



**Board of Commissioners**

Lester L. Long, Sr. .... President  
Cleo D. Jones ..... Vice President  
Carnell Woodbury, Sr. .... Commissioner  
Allen T. Sheard ..... 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. May 09, 2017

The meeting was called to order at 7:17pm by President Long.

**Roll Call:** Present – L. Long, C. Jones, G. Towers. Also, present: Ex Director J. Jones.

**Approval of Minutes:** None

**Correspondence:** The Village of Dolton’s Mother’s Day Brunch Hosted by Mayor Riley Rogers will be held Saturday, May 13, 2017 at 9:00am, located at the Dorchester Banquet Facility, 1515 E. 154<sup>th</sup> St., Dolton, IL 60419. This event is free.

**Legal:** None

**Finance:** A motion was made by C. Jones, second by G. Towers, to approve the bills dated 04/19/2017 to 05/09/2017 totaling \$49,109.41. Ayes – 3, Nays – 0, Absent – 1.

**Technology:** None

**Marketing:** See attached report.

**Permits:** See attached report.

**Maintenance and Grounds:** See attached report.

**Personnel:** See attached report.

**Recreation:** See attached report.

**Director:** See attached report.

**Old Business:** None

**New Business:** A motion was made by G. Towers, second by C. Jones to approve the Shipshewana overnight trip transportation deposit in the amount of \$300. Ayes – 3, Nays – 0, Absent – 1. A motion was made by C. Jones, second by G. Towers to approve the Kite Flying budget in the amount of \$400. Ayes – 3, Nays – 0, Absent – 1.

**Open to Public:** None

**Adjournment:** A motion was made by G. Towers, second by C. Jones to adjourn the regular meeting and not have Executive Session. Ayes – 3, Nays – 0, Absent – 1.

President Lester Long Lester L. Long

Date 6/6/17

Secretary Mark Kiel Mark Kiel

Date 6/6/17

Respectfully Submitted by MHK

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**FINANCE & ADMINISTRATION**

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**TO:** CLEOPHUS D. JONES, FINANCE CHAIRPERSON  
**FROM:** SHILOH JACKSON-WOODALL, FINANCE MANAGER  
**SUBJECT:** FINANCE REPORT  
**DATE:** MAY 9, 2017  
**CC:** JEROME JONES, EXECUTIVE DIRECTOR

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Please see the Bank Summary Printouts for current account balances.

There will be a fiscal year revenue report for FYE 04/30/2017 for your viewing next week.

**Audit F.Y.E. April 30, 2016 Update:**

Please review printout. If there are any questions, please don't hesitate to contact Mr. Hubbard via phone or email.

**Audit F.Y.E. April 30, 2017 Update:**

Hubbard Financial and I are currently working on the preliminary stages of the 2017 audit. We are currently performing some internal control testing (cash disbursements test), property tax summary recap from Cook County, personal property and replacement tax summary, and will continue to work on the general preparation including the 2017 audit confirmations. Upon receipt of the April 2017 bank statements, we'll be able to provide a trial balance and continue with account testing such as bank reconciliations, finalize property and personal taxes, capital assets, and recording of the bond activity.

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INTEROFFICE MEMORANDUM

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To: Commissioner Cleo Jones/Board of Commissioners  
From: Kathy Dixon  
Marketing and Communications  
Subject: Board Report  
Date: May 9, 2017

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**Publications:**

- WDB marketing is in the process of creating materials for the 90<sup>th</sup> Anniversary. **(see attached)**
- Thonton Township's Supervisor will be purchasing the inside back cover of the 90<sup>th</sup> Anniversary Ad Book.
- The inside front cover of the 90<sup>th</sup> Anniversary Ad Book has been sold.

**Marketing:**

- Give-away's for the Springfield trip was a nice touch to our display.
- The display board has been placed in the administration foyer.
- Will be speaking at the Savvy Senior's Monthly meeting tomorrow. Will take marketing information, and registration forms.
- Have been contacting Mayors in the surrounding area to attend the Gala.

