

DRAFT Record of Meeting
Citizen Involvement Commission
Wednesday, July 5, 2017 - 7:00 P.M.
Village Hall Room 101

Call to Order

Chair Troelstrup called the meeting to order at 7:00pm.

Roll Call

Present: Commissioners Frank Pond, Conrad Terry, Anne Warden, Erika Washington, Lance Taylor, Emily Masalski, and Chair John Troelstrup. Also present; Village Clerk Vicki Scaman.

Absent: None

Public Comment

There was no public comment.

Approval of Agenda

It was moved by Commissioner Terry and seconded by Commissioner Warden to approve the July 5th, 2017 agenda as written. A voice vote was taken and the motion was approved.

Approval of Minutes

It was moved by Commissioner Terry and seconded by Commissioner Pond to approve the minutes from June 7th, 2017. A voice vote was taken and the motion was approved.

Applicant Interviews

Chair Troelstrup welcomed the applicants and asked them to introduce themselves. After providing a brief background each applicant shared why they are applying for the commission for which they are applying and responded to questions from members of the Citizen Involvement Commission.

Applicants:

- Robert Taylor, Transportation Commission
- Natalie Coon, Citizen Involvement Commission

Natalie Coon asked members of the Citizen Involvement Commission (CIC) more about the role of the CIC. Chair Troelstrup shared the step of interviewing commission applicants to make recommendations to the Village Board for appointments. Clerk Scaman stated the importance of the CIC to be recruiting and promoting participation on commissions. Commissioner Warden talked about the ways commission openings are shared with the public, such as Oak Park FYI. Commissioner Pond expressed the importance of commissioners to understand the role of the commission they are on and fulfilling the specific need identified.

Clerk Scaman provided Ms. Coon with a printed list of responsibilities for the Citizen Involvement Commission.

Chair Troelstrup thanked the applicants for coming. Clerk Scaman shared next steps in the process.

Reports

Administrative Report:

Clerk Scaman reviewed resignations, upcoming appointments and vacancies for commissions. It was confirmed that an opening will be available on the Transportation Commission in September. The Building Codes Advisory Commission (BCAC) is still in need of an engineer. Clerk Scaman is working to share BCAC opening with members of the African-American community. The Commission reviewed the requirements for BCAC. It was identified that someone with HVAC experience would be beneficial. Commissioner Pond will follow-up. The Citizen Police Oversight Commission (CPOC) has an opening. Clerk Scaman will inquire with the staff liaison for CPOC for more information. There are still vacancies on the Farmers Market Commission. Chair Troelstrup and Commissioner Pond will do what they can to spread the word. Trustee Button is reviewing recommendations for the opening on the Liquor Control Review Board. The Environment and Energy Commission is looking to replace a student member who is leaving for College.

Members of the CIC brainstormed ways that they can communicate openings on commissions with residents:

- Website
- Social Media
- Public TV
- Community events; Park District Fall Fest
- Day in Our Village
- Farmers Market
- Wednesday Journal, One View

Commissioner Pond will look into how to submit a One View to the Wednesday Journal. Clerk Scaman will follow up with staff on whether or not a day is available with the Farmers Market. Commissioner Washington expressed the need to educate the public on what commissions exist and what they do. Commissioner Terry asked if CIC has a budget. CIC may be limited to following up on free options.

Review of commissioner packets:

Clerk Scaman provided packets including:

- 2017 CIC Work Plan
- Open Meetings Act, Attorney General requirement
- CIC Liaison Assignment Responsibility
- CIC Recruitment Manual
- Required Professions on Commissions
- Ordinance for each Commission
- Board and Commission Membership List (confidential – members of CIC signed a confidentiality statement)

Commissioner Masalski mentioned that some commissions are not as good at posting minutes. Clerk Scaman will follow-up with respective staff liaisons to update missing

minutes. Clerk Scaman clarified that some Boards and Commissions are regulated differently than others.

Clerk Scaman will reach out to Chairs of Commissions to follow-up with compliance with OMA certification.

Commissioners were encouraged to make recommendations and edits to the materials. Clerk Scaman will provide binders for each member of the Commission for the material.

Commissioner Pond expressed the need for Chairs of all commissions to have this information. Clerk Scaman will plan to share this information at the next Chair meeting in September and with Trustee Liaisons. Responsibilities for commissions should be provided for new applicants.

Discussion was had on a public request for the Village to provide commission emails (plancommission@oak-park.us; farmersmarket@oak-park.us). It was agreed that it would help with transparency and building trust with the community if we are able to provide an email address that goes directly to all commissioners on any given commission.

Old Business

There was none.

New Business

The commission discussed the candidates interviewed.

It was motioned by Commissioner Warden and seconded by Commissioner Pond to recommend Robert Taylor to the Transportation Commission for September and Natalie Coon for the Citizen Involvement Commission for July appointments. A voice vote was taken and the motion was approved.

Adjournment

It was moved by Commissioner Terry and seconded by Commissioner Warden to adjourn at 8:10pm.

Respectfully submitted,

Vicki Scaman
Village Clerk