



Citizen Involvement Commission Agenda Packet

Regular Meeting

Wednesday, March 1, 2023

7:00 PM

Village Hall 123 Madison Street
Room 201 | Council Chambers

1. March 1, 2023 Meeting Agenda
2. DRAFT Regular Meeting Minutes
 - a. February 1st, 2023
3. Applicant List
 - 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
4. Board and Commission Vacancy Report
5. [Appointments Report](#) from the February 21, 2023 Board of Trustees Regular Meeting
6. DRAFT 2023 Work Plan for Citizen Involvement Commission (Supporting Diversity)
(for reference / pending Village Board approval)



**Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, March 1, 2023
7:00 PM
Village Hall 123 Madison Street
Room 201 | Council Chambers**

- I. **Call to Order**
- II. **Roll Call and Declaration of a Quorum**
- III. **Agenda Approval**
- IV. **Approval of Past Meeting Minutes**
 - a. February 1, 2023 Regular Meeting

V. **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 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.

VI. **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. 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
- B) Review of Vacancy Report
- C) Review of Advisory Board, Commission and Committee Appointments Report from the [February 21, 2023 Board of Trustees Regular Meeting](#)
 - a. No appointments were made at the [February 6, 2023 Board of Trustees Regular Meeting](#)

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

This section is intended to be informational.

VIII. **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.

IX. **Reconvene to Regular Meeting**

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
- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Macaire Ament to the Farmers’ Market Commission
- G) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Amy Peterson to the Historic Preservation Commission
- H) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Mark Weiner to the Historic Preservation Commission
- I) Discussion of Agenda Items to be Added to Upcoming Citizen Involvement Commission Meetings

XI. **Old Business**

- J) Update regarding on-boarding discussions for advisory board, commission and committee members
- K) Discussion of Draft Resolution for Enhanced Citizen Involvement in the Village of Oak Park’s Governance Processes Through the use of Online Meeting Platforms
- L) Discussion of the Protocol for Interviewing Recently Appointed Commissioner

XII. **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.



**DRAFT MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, FEBRUARY 1, 2023
VILLAGE HALL, ROOM 101**

I. Call to Order

Chair Kolar called the regular meeting to order at 7:04 p.m.

II. Roll Call

Present: Commissioners Ron Elling, Annemarie Kill, Curtis Lott, Ron Roman, Carollina Song, Sheila Wesonga and Chair Greg Kolar

Absent: Commissioners Jill Eid, Drew Miller

Also present: Village President Vicki Scaman, Deputy Village Clerk Cindy Hansen

III. Agenda Approval

Commissioner Roman moved to approve the agenda as presented; Commissioner Elling seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Roman, Elling, Kill, Lott, Song, Wesonga and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller

IV. Minutes Approval

Commissioner Lott moved to approve the minutes of the December 7, 2022 meeting and the January 4, 2023 meeting as presented; Commissioner Song seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Lott, Song, Elling, Kill, Roman, Wesonga and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller

V. Public Comment

There was no public comment.

VI. New Business

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

a. Summer Fields – Farmers’ Market Commission

Commissioner Wesonga moved; Commissioner Elling seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Wesonga, Elling, Kill, Lott, Roman, Song and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller

Summer Fields – Farmers' Market Commission

She moved to a condo in Oak Park last year. She volunteered at the Market last season and wants to build community with farmers and is excited about circular food economies and reducing food waste. She plans to start her own farm in Crete as a black farmer and is inspired by the idea of eating seasonally and having a relationship with our local foods in this built environment. She is a bartender and is pursuing wine certifications. She works in tech sales and is a trained facilitator who brings order to the boards she serves on, including a media board at Governors State University. She is comfortable drawing people out to make commitments and is willing to help with tasks and clean-up.

B) Review of Vacancy Report

Commissioner Kill inquired about a new Historic Preservation Commission (HPC) Chair. Commissioner Wesonga inquired about a new Environment & Energy Commission Chair. Commissioner Roman said Mark Weiner applied to the HPC months ago and has not heard back. Commissioner Kill suggested more regular communications with the applicants. Commissioner Lott requested a list of applicants who are pending approval. Chair Kolar will follow up with Clerk Waters and add this as an agenda item for the March meeting.

Clerk Waters emails the candidates when they have been approved by the CIC and by the Village Board. She copies the commission chair, the CIC liaison, and the staff liaison. It may be helpful to create a workflow of the process for candidates.

