



Citizen Involvement Commission  
Regular Meeting Materials  
Wednesday, April 19, 2023  
7:00 PM  
Village Hall 123 Madison Street, Room 124

1. April 19, 2023 Meeting Agenda
2. DRAFT Meeting Minutes
  - a. [March 1, 2023](#)
  - b. [March 15, 2023](#)
3. Applicant List
  - a. Jason Nudelman – Transportation Commission
  - b. Jason Jenkins – Transportation Commission
  - c. Jack Eskin – Transportation Commission
  - d. Adebayo Owolewa – Housing Programs Advisory Committee
  - e. Michael Blaise Denton – Housing Programs Advisory Committee
4. Board and Commission Vacancy Report
5. [Appointments Report](#) from the March 20, 2023 Board of Trustees Regular Meeting
6. [2023 Work Plan for Citizen Involvement Commission](#) (Supporting Diversity)



**Citizen Involvement Commission**  
**Regular Meeting Agenda**  
**Wednesday, April 19, 2023**  
**7:00 PM**  
**Village Hall 123 Madison Street, Room 124**

---

- A. **Call to Order**
- B. **Roll Call and Declaration of a Quorum**
- C. **Agenda Approval**
- D. **Approval of Past Meeting Minutes**
  - A) [March 1, 2023 – Regular Meeting](#)
  - B) [March 15, 2023 – Special Meeting](#)

**E. Public Comment**

Public statements of up to three minutes will be read into the record at the meeting. Individuals should email statements to [PublicComment@oak-park.us](mailto:PublicComment@oak-park.us) to be received no later than 30 minutes prior to the start of the meeting. If email is not an option, you can drop comments off in the Oak Park Payment Drop Box across from the entrance to Village Hall, 123 Madison Street, to be received no later than the day prior to the meeting.

**F. New Business**

- A) A Motion to Conduct a Volunteer Applicant Interview for the Following Individual to be Considered for an Advisory Board, Commission and/or Committee:
  - a. Jason Nudelman – Transportation Commission
  - b. Jason Jenkins – Transportation Commission
  - c. Jack Eskin – Transportation Commission
  - d. Adebayo Owolewa – Housing Programs Advisory Committee
  - e. Michael Blaise Denton – Housing Programs Advisory Committee
- B) Review of Vacancy Report
- C) [Review of Appointments Report from the March 20, 2023 Board of Trustees Regular Meeting](#)

**G. Consideration of Motion to Adjourn to Executive Session**

- D) 5 ILCS 120/(c)(1) – Motion to Enter into Executive Session to Discuss the Appointment Recommendations of Volunteers to the Village of Oak Park’s Advisory Commissions, Committees and Boards.

**H. Reconvene to Regular Meeting**

**I. New Business Continued**

- E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jason Nudelman to the Transportation Commission
- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jason Jenkins to the Transportation Commission
- G) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jack Eskin to the Transportation Commission
- H) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Adebayo Owolewa to the Housing Programs Advisory Committee
- I) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Michael Blaise Denton to the Housing Programs Advisory Committee

**J. Old Business**

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or email [ADACoordinator@oak-park.us](mailto:ADACoordinator@oak-park.us) at least 48 hours before the scheduled activity.



**Citizen Involvement Commission**

**Regular Meeting Agenda**

**Wednesday, April 19, 2023**

**7:00 PM**

**Village Hall 123 Madison Street, Room 124**

- J) Discussion of Citizen Involvement Commission Member assignments at upcoming Recruitment Events (Juneteenth Event, Day in Our Village, Go Green Days, Barrie Fest, Thursday Night Out, etc)
  - K) Discussion of the [2023 Work Plan](#) Group assignments
- K. Adjourn**

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or email [ADACoordinator@oak-park.us](mailto:ADACoordinator@oak-park.us) at least 48 hours before the scheduled activity.



**DRAFT MEETING MINUTES  
CITIZEN INVOLVEMENT COMMISSION  
WEDNESDAY, MARCH 1, 2023, 7:00 P.M.  
VILLAGE HALL, ROOM 201**

**I. Call to Order**

Chair Kolar called the regular meeting to order at 7:02 P.M.

**II. Roll Call**

**Present:** Commissioners Jill Eid, Ron Elling, Annemarie Kill, Curtis Lott (late), Drew Miller, Carollina Song, Sheila Wesonga and Chair Greg Kolar

**Absent:** Commissioner Ron Roman

**Also present:** Village Clerk Christina Waters

**III. Agenda Approval**

Commissioner Wesonga moved to approve the agenda as presented; Commissioner Song seconded. A roll call was taken and the motion was approved. A voice vote was taken and the motion was approved.

