



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, May 1, 2024, 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) [April 3, 2024](#) – Regular Meeting Minutes
- 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 before 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 before the meeting.
- F. **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:
 - i. Daniel Gillen – Plan Commission
 - ii. Eric Elshtain – Plan Commission
 - iii. Andrea Krieg – Housing Programs Advisory Committee
 - iv. James Gates – Citizens Police Oversight Committee
 - v. Dirk De Lor – Citizens Police Oversight Committee
 - vi. Joe Ruesewald – Transportation Commission
 - B) Review of Board and Commission Vacancy and Chair Expiration Date Report
 - C) Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) [April 11, 2024](#)
 - D) Discussion of the Proposal for a Motion to the Village of Oak Park’s Citizen Involvement Commission to Enable Every Volunteer Board, Commission, and Committee to Have the Option to Retain Previous Members as an Emeritus Member | presented by Commissioner Elling
- G. **CIC Liaison Reports**

This section is intended to be informational
- H. **Staff Liaison Report**

This section is intended to be informational

 - A) Outstanding applicants to date
- I. **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.
- J. **Reconvene to Regular Meeting**
- K. **New Business Continued**
 - A) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Daniel Gillen to the Plan Commission.
 - B) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Eric Elshtain to the Plan Commission.
 - C) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Andrea Krieg to the Housing Programs Advisory Committee.
 - D) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of James Gates to the Citizen Police Oversight Committee.

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.



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- E) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Dirk De Lor to the Citizen Police Oversight Committee.
- F) A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Joe Ruesewald to the Transportation Commission.
- G) Discussion on Best Practices – Commission Support | presented by Commissioner Wesonga
Discussion to Coordinate Volunteer Time Slots for [Day In Our Village](#), [Go Green Days \(Farmers' Market\)](#), and [Thursday Night Out](#)
- H) Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)

- L. Old Business**
 - A) [Calendarization of Activities](#) we discussed at our working meeting
 - B) Motion to Approve Commission Liaison report

- M. Adjourn**

Upcoming Meeting: Wednesday, June 5, 2024 at 7:00 PM

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**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, APRIL 3, 2024, 7:00 P.M.
VILLAGE HALL, ROOM 101**

A. Call to Order

Chair Kolar called the regular meeting to order at 7:01 P.M.

B. Roll Call

Present: Commissioners Elling, Lott, Roman, Song, and Chair Kolar

Absent: Commissioners Eid, Kill, Miller, Wesonga

Also present: Clerk Waters

C. Agenda Approval

Commissioner Lott moved to approve the agenda; Commissioner Song seconded. A voice vote was taken and the motion was approved.

D. Minutes Approval

Commissioner Roman moved to approve the minutes of the March 6, 2024 and March 20, 2024 meetings as amended; Commissioner Song seconded. A voice vote was taken and the motion was approved.

E. Public Comment

There was no public comment.

F. 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:

- i. Camile Lindsay Kumi – Citizen Police Oversight Committee (CPOC)
- ii. Paul E Ribera – Historic Preservation Commission (HPC) or Housing Programs Advisory Committee (HPAC)
- iii. Aster H. – Community Design Commission (CDC), Transportation Commission (TC) or Plan Commission (PC)
- iv. Steven J Brown – Plan Commission (PC) or Zoning Board of Appeals (ZBA)

Commissioner Song moved; Commissioner Lott seconded. A voice vote was taken and the motion was approved.

Camile Lindsay Kumi has been a resident for 10 years. She is interested in serving on CPOC because she has a background and education in criminal justice. She worked as a prosecutor and was head of the legal department and chief of staff for the Illinois Department of Corrections. She is super passionate and did civil rights litigation when she was practicing law. She loves Oak Park and would love to give back to the community and bring a voice and unique perspective to the committee and how the complaints are reviewed.