Commissioner Wesonga inquired why not all commissions meetings are on the website calendar. Commissioner Kill said not all CIC liaisons receive the meeting notification emails. Commissioner Elling asked why there are two expired chairs on the list. He suggested adding the vacancy list to the web page where applicants apply. Chair Kolar said the City of Naperville website shows their vacancies.

Commissioner Wesonga asked if she can contact the chairs of the commissions she is a liaison. Commissioner Elling said he received an introductory email to his chair from Clerk Waters. Chair Kolar said he will follow up with Clerk Waters about making the remaining introductions.

C) Review of Appointments Report from the January 17, 2023 Board of Trustees Regular Meeting

Chair Kolar said this list includes applicants who were appointed since the last commission meeting.

VII. 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 Roman moved; Commissioner Lott seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Roman, Lott, Elling, Kill, Song, Wesonga and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller

The Commission adjourned to Executive Session at 7:47 p.m.

VIII. Reconvene to Regular Meeting

The Regular Meeting reconvened at 7:49 p.m.

IX. New Business Continued

- E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Summer Fields to the Farmers’ Market Commission

Commissioner Roman moved; Commissioner Lott seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Roman, Lott, Elling, Kill, Song, Wesonga and Chair Kolar

Nays: None

Absent: Commissioners Eid, Miller

- F) A Motion to Send a Draft Resolution for Enhanced Citizen Involvement in the Village of Oak Park’s Governance Processes Through the use of Online Meeting Platforms to the Village President

Commissioner Elling moved; Commissioner Song seconded. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Elling, Song, Wesonga and Chair Kolar

Nays: Commissioners Kill, Lott, Roman

Absent: Commissioners Eid, Miller

Village President Vicki Scaman joined the discussion. She said Governor Pritzker plans to release the emergency order on May 1 that is currently making remote meetings an option. According to state ordinance and Village Code, the only reasons to call in to a meeting are for emergency, illness, or disability. A commissioner may participate remotely and may vote but will not count toward the quorum. It is President Scaman’s discretion to decide if it is prudent to go back in person. Under current Village Code, a hybrid option is not possible. The Illinois Municipal League has been advocating to allow

communities to decide for themselves whether to offer a hybrid option, which is not likely to happen.

Commissioner Song said hybrid is an attempt to have the best of both worlds where people can choose which is best for them. If someone is not feeling well, they do not want to make others sick. Requiring in-person is an accessibility issue for those who cannot get to Village Hall. She asked what legislation needs to change and whether we should be discussing this with elected officials.

President Scaman said the challenge to changing the law is that the government feels it is counter to the spirit of the Open Meetings Act (OMA). Government is about healthy debate and awareness of everything going on in the room. Commissioner Elling clarified that his resolution proposes enabling hybrid as an option and he can add a stipulation that a quorum is needed in person.

Commissioner Song asked if other meeting participants can join remotely. President Scaman said the public can attend Village Board meetings via Zoom, phone, or send in their comments. Commissions would need to be in a room that has the staff and technology. Commissioner Kill said hybrid offers more transparency and access for observers and only requires a webcam and Zoom link. She liked that all of the commission meetings were video recorded during COVID.

Commissioner Wesonga said COVID is still a concern and there are environmental concerns of driving to Village Hall. As a community, we should care about the health and safety of our residents and give them a choice of how to participate. Commissioner Song added that the ability to participate in government should be extended to those who cannot walk in. President Scaman said Village Board meetings have always been on cable and the website. There has to be a difference between access and convenience.

Commissioner Roman said he thinks commissions need to be in person unless there is a significant reason someone cannot attend. Commissioners made a commitment to attend meetings and when they join remotely, it creates a disadvantage to those in person. He suggests either all remote or all in person. He thinks it will put a burden on the chair and meetings will not happen if a quorum cannot be reached.

Commissioner Lott said the intent of the law needs to be considered. Commissioner Elling responded that if the intent of OMA is accessibility, transparency, accountability, the intent of the resolution is to expand those. Commissioner Song said she thinks that offering hybrid furthers that intent and is an update of the spirit of OMA. There are a lot of people who have an interest in the workings of government but who do not have the wherewithal to attend in person.

President Scaman said she would not want to change it at the municipal level when it is not known what could be influencing someone's vote remotely. Commissioner Kill asked if commissions could be treated differently than legal bodies. Chair Kolar noted that if commissions were made less formal, then they

would not be subject to OMA. President Scaman said she will discuss this with Village Manager Jackson. She requested for Clerk Waters to reschedule the quarterly chairs meeting.

