



DATE

Thursday, September 7, 2023

PRESENT

Commissioners: Cleo Jones, Gail Towers, Kyle Rochelle, Willis Harris, and Sandra Wells,

Employees: Attorney Sotavia Muhammad, Executive Director Stephanie Wiedeman, Director of Park Operations Shiloh Jackson

Absent: Secretary/Treasurer Mark Kiel

Call to Order at 7:07PM by President Cleo Jones

PUBLIC COMMENT

- Daniel Muran and Ethel Wilkens commented on their past rental August 20, 2023, and their upcoming rental November 12, 2023. They would like an overflow parking plan to be in place moving forward. Franklin Elementary School and Rush Security Solutions will be consulted in providing security and overflow parking during their event in November.

CHANGES TO AGENDA

- Regulation #08-15-2023 moved to new business under 12) d.
- Resolution #09-05-2023 moved to unfinished business under 11) d.
- Request for proposals for Main Park Wrought Iron fence, Scout Building exterior, and Solar lighting for Main Park and Needles Park moved to new business under 12) e.

CONSENT AGENDA

- Minutes were not received and will be reviewed and considered at the September 19, 2023, meeting.
- Motion: **To approve poll conducted electronically to move the original meeting date from September 5, 2023, to September 7, 2023.**
 - Motion By: Wells
 - Second By: Towers

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

- Motion: **To approve poll conducted electronically to increase the fiber installation project budget from \$6,400.00 by \$1,500.00 resulting in a total budget in the amount of \$7,900.00.**
 - Motion By: Wells
 - Second By: Harris

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

LEGAL REPORT

- Attorney Muhammad summarized the request for proposal of upcoming project Scout Building Siding, Windows, Soffit, Fascia, Gutters, and Downspouts, the request for proposal of upcoming project Main Park and Needles Park Solar Lighting and Main Park Walking Trail Solar Lighting, the request for proposal of upcoming project Wrought Iron Fence on stone/cement and gates for Main Park enclosure system; the resolution and intergovernmental agreement between Dolton Park District and Calumet City Library as well as the resolution approving barter agreement with the Dolton Bears Youth Football and Cheerleading Organization. **Requested executive session time pertaining to litigation.**

STAFF REPORTS

- Finance (See attached finance report for reference.)
- Technology (See attached technology report for reference.)
- Marketing and Communications (See attached marketing and communications report for reference.)
- Buildings and Grounds (See attached buildings and grounds report for reference.)
- Personnel (See attached personnel report for reference.)
- Recreation (See attached recreation report for reference.)

EXECUTIVE DIRECTOR REPORT

- Executive Director Weideman asked the Board of Commissioners to review the Employee Handbook, Organizational Chart and Salary Suggestions she emailed them for consideration of approval at the upcoming meeting dated September 19, 2023, at 7:00pm. Grants and Appropriated funds are pending. Searching for a Grant Writer and proceedings have been good. **Requested executive session time pertaining to personnel.**

UNFINISHED BUSINESS

- **Tailgating Event for September 17, 2023**

Further information is needed. Reservation was made. Payment was made. Waiting for insurance documents and security plan. Shameka Woodbury will be emailing the Director of Park Operations, Executive Director, and Commissioners upon receipt. Final approval of an event depends on receipt of requested documents.

- **Sunshine Park – Safety Kleen**

Further information is needed. Commissioners would like an appointment to set for those that would like to view the exact location in person based upon the plan that was received. This is to confirm that only the Park District property will be effective. Final approval will be provided at the September 19, 2023, meeting.

- **The Sauce University Proposal Agreement**

Further information is needed. Executive Director Wiedeman is under negotiations of requests and will update the board at the September 19, 2023, meeting.

- **Dolton Bears Collaborations**

Resolution #09-05-2023 A resolution approving barter agreement with Dolton Bears Youth Football and Cheerleading organization. (See attached resolution.)

Motion: *To approve resolution #09-05-2023.*

- Motion By: Towers
- Second By: Rochelle

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

- **Playground Mulching**

Further information is needed. Will be removed until quotes will be provided along with the funding plan for the project to begin in March 2024.