Paul Ribera has been a resident since 2016 and spoke of the sense of community in Oak Park. He is a Ph.D. student UIC with a specialty in migration and is writing his dissertation. He is interested in how people within migration interact with government entities. He acknowledged those experiencing homelessness throughout Oak Park and Columbus Park. Migration must be evaluated and changed and we must have legislation allowing people to work.

Steven Brown said Oak Park is a very in demand place to live and is at risk of losing its diversity which made it so unique. Development is one tool to address that problem. He sees Oak Park finding a way to accommodate more residents which will have to be done intentionally and carefully. Making changes to the zoning code should have robust public involvement. He is an avid cyclist and advocate for transportation alternatives.

Aster H. was not present at the meeting. Her interview will be rescheduled for the next meeting.

B. Review of Vacancy Report

The HPAC chair will be rolling off so that will create a vacancy. President Scaman selects the chairs for the commissions. Staff and commissioners can provide input and make recommendations. Commissioner Lott inquired about the qualifications of chairs and their leadership and conflict management abilities. Chair Kolar said the qualifications depend on the commissions. Commissioner Song said the staff liaison would pick up on the feedback received. Clerk Waters said President Scaman leads in a collaborative way.

C. New Advisory Board, Commission or Committee Appointments at March 12, 2024 and March 19, 2024 Board of Trustees Meetings

Chair Kolar read the appointments. Clerk Waters said Marcia DiVerde is scheduled to be placed on the April 9 Village Board agenda for appointment to the Farmers' Market Commission. HPC currently has two vacancies.

G. CIC Liaison Reports

Chair Kolar spoke on behalf of Commissioner Wesonga who provided a draft of an updated commission liaison report. It will be added to the next CIC meeting for approval.

Commissioner Song recommended drafting an interview template and said the applicants should be asked the same questions to be equitable. She noted she is not available for *Day In Our Village* on Sunday, June 2.

H. Staff Liaison Report

Clerk Waters reported that the Board of Health is pausing on recruitment until a new chair is in place. There will be a Neighborhood Clean-Up Day on Saturday, April 13 starting at Village Hall. Staff liaisons can provide valuable information to applicants so Plan Commission applicants will meet with Chair Sturino and the staff liaison Village Planner Craig Failor on a trial basis. Commissioner Song said she appreciates the updates to the application form. Clerk Waters said she meets with the applicants right away. The challenge is having the

applicants meet with the chairs and observe meetings and then getting that communication back when those have taken place. Clerk Waters invited the commissioners to the April 4 CDBG 50th anniversary celebration at Village Hall.

I. Consideration of Motion to Adjourn to Executive Session. 5 ILCS 120/2(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 Song seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:

Ayes: Elling, Lott, Roman, Song and Chair Kolar

Absent: Eid, Kill, Miller, Wesonga

The Commission adjourned to Executive Session at 8:26 P.M.

J. Reconvene to Regular Meeting

The Regular Meeting reconvened at 8:40 P.M.

K. New Business

A. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Camile Lindsay Kumi to the Citizen Police Oversight Committee

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

Ayes: Elling, Lott, Roman, Song and Chair Kolar

Absent: Eid, Kill, Miller, Wesonga

B. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Paul E. Ribera to the Historic Preservation Commission or Housing Programs Advisory Committee

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

Ayes: Elling, Lott, Roman, Song and Chair Kolar

Absent: Eid, Kill, Miller, Wesonga

C. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Aster H. to the Community Design Commission, Transportation Commission or Plan Commission

The applicant was not present at the meeting. The motion was tabled.

D. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Steven J. Brown to the Plan Commission

Commissioner Song motioned; Commissioner Lott seconded. A roll call vote was taken and the motion

was approved. The roll call was as follows:

Ayes: Elling, Lott, Roman, Song and Chair Kolar

Absent: Eid, Kill, Miller, Wesonga

- E. Lead a discussion on Best Practice Sharing for supporting our Commission Chairs --- Commissioner Wesonga

The item was tabled.