Commissioner Song left the meeting at 8:58 pm.

G) Discussion of the Protocol for Interviewing Recently Appointed Commissioners

Commissioner Elling said the desire is to standardize the questions that get asked of new commissioners to get their feedback to structure an orientation. Commissioner Roman said the key is to contact the chair first to let them know we are doing this with them. Commissioner Kill said she thinks it is well done. Chair Kolar asked commissioners to mark up their changes and it will be discussed at the March meeting. Commissioner Kill noted that the May 9 memo which talks about onboarding and she recommends merging the two documents together.

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

Chair Kolar said the next meeting will include interview questions for new commissioners, workflow process for candidates, candidate interviews, website communications, and the role of the CIC liaison.

X. Adjourn

Commissioner Lott moved to adjourn; seconded by Commissioner Wesonga. A voice vote was taken and the motion was approved. The meeting adjourned at 9:08 p.m.

Respectfully Submitted,
Cindy Hansen, Deputy Village Clerk



Citizen Involvement Commission
Applicant List
Regular Meeting
Wednesday, March 1, 2023
7:00 PM
Village Hall 123 Madison Street
Room 201 | Council Chambers

1. Karen Schneller

a. [Community Development Citizens Advisory Committee](#)

- i. Vacancies: 4
- ii. Commission Chair: Andrew Celis
- iii. VOP Staff Liaison: Vanessa Matheny, Grants Supervisor, Development Customer Services Department
- iv. CIC Liaison: Commissioner Annemarie Kill

2. Macaire Ament

a. [Farmers' Market Commission](#)

- i. Vacancies: 2
- ii. Commission Chair: Julia Knier
- iii. VOP Staff Liaison: Sara Semelka, Health Education Manager, Health Department
- iv. CIC Liaison: Commissioner Jillian Eid

3. Amy Peterson

4. Mark Weiner

a. [Historic Preservation Commission](#)

- i. Vacancies: 3
- ii. (Interim) Commission Chair: Lou Garapolo
- iii. VOP Staff Liaison: Susan Trexler, Urban Planner, Development Customer Services Department – Planning Division
- iv. CIC Liaison: Commissioner Annemarie Kill



Board and Commission Vacancy and Chair Expiration Date Report

ID VI | B | 03 01 2023

Updated on: Monday, February 27, 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 | 5 | 4 |
| Community Relations Commission | 9 | 6 | 3 |
| Disability Access Commission | 7 | 5 | 2 |
| Environment & Energy Commission | 9 | 9 | 0 |
| Farmers Market Commission | 11 | 9 | 2 |
| Fire And Police Commission | 3 | 3 | 0 |
| Historic Preservation Commission | 11 | 8 | 3 |
| Housing Programs Advisory Committee | 7 | 3 | 4 |
| Liquor Control Review Board | 5 | 5 | 0 |
| Plan Commission | 9 | 7 | 2 |
| Transportation Commission | 7 | 5 | 2 |
| Zoning Board Of Appeals | 7 | 5 | 2 |
| Totals: | 151 | 119 | 32 |

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 |
| 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

02/06/2023

Farmers Market Commission

Appoint as Member

Name: Summer Fields

Term: 1

Term Expiration Date: 2 /6 /2026

Summer is passionate about building local community, strengthening food ways and ecosystems, and bolstering food justice. Procuring groceries/food, perusing local farmers markets, and cooking seasonal foods are among their favorite hobbies. As a volunteer of the Oak Park Farmers' Market, Summer has an intuitive sense of where the most help is needed, and where to jump in. In their career, they have a background spanning sociology to working in a scrappy startup focused on systems change in journalism to tackling technology sales. They have a keen sense of how to observe social situations, listen to people, and to move them forward to take action. They believe in volunteers asking for what they need and offering what they have to give in a clear and transparent manner. They were recently elected the chair of the advisory board to the Center for Community Media at Governor's State University, where they support students to forge careers in media and work to build a media ecosystem for the southland of Chicago. They are excited to weave together this passion with delving further into sustainability and food justice for the Market. Finally, since moving here this year from Chicago proper (before that, south suburbs) and being a friend of Oak Park for more than a decade -- they already love this village, and is prepared to serve it with dedication. They already helped run a summer block party that all the local kids loved!

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. | | | |

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