AGENDA

BEAUTIFICATION COMMITTEE MEETING

June 19, 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 May 15, 2024 Minutes

V. MUNDELEIN ARTS COMMISSION REPORT

VI. ANNOUNCEMENTS

VII. PROJECTS

A. Spring Into Summer - June 1

1. Recap

B. Farmers Market Butterfly Day

1. Overview

2. Sign-Up

C. Mundelein Days - July 6 from Noon-2 PM

1. Activities

2. Sign-Up

D. Grand Prix - July 22

E. Beautification Newsletter

F. Weeding Overpasses

G. Mayor's Monarch Pledge

1. Signage for Courtland Commons Park Pollinator Garden

2. Village Hall Pollinator Garden

VIII. OLD BUSINESS

A. Open Meetings Act

IX. NEW BUSINESS

X. OTHER BUSINESS

XI. ADJOURNMENT

XII. NEXT MEETING - JULY 17, 2024

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
MAY 15, 2024

I. **Call to Order.** The Beautification Committee meeting was held on Wednesday, May 15, 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, Colleen Tancredi and Lynne Monroe, Assistant Village Administrator.

Absent. Chris Woodard and Kim Nunez

III. **Public Commentary**. None.

IV. **Approval of Minutes – April 17, 2024. Motion** by Almanzo, seconded by Tierney to approve the minutes of April 17, 2024. Upon voting, the motion was carried unanimously.

V. **Mundelein Arts Commission Report.** None.

VI. **Announcements.** New members Jill and Chester Jankowski are the newest members. Introductions were made by all. Jenny Ross provided background of the committee creation and purpose, as well as responsibilities. Lynne added that her role as staff liaison is to provide guidance from a Village budget and perspective. Lynne suggests using SharePoint to organize project ideas and creating working plans.

VII. **Projects.**

1. Spring into Summer – Final Preparations. Volunteer roles for the community event were explained by Jenny and a sign-up sheet distributed to assure all times and responsibilities are covered. Lynne explained set-up and clean-up are main tasks for Village staff, and the Beautification Committee members will need to manage the event as it takes place. Jenny explained that clean-up is relatively easy.

   Lynne noted that Public Works will help with set-up and clean-up and will be provided phone numbers of Jenny and Lynne for coordination and any issues.

   Logistics for the event, including donation and raffle process were discussed. Jenny mentioned needing two people to handle raffle prize collection and thank-you messages after the event and suggested calling names and phone numbers of raffle winners after the event to inform them of their prize.

   Colleen offered to take raffle cards, enter them into the Volunteer database and contact winners. Donations wil be left at the Village Hall for pick-up starting

Monday, Peg proposes calling from the Village hall to make it easier for people to know when to pick-up their prize. Lynne noted that when the winners are drawn, both item and raffle ticket should be marked. Colleen will bring painters tape for labeling.

Lynne mentioned that a volunteer base is needed for this committee and the purpose of the raffle is to gather those names. Encourage people to volunteer, and then they get the chance at many raffle prize offerings.

Colleen in quired if there will be a prompt for talking to people at the event, and jenny confirmed that it will be sent out beforehand, with the volunteer list. Jenny briefed the group again on what questions they may encounter, and to instruct people with problems or complaints to contact the Village website.

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