

**Minutes of the Waukegan Park District  
Meeting of the Board of Commissioners  
June 16, 2015**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on June 16, 2015 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order at 4:20 p.m. by President Foley who directed a call of the roll.

**II. Roll Call**

Present: Commissioners Kilkelly, Sarocka, Bridges, Jones, and President Foley. Absent: None. Also present was Executive Director Greg Petry and Charles Smith.

**III. Topic(s)**

A. Commissioner Orientation Part 1. Each of the commissioners gave a biographical sketch of themselves and discussed their goals and aspirations for their tenure as a commissioner of the Waukegan Park District.

Following the commissioners' presentation, Greg Petry, utilizing the commissioner orientation notebook, gave a presentation concerning the duties and responsibilities of the commissioners. Mr. Petry reviewed the Mission Statement, Strategic Plan, Park District Profile, map of the Park District, the history of the Park District, Commissioners' Policy Handbook, and reviewed the location of each park in the Park District. During his presentation, Mr. Petry emphasized how the commissioners should interact with the staff and that they should direct all questions and concerns regarding the operation of the Park District to him or the department head. The Organizational Chart was discussed as well as the commissioners' duties, responsibilities, and privileges. The attendance policy and the remote participation and the Open Meetings Act were also reviewed.

Board Attorney and Secretary Charles Smith reviewed his duties and responsibilities as the Board's attorney, what areas are covered by attorney/client privilege, and his responsibilities to the commissioners, staff, and the public.

Mr. Smith reviewed the five acts that every elected official needs to be familiar with, being the Open Meetings Act (OMA), Freedom of Information Act (FOIA), Ethics Act, Public Officer Prohibited Act, and the Local Records Act.

The commissioners asked several questions of Mr. Smith who responded with detailed explanations regarding the Gift Ban Act and how to handle situations where gifts might exceed the allowed amount. He also commented on what constitutes

a meeting and the dangers of the exchange of emails with other commissioners that could be viewed as a violation of the OMA.

Commissioner orientation will continue on July 8, 2015 at 4:00 p.m.

**VI. Closed Session**

There was no motion to adjourn into closed session.

**VII. Commissioner Questions.**

There were no questions from the commissioners.

**X. Adjournment.**

**Motion by Commissioner Sarocka, seconded by Commissioner Bridges to adjourn. Motion carried unanimously.** Meeting adjourned at 6:50 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith  
Board Secretary