



Board of Commissioners

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

Minutes of the Board Meetings of the Dolton Park District, Dolton, Illinois, held at 721 Engle St. Dolton, IL 60419. September 5, 2017.

The regular board meeting was called to order at 7:10 PM by President C. Jones.

Roll Call: Present – L. Long, C. Jones, G. Towers, A. Sheard and S. Brown. Also present: Mark Kiel, Secretary/Treasurer and Ex Director J. Jones

Approval of Minutes: : Minutes from August 15, 2017, were distributed for review.

Correspondence: Coming Together is on October 21. If you want to send water to Houston, drop off is at the Park.

The Board passed out Certificates to the kids who participated at the IAPD Picnic.

The Board also passed out certificates and checks to the Employees of the month.

Legal: None

Finance: A motion was made by Sheard and second by Long to approve the bills dated Aug 16 to Sept 5, 2017 totalling \$67,695.71. Ayes – 5, Nays – 0, Absent – 0. The revenue reports were also read. The Marketing and Communication report was also presented at this time. See attached report

Accreditation & Compliance: No report

Maintenance Report: - See attached report.

Personnel: See attached report:

Recreation Report: See attached report.

Directors Report: See attached report

Old Business: Fox Security commented on the need for better organization of security at the Car Show.

New Business: None

Open to Public: Acculight USA want to provide free more efficient lights from a Com Ed grant program

David Sullivan from "Tips" talked about a system to manage employee health records

Rollin Taylor 14621 Memorial Dr. asked to use Needles Park to tailgate before the next Bear game

President of The Dolton Bears asked the park to turn on the lights during his practice due to it getting dark earlier.

It was moved by Sheard and second by Towers to go into Executive Session for Personnel, Litigation and Real Estate matters. Ayes - 5, Nays - 0, Absent - 0

Back in regular session:

Adjournment: Motion was made by Long and second by Sheard to adjourn the regular meeting at 10:30 PM. Ayes - 5, Nays - 0, Absent - 0.

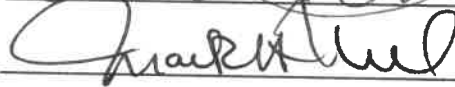
President Cleo Jones



Date

10/03/17

Secretary Mark Kiel



Date

10/3/17

Respectfully Submitted by MHK

INTEROFFICE MEMORANDUM

To: President Cleo Jones/Board of Commissioners
From: Kathy Dixon
Subject: Marketing and Communications
Date: Board Report
September 5, 2017

Community Connections:

- Dolton Park District held our second back to school event at Sunshine Park. The event was a success. President Jones, Commissioner Brown and Commissioner Long was in attendance. In addition, Trustee Valerie Stubs, Trustee Tiffany Henyard and Trustee Denton also showed their support. Community patrons stressed that they really enjoyed the event.
- Dolton Park District took a group of youth to the annual IAPD Legislative Conference in Joliet. We won 4 out of 5 competitions and we also received the trophy for best team at the event. Our Children were featured the marketing publications from IAPD.
- Awaiting to get confirmation from Edward Steave from The Village of Dolton's media center as to when we will start The Dolton Park District segment on channel 4.

Marketing/Communications:

- Will be preparing a trifold containing all new park programs for School District 148 and 149
- Received additional training on the new publication machine and could duplicate the old park brochure and make business cards.
- Will be meeting with the Recreation Manager on Tuesday to discuss and develop upcoming programs.
- Nominations for the 20 Anniversary of 3 commissioners and the community volunteer awards were sent to IAPD for the Best of the Best Awards.
- The ground-breaking ceremony for the Main Field House is tentatively scheduled for October 7, 2017 from 12:00pm-2:00pm
- Would like for the Commissioners to choose a date to take new board pictures. Preferable to be taken on a board meeting night. This chosen date will give me an opportunity to schedule the photographer for the photo shoot.
- Will be doing a presentation regarding park programs for the Savvy Seniors Organization.

Trips and Excursions:

- The paint and sip event was a success.
- We attended the Sprit cruise at Navy Pier on Thursday, August 24, 2017

Other Duties as assigned.