**IV. Minutes Approval**

Commissioner Elling moved to approve the minutes of the February 1, 2023 meeting as presented; Commissioner Wesonga seconded. Commissioner Eid abstained. A voice vote was taken and the motion was approved.

**V. Public Comment**

There was no public comment.

**VI. New Business**

A) A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be Considered for an Advisory Board, Commission and/or Committee:

- a. Karen Schneller – Community Development Citizens Advisory Committee
- b. Macaire Ament – Farmers’ Market Commission
- c. Amy Peterson – Historic Preservation Commission
- d. Mark Weiner – Historic Preservation Commission

Commissioner Eid moved; Commissioner Miller seconded. A voice vote was taken and the motion was approved.

***Karen Schneller – Community Development Citizens Advisory Committee***

Recently moved to Oak Park. Retired nurse. Her desire to be involved comes from when she lived in Decatur previously and served on boards and committees which enriched her experience with the community and gave her the opportunity to engage with people she would not know otherwise. She has

watched a meeting and read minutes and talked to Chair Celis and Clerk Waters. She worked in the 501(c)(3) foundation for the hospital she worked in so she is familiar with grants and grant writing. She sees one of her challenges will be to get to know the nonprofit organizations in the community. She doesn't see any issues with the unusual meeting schedule.

***Macaire Ament – Farmers' Market Commission***

Moved to Oak Park in May 2022. Business analyst and system administrator who is passionate about food and food systems and loves to cook. The Farmers' Market was the first place she visited in Oak Park. Looking for an opportunity to put the things she enjoys studying to use. Spent years in marketing and events and is interested in the events and sustainability committees. Stressed the importance of food access and providing the LINK and SNAP double coupons at the Market. Also important to bring in new perspectives and collaborate and be invested in the community. She's excited to pick up shifts at the Market. Also interested in the Community Development Commission as a second choice.

***Amy Peterson – Historic Preservation Commission***

Moved to Oak Park in October 2022. Lifelong history lover who majored in history and has a masters in public history. Other area of expertise is in education. Used to work for the Chicago History Museum and worked with Cuneo Mansion in Vernon Hills to develop a National Historic Register application. Excited to live in a village with three historic districts and preserve and educate its history. Spoke to Chair Garapolo about the work plan and watched a meeting. Impressed by the problem solving of the commission for preserving historical character while helping homeowners come up with viable solutions for living in these homes today. Opportunities for shaping longer-term guidelines. Ensuring new structures are enduring pieces of architecture.

***Mark Weiner – Historic Preservation Commission***

History of living in Oak Park and served one term as an alderman in Berwyn and was a member of the Berwyn Historic Society. Helped pass an ordinance to require a setback for additions on bungalows and create a historic bungalow area in Berwyn. Lives in a landmarked house in the Frank Lloyd Wright historic district and has come before the HPC previously to update their garage. Helps people that are injured. Believes in keeping the old nice and preserved to the best of our ability. Served on the Citizen Involvement Commission from 1996-2000. Has spoken to Chair Garapolo. The biggest issue facing Oak Park now is homeowners wanting home offices above their garages.

B) Review of Vacancy Report

Commissioner Elling inquired about commissioners whose terms expired months ago. Clerk Waters responded that some commissioners are still working on special projects and the commissions do not want to make a change until the projects are finished, including the expired chair of the Environment & Energy Commission and a commission on the Housing Programs Commission.

Commissioner Song asked if there will be more applicants coming up or should the CIC be beating the drum. Clerk Waters responded that CIC should beat the drum, like for the Plan Commission which has some vacancies.

Commissioner Lott asked why more people do not want to get involved in the commissions with a lot of vacancies, like the Community Design Commission and the Community Development Citizens Advisory Committee. Clerk Waters responded that there has been a wave of resignations with the return to in-person meetings. CDCAC is considering decreasing its commissioners from 11 to 9. Commissioner Kill added that CDC requires six commissioners to be trained as design professionals with at least two trained in urban forestry or horticulture. Chair Kolar noted that most of that's commission's work is on signage. Commissioner Lott asked if CIC can do anything to help CDC recruit members. Clerk Waters suggested talking to their chair about their needs and talking to your networks.

