



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, September 6, 2023, 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) August 2, 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 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.
- F. 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:
 - i. Macey Majkrzak – Building Codes Advisory Commission
 - ii. Maggie Santos – Community Development Citizens Advisory Committee
 - iii. Jess Westbrook – Disability Access Commission
 - iv. Adam Salzman – Housing Programs Advisory Committee
 - B) Review of Vacancy Report
 - i. Outstanding applicants to date
 - C) Advisory Board, Commission or Committee Appointments at Regular Board of Trustees September 5 Meeting
- G. Advisory Committees, Commissions, and Boards CIC Liaison Reports**

This section is intended to be informational
- H. Consideration of Motion to Adjourn to Executive Session**

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.
- I. Reconvene to Regular Meeting**
- J. New Business Continued**
 - A) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Macey Majkrzak to the Building Codes Advisory Commission
 - B) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Maggie Santos to the Community Development Citizens Advisory Committee
 - C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Jess Westbrook to the Disability Access Commission
 - D) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Adam Salzman to the Building Codes Advisory Commission
 - E) Special Events:
 - i. Barrie Fest
 - ii. Volunteer Appreciation Event
- K. Old Business**
 - A) Review of New Granicus Boards & Commission Suite
 - B) Discussion of [2023 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.



Oak Park

Board and Commission Vacancy and Chair Expiration Date Report

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
Citizens Police Oversight Committee	7	7	0
Civic Information Systems Commission	7	7	0
Community Design Commission	11	5	6
Community Development Citizens Advisory Committee	9	8	1
Community Relations Commission	9	8	1
Disability Access Commission	7	5	2
Environment & Energy Commission	9	9	0
Farmers' Market Commission	11	9	2
Historic Preservation Commission	11	10	1
Housing Programs Advisory Committee	7	5	2
Liquor Control Review Board	5	4	1
Plan Commission	9	9	0
Transportation Commission	7	6	1
Zoning Board Of Appeals	7	6	1
Totals:	148	128	20

Chair Expirations

Board or Commission	Chairperson	Term Expiration Date
Aging in Place Commission	Marc Blesoff	08/01/2025
Board of Health	Noel Chavez	03/15/2024
Building Codes Advisory Commission	Tim Kelly	05/18/2022
Citizen Involvement Commission	Greg Kolar	12/07/2023
Citizens Police Oversight Committee	Donovan Pepper	11/07/2023
Civic Information Systems Commission	David Baker	11/05/2025
Community Design Commission	Juan Betancur	12/07/2023
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	Iris Sims	10/05/2023
Transportation Commission	Ron Burke	07/30/2025
Zoning Board Of Appeals		



APPOINTMENTS

9-5-2023

Zoning Board of Appeals

Reappoint as Member

Name: David Brumirski

Term: Partial

Term Expiration Date: 9/17/2024

Reappoint as Member

Name: Mark Hansen

Term: Partial

Term Expiration Date: 9/3/2024



**DRAFT MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, AUGUST 2, 2023, 7:00 P.M.
VILLAGE HALL, ROOM 101**

I. Call to Order

Chair Kolar called the regular meeting to order at 7:05 P.M.

II. Roll Call

Present: Commissioners Elling, Kill, Lott, Miller (left at 8:44 P.M.), Roman, Song, and Chair Kolar

Absent: Commissioners Eid (arrived at 7:13 P.M.), Wesonga

Also present: Deputy Clerk Hansen

III. Agenda Approval

Chair Kolar requested to table the review of the new Granicus Boards & Commissions Suite until the September meeting. Commissioner Song moved to approve the agenda as amended; Commissioner Miller seconded. A voice vote was taken and the motion was approved as amended.

IV. Minutes Approval

Commissioner Miller moved to approve the minutes of the April 19, 2023, May 3, 2023, and June 7, 2023 meetings; Commissioner Lott seconded. A voice vote was taken and the motion was approved as amended.

V. Public Comment

Maggie Santos: Candidate for CDCAC, will be on the September agenda. Runs the Oak Park Working Moms group.

VI. New Business

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

a. William Coats – Community Relations Commission

Commissioner Lott motioned; Commissioner Miller seconded. A voice vote was taken and the motion was approved.

William Coats – Community Relations Commission

Comes from a family of social workers, very liberal background. Ran a number of drug abuse and mental health programs over the years. Has grant writing experience. Former director of a community mental health center in Oregon. Former interim director of the community mental health program for DuPage County in Wheaton. Worked at Heartland Alliance and taught at the Jane Addams College of Social Work. Volunteered at West Side Health Authority. Applied for the Aging in Place Commission but there were no vacancies. The CRC fits his life's mission. Feels that Oak Parkers are too precious and don't understand

opposing viewpoints. Says there needs to be honest dialogue in the community, continued efforts at interaction, will take time.