- **Organizational Chart and Salaries**

Further information is needed. Commissioners will review the most recent amended copy of the draft and consider approval at the September 19, 2023, meeting.

- **Employee Handbook**

Further information is needed. Commissioners will review the most recent amended copy of the draft and consider approval at the September 19, 2023, meeting.

NEW BUSINESS

- **Consideration and action on an Ordinance providing for the issue of approximately \$302,515 General Obligation Limited Tax Park Bonds, Series 2023, of the Dolton Park District, Cook County, Illinois, for the purpose of providing for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, providing for the sale of said bonds to the purchaser thereof and authorizing the deposit of said taxes levied to pay said bonds directly into a designated escrow account.**

Motion: *To approve \$302,515 General Obligation Limited Tax Park Bonds, Series 2023.*

- Motion By: Wells
- Second By: Harris

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

- **QuickBooks Implementation**

Further information is needed. A brief presentation will be given to the Commissioners at the September 19, 2023, meeting.

- **ADP Workforce**

Further information is needed. A brief presentation will be given to the Commissioners at the September 19, 2023, meeting.

- **Request for Proposal: Wrought Iron Fence on stone/cement wall and gates for the Main Park Enclosure system project.**

Motion: *To approve request for proposal for the wrought iron fence and gates for the Main Park enclosure system.*

- Motion By: Towers
- Second By: Rochelle

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

- **Request for Proposal: Scout Building Siding, Windows, Soffit, Fascia, Gutters, & Downspouts project**

Motion: *To approve request for proposal for the scout building siding, windows, soffit, fascia, gutters, and downspouts.*

- Motion By: Towers
- Second By: Rochelle

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

- **Request for Proposal: Main Park and Needles Park Parking Lot Solar Lighting and Main Park walking trail solar lighting.**

Motion: *To approve request for proposal for solar panel lighting for the walking trail located at the Main Park and the parking lots*

located at the Main Park and Needles Park.

- o Motion By: Towers
- o Second By: Harris

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

- **Resolution #08-15-2023**

A resolution approving an intergovernmental cooperation agreement between Dolton Park District and Calumet City Public Library.

Motion: **To approve resolution #08-15-2023.**

- o Motion By: Rochelle
- o Second By: Towers

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

PUBLIC COMMENT

Felita Crayton commented on the upcoming Ace Project rental and requested the tennis courts be pressure washed and weeded prior to the event.

Bertha Cotton welcomed the new Commissioner and Executive Director. Reminders were mentioned regarding the upcoming Senior Appreciation Luncheon scheduled for September 14, 2023, from 12pm to 3pm.

COMMISSIONERS COMMENT

Harris - None

Rochelle - None

Towers – Reminded the public that tax bills are due in November.

Wells – Reminded the public that Tea with the Trustees this week on Saturday will be discussing property tax foreclosures and litigation matters. Additionally mentioned the upcoming Fish Fry event held on September 16, 2023.

Jones – Commented on a successful picnic season and reminded everyone that funding is arriving soon to assist with the playground replacements and repairs.

RECESS TO CLOSED SESSION

Motion: **To adjourn meeting to discuss items requested by Attorney Muhammad and Executive Director Wiedeman.**

Motion By: Rochelle

Second By: Towers

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

Recessed to Closed Session at 8:33PM by President Cleo Jones

RECONVENE MEETING

Reconvene at 8:42pm

ACTION ON CLOSED SESSION ITEMS

None

NEXT MEETING

September 19, 2023, 7:00pm

ADJOURNMENT

Motion: **To adjourn the meeting**

Motion By: Rochelle

Second By: Towers

Roll Call Vote: Commissioners Jones, Towers, Rochelle, Harris, and Wells. (Results: 5 Ayes; 0 Nays).

Adjournment at 8:43pm.

President Cleo Jones Cleo D. Jones Date November 7, 2023

Secretary Mark Kiel Mark H. Kiel Date _____

Respectfully Submitted by Shiloh Jackson