Commissioner Kill asked how our 32 current vacancies compares over the past 12 months. Clerk Waters responded that it fluctuates but stays in the 30s and we are trying to keep up with the changing times. Commissioner Kill said she is interested in knowing more about commissioners resigning due to the return of in-person meetings. Clerk Waters confirmed that is what she is hearing. Commissioner Elling said a quorum has to be in person but if the Village had hybrid capability, the whole public could attend without affecting the Open Meetings Act. Commissioner Eid asked if a column can be added next to the vacancies about who is in the pipeline. Commissioner Waters said she can pull that data manually and it is included in her quarterly email to the chairs.

- C) Review of Advisory Board, Commission and Committee Appointments Report from the February 21, 2023 Board of Trustees Regular Meeting.

No appointments were made at the February 6, 2023 Board of Trustees Regular Meeting. Clerk Waters added that tonight's applicants will be added to the March 20 Board of Trustees meeting.

## **VII. Advisory Committees, Commissions, and Boards CIC Liaison Reports**

Commissioner Wesonga inquired about the process for submitting these reports. Chair Kolar responded that one can be filled out after attending a meeting and send it to Chair Kolar and Clerk Waters.

Commissioner Elling attended meetings of the Civic Information Systems Commission and Building Codes Advisory Commission. CISC has one vacancy and is interested in recruiting females and minorities. He is impressed by how much research they carry out with so few members. He noted that CISC is not included in their enabling language and recommended correcting it and increasing the membership from 7 to 9. Clerk Waters clarified that Article 26 in the Village Code recognizes CISC as a commission.

Commissioner Elling reported that BCAC has two vacancies. Electrical, plumbing, and HVAC are not represented and their only architect's term expires in September. Chair Kelly is interested in advertising in the *Wednesday Journal*, which Commissioner Elling thinks should be done for all commissions.

Commissioner Lott attended the Citizen Police Oversight Committee meeting. One complaint was reviewed about two grade school boys who were supposedly checking door handles on cars. Five officers showed up and an older lady came out and got involved. One officer was very agitated. CPOC made recommendations to the Deputy Chief that perception and approach is very important and it could have escalated. They also discussed the work plan. Commissioner Lott said he will follow up with a written report. Commissioner Song thanked Commissioner Lott for attending what sounds like a difficult meeting.

Commissioner Song said she is waiting for an introduction to her commission chairs and waiting on language from legal staff. Clerk Waters said she can send her a liaison introductory email for Board of Health and Zoning Board of Appeals and she will follow up with the Law Department.

Commissioners Eid and Song requested that the CIC liaison list be a permanent part of the meeting materials. Clerk Waters confirmed she will keep it in there.

Commissioner Kill reported that the Historic Preservation Commission is looking for an architect, preferably a female and/or person of color. She gave a plug for the CISC as camera issues and right to privacy are big issues right now.

#### **VIII. Executive Session**

- D) 5 ILCS 120/(c)(1) – Motion to enter into executive session to discuss the appointment recommendations of volunteers to the Village of Oak Park's advisory commissions, committees and boards.  
Commissioner Eid moved; Commissioner Lott seconded. A voice vote was taken and the motion was approved. The Commission adjourned to Executive Session at 8:10 p.m.

#### **IX. Reconvene to Regular Meeting**

The Regular Meeting reconvened at 8:30 p.m.

#### **X. New Business Continued**

- E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Karen Schneller to the Community Development Citizens Advisory Committee.  
Commissioner Song moved; Commissioner Wesonga seconded. A voice vote was taken and the motion was approved.

- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Macaire

Ament to the Farmers' Market Commission

Commissioner Eid moved; Commissioner Lott seconded. A voice vote was taken and the motion was approved.

G) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Amy Peterson to the Historic Preservation Commission

Commissioner Wesonga moved; Commissioner Miller seconded. A voice vote was taken and the motion was approved.

H) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Mark Weiner to the Historic Preservation Commission

Commissioner Song moved; Commissioner Miller seconded. A voice vote was taken and the motion was approved.

I) Discussion of Agenda Items to be Added to Upcoming Citizen Involvement Commission Meetings

For April 5 meeting:

- Discussion of the protocol for interviewing recently appointed commissioners. Commissioners should send their notes in advance to Clerk Waters.
- Creation of work groups around the approved 2023 work plans

## **XI. Adjourn**

Commissioner Wesonga moved to adjourn; Commissioner Lott seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 8:47 P.M.

