



Citizen Involvement Commission
Regular Meeting Agenda
Wednesday, October 2, 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) [August 7, 2024](#) – Regular Meeting Minutes
 - B) [September 4, 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) Review of Board and Commission Vacancy and Chair Expiration Date Report [September 16, 2024](#) & [October 1, 2024](#)
 - B) Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – [September 16, 2024](#) & [October 1, 2024](#)
- G. **CIC Liaison Reports**

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

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

5 ILCS 120/2(c) (21) – Motion to Enter into Executive Session to Review and Discuss Minutes of Sessions Lawfully Closed Under the Open Meetings Act
- J. **Reconvene to Regular Meeting**
 - A) Motion to Approve Minutes of Closed Sessions Held on March 22, 2022 – September 4, 2024
 - B) Motion to Approve Public Release of Closed Session Minutes and Verbatim Recording of Closed Sessions Held on March 22, 2022 – September 4, 2024
- K. **New Business Continued**
 - A) Discussion of 2024 Achievements, 2025 Work Plan goals and draft of 2025 Work Plan
 - B) Discuss and finalize location of Volunteer Recognition Event
 - C) Discussion of Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)
- L. **Old Business**
- M. **Adjourn**

Upcoming Meeting: Wednesday, November 6, 2024 at 7:00 PM

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.



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

A. Call to Order

Chair Kolar called the regular meeting to order at 7:06 P.M.

B. Roll Call

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

Absent: Commissioners Eid, Miller

Also present: Clerk Waters

C. Agenda Approval

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

D. Minutes Approval

Commissioner Wesonga moved to approve the minutes of the June 5, 2024 meeting; Commissioner Lott seconded. A roll call vote was taken and the motion failed.

Aye: Lott, Song, Wesonga, Chair Kolar

Abstain: Elling, Kill, Roman

Absent: Eid, Miller

E. Public Comment

None. Commissioner Wesonga announced the corn roast is this Saturday at the Farmers Market.

F. New Business

A. Review of Board and Commission Vacancy and Chair Expiration Date Report – July 30, 2024

Commissioner Elling inquired about Tim Kelly. Clerk Waters responded that he continues in the role and his renewal will be determined by President Scaman.

B. Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meetings – July 30, 2024

Chair Kolar read the appointments. Commissioner Roman inquired about Sarah Corbin. Clerk Waters responded that she believes she would like to renew.

C. Discuss Interview and Exit Interview Questions and Protocol

Clerk Waters presented the Item. She recommended reviewing the survey responses monthly. Commissioner Roman suggested adding a question asking why they decided not to renew. Commissioner Kill wondered if this type of information should be in executive session. Clerk Waters recommended not mentioning names.

Commissioner Elling suggested having yes/no answers for those who want to respond quickly. Commissioner Wesonga said the goal of the surveys is to get people to share information, even if it is only one or two responses. Commissioner Lott said the intent is to also have them feel their responses are important. Commissioner Song recommended listing the commission at the top of the form.

Clerk Waters said she would send the responses to the chair, staff liaison, and anyone else included on the intro emails. Commissioner Roman said respondents should be told up front who their responses will be shared with. Commissioner Lott recommended that message be included in their orientation.

Commissioner Elling recommended adding a question if they think the Village Board considered or valued the input of their commission. Clerk Waters noted the commissions are only advisory to the Village Board. Commissioner Wesonga noted the volunteer recognition event helps make commissioners feel valued.

Commissioner Elling recommended striking the enabling language question. Clerk Waters responded that enabling language is embedded in the Procedure Manual and website. Commissioner Roman said it needs to be a key part of orientation, which Clerk Waters confirmed it is, along with the link to the Village Code.

The commissioners agreed a second question should be asked but did not reach consensus on the language. Chair Kolar directed the commissioners to send their suggested wording to Chair Kolar and Clerk Waters.

Commissioner Roman said he did not like the question about the perfect person to replace him. Commissioner Kill suggested “What optimal skill sets should a new commissioner have?”

Commissioner Lott wondered if commissioners should be better prepared for having to deal with personality clashes. Commissioner Song said she doesn’t think that is possible because it is situational and depends on the make-up of the commission, president, and trustees.

The commissioners discussed if they should also contact the candidates or if Clerk Waters’ onboarding is sufficient.

- D. Discuss onboarding process outlined within the Proposed Recruitment Process/Plan and other matters Memo dated May 9, 2022

This item was tabled.

G. CIC Liaison Reports

There were no reports.

H. Staff Liaison Report

Clerk Waters reported that staff liaisons are receiving their orientations. Staff liaisons are able to view information in the Boards and Commissions suite. She showed the list of candidates who she has reviewed and who have yet to be interviewed by the CIC. Their priority depends on the commission vacancies. Chair Kolar requested a list of commissions and their assigned departments at the next meeting.

