



**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