

AGENDA

BEAUTIFICATION COMMITTEE MEETING

May 15, 2024 - 5:30 PM
Village Hall - Room 101
300 Plaza Circle, Mundelein, IL 60060

- I. CALL TO ORDER
- II. ATTENDANCE
- III. PUBLIC COMMENTARY
- IV. MINUTES APPROVAL
 - A. Approval of the April 17, 2024 Minutes
- V. MUNDELEIN ARTS COMMISSION REPORT
- VI. ANNOUNCEMENTS
 - A. New Members - Jill Mitchell and Chester Jankowski
- VII. PROJECTS
 - A. Spring Into Summer - June 1
 - i. Final Preparations
 - ii. Butterfly Activity
 - B. Mayor's Monarch Pledge
 - i. Signage for Courtland Commons Park Pollinator Garden
 - ii. Village Hall Pollinator Garden
 - C. Beautification Committee Village Events

- i. Farmers' Market
 - Mundelein Butterfly Day - June 22, 8 AM - Noon
 - Seed Exchange - September 28
- ii. Mundelein Days - Plan Activity - July 6, Noon-1:00 PM
- iii. Mundelein Grand Prix - July 22
- iv. Roadway Clean-Up

VIII. OLD BUSINESS

- A. Open Meeting Act

IX. NEW BUSINESS

X. OTHER BUSINESS

XI. NEXT MEETING - JUNE 19, 2024

XII. ADJOURNMENT

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.

BEAUTIFICATION COMMITTEE

MINUTES

APRIL 17, 2024

- I. **Call to Order.** The Beautification Committee meeting was held on Wednesday, April 17, 2024, at 300 Plaza Circle, Mundelein, IL 60060. The meeting was called to order by Jenny Ross at 5:30 p.m.
- II. **Attendance.** Jenny Ross, Peg Tierney, Catherine Almanzo, Kim Nunez, Colleen Tancredi and Lynne Monroe, Assistant Village Administrator.

Absent. Chris Woodard
- III. **Public Commentary.** None.
- IV. **Approval of Minutes – March 20, 2024.** **Motion** by Almanzo, seconded by Tierney to approve the minutes of March 20, 2024. Upon voting, the motion was carried unanimously.
- V. **Mundelein Arts Commission Report.** None.
- VI. **Announcements.** None.
- VII. **Projects.**

1. Spring into Summer – Lynne shared the marketing flyer, and the group discussed the suggested edits. Peg asked if these could be posted in town. Lynne will ask Dawn Jenich to create a different version with a more prominent date and easier to read if posted in business windows. Peg recommended a press release for the event.

Lynne asked if anyone had any questions about the event or timeline for the day. She explained they would need to have a minimum of two members at any point running the event. Discussion took place about volunteers, with Kim asking if we had a list of what volunteers may be needed for the day. We will need someone to run the popcorn machine. Jenny said that Karen Walsh will probably help with popcorn. In general, the Beautification Committee members will need to manage the event on the actual day. Village staff will be available for set-up at 10:00 AM but are not expected to stay for the duration of the event. Colleen and Catherine agreed to be present the entire event including set-up. Catherine offered to track attendance at the event, and she will also add a file to the SharePoint for what went well, and opportunities missed to help with future event planning.

Colleen inquired what information is to be shared at the Beautification table. Jenny explained that in addition to our activity, the Beautification Committee information should be shared. Jenny will come up with some prompts. The group

discussed a poster at the table with Beautification Committee accomplishments, however we may have a lot going on for this event for this.

Lynne will bring the butterfly project to the next meeting, so everyone is comfortable with putting one together.

Lynne explained the raffle and items that will be raffled off and distributed the raffle entry to be used. Public Works can make more planter boxes since we are unsure if the Tool Library will still donate boxes. Lynne will follow-up with Public Works. Peg suggested a form letter be drafted to be used next year to provide to business as members ask for donations. Catherine suggested we also have a Thank You letter.

2. A-May-Zing Mundelein – this event will be held May 4, 2024, and anyone still interested should contact Jenni House at the Police Department.
3. Mayor's Monarch Pledge – the Monarch Pledge has been completed by Lynne and a proclamation was made at the last Board meeting. Monarch Pledge Day is officially June 1, 2024, coordinating with the Spring into Summer event.

Jenny asked the members to review the pledge and determine what other activities they would like to commit to for the year. Some ideas include the Dark Skies initiative and Birdy City USA designation.

4. Beautification Committee Village Events – The Farmers Market Jenny reported the Beautification Committee will have a booth on June 29 and August 2. June 29 will be Butterfly Day and marigolds can be given out if we do not have them for the June 1 event. Jenny suggested this is a great place for the Beautification Committee accomplishments poster. September 28 is also a seed exchange event that the Beautification Committee can be a part of.

During Mundelein Days the Beautification Committee can have a table. Lynne will inquire on when and see if the Beautification Committee can have the morning.

The parade is being organized by MAC for all commissions to have a float. Beautification Committee intends to participate.

The Bike Race is July 22 and Jenny recommends presence in a booth. The group discussed their availability that day and will confirm at a future meeting.

Lynne suggested the Beautification Committee consider a roadway clean-up program similar to that done by the Historical Commission three-times a year. Discussion on areas where this may be beneficial took place.

VIII. **Old Business.**

- Budget Items – Lynne reported that she offered the remaining budget money to Public Works to purchase garbage cans, planters, or a bench to help with beautification efforts.

IX. **New Business.** Jenny gauged interest in having a speaker from Hawthorn Woods regarding their volunteer program and America in Bloom initiatives. All were in favor of a speaker for a future meeting.

X. **Other.** Peg had a question about the Open Meetings Act (OMA) that recently came up at Coffee with the Mayor. Jenny and Lynne clarified that even as a committee this group is still subject to OMA and therefore cannot meet in groups of three or more and discuss committee business. While this conflicted with information received, it has been verified by the Village attorney.

XI. **Next Meeting.** The next meeting is scheduled for May 15, 2024, at 5:30 PM.

XII. **Adjournment.** The meeting was adjourned at 6:47 p.m.

Minutes taken by: Lynne Monroe