



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, February 7, 2024, 7:00 PM
Village Hall 123 Madison Street, Room 101

- A. **Call to Order**
- B. **Roll Call and Declaration of a Quorum**
- C. **Agenda Approval**
- D. **Approval of Past Meeting Minutes**
 - A) [December 6th, 2023](#)
- 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 to be received no later than 30 minutes prior to the start of the meeting. If email is not an option, you are welcome to attend the meeting at Village Hall, 123 Madison Street Oak Park IL 60302 in Room 101.
- F. **New Business**
 - A) Review of Vacancy Report
 - B) New Advisory Board, Commission or Committee Appointment
 - i. January 23: Ron Roman (HPC), Frank Heitzman (BCAC, emeritus)
 - C) A Motion to Conduct a Volunteer Applicant Interview for the Following Individual to be Considered for an Advisory Board, Commission and/or Committee:
 - i. Manning Peterson – Civic Information Systems Commission
 - ii. Kelsey Di Pirro – Farmers’ Market Commission
- G. **CIC Liaison Reports**

This section is intended to be informational
- H. **Staff Liaison Report**

This section is intended to be informational
- I. **Consideration of Motion to Enter into Executive Session**

5 ILCS 120/2(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.
- J. **Reconvene to Regular Meeting**
- K. **Old Business**
 - A) Motion to Approve the 2024 Citizen Involvement Commission Work Plan.
- L. **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 at least 48 hours before the scheduled activity.



**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, DECEMBER 6, 2023, 7:00 P.M.
VILLAGE HALL, ROOM 101**

A. Call to Order

Chair Kolar called the regular meeting to order at 7:00 P.M.

B. Roll Call

Present: Commissioners Elling, Kill, Lott (left at 7:35 P.M.), Miller, Roman, Song, Wesonga, and Chair Kolar

Absent: Commissioners Eid, Song (joined at 7:03 P.M.)

Also present: Clerk Waters (remote), Deputy Clerk Hansen

C. Agenda Approval

Commissioner Miller moved to approve the agenda; Commissioner Kill seconded. A voice vote was taken and the motion was approved.

D. Minutes Approval

Commissioner Lott moved to approve the minutes of the October 4, 2023 meeting; Commissioner Miller seconded. Commissioner Wesonga abstained. A voice vote was taken and the motion was approved.

E. Public Comment

There was no public comment.

F. New Business

A. Review of Vacancy Report

The Historic Preservation Commission (HPC) is having trouble making quorum.

The Community Design Commission (CDC) has five vacancies. There are internal discussions about reducing the size of the CDC. It was recommended to change the CDC description on the Village website to include the enabling language and to review the website descriptions for all commissions.

Commissioner Roman said he would like to also serve on the HPC and will follow up with Clerk Waters.

Commissioner Song said she may also be interested in serving on the HPC.

B. New Advisory Board, Commission or Committee Appointments

i. October 16, 2023

ii. October 30, 2023

iii. December 4, 2023

Chair Kolar and Commissioner Kill read aloud the recently appointed commissioners.

C. Racial Equity Assessment

Chair Kolar led the commissioners through the racial equity assessment and submitted the questionnaire on behalf of the CIC. He recommended sharing the recording of this discussion to the racial equity assessment team at UIC.

G. CIC Liaison Reports

Commissioner Wesonga inquired if the Environment & Energy Commission is still meeting. Clerk Waters said there is no staff liaison now and she will let Commissioner Wesonga know when the next meeting will be. She said she will also write to all staff liaisons to be sure they are including the CIC liaisons in their meeting invites. Commissioner Elling requested to add an “other” section to the liaison report form. Chair Kolar said that revision can be added to the work plan.

H. Staff Liaison Report

Clerk Waters said she would like to hear from the CIC about what they would like reported out in this section. Commissioner Wesonga said she would like to see a procedural process to get things done faster, such as filling the CDC vacancies. Commissioner Miller said he would like to see meeting minutes from the other commissions. Deputy Clerk Hansen noted they are posted on the Village website.

Clerk Waters gave the example of the amendment to the Building Codes and Advisory Commission (BCAC) terms which was approved by the Village Board. The BCAC’s terms are now 5 years instead of 3 years. Commissioner Wesonga said she appreciates receiving the Village Board meeting agendas. Commissioner Elling requested any observations about the general health of the commissions. Commissioner Kill would like any applicants that identify as being diverse to be called to the CIC’s attention.

I. Consideration of Motion to Adjourn to Executive Session. 5 ILCS 120/2(c)(1) – Motion to Enter into Executive Session for Review and Approval of Executive Session Minutes of the Citizen Involvement Commission.

Commissioner Roman motioned; Commissioner Wesonga seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:

Ayes: Elling, Kill, Miller, Roman, Song, Wesonga and Chair Kolar

Absent: Eid, Lott

The Commission adjourned to Executive Session at 8:25 P.M.

J. Reconvene to Regular Meeting

The Regular Meeting reconvened at 8:41 P.M.

K. Old Business

A. Discussion of 2023 Work Plan/Accomplishments & Draft the 2024 Work Plan

Chair Kolar instructed the commissioners to send their additions and feedback to Clerk Waters and Chair Kolar and he will collate the responses and circulate a draft 2024 work plan at the January meeting.