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TO: Allen T. Sheard, Buildings & Grounds Chair
FROM: Gregory Knuckles, Grounds Foreman
DATE: 9/5/17
RE: Building & Grounds Report for Weeks 8/16/17 – 9/5/17

- **First, I would like to say thanks to the maintenance staff that worked the Line Dance Showcase and to Mrs. Fulgham, who helped breakdown the chairs in the gym so that the gym would be ready for Sunday morning.**
- **Back to School at Sunshine Park went very well.**
- **The Park did not have any gas over the weekend of August 26th. Staff, Alicia Jackson had to use her personal money to fill up one of the trucks. I was told that gas had been asked for from Tuesday to Friday. We should have had gas. I called on Monday morning when I returned to work. Gas was delivered Tuesday evening.**
- **The Recreation center will be closed the week of November 20th. We will be painting and the gym floor will be done. The Recreation Center will reopen on November 27th.**
- **All bleachers from Dolton/Riverdale are on the football field as well as thrash cans.**
- **Mulch came in for Willowgreen and Triangle Parks.**
- **Continue to pick parks, weed whack, dump garbage cans, cut grass.**



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TO: Gail Towers, Personnel Chair
FROM: Carolyn F. Fulgham, Director of HR
Date: 9/5/17
RE: Director of HR Report for the Weeks 8/16/17 – 9/5/17

PAYROLL FOR THE MONTH OF AUGUST TOTALED \$88,671.77

ADMINISTRATION:	\$15,643.65
MAINTENANCE:	\$15,616.23
RECREATION:	\$12,383.45
SEASONAL	\$12,383.45
SECURITY	\$1,813.37
FOODSERVICE	\$0.00
SUMMERCAMP	\$13,232.55
GOLF RANGE	\$936.00
SEASONAL MAINTENANCE	\$4,391.13

TOTAL: \$88,671.77

- **SUBMITTED EMPLOYEE WAGE REPORTS TO IMRF FOR THE MONTH OF AUGUST ON AUGUST 30, 2017. MEMBERS WAGES TOTALED \$34,210.61. EMPLOYEE CONTRIBUTIONS FOR THE MONTH OF AUGUST WERE \$1,539.47. EMPLOYER CONTRIBUTIONS WERE \$2,179.21. AUGUST'S CONTRIBUTION DUE TO IMRF IS \$3,718.68. AUGUST'S PAYMENT IN THE AMOUNT OF \$3,718.68 HAS BEEN SUBMITTED TO IMRF FOR AN SEPTEMBER 8, 2017 RELEASE DATE.**
- **PROCESSING EMPLOYEES FOR THE CERTIFIED PLAYGROUND SAFETY INSPECTOR COURSE TO BE HELD FROM OCTOBER 3 -5, 2017.**
- **PROCESSING REPORTS FOR THE THIRD QUARTER END, EMPLOYEE REMAINING BALANCES FOR IMRF, VACATION, SICK, AND COMP TIME. SOME EMPLOYEES HAVE REACHED THEIR LIMIT OF HOURS FOR IMRF.**
- **FIRST QUARTER TAXES HAS BEEN APPROVED BY THE DIRECTOR IN THE AMOUNT OF \$31,382.52 TO BE RELEASED BY ADP. WE HAVE A REMAINING \$19,162.11 FOR THE SECOND QUARTER.**

- **GAVE REC EMPLOYEES INFORMATION FOR PACE TRAINING THAT HAS TO BE COMPLETED ONLINE BEFORE THEY CAN TAKE THEIR PHYSICALS TO BE DRIVERS.**
- **CONTINUE TO MAINTAIN AND UPDATE EMPLOYEE FILES AND PERFORM OTHER HUMAN RESOURCES DUTIES AS REQUIRED.**



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To : Executive Director J. Jones/Commissioner S. Brown-Chairman of Recreation/Board of Commissioners
From: Artis Pope
Recreation Department
Board Report-September 5, 2017

Golf Range/Archery

The golf range hours will now be: Saturday/Sunday: 10am-5pm with a tentative close date of Saturday, September 30, 2017.

