

**Record of Meeting  
Citizen Involvement Commission  
Wednesday, July 10, 2013- 7:00 pm  
Village Hall - Room 101**

Present: Commissioners Rob Breymaier, Jenny Jocks Stelzer (7:25), Charlene Jones-Foster, Jassen Strokosch and Sally Wallace; Chair Jim Kelly; Village Clerk Teresa Powell

Also Present: Trustee Liaison Glenn Brewer; Acting Village Attorney Simone Boutet

Absent: Commissioners Dawn Hendon, Kristen Hollinden and Ed Schmitt

Call to Order: Chair Kelly called the meeting to order at 7:08 p.m.

Public Comment

There was no public comment.

Approval of Agenda

It was moved and seconded to approve the July 10, 2013 agenda as written. Motion approved.

Approval of Minutes

It was moved and seconded to approve the June 5, 2013 minutes as written. Motion approved.

Prospects Interviews

Ken Floody, Mark Hansen, Joel Lowrie and Greg Marsey were interviewed by the commission.

Old Business

Discussion and Voting on New Applicants

The applicants interviewed this evening were discussed.

It was moved and seconded to recommend the following appointments pending response after attending a meeting of the commission:

Ken Floody, Building Codes Advisory Commission

Mark Hansen, Zoning Board of Appeals

Joel Lowrie, Zoning Board of Appeals

The roll call on the vote was as follows:

AYES: Commissioners Breymaier, Jocks Stelzer Jones-Foster , Strokosch and Wallace; Chair Kelly

NAYS: None

ABSENT: Commissioners Hendon, Hollinden and Schmitt

The motion was approved.

Report and Voting on New Applicants

Village Clerk Powell reported that Elaine Miller attended a meeting of the Public Art Advisory Commission as instructed at the June CIC meeting. Also, Greg Marsey attended meetings of the Plan Commission; comments from Plan Commission Chair Linda Bolte were discussed.

It was moved and seconded to recommend the following appointments:

Elaine Miller, Public Art Advisory Commission  
Greg Marsey, Plan Commission

The roll call on the vote was as follows:

AYES: Commissioners Breymaier, Jocks Stelzer Jones-Foster , Strokosch and Wallace; Chair  
Kelly

NAYS: None

ABSENT: Commissioners Hendon, Hollinden and Schmitt

The motion was approved.

## Reports

### Administrative Report

Village Clerk Powell welcomed Trustee Brewer to the meeting. She reminded the commissioners about the July 11 meeting regarding the Comprehensive Plan and urged them to attend. Linda Bolte's term as Chair of the Plan Commission has been extended to March 2014 to allow for completion of the Comprehensive Plan.

Village President Abu-Taleb has approved Jennifer Lowe as the new Chair of the Farmers Market Commission. Tom Phillion, Chair of the Community Design Commission, has submitted his resignation; the new Chair, also approved by President Abu-Taleb, will take over in September.

The renewal process was discussed. Village Clerk Powell asked that the commissioners get confirmation in writing from those wishing to be reappointed. Also, staff liaisons should be informed when members are being reappointed or resigning.

The Volunteer of the Year Event has been scheduled for July 29. The reception will be at 7:00 in Room 101 and the Board Meeting will begin at 7:30 in Council Chambers.

In closing, she announced that if the CIC needs a vehicle for future July 4 Parades, one could be made available through Public Works.

### Marketing Subcommittee Report

Commissioner Strokosch had nothing to report, as the subcommittee had not met since the last CIC meeting. He would send Village Clerk Powell files for the posters so she could forward them to Patrick Rollens for printing.

### July 4 Parade Report

The commission gave positive feedback regarding the sashes made by Commissioner Jones-Foster and discussed the parade.

Chair Kelly suggested getting at least one member of each commission to walk with the CIC in future parades holding a placard noting the name of their commission .

## New Business

### Revised Procedure Manual

Acting Village Attorney Simone Boutet discussed changes made to the manual in collaboration with Chair Kelly and Village Clerk Powell. CIC procedures were removed and will be addressed in a separate handbook. She recommended presenting the revised Procedure Manual to the Board of Trustees in two readings.

Topics discussed for clarification purposes included Chair Meetings, student members, the role of the Trustee Liaison, budgeting with the Staff Liaison, majority of a quorum, electronic attendance,

executive sessions and ethics. Ms. Boutet suggested getting input from Chairs; Chair Kelly was opposed to that proposal.

Commissioner Strokosch noted that the commission has not had the chance to review the manual and asked if they could do that before addressing any of the changes.

Chair Kelly indicated that this manual applies to procedures for commissioners as well as Chairs, and noted that there are items associated with commissioners that don't appear. There was a discussion regarding protocol that should be included in the manual and why.

Ms. Boutet noted that she would distribute a revised version of the manual once the items discussed were clarified. Chair Kelly stated that CIC members should be prepared to discuss this at the August meeting.

#### Rename "Volunteer of the Year"

Plans for this year's event were reviewed and finalized.

Chair Kelly stated that the trend has been to recognize a commission, a chair and a commissioner. He recommended changing the name of the annual event to "Commission Service Awards". He asked if the enabling ordinance required the event to be called "Volunteer of the Year". Village Clerk Powell stated that it was described as recognizing volunteers; the event itself did not have a specific name.

#### Commissioners' Input

Commissioner Breymaier announced that this would be his last meeting, as he was not seeking reappointment for a second term. Chair Kelly read aloud a letter of appreciation from Village Clerk Powell on behalf of the Village Board and presented Commissioner Breymaier with a Certificate of Appreciation.

Commissioner Breymaier commented about his term on the CIC and stated that he would be looking at additional volunteer opportunities in a year.

#### Adjournment

It was moved and seconded to adjourn. Meeting adjourned at 9:02 p.m.

Respectfully submitted,

MaryAnn Schoenneman  
Recording Secretary