Respectfully Submitted,

Cindy Hansen, Deputy Village Clerk





**DRAFT SPECIAL MEETING MINUTES  
CITIZEN INVOLVEMENT COMMISSION  
WEDNESDAY, MARCH 15, 2023, 7:00 P.M.  
VILLAGE HALL, ROOM 124**

**I. Call to Order**

Commissioner Kill called the special meeting to order at 7:08 P.M.

**II. Roll Call**

**Present:** Commissioners Elling, Kill, Lott (arrived late), Roman, Song, Wesonga

**Absent:** Commissioners Eid, Miller and Chair Kolar

**Also present:** President Scaman, Clerk Waters, Urmi Sengupta, Michael Sturino, Miriam Tamayo

**III. Agenda Approval**

Commissioner Wesonga moved to approve the agenda as presented; Commissioner Roman seconded. A voice vote was taken and the motion was approved.

**IV. Public Comment**

There was no public comment.

**V. New Business**

A) A Motion to Conduct Volunteer Applicant Interviews for the Following Individuals to be Considered for an Advisory Board, Commission and/or Committee:

- a. Anne France – Community Development Citizens Advisory Committee
- b. Urmi Sengupta – Community Development Citizens Advisory Committee
- c. Michael Sturino – Plan Commission
- d. Miriam Tamayo – Plan Commission

No motion was made. Commission went straight into applicant interviews.

***Anne France – Community Development Citizens Advisory Committee***

She has lived in Oak Park for 20+ years and has three children, one is still at OPRF. She has a master's degree and works in higher education as a project manager. She spoke to Chair Celis and understands the busy season and time commitment. She has not yet observed a meeting. She has been a committee member for boy scout troops and has volunteered for Beyond Hunger and Peace Corps. She has no conflicts with the grant-funded organizations. She is organized and is happy to follow meeting etiquette and get things done. She has no experience reviewing grants though she helped manage budgets for the Boy Scouts.

***Miriam Tamayo – Plan Commission***

She moved to Oak Park in 2018 for the school districts and community. She was trained as an architect

and understands drawings and master plans. She joined the hospitality industry and has been working for Hyatt Hotels downtown since 2011. She is a design director for the lifestyle brands and has an eye for design. She is pro-density and interested in the built environment and ensuring our community is getting the best possible developments and enhancements for our livelihood. She spoke to Chair Sims and she has watched previous meetings. Oak Park is in a good location and there are opportunities for better connectivity to the city like having more trains and less expensive parking around the stations.

***Urmi Sengupta – Community Development Citizens Advisory Committee***

She has lived in Oak Park for six years. She attended the University of Chicago and moved into economic development. She is a grantmaker on the impact investments team at the John D. And Catherine T. MacArthur Foundation. She has worked there for 10 years and is interested in applying her experience to local community life. She does not write grants; she evaluates grants and the Foundation provides grant funding. She spoke to Chair Celis and watched a meeting and understands the schedule and time commitment. There is a huge move toward supporting organizations that are not the most obvious candidates. She wants to be able to contribute meaningfully at the community level.

***Michael Sturino – Plan Commission***

He moved to Oak Park in 2006 and has degrees in urban planning and law. He did planning for the Village of Bellwood in the 1980s and staffed their Plan Commission and Zoning Board. He started the West Cook Planners group. He represented suburbs and developers at a municipal law firm. He was board president for West Suburban Senior Services. He was an administrator in Forest Park in 2004 and was involved in the redevelopment of the downtown and CTA Blue Line. He runs the Illinois Road and Transportation Builders Association. He has talked to Chair Sims and was referred by Sandra Sokol. He loves Oak Park for its diversity and history while taking advantage of opportunities. He said he would reveal if he has a connection to anyone that comes before the Plan Commission.

**VI. Executive Session**

- B) 5 ILCS 120/(c)(1) – Motion to enter into executive session to discuss the appointment recommendations of volunteers to the Village of Oak Park’s advisory commissions, committees and boards.  
Commissioner Song moved; Commissioner Wesonga seconded. A voice vote was taken and the motion was approved. The Commission adjourned to Executive Session at 8:13 p.m.

**VII. Reconvene to Regular Meeting**

The Regular Meeting reconvened at 8:36 p.m.

**VIII. New Business Continued**

- C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Anne France to the Community Development Citizens Advisory Committee

Commissioner Wesonga moved; Commissioner Song seconded. Commissioner Elling abstained. A voice vote was taken and the motion was approved.

- D) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Urmi Sengupta to the Community Development Citizens Advisory Committee

Commissioner Song moved; Commissioner Roman seconded. A voice vote was taken and the motion was approved.