**Communications:**

- Attended "Parks day at the Capital in Springfield". I verbally invited members from IAPD to our 90<sup>th</sup> Anniversary and will send hard copy invitations to them as well. Many said that they are looking forward to the event. (see attached trifold)

**Sponsorships:**

- The Business Brunch was a success. At the Business Brunch, we received numerous sponsorships for our youth programs.

**Community Connections:**

- Participants from Thornridge High School's functional Vocational Work program assisted with the business brunch and done a great job.
- "Thank You" cards has been made, and will be mailed to the attendees of the Business Brunch **(see attached)**
- Joyce Brown, the coordinator for senior services at Harvey Park District will be partnering with us to take a group on the overnight trip to Nappanee Indiana.
- Met with the CEO of "Lijah Bear Foundation" regarding partnering for our Back to School event.
- Contacted Riverdale's Senior Services and Thornton Township Senior Services to partner with us on the overnight trip.

**Trips and Excursions:**

- We are going on an overnight trip Nappanee and Shipshewana Indiana for a shopping spree on July 18-19,2017. **The bus for the trip total is \$1,325.00 a deposit of \$300.00 is due immediately. Requesting to pay the deposit.**
- We are going to Buddy Guys Restaurant for an afternoon lunch and Jazz session on June 1, 2017.

**Other Duties as assigned.**



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# Permit Activity Report

April 19, 2017 – May 09, 2017

<b>Special</b>	<b>0</b>
Board Meetings	0
<b>Main Field House</b>	<b>15</b>
Senior Luncheon: Thornton Township	4
Baby Shower	2
Birthday Party	4
SRS	2
Business Brunch	1
Board Meeting	1
Repast	1
<b>Scout Building</b>	<b>18</b>
Bid Whist	3
Birthday Party	4
Line Dancing	6
Baby shower	2
40/50 & Fit	2
Repast	1
<b>Commissioner's Building</b>	<b>19</b>
Reception	1
After School Program	15
Birthday Party	3
<b>Gymnasium</b>	<b>11</b>
Basketball Camp	3
Franklin Elementary Games	3
Gym Rental	1
PeeWee/ Fundamentals	3
Line Dancing Party	0
Tim Work out Party	1
<b>Dance Room- Activities</b>	<b>16</b>



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Zumba	9
Birthday Party	1
Twerk Class	0
Boxing Program	6



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

# **DOLTONPARK** District

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

**TO: Lester Long, Buildings & Grounds Chair**  
**FROM: Gregory Knuckles, Buildings & Grounds**  
**DATE: 5/9/17**  
**RE: Building & Grounds Report for Weeks 4/19/17 – 4/18/17**

- Painted stage in Main Park.
- Repaired drywall in washroom at the Golf Range.
- On Saturday, May 6<sup>th</sup>, Mr. Brown had some young men training at the Golf Range on how to cut grass..
- Anchors for the bumper guards in the Main Park parking lot have arrived.
- Trash cans have also arrived.
- We have the hardware for the outdoor washroom stalls.
- Weed whacked around the batting cages at the Golf Range and cut grass.
- Swings have been set up in all parks with the exception of Riverfront and Town and Country.
- All parks continue to be picked and cut on a weekly basis and all trash cans are emptied weather permitting as needed.



721 Engle Street \* Dolton, IL. 60419  
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# 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:** 5/9/17  
**RE:** Director of HR Report for the Weeks 4/4/16 – 5/9/17

**PAYROLL FOR THE MONTH OF APRIL TOTALED \$29,565.21**

ADMINISTRATION:	\$13,928.74
MAINTENANCE:	\$11,668.62
RECREATION:	\$8,879.33
SEASONAL	\$651.84
SECURITY	\$0.00
FOODSERVICE	\$0.00
SUMMERCAMP	\$0.00
GOLF RANGE	\$0.00
SEASONAL MAINTENANCE	\$0.00