The commissioners debriefed on the volunteer appreciation event. Chair Kolar noted 50% of the confirmed attendees did not attend and said next year we should assume 25% of the confirmed attendees will not attend. Commissioner Roman said he would like to see more money spent on prizes or giveaways. Chair Kolar said he may request to increase the budget next year from \$3,000 to \$5,000. Commissioner Roman said we need to determine why there were so many who did not attend. He suggested a printed invitation that comes from the staff liaison.

L. Adjourn

Commissioner Miller moved to adjourn; Commissioner Wesonga seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 8:55 P.M.

Respectfully Submitted,
Deputy Clerk Hansen



Board and Commission Vacancy and Chair Expiration Date Report

Vacancies

| Board or Commission | # of Members | Current # Filled | Vacancies |
|---|--------------|------------------|-----------|
| Aging in Communities Commission | 7 | 7 | 0 |
| Board of Fire and Police Commissioners | 3 | 2 | 1 |
| Board of Health | 7 | 7 | 0 |
| Building Codes Advisory Commission | 9 | 7 | 2 |
| Citizen Involvement Commission | 9 | 9 | 0 |
| Citizens Police Oversight Committee | 7 | 6 | 1 |
| Civic Information Systems Commission | 7 | 6 | 1 |
| Community Design Commission | 11 | 5 | 6 |
| Community Development Citizens Advisory Committee | 9 | 9 | 0 |
| Community Relations Commission | 9 | 6 | 3 |
| Disability Access Commission | 7 | 7 | 0 |
| Environment & Energy Commission | 9 | 7 | 2 |
| Farmers' Market Commission | 11 | 8 | 3 |
| Historic Preservation Commission | 11 | 7 | 4 |
| Housing Programs Advisory Committee | 7 | 7 | 0 |
| Liquor Control Review Board | 5 | 4 | 1 |
| Plan Commission | 9 | 8 | 1 |
| Transportation Commission | 7 | 6 | 1 |
| Zoning Board Of Appeals | 7 | 5 | 2 |
| Totals: | 151 | 123 | 28 |

Chair Expirations

| Board or Commission | Chairperson | Term Expiration Date |
|---|---------------------|----------------------|
| Aging in Communities Commission | Marc Blesoff | 08/01/2025 |
| Board of Fire and Police Commissioners | Robert Pickrell | 10/30/2026 |
| Board of Health | Noel Chavez | 03/15/2024 |
| Building Codes Advisory Commission | Tim Kelly | 05/21/2023 |
| Citizen Involvement Commission | Greg Kolar | 10/04/2024 |
| Citizens Police Oversight Committee | Kevin Barnhart | 12/04/2026 |
| Civic Information Systems Commission | David Baker | 11/05/2025 |
| Community Design Commission | | |
| Community Development Citizens Advisory Committee | Andrew Celis | 05/02/2025 |
| Community Relations Commission | Jacquelyn Rodriguez | 10/03/2025 |
| Disability Access Commission | Gary Arnold | 09/06/2025 |

| | | |
|-------------------------------------|-----------------|------------|
| Environment & Energy Commission | Liz Lukehart | 10/17/2025 |
| Farmers' Market Commission | Julia Knier | 03/21/2025 |
| Historic Preservation Commission | Louis Garapolo | 03/06/2026 |
| Housing Programs Advisory Committee | Dominic Tocci | 08/01/2022 |
| Liquor Control Review Board | Sarah Corbin | 09/17/2024 |
| Plan Commission | Michael Sturino | 12/04/2026 |
| Transportation Commission | Ron Burke | 07/30/2025 |
| Zoning Board Of Appeals | | |



APPOINTMENTS

01/23/24

Historic Preservation Commission

Appoint as Member

Name: Ron Roman

Term: 1st Term

Term Expiration Date: Jan 23, 2027



Citizen Involvement Commission Liaison Report

Commission: _____

Submitted by: _____

Meeting date: _____

Number of commissioners: _____

Current vacancies: _____

Expected vacancies in the next 6 months (generally commissioners may serve two (2) terms):

| Name: | Term expiration: | Expertise/qualifications/demographics: |
|-------|------------------|--|
| | | |
| | | |
| | | |
| | | |

Desired qualifications/demographics of new commissioners per the Chair:

Next steps for recruitment (determined in consultation with Chair):



Citizen Involvement Commission Liaison Report

Commission: Building Codes Advisory Commission

Submitted by: Ron Elling

Meeting date: 1/18/2024

Number of commissioners: 9

Current vacancies: 2

Expected vacancies in the next 6 months (generally commissioners may serve two (2) terms):

| Name: | Term expiration: | Expertise/qualifications/demographics: |
|-----------|------------------|--|
| Tim Kelly | 5/21/2023 | Gen'l Contractor, Chair |
| | | |
| | | |
| | | |

Desired qualifications/demographics of new commissioners per the Chair:

At the January 18, 2024 meeting, most of the Commissioners present stated that they themselves did not have a strong background in electrical systems.

Next steps for recruitment (determined in consultation with Chair):

Derek Eder, previously interviewed for Energy & Environment, expressed interest in serving on BCAC. I have asked Clerk Waters to reach out to him to either get a new application or to say we will recycle his previous application.

2024 Work Plan for Citizen Involvement
Commission
Supporting Diversity

2024 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, Barrie Fest, 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 apply. | | |
| 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 | | | |

2024 Work Plan for Citizen Involvement
 Commission
 Supporting Diversity

2024 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. | | | |

DRAFT