The archery program started on Tuesday, August 22 at the recreation center and is off to a great start. It also has been incorporated with the afterschool program. Talks are in place with Franklin Elementary School to select 10 students to participate in the program as well. These students will be sponsored by the school.

Afterschool program

The afterschool program began on Monday, August 22 and is very successful. Enrollment is still accepted and the program continues to grow.

N'spire Performing Arts

N'spire performing arts began on Tuesday, August 22. The classes offered are ballet, hip hop, and tap. The classes are Monday, Wednesday, and Friday in the dance room.

Pee Wee Basketball

Pee Wee basketball started its 6 week sessions on Monday, August 21 from 5pm-7pm. in Shaw Gymnasium.

Paint and Sip

The Paint and Sip party held on Saturday, August 26th went very well. The ladies enjoyed themselves very much and look forward to the next party. Special thanks to Myeisha Parker for hosting the event with a "Happy Birthday" shout to Mrs. Dixon-Long.

Sunshine Park Bag Giveaway

The bookbag giveaway at Sunshine Park on Sunday, August 27 went well. Thanks to all staff who helped make the event run smooth.

IAPD Legislative Awareness Picnic

This year's picnic was a lot of fun. Congratulations to Dolton Park District for winning the overall winner trophy as well as first place in three events. A special thank you to those who came out and participated with us: Jamal Stephens, Jeremiah Boens, Tyron Shepherd, Jaylin Rahman, Terrell Shepherd, Tyrek Shepherd, and Markeshia Shepherd.

All other Dolton Park District recreation programs including youth and senior programs are running smoothly and continue growth.

Notes

The ball washer for the golf range has arrived as well as the range balls.

BOARD REPORT

TO: BOARD OF COMMISSIONERS
FROM: SHILOH JACKSON-WOODALL
SUBJECT: BOARD REPORT
DATE: SEPTEMBER 5, 2017
CC: JEROME JONES, EXECUTIVE DIRECTOR

Administration

- The Executive Director and I had a pre-bid meeting with DLA Architects on Thursday, August 31, 2017 at 10:00am to go over the Main Field House project overviews, schedule, qualifications, and any questions any present contractors may have. Please see attached for a copy of the agenda.

Human Resources

- ADP provided us with a resource proposal to assist our Human Resources Department. Please see attached.

Recreation

- The replacement ball washer, additional golf balls, golf range punch cards, and archery participation medals have been purchased and received.
- Mr. Pope and I will begin pricing out leasing options for the fitness equipment needed.

Finance

- The 2016 audit fine invoice has not been received.
- The property tax summaries from Cook County have been completed.
- The audit confirmations from Bank of America, US Bank, and Park Ridge have been received. We are still waiting on the audit confirmations from The Illinois Funds.

Technology

- Additional training for the RecDesk registration software has begun.
- Quotes were received for the main phones. Please see the attached log summary and quotes.

Maintenance

- Mr. Knuckles and I will begin pricing out leasing options for additional gators.

DOLTON PARK DISTRICT BOARD MEETING, SEPTEMBER 5, 2017

EXECUTIVE DIRECTOR, JEROME JONES

1. Today is the last day I will be accepting RFP Engineer Bids for the Cal-Sag Trail project. I will send the proposals to the commissioners for their input and my recommendation for the project this week.
2. An RFP for the General Contractor was placed in the Chicago Tribune and the Daily Southtown this weekend regarding the Main Field House expansion. (I emailed you a copy today) The Public Bid opening to choose a contractor will be held in this board room on Wednesday September 13th at 2:00 pm. Any Commissioner is welcomed to attend.
3. Later this week or early next week I will be opening the new bank account for the Main Field Expansion. I need to know what commissioners will be on the account.
4. I would like the commissioner's thoughts on installing a 3 to 4 bay garage in the maintenance area along the back fence. I will be checking on prices this week.
5. To avoid any problems like the ELC, I would like for the commissioners to let me know how you want the plaque for the Main Field House addition to read. I would like for the contractors to install the plaque upon completion of the project.