- E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Michael Sturino to the Plan Commission

Commissioner Roman moved; Commissioner Elling seconded. A voice vote was taken and the motion was approved.

- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Miriam Tamayo to the Plan Commission

Commissioner Roman moved; Commissioner Lott seconded. A voice vote was taken and the motion was approved.

#### **IX. Adjourn**

Commissioner Wesonga moved to adjourn; Commissioner Roman seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 8:40 P.M.

Respectfully Submitted,

Cindy Hansen, Deputy Village Clerk



Citizen Involvement Commission  
Regular Meeting Applicant List  
Wednesday, April 19, 2023  
7:00 PM

Village Hall 123 Madison Street, Room 124

1. Jason Nudelman
2. Jason Jenkins
3. Jack Eskin
  - a. [Transportation Commission](#)
    - i. Vacancies: 2
    - ii. Commission Chair: Ron Burke
    - iii. VOP Staff Liaison: Jill Juliano, Traffic Engineer, Public Works Department
    - iv. CIC Liaison: Commissioner Robert (Drew) Miller
4. Adebayo Owolewa
5. Michael Blaise Denton
  - a. [Housing Programs Advisory Committee](#)
    - i. Vacancies: 4
    - ii. Commission Chair: Dominic Tocci
    - iii. VOP Staff Liaison: Jeff Prior, Neighborhood Services Manager, Development Customer Services
    - iv. CIC Liaison: Commissioner Robert (Drew) Miller



# Board and Commission Vacancy and Chair Expiration Date Report

Updated on: Monday, April 17, 2023

## Vacancies

Board or Commission	# of Members	Current # Filled	Vacancies
Aging in Place Commission	7	7	0
Board of Health	7	7	0
Building Codes Advisory Commission	9	7	2
Citizen Involvement Commission	9	9	0
Citizen Police Oversight Committee	7	7	0
Civic Information Systems Commission	7	6	1
Community Design Commission	11	6	5
Community Development Citizens Advisory Committee	9	8	1
Community Relations Commission	9	6	3
Disability Access Commission	7	5	2
Environment & Energy Commission	9	8	1
Farmers Market Commission	11	9	2
Fire And Police Commission	3	3	0
Historic Preservation Commission	11	10	1
Housing Programs Advisory Committee	7	3	4
Liquor Control Review Board	5	5	0
Plan Commission	9	9	0
Transportation Commission	7	5	2
Zoning Board Of Appeals	7	6	1
<b>Totals:</b>	<b>151</b>	<b>126</b>	<b>25</b>

## Chair Expirations

Board or Commission	Chairperson	Term Expiration Date
Aging in Place Commission	Blesoff, Marc	8 /1 /2025
Board of Health	Chavez, Noel	3 /15/2024
Building Codes Advisory Commission	Kelly, Tim	5 /18/2022
Citizen Involvement Commission	Kolar, Greg	12/7 /2023
Citizen Police Oversight Committee	Pepper, Donovan	11/7 /2023
Civic Information Systems Commission	Baker, David	11/4 /2025
Community Design Commission	Betancur, Juan	12/7 /2023
Community Development Citizens Advisory Committee	Celis, Andrew	5 /2 /2025
Community Relations Commission	Rodriguez, Jacquelyn	10/3 /2025

Disability Access Commission	Arnold, Gary	9 /6 /2025
Environment & Energy Commission	Lukehart, Liz	10/17/2025
Farmers Market Commission	Knier, Julia	3 /21/2025
Fire And Police Commission	Hedgeman, John	2 /22/2017
Fire And Police Commission	Pickrell, Robert	12/7 /2023
Historic Preservation Commission	Garapolo, Louis	3 /6 /2026
Housing Programs Advisory Committee	Tocci, Dominic	8 /1 /2022
Liquor Control Review Board	Corbin, Sarah	9 /17/2024
Plan Commission	Sims, Iris	10/5 /2023
Transportation Commission	Burke, Ron	7 /29/2025
Zoning Board Of Appeals	Lencioni, Jim	10/18/2026



# APPOINTMENTS

03/20/2023

## Community Development Citizens Advisory Committee

### Appoint as Member

---

Name: Anne France:

Term: 1

Term Expiration Date: 3 /20/2026

Anne is a higher education professional and team leader who produces engaging, media-rich, on-line learning experiences for corporate, executive, and degree-seeking learners. Innovative instructional designer who leads efforts to develop rigorous performance-based, outcomes-driven courses and programs.