- F. Discussion on agenda topics for upcoming Citizen Involvement Commission meeting(s)

For May 1 agenda:

- Emeritus discussion - Commissioner Elling will send information to Clerk Waters in advance
- Liaison report edits and finalization
- Best Practices discussion
- Flyers in the *Wednesday Journal* (\$330 for 5K inserts) – *Day In Our Village* info booth with programs and where they are located. A flyer can be added at minimal cost. Question about when the *Journal* goes to all residents, not just subscribers.
- *Thursday Night Out* – Select two dates. Determine when to have the conversation with Downtown Oak Park. Create process for event planning.

L. Old Business

- G. Calendarization of Activities we discussed at our working meeting

The commissioners were instructed to send additional information to Commissioner Eid to add to the calendar.

M. Adjourn

Commissioner Roman moved to adjourn; Commissioner Lott seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 8:56 P.M.

Respectfully submitted,

Deputy Clerk Hansen



Board and Commission Vacancy and Chair Expiration Date Report

Vacancies

Board or Commission	# of Members	Current # Filled	Vacancies
Aging in Communities Commission	7	7	0
Board of Fire and Police Commissioners	3	3	0
Board of Health	7	6	1
Building Codes Advisory Commission	9	8	1
Citizen Involvement Commission	9	9	0
Citizens Police Oversight Committee	7	7	0
Civic Information Systems Commission	7	7	0
Community Design Commission	11	6	5
Community Development Citizens Advisory Committee	9	9	0
Community Relations Commission	9	4	5
Disability Access Commission	7	7	0
Environment & Energy Commission	9	6	3
Farmers' Market Commission	11	10	1
Historic Preservation Commission	11	9	2
Housing Programs Advisory Committee	7	7	0
Liquor Control Review Board	5	4	1
Plan Commission	9	8	1
Transportation Commission	7	6	1
Zoning Board Of Appeals	7	5	2
Totals:	151	128	23

Chair Expirations

Board or Commission	Chairperson	Term Expiration Date
Aging in Communities Commission	Marc Blesoff	08/01/2025
Board of Fire and Police Commissioners	Robert Pickrell	10/30/2026
Board of Health	Christina R Welter	04/11/2027
Building Codes Advisory Commission	Tim Kelly	05/21/2023
Citizen Involvement Commission	Greg Kolar	10/04/2024
Citizens Police Oversight Committee	Kevin Barnhart	12/04/2026
Civic Information Systems Commission	David Baker	11/05/2025
Community Design Commission		
Community Development Citizens Advisory Committee	Andrew Celis	05/02/2025
Community Relations Commission		
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	Michael Sturino	12/04/2026
Transportation Commission	Ron Burke	07/30/2025
Zoning Board Of Appeals	Mas Takiguchi	04/11/2029



APPOINTMENTS

04/11/24

Aging in Communities Commission

Reappoint as Member

Name: Barbara Cimaglio

Term: Current Term Extension

Term Expiration Date: Apr 17, 2025

Board of Health

Appoint as Chair

Name: Christina R Welter

Term: 1st Term

Term Expiration Date: Apr 11, 2027

Citizen Involvement Commission

Reappoint as Member

Name: Curtis Lott

Term: Current Term Extension

Term Expiration Date: Mar 20, 2025

Citizens Police Oversight Committee

Appoint as Member

Name: Camile Lindsay Kumi

Term: 1st Term

Term Expiration Date: Apr 11, 2027

Camile has lived in Oak Park for 10 years with her family. She enjoys giving back to the community and has a vested interest in criminal justice matters. Currently, she serves as the VP of the Housing Forward board of directors. She is also a member of several bar associations and holds a BA and MA in criminal justice.

Farmers' Market Commission

Appoint as Member

Name: Marcia J Diverde

Term: 1st Term

Term Expiration Date: Apr 11, 2027

Marcia DiVerde has lived in Oak Park for three years and is from Melrose Park. She works in a very technical field. She loves going to the Oak Park Farmers' Market and it sounds like a fun way to get involved.

