

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 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, and Committee Member Jankowski

ABSENT: Committee Member Kim Nunez and Chris Woodard

Other Attendance

PRESENT: Lynne Monroe, Assistant Village Administrator

PUBLIC COMMENTARY

There was no public commentary.

MINUTES APPROVAL

Approval of the April 17, 2024 Minutes

Colleen had an edit, correcting her name instead of Catherine as the volunteer to manage the attendance count at the Spring Into Summer event. Upon voting, the motion was carried unanimously to approve as amended.

RESULT:	Passed [Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Catherine Almanzo
SECONDER:	Commissioner Margaret (Peg) Tierney
AYES:	Jenny Berman Ross, Catherine Almanzo, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell, Chester Jankowski Jr.
NAYS:	None
ABSTAIN:	None

MUNDELEIN ARTS COMMISSION REPORT

No report.

ANNOUNCEMENTS

None.

New Members - Jill Mitchell and Chester Jankowski

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

- i. Final Preparations**
- ii. Butterfly Activity**

i. Final Preparations

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

Lynne explained that set-up and clean-up are the main tasks for Village staff, and that 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 with phone numbers for Jenny Ross and Lynne Monroe for coordination and issues.

Logistics for the event, including donations and the raffle process were discussed.

Jenny mentioned needing two people to handle raffle prize collection and thank-you messages after the event and suggested calling the 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 the winners. Donations will be left at the Village Hall for pick-up starting Monday. Peg proposed calling from the Village Hall to make it easier for people to know when to pick up their prizes. Lynne noted that when winners are drawn, both the item and the 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 would be prompts for talking to people at the event, and Jenny confirmed that it would be sent out beforehand, with a 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 via the website.

ii. Butterfly Activity

Lynne requested assistance with filling bottles with crystals for the butterfly activity for Spring Into Summer and explained the activity involves making liquid from the crystals; Kids will be able to make the project at the event or take them home to make them later. Volunteers needed to fill bottles with half a teaspoon of the crystals. Colleen, Jenny and Catherine will get the project ready.

Mayor's Monarch Pledge

i. Signage for Courtland Commons Park Pollinator Garden

ii. Village Hall Pollinator Garden

Mayor's Monarch Pledge

i. Jenny mentioned the importance of identifying plants and adding signage for visitors at the Courtland Commons Park Pollinator Garden. Lynne mentioned the need for a knowledgeable person to identify plants and provide the Latin meaning. Lynne showed them an example in a photo. Chester offered to visit the garden and get a list of plant names. Lynne will coordinate signage with Public Works. Members brainstormed ideas for plant labels, including QR codes and website links, with a focus on consistency and clarity.

Colleen suggested the garden have fencing, so people do not trample through the garden. Chester suggested ropes on stakes. Lynne will investigate options with the Public Works Department.

ii. Village Hall Pollinator Garden

Jenny requested volunteer(s) to maintain the pollinator garden at the Village Hall. Chester inquired about water and yard waste. Lynne can coordinate with Public Works for clean-up and water use at the building. Chester offered to meet everyone on May 22 at 3:30 PM to guide them on care of the plants. The committee can then all rotate for ongoing care and maintenance. Lynne explained the Beautification Committee has a budget for sprucing up the garden as needed.

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

i. Farmer's Market

Mundelein Butterfly Day – June 22, 8 AM-Noon

Jenny discussed the Farmers Market events and included options for storytelling at the Mundelein Farmers Market.

ii. Mundelein Days-Plan Activity – July 6, Noon-2:00 PM

The group plans to finalize booth activities and order materials at the June meeting. Colleen suggested the same butterfly feeder as used at the Spring Into Summer event. Jenny suggested making tissue paper marigolds with kids at a table during the festival.

iii. Mundelein Grand Prix – July 22

This event will require volunteers. Jenny explained that it is busiest from 4:00 PM into the evening.

iv. Roadway Clean-Up

Lynne would like the group to consider this as a project that will be ongoing for the Committee. Colleen identified a section of Route 176 where garbage is most visible, near Hawley, and Route 176. Committee members discussed organizing a clean-up event in that area. Jenny suggested that we may have to coordinate with the County or IDOT to adopt a highway. Lynne will inquire with Public Works regarding safe ways to start a clean-up project.

Committee members discussed scheduling regular clean-up events in various areas. Chester suggested Route 45 near Dunbar as an area in need. Jenny suggested starting a volunteer program with members who meet weekly at different locations, coordinating with Public Works and the Police Department for traffic control. Lynne added that liability waivers may be needed depending on tasks. Chester asked if volunteer opportunities qualify for Master Gardener hours for community service projects. Jenny confirmed yes and also could work for service hours for students.

OLD BUSINESS

Open Meeting Act

Open Meetings Act: Lynne reminded the new members to complete the training and reiterated the importance of limiting agenda discussions to meetings only, and never outside of the committee meetings.

NEW BUSINESS

Chester requested the Spring Into Summer flyer be created in Spanish text. Lynne will see if she can have that done.

OTHER BUSINESS

None.

ADJOURNMENT

Motion to adjourn the Beautification Committee Meeting.

RESULT:	Passed [Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Catherine Almanzo
SECONDER:	Trustee Jenny Berman Ross
AYES:	Jenny Berman Ross, Catherine Almanzo, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell, Chester Jankowski Jr.
NAYS:	None
ABSTAIN:	None

The meeting was adjourned at 6:42 PM.

Jenny Ross, Chairman

NEXT MEETING - June 19, 2024