

# **MEETING MINUTES**

**CITIZEN INVOLVEMENT COMMISSION**

**MONDAY, December 14, 2020 at 6:30 P.M. VILLAGE HALL**

**Remote Participation**

## **Call to Order**

Commissioner Pond called the meeting to order at 6:31 p.m.

Village Clerk Scaman read into the record a statement that the Village President has determined that an in-person public hearing is not practical or prudent due to the COVID-19 outbreak during Governor JB Prizker’s current disaster proclamation. It is also not feasible to have a person present at the public hearing due to the safety concern related to the COVID-19 outbreak.

1. **Roll Call**

Present: Commissioners Curtis Lott, Sandra Novack-Gottshall, Greg Kolar, and Rebecca O’Brien, and Acting Chair Frank Pond.

Absent: Commissioner Conrad Terry.

Commissioners Robbie Erickson and Chair John Troelstrup are on a leave of absence until January 2021.

Also present: Village Clerk Vicki Scaman and Deputy Village Clerk Christina Waters.

1. **Approval of Agenda**

It was moved by Commissioner Sandra Novack-Gottshall and seconded by Commissioner Curtis Lott to approve the agenda as presented. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Curtis Lott, Sandra Novack-Gottshall, Conrad Terry, Greg Kolar, Rebecca O’Brien, and acting Chair Frank Pond

Nays: none

1. **Public Comment: none**
2. **Approval of meeting minutes from November 4, 2020**

It was moved by Commissioner Curtis Lott and seconded by Commissioner Sandra Novack-Gottshall to approve the minute as presented. A roll call was taken and the motion was approved. The roll call was as follows:

Ayes: Commissioners Curtis Lott, Sandra Novack-Gottshall, Conrad Terry, Greg Kolar, Rebecca O’Brien, and acting Chair Frank Pond

Nays: none

1. **Applicant Interviews:**

**Jessica Green, Farmers Market**

Jessica Green demonstrated knowledge related to the food industry and shared her passion for the Farmers Market. Jessica was a consistent volunteer during the previous COVID-19 season.

**Ryan Pudela, Historic Preservation Commission**

Ryan was invited to interview a second time if he had the opportunity to observe a meeting. Ryan was not present to interview.

Clerk Scaman informed Jessica Green of the process for appointment to commissions. CIC will provide recommendations to the Village President in the form of an endorsement. The Village President identifies applicants for appointment by placement on the Village Board agenda for approval by the Village Board.

**VII. Reports:**

**Vacancy and Liaison Reports**

Clerk Scaman updated members of CIC on recent appointments to commissions and highlighted the need to recruit for the Building Codes Advisory Commission (BCAC). There is no direction on recruitment for the Community Relations Commission (CRC) from the Chair or Village President. Members of CIC discussed options for recruitment for BCAC.

Sandra Novack-Gottshall reported on her experience observing the Architectural Review Committee of the Historic Preservation Commission and shared her sense that this is a committee that benefits from members that have an architecture specific skillset.

Curtis Lott reported on the Citizen Police Oversight Committee and their discussion of their purpose as part of their work plan discussion.

Frank Pond reported on observing the Farmers Market Commission and changes that responded to COVID-19, including staff involvement and pick-up services.

1. **Work Plan Review**
   * + Volunteer Appreciation

Members of CIC discussed options for thanking volunteers and suggested deferring ideas from 2020 to 2021 including an event and thank you cards. Deputy Village Clerk Christina Waters and Rebecca O’Brien suggested finding some way to thank commissioners now, including seeking donations from the small business community. Acting Chair Frank Pond suggested writing a One View “Thank you” to all volunteer commissioners if options that include a budget are not available. Sandra Novack-Gottshall volunteered to draft a One View “Thank you” with acting Chair Pond. Commissioners Rebecca O’Brien and Curtis Lott volunteered to further consider additional options to express gratitude to village volunteers for their time and effort particularly during a very difficult year.

* + - Commission Support

Members of CIC discussed being more involved with engaging Chairs at a quarterly meeting hosted by the Village Clerks office to learn about work plans for other commissions, encourage collaboration, and provide additional educational support. Additionally, there was support to move forward with conducting exit surveys for volunteers rolling off of commissions, clarifying the role of CIC liaisons, and increasing communication with the Village Board to understand needs and goals for commissions.

* + - Volunteer Recruitment

Members of CIC affirmed moving forward with volunteer recruitment seeking representation on commissions that accurately mirrors the demographics of our community and community values.

1. **New Business**

Members of CIC discussed Jessica Green’s application for the Farmer’s Market favorably.

It was moved by Commissioner Curtis Lott to endorse Jessica Green for appointment to the Farmer’s Market Commission contingent upon her observing a meeting of the Farmer’s Market. A roll call vote was taken. The motion was approved. The roll call was as follows:

**Ayes:** Commissioners Curtis Lott, Sandra Novack-Gottshall, Greg Kolar, Rebecca O’Brien, and acting Chair Frank Pond.

**Nays:** none

1. **Adjourn**

It was moved by Commissioner Curtis Lott, seconded by Commissioner Greg Kolar to adjourn the meeting. A roll call vote was taken and the meeting was adjourned at 8:04 p.m.. The roll call was as follows:

**Ayes:** Commissioners Curtis Lott, Sandra Novack-Gottshall, Greg Kolar, Rebecca O’Brien, and acting Chair Frank Pond

**Nays:** none

NEXT MEETING: tbd

Respectfully Submitted,

Vicki Scaman, Village Clerk