Zoning Board Of Appeals

Appoint as Chair

Name: Mas Takiguchi

Term: 1st Term

Term Expiration Date: Apr 11, 2029

**Proposal for a motion to the
Village of Oak Park's Citizen Involvement Commission**

Executive Summary

I am recommending to the Village of Oak Park's Citizen Involvement Commission (CIC) that it pass a motion recommending to the Board of Trustees that it enable every volunteer Board, Commission and Committee [hereinafter "Commissions"] to recommend the retention of a previous Commissioner as an Emeritus Commissioner A) for one additional full term, B) whose presence does not count towards a quorum and C) who has no vote in the business before the Commission.

Background

The CIC's primary responsibility is to recruit and vet Oak Park residents (registered voters) to serve on the Village's 18 volunteer Commissions. The number of positions is approximately 150. The CIC has an annual work plan goal to maintain a 10% vacancy rate. While we have made progress during my tenure (since September 2022), we've never achieved better than a 15% vacancy rate and that was usually short-lived. Term expirations and resignations tend to outstrip CIC's ability to recruit and vet new volunteers.

The result for the Village's various Commissions is that they rarely gain and often lose experienced, informed and proven dedicated members. There is little we can do about resignations (unless there are internal processes or human dynamic issues that we can influence), but, by adoption of the recommended motion, we can retain valuable human resources, albeit in a non-voting role.

I am the CIC liaison to the Building Codes Advisory Commission (BCAC) and to the Citizen Information Systems Commission (CISC). In both cases, we had a commissioner who completed their "normal terms" (see below). In the BCAC case, the commissioner had exhausted his normal terms **and** an extended term (for one additional year). In the CISC case, the commissioner had exhausted her normal terms.

The solution differed depending on the Commission. The CISC commissioner, who was truly bereft at being no longer being able to serve, was rescued for the CISC and from her disappointment by the availability of the one year extension provision. In contrast, the BCAC commissioner, whose expertise and dedication would have been sorely missed, was rescued by the availability *for another five year term* by the Emeritus provision.

Legal Precedent

In the Village of Oak Park's Procedure Manual For Boards and Commissions In the Village of Oak Park Chapter 2.C is "Regulations Applicable to Chairs and Members". This includes Paragraph 6. Term Lengths and limits which states

"Members may serve two consecutive terms on a commission. Chairs are limited to three consecutive terms, either two as a member and one as a chair, or one as a member and two as a chair [hereinafter "normal terms"]. ... A chair or member's final term beyond a term limit provided above under one of the following conditions: (1) if the chair or member's failure to continue to serve on the applicable commission would negatively impact the completion of a special project or other matter; or (2) if the chair or member possesses professional qualifications which are required for service on the applicable commission and another person with such qualifications has not applied to serve on the commission. An extension of a term may not exceed twelve (12) months. A chair or member who has completed his or her service on a commission pursuant to an applicable

term limit may apply to serve on another commission at any time, or may apply to serve on the same commission on which he or she served upon a twelve (12) month waiting period after the expiration of that chair or member's term."

There is, then, a provision in the Village code to continue someone's service beyond their normal terms for an additional twelve months.

However, hidden away in the Village of Oak Park's Code is the provision in Article 2-20-2 referring to the membership of the Building Codes Advisory Commission (BCAC). This includes Paragraph H which states that a BCAC Commission member may be, "A former member of the Building Codes Advisory Commission as an "emeritus" nonvoting member to serve for one term only. This position would not count toward a quorum. (Ord. 2011-0-8, 2-7-2011)"

To my knowledge, BCAC is the only commission with this provision.

Rationale

Adoption of this recommendation:

- In no way alters the legal requirements for quorum and voting Commission membership.
- Does not in any way deny an otherwise qualified candidate from filling an existing vacancy on a Commission, but
- Does retain for the Commission in question
 - A member whose dedication/participation is proven.
 - A member who has or has developed expertise in the business before the Commission.
 - A member who may have developed personal and practical relationships that can benefit the work of the Commission.

