

**AGENDA**  
**HISTORICAL COMMISSION MEETING**

March 4, 2026 - 9:00 AM  
Village Hall - Room 101  
300 Plaza Circle, Mundelein, IL 60060

I. CALL TO ORDER

II. ATTENDANCE

III. PUBLIC COMMENTARY

IV. PARK DISTRICT REPORT

V. MINUTES APPROVAL

A. Historical Commission Minute Approval

**Motion** to approve the Historical Commission Meeting Minutes from February 4, 2026.

VI. CHAIRMAN'S REPORT AND OTHER COMMUNICATION

A. Digitizing Project

B. 2026 Museum Exhibits Status Report

C. Opening Day - March 21, 2026

D. MHC Annual Report - March 9, 2026

E. Other

VII. MUSEUM OPERATIONS

A. Archiving

B. Facility Maintenance

C. Collections: Accessioning/De-accessioning

**Motion** to accept recommendations for accessioning and de-accessioning.

D. Volunteer Hours - February

E. Other

#### VIII. NEW BUSINESS

A. Historical Alliance / America 250 Oral History

B. Docent Training

C. Other

#### IX. OLD BUSINESS

A. Digital Site Map

B. Digital Frame Display

C. Landscape Phase II

D. Other

#### X. VILLAGE ADMINISTRATOR REPORT

#### XI. 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.

**CALL TO ORDER**

The regularly scheduled meeting of the Historical Commission was held on Wednesday, February 5, 2026. Chairperson Flynn called the meeting to order at 9:01 AM.

**ATTENDANCE**

Chairman Flynn took the roll call. It indicated as follows:

Commission Attendance

**PRESENT:** Chairman Flynn, Commissioner Baur, Commissioner Frasier, Commissioner Walker, Commissioner Zander, Commissioner Hayes, Chairman Skinner

**ABSENT:**

Other Attendance

**PRESENT:** Jeanne Steffens & Shawn Killackey

**PUBLIC COMMENTARY**

- Jeanne shared 1 error in recent newsletter; asked if Newsletter can be shared on the FB page; reserved a spot for a “cafe event” via Senior Connections Lake County.
- Shawn asked for clarification about the museum docent schedule for 2026 & offered to continue the management of this (which was agreed; no motion needing)

**PARK DISTRICT REPORT**

**MINUTES APPROVAL**

**Approval of Meeting Minutes**

**Motion** to approve the Historical Commission Meeting Minutes from January 7, 2026.

The January 7, 2026 minutes were approved with the following changes:

- Under “Museum Exhibits” - the info (paragraph) is repeated a second time.
- Under “Adjournment” - there were only 5 ayes because Wendy had left at 10:00 AM.

<b>RESULT:</b>	<b>Passed [Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Wendy Frasier
<b>SECONDER:</b>	Commissioner Barb Zander
<b>AYES:</b>	Michael Flynn, Tom Baur, Wendy Frasier, Anne Walker, Barb Zander,

	Jeffrey Hayes, Tracy Skinner
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

## **CHAIRMAN'S REPORT AND OTHER COMMUNICATION**

### **Digitizing Project**

Mike will meet with Ron (today) and set up another meeting (in a few weeks) with Ron, the digitizing company and Barb to see if the Ivanhoe file will be created in a way that benefits our needs.

### **2026 Museum Exhibits**

The 2026 Museum Exhibits are at various stages of “under construction mode”; however, it was decided to open on March 21st, 2026.

### **Downtown Historical Walk**

Tracy will take the lead on this when Mike is ready to pass it; initial details are being put into motion to get this ready for September 19, 2026 or September 26, 2026.

### **Pop-up Museum at Farmers Market**

A. TBD (once season is open)

### **MHC Annual Report - February 23, 2026**

The Committee of the Whole meeting has moved to March 9, 2026 at 6:00 PM.

### **Fremont Library Display**

March, 1920's display (Shaun and Wendy)

June, Tools (Tracy and Barb)

### **Other**

## **MUSEUM OPERATIONS**

### **Archiving**

No report

## **Digitizing Equipment**

## **Facility Maintenance**

No report

### **Collections: Accessioning / De-accessioning**

**Motion** to accept recommendations for all accessioning and de-accessioning for items as discussed.

No report.

### **Volunteer Hours**

Volunteer Hours = 75.75 hours

Visitors = 0 (museum was closed)

### **Other**

No report.

## **NEW BUSINESS**

### **Historical Alliance / America 250 Oral History**

Barb and Tracy are working on this. Both were in a Zoom meeting with the county coordinators. More info is coming & we hope to have something well underway for the July 4th holiday/250 yr celebration.

### **FYE2027 Budget**

No report.

### **Other**

No report.

## **OLD BUSINESS**

### **Digital Site Map**

No report.

### **Digital Frame Display**

No report.

**Landscape Signage**

No report.

**Caboose**

No report.

**Other**

No report.

**VILLAGE ADMINISTRATOR REPORT**

No report.

**ADJOURNMENT**

**Adjourn the Historical Commission Meeting**

**Motion** to adjourn the Historical Commission Meeting.

**Motion** to Adjourn the Historical Commission Meeting. The meeting adjourned at 10:35 AM.

<b>RESULT:</b>	<b>Passed [Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Wendy Frasier
<b>SECONDER:</b>	Commissioner Barb Zander
<b>AYES:</b>	Michael Flynn, Tom Baur, Wendy Frasier, Anne Walker, Barb Zander, Jeffrey Hayes, Tracy Skinner
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

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Mike Flynn, Chairman