B) Review of Vacancy Report

i. Outstanding interviewed applicants to date

- Nicholas Mann for CDC or CDCAC – President Scaman will connect with him in August.
- Mike Cochran for Transportation Commission – Clerk Waters will reconvene with President Scaman in lieu of the recent resignation/vacancy.
- Derek Eder for EEC – Possible opening in September. Clerk Waters emailed the applicant to inquire about remaining in the queue or applying for another commission of their interest. Second choice not listed on application.

Commissioner Lott wondered why there isn't more interest in the CDC. Commissioner Eid responded that it is a large commission with 11 members. Chair Kolar noted that it decreased from 13 members in 2019. The sign and forestry commissions merged into the CDC. The goal is to decrease it again to 8 or 9 members. Commissioner Kill noted the CDC requires specific skills in design or forestry. Chair Kolar wondered why CDC is not involved in the Oak Park Avenue Streetscape Project. Commissioners Lott and Elling suggested updating the description. Commissioner Song suggested promoting the CDC more.

Commissioner Elling made a motion to decrease the size of the CDC from 11 to 9 members and revise its description. Commissioner Eid said she believes the commission should redefine itself and offered to speak to the chair about it. Commissioner Kill requested a discussion at the September meeting about the role of each of the commissions. Commissioner Miller suggested meeting with two commissions each month to understand their priorities. Chair Kolar said he will speak to Clerk Waters about adding an item on the September meeting agenda.

There was discussion and confusion around what constitutes a quorum. It was determined that if the number of members is decreased from 11 to 9, a quorum would then be 5 instead of 6.

C) Advisory Board, Commission or Committee Appointments at the July 31, 2023 Board of Trustees Meeting.

- i. Kurt Roskopf – Civic Information Systems Commission
- ii. Turquoise Peart – Community Relations Commission
- iii. Jason Nudelman – Transportation Commission

Deputy Clerk Hansen said an update will be made to the Board appointment report to reflect the CIC's suggested commissions that were not listed on the candidate's original applications.

D) Advisory Committees, Commissions, and Boards CIC Liaison Reports

Commissioner Lott said CPOC is reviewing complaints and the work plan and had a discussion about the data from flock cameras.

Commissioner Elling said neither of his commissions met in July. CISC has been working with IIT on a student project to look at the use of Smart Cities. IIT will send their final report soon.

Chair Kolar noted that some of the Trustee liaisons for the commissions have changed.

Commissioner Roman said the Liquor Control Review Board has a new vacancy and will be meeting this fall.

VII. Consideration of Motion to Adjourn to Executive Session

- E) 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 motioned; Commissioner Miller seconded. A roll call vote was taken and the motion was approved. The Commission adjourned to Executive Session at 8:13 P.M.

Ayes: Roman, Miller, Eid, Elling, Kill, Lott, Song and Chair Kolar

Absent: Wesonga

VIII. Reconvene to Regular Meeting

The Regular Meeting reconvened at 8:29 P.M.

IX. New Business Continued

- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of William Coats to the Community Relations Commission

Commissioner Miller moved to table the motion pending a discussion with the commission chair;

Commissioner Kill seconded. A roll call vote was taken and the motion was tabled.

Ayes: Miller, Kill, Eid, Elling, Lott, Roman, Song and Chair Kolar

Absent: Wesonga

X. Old Business

- H) Review of New Granicus Boards & Commission Suite - TABLED

- I) Discussion of the 2023 Work Plan

The onboarding plan that Commissioners Elling and Roman are working on is on hold. Chair Kolar said he will contact DTOP Thursday Night Out to see if the CIC can have an info booth before it ends August 31.

Commissioner availability for August:

Eid – 10th, 24th
Elling – 10th, 17th, 24th, 31st
Kill – not available
Lott – 10th, 17th, 24th, 31st
Roman – 10th, 17th, 24th
Miller – 17th, 24th, 31st
Song – 31st
Wesonga – not available
Kolar – will check his schedule

Volunteer event discussion. Wednesday or Thursday, 6-8 pm, reserve the space from 5-9 pm, up to 100 people, bring own food and alcohol. Budget is \$3000. Potential locations: Unity Temple, CRC, America House, First United Church. Chair Kolar will call America House. Commissioner Eid will call First United Church. Commissioner Song will call CRC. Commissioner Roman will follow up with Unity Temple. Commissioner Eid offered to assist with programming. Commissioner Lott requested time to speak during the program. Commissioner Kill offered to assist with anything.

XI. Adjourn

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

Respectfully Submitted,
Deputy Clerk Hansen

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.		
Commission Support	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.	Ongoing	
	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.		
	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.		
	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

Volunteer Recognition	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.	
	Host the annual Volunteer Appreciation Event. Thank you video honoring Village Volunteers. Thank you cards signed by Village Board and staff.	Express appreciation to Village Volunteers.	Fall 2023