**TOTAL: \$29,565.21**

- SUBMITTED EMPLOYEE WAGE REPORTS TO IMRF FOR THE MONTH OF APRIL ON MAY 9, 2017. MEMBERS WAGES TOTALED \$29,565.21. EMPLOYEE CONTRIBUTIONS FOR THE MONTH OF APRIL WERE \$1,330.42. EMPLOYER CONTRIBUTIONS WERE \$1,883.31. APRIL'S CONTRIBUTION DUE TO IMRF IS \$3,213.73. APRIL'S PAYMENT IN THE AMOUNT OF \$3,213.73 HAS BEEN SUBMITTED TO IMRF FOR A MAY 10, 2017 RELEASE DATE.
- ATTENDED THE IAPD LEGISLATIVE CONFERENCE ON MAY 2-3 ALONG WITH KATHY DIXON, MARKETING AND THE EXECUTIVE DIRECTOR, JEROME JONES.
- 2017 SEASONAL EMPLOYMENT APPLICATIONS TO BE REVIEWED NEXT WEEKS FOR HIRING.
- TOOK THE RECREATION STAFF THAT WILL BE RESPONSIBLE FOR SUMMER CAMP LUNCHESES TO TRAINING TODAY.
- J SIGNS DELIVERED SOME PARK SIGNS TODAY. HE IS STILL WOROKING ON THE INDIVIDUAL PARK SIGNS.



- **WILL BE ATTENDING THE IPRA DIVERSITY SECTION NEXT TUESDAY, MAY 16<sup>TH</sup> IN KANKAKEE AT WILLOWHAVEN PARK AND NATURE CENTER AT 11:00 A.M.**
- **SCHEDULED TO TAKE MY ANNUAL PACE PHYSICAL THIS WEEK.**
- **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-May 9, 2017

### Programs

#### Summer Camp

Preparations for Summer Camp have begun. Darlene Smith-Lee will serve as Camp Director. Lunch service will be provided by the Greater Chicago Food Depository to which Camp Director Lee and several staff attended training earlier today. Field trips have been scheduled with Session I trips final and majority of session II. Advertising has been distributed and registration is now accepted.

#### Afterschool Program

The Afterschool Program is led by Darlene Smith-Lee. The program continues to be a great success. The current session will end on Friday, May 19<sup>th</sup>.

#### Pee Wee Basketball

The Pee Wee Basketball program, instructed by Johnus Sutton, is steadily growing. It is held on Fridays in the Shaw Recreation Center.

#### Boxing

The Boxing program is doing well and continues to enroll participants. The instructor is Terrance Ross.

#### 40/50/Fit!

The 40/50/Fit! health and fitness program, led by Keisha Backstrom, is held on Mondays and Fridays in the Scout building

#### Basketball Skills Camp

The Basketball Skills Camp is in full swing and is led by Mr. Jamie Brandon. It currently hosts 10 students and is growing.

#### N'spire Performing Arts Club

Performing arts instructor Liza Brown has begun an acting, musical theater, hip hop, tap, jazz and culture program which is held in the dance room on Wednesday evenings beginning at 6p.m.

#### 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

**Kite Flying Day** will be held on this Saturday, May 13<sup>th</sup> in the main park. In addition, an archery exhibition and magic performance will be held.

**The Mother/Son Dance** will be held on Saturday, May 20<sup>th</sup> in the Shaw Recreation Center. The cost is \$20 per couple with \$10 per additional child.

**DOLTON PARK DISTRICT BOARD MEETING, MAY 9, 2017**

**EXECUTIVE DIRECTOR, JEROME JONES**

1. The grass cutting for 7 of our parks has been out sourced to Suburban Landscaping. They started cutting last week and you can see the difference. Also, True-Green lawn care will be out sometime this week to weed and feed 8 of our parks for the same price we were paying for weed and feed for the Main Park.
2. I have sent the proposal to IDNR to request an extension until June 30, 2018 to complete the Main Field House Expansion project. I should have an answer within the next week.
3. The Village Inspector, Charles Johnson came by today to inspect the sites where the new Marquee will be installed and the marquee has to be installed on the property only. It cannot go across the street. Also, I am ordering a soil boring test before installation to make sure the potential site is strong enough to hold the marquee.
4. I am in process of having the Scout Building remodeled with some new siding and paint. Also, I am having all the dead trees and hanging tree limbs cut down at all of the parks. A quote for the siding and the trees for 4 parks are attached for your review.
5. I will be out of town starting May 11<sup>th</sup> and will return May 16<sup>th</sup>. Should anyone need to reach me please give me time to respond because I will be out of the country.