### Appoint as Member

---

Name: Karen Schneller

Term: 1

Term Expiration Date: 3 /20/2026

Karen's career has been in healthcare spanning 44 years. During her time in Decatur, Karen served on boards and committees which enriched her experience with the community and gave her the opportunity to engage with people she would not know otherwise.

### Appoint as Member

---

Name: Urmi Sengupta

Term: 1

Term Expiration Date: 3 /20/2026

Urmi would love to help direct community resources to the most deserving projects and activities. Urmi has been in the economic development field for over two decades and a grant maker at a philanthropic organization for the last 10 years.

## Farmers Market Commission

### Appoint as Member

---

Name: Macaire Ament

Term: 1

Term Expiration Date: 3 /20/2026

Macaire is a business analyst and system administrator, with a passion for food and food systems and loves to cook. The Farmers Market touches on a lot of issues which are important like sustainability, building community, and food insecurity/access. Over the last few years, Macaire spent time intentionally learning about food systems, food inequality, and food justice.

## Historic Preservation Commission

### Appoint as Member

---

Name: Amy Peterson

Term: 1

Term Expiration Date: 3 /20/2026

Amy is a lifelong history lover who majored in history and has a masters in public history. Used to work for the Chicago History Museum and worked with Cuneo Mansion in Vernon Hills to develop a National Historic Register application.

### Appoint as Member

---

Name: Mark Weiner

Term: 1

Term Expiration Date: 3 /20/2026

Michael served a term as an alderman in Berwyn and was a member of the Berwyn Historic Society. He currently lives in a landmarked house in the Frank Lloyd Wright historic district in Oak Park.

## Plan Commission

### Appoint as Member

---

Name: Michael Sturino

Term: 1

Term Expiration Date: 3 /20/2026

Michael is interested in helping Oak Park to maintain its character, help guide new opportunities, promote sustainability, remain inclusive, and build on its past successes. Michael has a background in planning, transportation, law, and public administration.

### Appoint as Member

---

Name: Miriam Tamayo

Term: 1

Term Expiration Date: 3 /20/2026

Miriam is a design professional with over 15 years of experience ranging from commercial, residential and most recently hospitality work.



## Zoning Board Of Appeals

---

### Term Extension

---

Name: Steve Ruszczyk

Term: 2

Term Expiration Date: 12/10/2023

2023  
 Work Plan for Citizen Involvement Commission  
 Supporting Diversity

## 2023 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participate in at least three community events a year (e.g. Day in Our Village, Farmers Market, Thursday Night Out etc.)	Increase awareness of commission work and variety of volunteer opportunities.	Ongoing	\$2,500(to also include 2 flyers in the Wednesday Journal which are \$1,300 for 2 flyers
	Host at least one volunteer recruitment event each quarter with varying community partners.	Increase number of first-time applicants accurately representing the demographics of our Village by 15%.		
	Review Recruitment Process and volunteer application process and make updates as necessary	With rollout of new village website, provide updates to application process for commissions.		
	Update marketing materials and look into ways to better utilize social media and other outlets such as local newspaper (e.g. Village Social Media Outlets, Tik-Tok, etc.)	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved.		
	Continue to gather demographic data of volunteer base.	Assess our weaknesses and evaluate progress for reaching goal of seeking a volunteer base that accurately reflects the demographics of our Village.		
	Review timeline of applicants process from time of application to CIC interview and placement on village board agenda.	Decrease the time it takes in the process once applicants submit an application.		
Commission Support	Review interview and selection process. Interview at least two candidates for each vacancy.	Maintain a vacancy rate not to exceed 10% with well suited volunteers.	Ongoing	
	Maintain a database of commission members and terms.	Provide monthly commission vacancy reports, Chair expiration report, and results of survey data.		
	Continue a committee liaison process that assigns a liaison to each Commission/Committee, and that connects us with the chair/commission to help in identification of commission needs			

2023  
 Work Plan for Citizen Involvement Commission  
 Supporting Diversity

2023 Initiatives

	Formalize a new onboarding process for commissions members and an exit interview process to gather information which may help commissions in the future	75% of new commissioners complete the onboarding training.		
	Co-Host with Village President quarterly Chair meetings for peer learning and support, and quarterly meetings with new commissioners for training (and not for purposes of business in order to not violate OMA pending legal dept opinion)	Increase knowledge, skills, and abilities of commission leadership and commissioners for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Appreciation Event.	Express appreciation to Village Volunteers.	Fall 2023	\$3,000
	Thank you video honoring Village Volunteers.			
	Thank you cards signed by Village Board and staff.			