

AGENDA

BEAUTIFICATION COMMITTEE MEETING

July 17, 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
 - B. Approval of June 19, 2024 Minutes
- V. MUNDELEIN ARTS COMMISSION REPORT
- VI. ANNOUNCEMENTS
- VII. PROJECTS
 - A. Review Previous Activities
 - B. Seed Exchange-September 28 Farmers' Market 8-Noon
 - C. Beautification Newsletter
 - D. Clean-Ups
 - E. Future Projects

VIII. OLD BUSINESS

A. Open Meetings Act

IX. NEW BUSINESS

X. OTHER BUSINESS

XI. ADJOURNMENT

XII. NEXT MEETING - AUGUST 21, 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 will 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 inquired 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

AGENDA
BEAUTIFICATION COMMITTEE

Location: Village Hall
Wednesday, June 19, 2024 - 5:30 p.m.

- I. Call to Order - Jenny Ross called the meeting to order at 5:33 PM.
- II. Attendance - Chair Jenny Ross, Catherine Almanzo, Jill Mitchell, Colleen Tancredi, Peg Tierney, Chris Woodard, MAC Liaison and Lynne Monroe, Beautification Committee Liaison.

Absent - Chester Jankowski
- III. Public Commentary – Nothing to report.
- IV. Approval of Minutes – May 15, 2024. After multiple edits were noted, it was decided that the minutes would be reviewed and redistributed for approval in July.
- V. Mundelein Arts Commission Report

Chris Woodard reported several updates from the Arts Commission and more:

- The new Kracklauer Park playground, which had its groundbreaking tonight, will have a pollinator garden. The Park is scheduled to be complete next Spring.
- Spring into Summer was a great event and Chris gave a special thanks to Public Works.
- Chris will help the Beautification Committee at the Farmer's Market events with Butterfly Scratch Art.
- The fiberglass STAR has been picked up and the Mundelein Arts Commission has made a call for artists to design/paint it for eventual display at Courtland Commons. The artists will be able to interpret the theme Monarch, Marigolds and Mexican heritage in their submittals for design choice.
- Dandelion Gallery in Waukegan is having a call for artists for Zion's Zinnia, Butterly and Bees 2 day-event if anyone knows of an artist who may be interested the event is August 17 and 18, 2024.
- MAC is exploring 'smurals,' small murals that will display art from local artists. Zoning rules must be considered but Emil's concrete small wall adjacent to their parking lot is a great example of where a smural may go.

VI. Announcements

Jenny distributed the newsletter postcards and asked everyone to sign up for newsletters and emergency notifications. Lynne explained how opt-in is required, and the Beautification Committee newsletter is one of the options in the enrollment.

VII. Projects

- A. Spring Into Summer Event was successful despite the rain. Jenny and Colleen reviewed the recap in the SharePoint drive and asked for everyone to provide their input. Lynne said this will be valuable for next year's planning. Peg suggested a toolbox for supplies and that was added to the recap.

The group discussed gathering volunteer names and those being difficult to read on the raffle entries. Jill suggested an on-line entry, such as Microsoft Forms. Other ideas can be considered for next year, but handwriting is not the easiest with a crowd. Lynne explained how the list will be used to blind copy e-mails to volunteers when an event comes up. Sign-Up Genius could also be used if limited numbers are needed. Colleen added the names to a word and excel file in the SharePoint.

- B. Farmer's Market Butterfly Day – Jenny provided an overview of the plans for the Farmers Market event and distributed a sign-up sheet for members to participate on June 29. The Beautification Committee will be responsible for two tents- a booth and Little Farmers. The kid's activity will be the pollinator feeder and activities Chris will bring. Colleen will also have Storytime at the park area.
- C. Mundelein Days – will require volunteers to run an activity for kids and their parents. A sign-up sheet was distributed. Jenny reported that MAC said to plan on 150 children. Jenny suggested tissue paper marigolds. The group agreed that was a good activity, so Jenny will have Lynne order supplies. The group plans to finalize booth activities and order materials at the June meeting. Colleen suggested the same butterfly feeder as used at Spring into Summer event.
- D. Mundelein Grand Prix – July 22, 2024, will require volunteers. Jenny explained that the booth would be staffed in the afternoon as that is when the crowds come. The group discussed an appropriate activity. Jenny suggested a flyer with what the Beautification Committee is and what has been accomplished. Lynne suggested laminated bookmarks with pollinator garden facts, but notice would be needed if those should be created. Several members could not commit. Kim and Colleen will look at calendars to determine if they can attend. Jenny needs to commit to Community Development for space in the next week. It is to be determined if the Beautification Committee will have a booth or not.
- E. Beautification Committee Newsletter – Jenny said the first Beautification Committee newsletter will go out in July. Content needs to be submitted by the end of each month for a mid-month release. Chris asked where to find the newsletter. Lynne explained that sign-up is required to receive as an e-mail but will also be on Beautification Committee website page. Jenny reported first newsletter will have SWALCO news as well as photos of the post office plantings by Dale Hamblin.
- F. Weeding Overpass – Jenny explained that logistics of the railway over passes are a safety and access concern.

Jenny and Lynne provided these suggestions for debris cleanup:

- Courtland Commons before events
- Seymour and Park Street- location of Farmers Market and Park on Park
- Bike Path from Midlothian to Lake Street
- Deadwoods Drive and Walnut Street along the west side of our PW Complex

Lynne will find out from Public Works if there are kits for cleanup (pickers, vests, gloves, bags) and how that can be coordinated.

Jill suggested putting more cans in place at parks and on street corners to encourage less pollution.

Colleen plans to coordinate a day for Bike Path clean-up and will report back to the committee. She is hoping to advertise this at the Farmers Market to get volunteers.

Catherine asked if the Village needed to be notified. Lynne suggested always picking up trash on your own, but a large, coordinated effort should be planned with the Village to assure bags are not left on streets or paths.

- G. Mayor's Monarch Pledge – has an initiative to add signage for pollinator plants. It has been discussed in the past to add these to Courtland Commons Garden. Chester had sent a suggestion for signs to order from Amazon. Lynne felt that would be less expensive than Public Works making signs, but there would not be a QR code.

The care of the Village Hall pollinator garden was discussed. Peg reported Arlene Doran was still willing to help. After much discussion, it was determined Chester should first try to educate the group on care and the Beautification Committee should be on a schedule to maintain. Jenny reported a weekly schedule on SharePoint drive. Peg asked for clarification if it was pollinator or native garden, and it was determined it is both, so marigolds planted there are OK. Lynne also clarified this is a Beautification Committee Garden so the group should be the ones to maintain.

The pollinator garden at Courtland Commons was also discussed. Multiple members have seen the weeds and dead plants. Jenny explained the plants are under warranty. Jenny felt that a fall burn may be in order for a portion of the gardens.

Jenny suggested our newsletter identify that we are working on care and maintenance of the areas. Lynne explained there is no real need for roping off the path, as there is not a real "short cut" area anyone would take to the other side of the park.

- VIII. Old Business – Nothing to report.
- IX. New Business – Kim asked if the day of the week could be added to the dates on the agenda, since it was frequently asked during the meeting what day of the week the events fell on (i.e. **Saturday** June 29,2024). Lynne will be sure this is added for future agendas.
- X. Other Business – nothing to report.
- XI. Next Meeting – Wednesday, July 17, 2024
- I. Adjournment – **Motion** by Tancredi, seconded by Mitchell to adjourn the Beautification Committee meeting at 7:08 PM. Upon voting, the motion was carried unanimously.