Draft Language

I recommend that the CIC at its earliest convenience move and approve a motion with language similar to the following:

"Oak Park Village's Citizen Involvement Commission (CIC) recommends to the Board of Trustees that it authorize all of its volunteer Boards, Commissions and Committees to recommend to the Board, by a majority vote of those present with a quorum, the retention, for one additional term as defined in the enabling language for each Commission, of one and only one previous member whose normal terms have expired as an Emeritus Commissioner A) whose participation does not count toward quorum and B) who has no vote in business before the Commission."

Respectfully submitted
CIC Commissioner Ron Elling
April 13, 2024

Template – Citizen Involvement Commission Interviews

Thank you for your interest in volunteering for the _____ Commission. These commissions improve our village government by allowing it to access a range of experiences and perspectives from across the community.

We aim to keep these interviews to about ten minutes in length. We enjoy meeting everyone and sometimes become too engrossed in conversation, so we use a timer to help us stay on track.

1. Please take a minute to tell us a little about yourself.
2. What opportunities or challenges do you see facing the community regarding <topic of commission's work>?
3. What professional experiences and/or personal perspectives (lived experiences?) do you think will be relevant while serving on the _____ Commission?
4. Can you tell us about what “diversity” means to you in the context of the _____ Commission?

OR Can you tell us about your decision-making process?

5. How many meetings have you had a chance to attend and/or listen to? What stood out to you?
6. Is there a specific issue/committee/task you're hoping to focus on for the _____ Commission?
7. Can you tell us more about your interest in (other commissions mentioned on the application)? *optional*

Again, thank you so much for applying and your willingness to serve. You're more than welcome to stay through any other interviews. After that, we will move into executive session and then vote on a recommendation for the Village President. The Village President decides if and when your recommendation goes to the Village Trustees for formal approval.



Community Involvement Commission

Support Commission - Best Practices

1. **CLEAR COMMUNICATION** – Ensure everyone understands the commission’s objectives, timelines, and expectations. Maintain open lines of communication to address concerns/questions promptly.
2. **COLLABORATIVE PLANNING** – Involve all stakeholders in the planning process to ensure their perspectives and needs are considered. Establish clear roles and responsibilities for each team member.
3. **RESOURCE ALLOCATION** – Provide sufficient resources, whether it’s budget, manpower, or tools to enable the commission to succeed. Regularly review resource needs and adjust as necessary.
4. **REGULAR CHECK-INS** – Schedule regular process meetings to review commission’s status, identify any issues or challenges and make necessary adjustments to stay on track.
5. **PROBLEM SOLVING APPROACH** – Encourage a proactive problem-solving approach with the team. Equip team members with the skills and autonomy to address challenges as they arise.
6. **FLEXIBILITY**- Be flexible and adaptable to changes in circumstances or priorities. Anticipate potential obstacles and have contingency plans in place.
7. **CELEBRATE MILESTONES** – Recognize and celebrate achievements and milestones along the way. This boosts morale and motivation within the team.
8. **CONTINUOUS IMPROVEMENT** – Foster a culture of continuous improvement by encouraging feedback and learning from both successes and failures. Use insights gained to refine processes and approaches for the future.
9. **DOCUMENTATION AND REPORTING** – Keep comprehensive records and the commissions progress, decisions, and outcomes. Regularly report to stakeholders to maintain transparency and accountability.
10. **CLOSURE AND EVALUATION** – Upon completion, conduct a thorough evaluation of the commission’s outcomes and processes. Identify lessons learned and areas for improvement to inform future endeavors.



Citizen Involvement Commission

Commission Liaison Report

Submitted By: _____

Meeting Date: _____

Commission: _____

Number of commissioners: _____ Current vacancies: _____

Expected vacancies in the next 6 months (commissioners may serve two (2) terms)

NAME	TERM EXPIRATION	EXPERTISE/QUALIFICATONS

Desired qualifications/demographics of new commissioners per the Chair:

Next steps for recruitment (determined in consultation with Chair):

Additional Notes:
