

**Record of Meeting
Citizen Involvement Commission
Wednesday, December 4, 2013- 7:00 pm
Village Hall - Room 101**

Present: Commissioners Dawn Hendon (7:20), Charlene Jones-Foster, Ed Schmitt, and Sally Wallace; Chair Jim Kelly; Interim Deputy Village Clerk MaryAnn Schoenneman

Absent: Commissioners Kristen Hollinden and Jassen Strokosch

Also Present: Brian Holt

Call to Order: Chair Kelly called the meeting to order at 7:04 p.m.

Public Comment

There was no public comment.

Approval of Agenda

It was moved and seconded to approve the December 4, 2013 agenda as written. Motion approved.

Approval of Minutes

It was moved and seconded to approve the November 6, 2013 minutes as written. Motion approved.

Prospects Interviews

Bert Caradine and Dan Moroney were interviewed by the commission.

Reports

Administrative Report

Interim Deputy Village Clerk MaryAnn Schoenneman reported that the Procedure Manual and the ordinance defining term limitations were approved by the Board of Trustees on December 2.

Chair Kelly distributed the program from the combined Preservation Awards, Green Awards and Cavalcade of Pride Awards ceremony held on November 21. He was interested in exploring the idea of the Volunteer Awards being held in conjunction with that next year. He had broached the subject earlier this year but planning was too far underway to include the CIC's awards for 2013.

Marketing Subcommittee Report

There was nothing to report.

New Commission and CIC Manuals

There was a discussion regarding distribution of the Procedure Manual to the CIC members as well as the other commissioners. An electronic copy would be sent immediately to the CIC and hard copies would be available at their January meeting. Ms. Schoenneman suggested electronic distribution to staff liaisons and chairs for distribution to other commissioners.

Old Business

Discussion and Voting on New Applicants

Chair Kelly would follow up via email with Mr. Caradine with contact information and meeting dates of the Community Relations Commission, Civic Information Systems Commission and Citizen Involvement Commission. He would do the same for Mr. Moroney regarding the Historic Preservation Commission, Zoning Board of Appeals and Building Codes Advisory Commission. He would also contact November candidates Steven Avalos, James Rolfes, Paul Muth and Valerie Kalita to find out if they had attended meetings of their chosen commissions and had spoken with the chairs and staff liaisons.

It was moved and seconded to recommend the following appointment:

Brian Holt – Citizen Involvement Commission

A voice vote was taken and the motion was approved.

Ms. Schoenneman noted that Mr. Holt's appointment, as well as Patrice Myers' to the Community Relations Commission, would go before the Board of Trustees on December 9.

New Business

Chair Kelly stated that he had met with Patrick Rollens regarding reformatting of the online volunteer form and added that it currently reflects the changes requested.

Commissioner Input

Commissioner Wallace discussed the size of the Community Design Commission and noted that their work plan doesn't justify having 13 members.

Commissioner Jones-Foster spoke about recruitment efforts. There was a discussion in praise of the efforts of the Marketing Subcommittee and how this has replaced much of the personal recruitment activities of the CIC.

Adjournment

It was moved and seconded to adjourn. Meeting adjourned at 8:18 p.m.

Respectfully submitted,

MaryAnn Schoenneman, Recording Secretary