



HOMEWOOD-FLOSSMOOR PARK DISTRICT
Special Meeting of the Board of Park Commissioners

Goldberg Administration Center
3301 Flossmoor Rd., Flossmoor, IL 60422

Minutes of August 5, 2025

The Special Meeting of the Board of Park Commissioners was called to order at 7:00 pm by President Bachus. Commissioners Coderre, Dennison and Walker were present. Also present were Superintendent of Finance & Administration Karen Garrity, *H-F Chronicle* Reporter Marilyn Thomas, and Secretary Anne Brabec. Commissioner Schafer was present via Zoom.

CHANGE IN AGENDA – None

COMMENTS FROM VISITORS – None

NEW BUSINESS

a. Personnel Policy Manual

Executive Director Boehm reported that Human Resources Manager Kelly Rose updated the Personnel Policy Manual, and it was reviewed by the District's legal counsel. There were minor revisions as well as additions made to the previous manual. Commissioners asked questions and there was discussion on several policies.

The approved updated manual will be made available to employees via email, the park district's common G: drive, the HFPD employee portal and Paycom. A printed version will be available at each facility.

Commissioner Coderre moved to approve the updated Personnel Policy Manual as presented. Commissioner Dennison seconded the motion. Roll call vote with Ayes: Coderre, Dennison, Schafer, Walker and Bachus. Nays: none. Motion approved.

b. Safety Manual

Executive Director Boehm indicated that the HFPD Safety Manual was updated using guidance from PDRMA and members of the HFPD Safety Committee. Commissioners asked questions and there was discussion.

The approved manual will be made available to employees via email, the park district's common G: drive, the HFPD employee portal and Paycom. A printed version will be available in each facility.

Commissioner Walker moved to approve the updated Safety Manual as presented. Commissioner Coderre seconded the motion. Roll call vote with Ayes: Coderre, Dennison, Schafer, Walker and Bachus. Nays: none. Motion approved.

c. Tower Park

Executive Director Boehm reviewed that the Village of Homewood developed an agreement to purchase the park district's portion of Tower Park, which is only the playground area. There is more to be worked out with the Village regarding notifying the community, and information on what the village has planned for the area so a community meeting can be held. Once everything is finalized, the playground equipment will be removed by Parks Department staff.

Commissioner Dennison moved to approve the Intergovernmental Agreement Between the Village of Homewood and the Homewood-Flossmoor Park District Regarding the Transfer of Property at 18355 Pierce

Avenue, known as Tower Park, as presented pending mutual agreement of the transaction closing date. Commissioner Coderre seconded the motion. Roll call vote with Ayes: Coderre, Dennison, Walker and Bachus. Nays: none. Motion approved.

DISCUSSION TOPICS

a. Commissioner Access to the HFPD Employee Portal

Executive Director Boehm showed the Commissioners how to access the Employee Portal from the HFPD website so they can view the District's Personnel Policy Manual, Policy & Procedure Manual, and much more additional information available to employees.

b. Surplus Spending Update

Executive Director Boehm reviewed the latest surplus spending report. Commissioner Bachus requested more information be added to the "status" column in future reports to show the progress made on projects.

c. Financial Report Review

Superintendent Garrity led Commissioners through an overview of what to look for in, as well as how to interpret, the financial report that is presented to the Board each month.

d. Irwin Park OSLAD Update

Executive Director Boehm shared a photo of Irwin Park outlined with the area where the construction site will be once the renovation begins on the park in spring 2026. This work will effect next year's summer activities that are usually held at Irwin, so discussion and planning will take place regarding options. The community will be sufficiently notified of the project.

e. First Section (pages 1 – 96) of the Master Plan

President Bachus and Director Boehm led a page by page discussion through the first section of the Comprehensive Master Plan, stopping for comments and questions along the way. A similar review of the next section, pages 97 – 148, will take place at the October 7 Board meeting.

DIRECTOR'S REPORT AND COMMISSIONERS' COMMENTS

Executive Director Boehm

- The last week and weekend of the pool is this week
- The last week of camp at Irons Oaks and the added week of Stomping Grounds together had more than 80 participants
- Mid-Summer Music is this Friday at Irwin
- Night Out Against Crime was earlier tonight
- The Pheasant Trails and Scandia playgrounds are going in
- Highlands Park courts grand opening is August 17
- Will be on vacation Thursday - Monday; Manager Vargo will be in charge

Commissioner Dennison

- Asked what criteria is used regarding closing and reopening the pool due to lightening in the area
- Wondered if the camp that had a missing child at Lions Club Pool will be able to return next year
- There have been several gentlemen who have been at Lions Club Pool this season due to the closure of the Park Forest Aqua Center who have said that even if that pool is fixed, they will not be going back there because they have been so appreciative of how Lions Club Pool is run and so impressed with the staff

The other commissioners had no further comments.

EXECUTIVE SESSION

At 9:12 pm, Commissioner Coderre moved to enter in the Executive Session for the purpose of 2(c)(1) discussion of the appointment, compensation, discipline, performance, or dismissal of specific employees of the District. Commissioner Dennison seconded the motion. Roll call vote with Ayes: Coderre, Dennison, Schafer, Walker and Bachus. Nays: none. Motion approved.

The meeting reconvened at 9:55 pm.

ADJOURNMENT

Commissioner Coderre moved to adjourn the meeting at 9:55 p.m. Commissioner Dennison seconded the motion. On a voice vote, the motion was approved.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Doug P. Boehm". The signature is written in a cursive, flowing style.

Douglas P. Boehm, Secretary