

CALL TO ORDER

The Beautification Committee meeting was held on June 19, 2024, at 300 Plaza Circle, Mundelein, IL 60060. The meeting was called to order by Jenny Ross at 5:30 PM.

ATTENDANCE

Jenny Ross took the roll call. It indicated as follows:

Commission Attendance

PRESENT: Trustee Berman Ross, Committee Member Almanzo, Committee Member Tancredi, Committee Member Tierney, Committee Member Mitchell, Committee Member Jankowski and Lynne Monroe, Assistant Village Administrator

ABSENT: Kim Nunez and Chris Woodard

Other Attendance

PRESENT: None

PUBLIC COMMENTARY

None.

MINUTES APPROVAL

Approval of the May 15, 2024 Minutes

After multiple edits were noted, it was decided that the minutes would be reviewed and redistributed for approval at the July meeting.

MUNDELEIN ARTS COMMISSION REPORT

Chris Woodard is not in attendance therefore there is nothing to report.

ANNOUNCEMENTS

New Members – Jill Mitchell & Chester Jankowski are the newest members. Introductions were made by all. Jenny 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 and budget perspective. Lynne suggests using SharePoint to organize project ideas and create working plans.

PROJECTS

Spring Into Summer - June 1

Volunteer roles for community event were explained by Jenny, and a sign up sheet distributed to assure all times and responsibilities are covered.

LM explained setup and cleanup are main tasks for Village staff, and BC members will need to manage the event as it takes place. JR explained that clean up is relatively easy. LM noted Public Works will help with setup and cleanup, and will be provided phone number of JR and LM for coordination and issues.

Logistics for event, including donation and raffle process were discussed.

JR mentions needing two people to handle raffle prize collection and thank-you messages after the event and suggests calling names and phone numbers of raffle winners after the event to inform them of their prize.

CT offered to take raffle cards, enter into Volunteer database and contact winners.

Donations will be left at VH for pick up starting Monday. PT proposes calling from the village hall to make it easier for people to know

Recap

The Spring Into Summer Event was successful despite the rain. Jenny and Colleen reviewed the recap in the SharePoint drive and asked everyone to provide their input.

Lynne said this will be valuable for next year's planning. Peg suggested a tool box 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. H+Jenny suggested an online entry, such as Microsoft forms. Other ideas can be considered for next year, but handwriting is 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 SharePoint.

Farmers Market Butterfly Day

Overview

Farmer's Market

Mundelein Butterfly Day – Saturday, June 29, 8:00 AM-Noon

Jenny provided an overview of the plans for the Farmers Market event and distributed a sign-up sheet for members to participate. On 6/29, the Beautification Committee will be responsible for two tents- a Beautification Committee 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.

Sign-Up

Mundelein Days - July 6 from Noon-2 PM

Activities

Mundelein Days, Saturday, July 6, Noon-2:00 PM will require volunteers to run an activity for kids and their parents. A sign-up sheet was distributed. Jenny reported that the Mundelein Arts Commission 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. Jenny suggested making tissue paper marigolds with kids at a table during a festival.

Sign-Up

Grand Prix - July 22

Mundelein Grand Prix – July 22 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 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 TBD if the Beautification Committee will have a booth or not.

Beautification Newsletter

Jenny said the first Beautification Committee newsletter will go out in July. However, 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 you need to sign up to receive an e-mail, but it will also be on the Beautification Committee website page. Jenny reported that the first newsletter will have SWALCO news as well as photos of

the post office plantings by Dale Hamblin.

Weeding Overpasses

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 Public Works 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 there needs to be more cans in place at parks and on street corners to encourage less pollution.

Colleen plans to coordinate a day for the 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. LM 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.

Mayor's Monarch Pledge

Signage for Courtland Commons Park Pollinator Garden

The 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 it would be less expensive than Public Works making signs, but there would not be a QR code.

Village Hall Pollinator Garden

The care of the Village Hall pollinator garden was discussed. Peg reported that Arlene

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

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

Jenny suggested that our newsletter identifies 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 “shortcut” area anyone would take to the other side of the park.

OLD BUSINESS

Open Meetings Act

No further discussion.

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 to future agendas.

OTHER BUSINESS

None.

ADJOURNMENT

NEXT MEETING - July 17, 2024