

**OAK FOREST PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF A REGULAR MEETING
THURSDAY, APRIL 11, 2024**

Commissioners Present

James Emmett, President
Charles Wolf, Vice-President
Jim Katula, Secretary
Joe Pilch, Commissioner
Roy Pruitt, Commissioner

Others Present

Joseph Cainkar, Attorney
Joe McDonnell, Treasurer
Cindy Grannan, Director
Kirstin Dahm, Interim Director

Absent

None

Call to Order and Pledge of Allegiance

Commissioner Emmett called the regular meeting to order at the Oak Forest Park District Community Center, 15601 S. Central, Oak Forest, IL at 7:00 p.m.

Roll Call

Upon a roll call Commissioners Emmett, Wolf, Katula, Pilch, and Pruitt were present.

Approval of the Minutes of March 14 and March 28, 2024 Board Meetings

Commissioner Pruitt made a motion to approve the minutes of March 14 and March 28, 2024 Board Meetings; seconded by Commissioner Wolf.

Roll Call Vote: Emmett – Yes, Wolf – Yes, Katula – Yes, Pilch – Yes, Pruitt – Yes

Motion approved.

Public Session

Commissioner Emmett opened Public Session, no one was present.

Communications

Interim Director Dahm informed that the Park District had received a complimentary email about the Park Place Rental Coordinator, Ericka Vetter.

Consent Calendar Approval of the Department Head Reports, Approval of the OFPD Flag Football Minutes of January 23, 2024 and February 13, 2024.

Commissioner Pilch made a motion to approve the Consent Calendar as presented, seconded by Commissioner Katula.

Roll Call Vote: Emmett – Yes, Wolf – Yes, Katula – Yes, Pilch – Yes, Pruitt – Yes

Motion approved.

Consideration of Bills – Vouchers dated April 11, 2024 in the amount of \$56,980.66

Commissioner Pilch inquired on the Preferred Window and Door bill. Interim Director Dahm informed that the window was replaced to make it an egress window for safety purposes. Commissioner Pilch inquired on the Park District cell phone bill. Interim Director Dahm informed that this included work issued phones for certain maintenance and recreation employees. Commissioner Katula inquired about the number of basketball refunds. Interim Director Dahm informed that all the basketball

refunds were volunteer deposit refunds, and were issued to families at the end of the season, once their volunteer commitment was completed. Commissioner Pilch inquired about a flag football refund. Interim Director Dahm informed that it was due to a check for a volunteer deposit not being sent at the end of the flag football season. Commissioner Katula made a motion to approve the bills-vouchers dated April 11, 2024 in the amount of \$56,980.66; seconded by Commissioner Pruitt.

Roll Call Vote: Emmett – Yes, Wolf – Yes, Katula – Yes, Pilch – Yes, Pruitt – Yes

Motion approved.

ACCEPTANCE OF THE FOLLOWING REPORT

A. Directors Report

Interim Director Dahm informed on IAPD's Parks Day Capital. This event will be Tuesday, and Wednesday May 7 and 8. Interim Director Dahm brought up the open Recreation Supervisor position, and that we had only had 1 applicant. She also informed that they would be interviewing that applicant at a later date. Interim Director Dahm brought up the agreement with CINTAS. She informed that this would fulfill a number of janitorial supply needs and services. Commissioner Wolf inquired about the cost savings and breakdown of expenses. Interim Director Dahm informed that a cost analysis had been done by Superintendent of Maintenance, Dave Beneventi, and found that there would be a cost savings on supplies. Commissioner Wolf inquired about how supply inventory was tracked and decided upon. Interim Director Dahm informed that she would put together a more comprehensive report to breakdown cost as well as inventory supply needs. Interim Director Dahm reported that the City of Oak Forest was looking for support in a TIF extension for TIF District 6. Interim Director Dahm informed that Superintendent of Maintenance, Dave Beneventi, Director Grannan, and Interim Director Dahm met with Hitchcock Design Group to discuss updating the Park District's Master Plan.

Treasurer's Report

Treasurer McDonnell presented the March Financials to the Board and informed that total cash and investments as of March 31, 2024 are \$6,499,444.25. We received tax money, program revenue, as well as bond revenue. Treasurer McDonnell presented 2 graphs that showed our cash balances over the past 3 years, and the cash balance as of March 31, 2024.

Old Business

Commissioner Emmett suggested putting notices/placards on cars that are not in attendance to Park Place events.

New Business

A. Approval of the Workplace Solutions Cooperative Acceptance Agreement with CINTAS.

Commissioner Pilch made a motion to approve the Workplace Solutions Cooperative Acceptance Agreement with CINTAS; seconded by Commissioner Katula. After discussion it was decided to defer this motion to table the agreement until there was a more comprehensive report to breakdown cost as well as inventory supply needs. Commissioner Wolf made a motion; Seconded by Commissioner Pilch.

Roll Call Vote: Emmett – Yes, Wolf – Yes, Katula – Yes, Pilch – Yes, Pruitt – Yes

Motion approved.

B. Approval of the Tax Increment Financing (TIF) District 6 Extension.

Commissioner Katula asked what extending the TIF meant for the Park District. Attorney Cainkar explained the TIF extension would help entice new business to come into Oak Forest. Commissioner

Emmett made a motion to approve the Tax Increment Financing (TIF) District 6 Extension; seconded by Commissioner Pruitt.

Roll Call Vote: Emmett – Yes, Wolf – Yes, Katula – Yes, Pilch – Yes, Pruitt – Yes

Motion approved.

C. Approval of the travel to the 2024 IAPD Parks Day at the Capital in accordance with the Travel Reimbursement Policy.

Commissioner Wolf made a motion to approve travel to the 2024 IAPD Parks Day at the Capital in accordance with the Travel Reimbursement Policy; seconded by Commissioner Pilch.

Roll Call Vote: Emmett – Yes, Wolf – Yes, Katula – Yes, Pilch – Yes, Pruitt – Yes

Motion approved.

Commissioner Comments

None.

Adjourn

There being no further business to discuss, Commissioner Pruitt made a motion to adjourn the meeting, seconded by Commissioner Wolf.

On a voice vote, the motion to adjourn at 7:42 p.m. was approved.

Approved:

James R. Emmett, President

Attest :

James Katula, Secretary