Clerk Waters reported that the first member onboarding will be in a group setting with the Community Relations Commission. Commissioner Roman suggested offering continuing education for commissioners.

I. New Business

- A. Discuss 2024 Achievements and 2025 Work Plan goals

This item was tabled.

- B. Discuss Volunteer Recognition Event

The tentative event date is 11/14. The same catering company will be used as last year and less food will be ordered. Chair Kolar is researching a location. Commissioner Roman recommended offering giveaways.

- C. Commissioner Attendance and Best Practices

This item was tabled.

- D. Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)

This item was tabled.

J. Old Business

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

This item was tabled.

- B. Discussion to Coordinate Volunteer Time Slots for Go Green Days and Thursday Night Out

This item was tabled.

K. Adjourn

Commissioner Kill moved to adjourn; Commissioner Song seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 9:14 P.M.

Respectfully submitted,
Deputy Clerk Hansen



**MEETING MINUTES
CITIZEN INVOLVEMENT COMMISSION
WEDNESDAY, SEPTEMBER 4, 2024, 7:00 P.M.
VILLAGE HALL, ROOM 101**

A. Call to Order

Chair Kolar called the regular meeting to order at 7:06 P.M.

B. Roll Call

Present: Commissioners Eid (joined late), Elling, Kill, Lott, Miller (left early), Roman, Song, and Chair Kolar

Absent: Commissioner Wesonga

Also present: Clerk Waters

C. Agenda Approval

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

D. Minutes Approval

A. Commissioner Song moved to approve the minutes of the June 5, 2024 meeting; Commissioner Miller seconded. A roll call vote was taken and the motion was approved.

Aye: Commissioners Kill, Lott, Miller, Roman, Song, and Chair Kolar

Absent: Commissioners Eid, Wesonga

Abstain: Commissioner Elling

B. Commissioner Lott moved to approve the minutes of the July 24, 2024 meeting; Commissioner Miller seconded. A roll call vote was taken and the motion was approved.

Aye: Commissioners Elling, Kill, Lott, Miller, Roman, Song, and Chair Kolar

Absent: Commissioners Eid, Wesonga

Abstain: Commissioner

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. Holly Bruce – Plan Commission

ii. Sarah Torres – Housing Programs Advisory Committee

iii. Frank Heitzman – Environment & Energy Commission

iv. Kathleen O'Dell – Environment & Energy Commission

v. Mark Ruda – Zoning Board of Appeals and Housing Programs Advisory Committee

vi. Richard Katz – Building Codes Advisory Commission and Environment & Energy Commission

Commissioner Miller moved; Commissioner Lott seconded. No voice vote was taken.

Holly Bruce is a five-year resident and has been looking for an opportunity to volunteer in the community. She appreciates the community, diversity, and architecture. She has an extensive background in architecture, planning consulting, landscape architecture, project management, and working for architecture firms. She has previously brought clients before the Plan Commission seeking exceptions and thinks it is an opportunity to educate the public more.

Sarah Torres is a 12-year resident who worked as a planning consultant and architect for 12 years before focusing solely on affordable housing and finance. She is interested to take what she has learned there and the challenges she has seen from developers and help inform and facilitate some of this development. She is concerned this town is becoming more and more exclusive each year without more and higher density

affordable housing.

Frank Heitzman is an architect and has had an office in downtown Oak Park for 40 years. He has taught at Triton College for 25 years teaching students how to design sustainable buildings. He is familiar with the agenda of the Environment & Energy Commission and feels he would be a good fit for the commission. He thinks Oak Park is going in the right direction and the question is how can we spend the money we need to in order to achieve our goals.

Kathleen O'Dell is a 15-year resident and the associate provost at Dominican University. She is an economist by training and teaches economics classes and how business can and cannot be a force for good for sustainability. She spent a year in Denmark studying the implementation of their wind energy program. She appreciates the importance of community-level work that makes these things possible. She composts and grows native plants and food in her garden.

Mark Ruda is a 5-year resident. He served on the McHenry County Housing Authority and Community Development Block Grant Commission. He has been a licensed realtor for 38 years. The Housing Programs Advisory Committee is his preferred choice and especially intrigues him because of the housing stock dilemma here in Oak Park. He suggested repurposing some of the unused office buildings in downtown Oak Park for affordable housing.

Richard Katz is a 41-year resident. He received the Cavalcade of Pride Award from the Village. He is an architect and attorney and practiced environmental, real estate, and construction law. He served on the 2006 Barrie Park Commission which was the largest urban environmental clean-up in the U.S. at the time. He served on the Design Commission for 2+ terms. He recommended continuing to replace lead feeder pipes and implementing a noise ordinance for loud vehicles.

