2017

90 Anniversary:

- 90 Invitations for the Anniversary Gala has been prepared for mailing.
- Ad space is being sold and table purchase commitments are coming in.

Communications:

- I have a meeting on Wednesday, with the Assistant Executive Director to start the planning process for the new Sunshine Park Initiative.

Sponsorships:

- Summer Camp Sponsorships are continuing to come in.

Community Connections:

- There is a new initiative to bring life and laughter back to Sunshine Park. The initiative is called *"Bringing the Sun to Sunshine Park"*. Community Residents in the Valley area will be invited to attend the Board Meeting on July 18th. At this meeting, we will conduct a needs assessment to see what the Community would like to see at Sunshine Park. After these findings are summarized, we will prepare to launch the new initiative with a re-grand opening of Sunshine Park along with a Community adopt the park pledge.
- The Praying Pelicans will be back at the Park for two sessions this summer (see attached memo)

Trips and Excursions:

- 56 people attended the "Buddy Guys" trip.
- The book club was held on Monday. The new name of the club is "Savvy Sisters Book Club" We will be writing a book together. The title is "A chapter from my life". Every woman will write a chapter to make up the contents of the book.

Other Duties as assigned.



To: Maintenance Department
From: Kathy Dixon
Marketing and Communications

Date: June 6, 2017

RE: Praying Pelicans Organization

The First Groups of Praying Pelicans:

Please be advised that the first group of Praying Pelicans Organization will be at the park on the following dates:

Arriving at 9:00am on Monday -June 26, Tuesday- June 27 and Wednesday- June 28, 2017.

There will be 20 pelicans to assist with maintenance projects throughout the park.

There will also be 42 pelicans on these dates to take showers at the park between the hours of 4:00pm and 6:00pm

The second group of Praying Pelicans:

Please be advised that the second group of Praying Pelicans Organization will be at the park on the following dates:

Arriving at 9:00am on Monday- July 24 and Tuesday- July 25, 2017.

There will be 40 Pelicans to assist with maintenance projects throughout the park.

There will also be 80 Pelicans on these dates to take showers at the park between the hours of 3:00pm and 6:00pm

The contact person for the Pelicans is: Robin (205) 500-0849

Please prepare new or unfinished maintenance projects for them to complete.

Interoffice Memorandum

To: Allen T. Sheard and Board of Commissioners.

From: Anthony Harris, Maintenance Manager

Dates: May 17, 2017 thru June 6, 2017

Subject: Maintenance Report

1. All outsourced parks are being cut weekly. Maintenance is maintaining the garbage picking and inspecting playground equipment.
2. Maintenance crew is responsible for maintaining Sunshine park, Needles Park and Golf Range, Kandy Kane, Main Park and Dolton Riverdale Park, this includes trimming and weed whacking.
3. Two water fountains at the Main Park have been repaired.
4. The outdoor men's restroom at the Main Park are complete. We are awaiting partitions for the women's restroom to be complete.
5. Trees have been cut and removed from Riverfront, Meadow Lane and Kandy Kane. The tree service company started on Sunshine and will be returning due to the surface being too wet during last visit. All remaining parks will be completed soon.
6. The 90th Year flags are on the poles at the main park, Four at in the main parking lot, one by the Main Field House, and the remainder at in the South parking lot.
7. We received 24 new garbage cans and ash cans. We are currently working on cementing garbage and ash cans down at the main park, and transferring old drums to other park that require additional cans.
8. We replaced four missing borders around the main playground.
9. The water sprinklers in front and around the administration building are working. Aquamist will be returning for all sprinklers that needs repairing.
10. New refrigerators are in both building up and running.
11. I will be creating a new maintenance work schedule this week to display.
12. I am personally visiting all parks weekly to inspect for repairs of playground, equipment, graffiti, etc.