B. Review of Board and Commission Vacancy and Chair Expiration Date Report – September 3, 2024
Chair Kolar said the Community Design Commission is still on hold. The Environment & Energy Commission (EEC) has three openings and three candidates were interviewed this evening. Clerk Waters said a commissioner is rolling off the Zoning Board of Appeals. Commissioner Lott said he will get in touch with the new Community Relations Commission (CRC) chair.

C. Review of Advisory Board, Commission, or Committee Appointments at Regular Board of Trustees Meeting(s) – August 27, 2024
Chair Kolar reported said the new CRC chair has been appointed. EEC, Historic Preservation Commission, and Citizens Police Involvement Commission were renewals.

D. A Motion to the Village Board to Recommend to the Village Board a Proposal 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
Commissioner Song moved; Commissioner Lott seconded. A roll call vote was taken and the motion was approved. The roll call was as follows:
Aye: Eid, Elling, Lott, Roman, Song
Nay: Kill, Miller, and Chair Kolar
Absent: Wesonga

Commissioner Elling explained that if someone's terms have expired, they can get an extended term of one year and then they have to take a 12-month leave before being eligible to return to that same commission. If approved as emeritus, they would get reappointed for a full term without the ability to vote or be counted towards quorum. Commissioner Miller said the definition of emeritus is when you have worked somewhere for a long time and you are granted a lifetime honorarium, such as a professor.

Commissioner Kill expressed concern with the recommendation because the intent of the term limits is to promote diversity and new voices on the commissions. Commissioner Song noted the importance for some commissions to have technical expertise and institutional knowledge. Commissioner Elling noted that when a commissioner becomes emeritus, a vacancy would still occur. Commissioner Eid said there is still influence and power even if an emeritus member does not vote.

Chair Kolar clarified that the language is for one term for all commissions. Next steps are for Clerk Waters to send the recommendation to Manager Jackson and President Scaman.

G. CIC Liaison Reports

Commissioner Elling inquired about the fillable form. Chair Kolar will check with Commissioner Wesonga.

H. Staff Liaison Report

There was no report.

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, and to Review the 2024 Executive Session Minutes of the Citizen Involvement Commission

Commissioner Elling moved to enter into executive session; Commissioner Song seconded. A roll call vote was taken and the motion was approved. The roll call vote was as follows:

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

Absent: Wesonga

J. Reconvene to Regular Meeting

The Regular Meeting reconvened at 9:10 P.M.

K. New Business Continued

A. A Motion to Approve the February–July 2024 Executive Session Minutes

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

Aye: Eid, Elling, Kill, Lott, Roman, Song and Chair Kolar

Absent: Miller, Wesonga

B. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Holly Bruce to the Plan Commission.

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

Aye: Elling, Kill, Lott, Roman, Song and Chair Kolar

Absent: Miller, Wesonga

Abstain: Eid

C. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Sarah Torres to the Housing Programs Advisory Committee.

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

Aye: Eid, Elling, Kill, Lott, Roman, Song and Chair Kolar

Absent: Miller, Wesonga

D. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Frank Heitzman to the Environment & Energy Commission.

Commissioner Roman moved; Commissioner Elling seconded. A roll call vote was taken and the motion was

approved. The roll call vote was as follows:
Aye: Eid, Elling, Kill, Lott, Roman, Song and Chair Kolar
Absent: Miller, Wesonga

- E. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Kathleen O'Dell to the Environment & Energy Commission.

Commissioner Song moved; Commissioner Elling seconded. A roll call vote was taken and the motion was approved. The roll call vote was as follows:
Aye: Eid, Elling, Kill, Lott, Roman, Song and Chair Kolar
Absent: Miller, Wesonga

- F. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Mark Ruda to the Zoning Board of Appeals and/or Housing Programs Advisory Committee.

Commissioner Song moved; Commissioner Lott seconded. A roll call vote was taken and the motion was approved. The roll call vote was as follows:
Aye: Eid, Elling, Kill, Lott, Roman, Song and Chair Kolar
Absent: Miller, Wesonga

- G. A Motion to Approve the Volunteer Appointment Recommendation to the Village President of Richard Katz to the Building Codes Advisory Commission and Environment Energy Commission.

Commissioner Elling moved; Commissioner Lott seconded. A roll call vote was taken and the motion was approved. The roll call vote was as follows:
Aye: Eid, Elling, Kill, Lott, Roman, Song and Chair Kolar
Absent: Miller, Wesonga

- H. Discuss the 2024 Achievements, and 2025 Work Plan goals

This item was tabled.

- I. Discuss the Volunteer Recognition Event scheduled to take place in November 2024

Chair Kolar reported that he is talking to the Park District to determine availability and rental costs for Cheney Mansion or Pleasant Home. Our event budget is \$5,000. The tentative event date is November 14, 2024.

- J. Discussion on Agenda Topics for Upcoming Citizen Involvement Commission Meeting(s)

Commissioner Elling recommended discussing attendance and best practices from the August agenda.

L. Old Business

- A. Confirm October 2nd Meeting Date, or choose alternate meeting date

The commissioners present indicated they are available October 2.

- B. Discuss Calendarization of Activities

There was no discussion.

- C. Reminder to Commission Members to Send Clerk Waters the Exit Interview Feedback

Chair Kolar reminded the commissioners to send their feedback to Clerk Waters.

M. Adjourn

Commissioner Song moved to adjourn; Commissioner Roman seconded. A voice vote was taken and the motion was approved. The meeting adjourned at 9:22 P.M.

Respectfully submitted,
Deputy Clerk Hansen



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:



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:



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	7	0
Building Codes Advisory Commission	9	9	0
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	10	1
Housing Programs Advisory Committee	7	6	1
Liquor Control Review Board	5	4	1
Plan Commission	9	8	1
Transportation Commission	7	7	0
Zoning Board Of Appeals	7	5	2
Totals:	151	131	20

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	Yoko Terretta	08/27/2027
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	Keith Spencer	07/09/2027
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



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	7	0
Building Codes Advisory Commission	9	9	0
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	7	2
Farmers' Market Commission	11	10	1
Historic Preservation Commission	11	10	1
Housing Programs Advisory Committee	7	6	1
Liquor Control Review Board	5	5	0
Plan Commission	9	9	0
Transportation Commission	7	7	0
Zoning Board Of Appeals	7	5	2
Totals:	151	134	17

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	Yoko Terretta	08/27/2027
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	Keith Spencer	07/09/2027
Liquor Control Review Board	Sarah Corbin	10/04/2024
Plan Commission	Michael Sturino	12/04/2026
Transportation Commission	Ron Burke	07/30/2025
Zoning Board Of Appeals	Mas Takiguchi	04/11/2029



APPOINTMENTS

09/16/24

Board of Health

Appoint as Commissioner

Name: Suzanne Feeney

Term: 2nd Term

Term Expiration Date: Sep 21, 2027

Environment & Energy Commission

Appoint as Commissioner

Name: Kathleen Odell

Term: 1st Term

Term Expiration Date: Sep 16, 2027

Kathleen has a background in economics and urban planning, with a focus on sustainability, including a year of graduate-level study and research in Denmark focused on wind energy implementation. Kathleen currently serves as the Associate Provost at Dominican University, and she continues to teach economics courses within the Brennan School of Business. As a faculty member and administrator, Kathleen advocated for a focus on sustainability in the business curriculum, including contributing to developing course work that invites students to examine for-profit business approaches to advancing the UN Sustainable Development Goals.

Appoint as Commissioner

Name: Darryl Baker

Term: 2nd Term

Term Expiration Date: Sep 21, 2027

Plan Commission

Appoint as Commissioner

Name: Holly Bruce

Term: 1st Term

Term Expiration Date: Sep 16, 2027

Holly has over 25 years in the planning, architecture, construction, and real estate industry including communicating and working with local government offices directly. Holly is looking to get further involved in the community and offer their years of professional experience. On a daily basis Holly is responsible for managing multiple projects across the United States, managing internal and external vendors, budgeting and spending their company's money appropriately, ensuring work is completed up to their and industry standards, and ensure work is completed in specific time frames.



APPOINTMENTS

10/01/24

Citizen Involvement Commission

Appoint as Chair

Name: Greg Kolar

Term: 2nd Term

Term Expiration Date: Oct 05, 2027

Liquor Control Review Board

Appoint as Chair

Name: Sarah Corbin

Term: 2nd Term

Term Expiration Date: Oct 05, 2027

2025 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, Barrie Fest, etc.)	Increase awareness of commission work and variety of volunteer opportunities	Ongoing	\$2,500.00
	Host two events with varying community partners.	Increase number of first-time applicants accurately representing the demographics for 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 of volunteer base.	Assess our weakness and evaluate progress for reaching goal of seeking a volunteer base that accurately reflects the demographics of our Village.		
	Review prioritization from time of application to CIC interview and placement on Village Board agenda.	Process put in place that attempts to align interview schedules etc to when commissions need new members.		
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	\$0.00
	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.			
	Formalize a new onboarding process for commission 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 department opinion)	Increase knowledge, skills, and abilities of commission leadership and commissioners for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Celebration Event.	Express appreciation to Village Volunteers and hope to have representation of all commissions at the event.	Fall 2025	\$5,000.00
	Thank you video honoring Village Volunteers			
	Thank you cards signed by Village Board and staff.			

3-5 bullet points explaining year to year changes

DRAFT