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

DOLTON PARK District

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 Michelle Broughton-Fountain.....Atty
 Mark H. Kiel.....Secretary/Treasurer

TO: Gail Towers, Personnel Chair
FROM: Carolyn F. Fulgham, Director of HR
Date: 6/6/17
RE: Director of HR Report for the Weeks 5/17/16 – 6/6/17

PAYROLL FOR THE MONTH OF MAY TOTALED \$36,143.18

ADMINISTRATION:	\$14,141.47
MAINTENANCE:	\$12,127.54
RECREATION:	\$9,086.01
SEASONAL	\$788.16
SECURITY	\$0.00
FOODSERVICE	\$0.00
SUMMERCAMP	\$0.00
GOLF RANGE	\$0.00
SEASONAL MAINTENANCE	\$0.00

TOTAL: \$36,143.18

- **SUBMITTED EMPLOYEE WAGE REPORTS TO IMRF FOR THE MONTH OF MAY ON JUNE 6, 2017. MEMBERS WAGES TOTALED \$29,549.75. EMPLOYEE CONTRIBUTIONS FOR THE MONTH OF MAY WERE \$1,329.73. EMPLOYER CONTRIBUTIONS WERE \$1,882.32. MAY'S CONTRIBUTION DUE TO IMRF IS \$3,212.05. MAY'S PAYMENT IN THE AMOUNT OF \$3,212.05 HAS BEEN SUBMITTED TO IMRF FOR A JUNE 9, 2017 RELEASE DATE.**
- **PARTICIPATED IN THE INTERVIEWING PROCESS FOR THE ASSISTANT RECREATION MANAGER.**
- **HIRED 8 SEASONAL WORKERS THUSFAR, 4 FOR SUMMER CAMP, 2 FOR MAINTENANCE, AND 2 FOR THE GOLF RANGE.**
- **STILL NEED TO HIRE A PROJECT MANAGER FOR THE MAINTENANCE DEPARTMENT. AS SUMMER CAMP GROWS, WILL HIRE MORE COUNSELORS.**
- **CONTINUE TO MAINTAIN AND UPDATE EMPLOYEE FILES AND PERFORM OTHER HUMAN RESOURCES DUTIES AS REQUIRED.**



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To: Executive Director Jerome Jones/Board of Commissioners
 From: Artis Pope
 Recreation Department
 Board Report-June 6, 2017

Programs

Summer Camp

Summer camp began on Monday, June 5, 2017 with an enrollment of 39 participants currently with a projection of 90-110 students by the end of the month. The camp director is Darlene Smith-Lee and managed by Myeisha Parker.

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

The 40/50/Fit and the N'spire Performing Arts are both cancelled for the Summer and scheduled to resume in the Fall.

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

There are no special events scheduled for the month of June as of now.

Acknowledgements

The Recreation Department gives its congratulations in advance to Commissioner Lester Long and Kathy Dixon and we wish the best for them!

ASSITANT DIRECTOR REPORT

TO: BOARD OF COMMISSIONERS
FROM: SHILOH JACKSON-WOODALL, ASSISTANT EXECUTIVE DIRECTOR,
FINANCE & TECHNOLOGY MANAGER
SUBJECT: ASSISTANT DIRECTOR REPORT
DATE: JUNE 6, 2017
CC: JEROME JONES, EXECUTIVE DIRECTOR

Administration:

- An attachment of the Financial Hardship Policy is for review.
- Ms. Shelton is creating a Summer Camp Scholarship Application.
- Ms. Fulgham and I will be meeting at 10am on Thursday to review and discuss the Dolton Park District policy handbook.
- Ms. Dixon and I will be meeting regarding "Bringing the Sun to Sunshine Park" Campaign.
- Ciphersense and I will be working on quotes and reorganization plans for improving the land line and internet systems.
- Mr. Hubbard will be completing the Fine Reduction Request for the audit ending 04/30/16 next week.

Recreation:

- Mr. Pope, Ms. Fulgham, and I interviewed three staff members for the position of Recreation Supervisor.
- Mr. Pope and I will be meeting next week to discuss the fitness room and programs.

Maintenance:

- Mr. Harris has a new work order form and equipment sign out form.
- New tool boxes and tools were purchased, labeled, and inventoried.

All Departments:

- A monthly schedule template has been created for all departments.
- Next month there will be a department head meeting scheduled to discuss the department standard operating procedure manuals.

DOLTON PARK DISTRICT BOARD MEETING, JUNE 6, 2017

EXECUTIVE DIRECTOR, JEROME JONES

1. I will have 3 bids for the commissioners to review by the next board meeting regarding security during the picnic season.
2. My request was approved from IDNR for an extension until June 30, 2018 to complete the Main Field House Expansion project. Myself and Shiloh meet with DLA Architects to go over the project.
3. The Marquee installation has begun. The installation should be complete early next week.
4. I am in process of having the Scout Building remodeled with some new siding. I have 3 bids for the board to review.
5. I have one issue to discuss in executive session.