

AGENDA

BEAUTIFICATION COMMITTEE MEETING

August 21, 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, Meeting Minutes

Motion to approve the Beautification Committee meeting minutes from the May 15, 2024 meeting.

B. Approval of the July 17, 2024 Meeting Minutes

Motion to approve the Beautification Committee meeting minutes from the July 17, 2024 meeting.

V. MUNDELEIN ARTS COMMISSION REPORT

VI. ANNOUNCEMENTS

A. Courland Commons New Path

VII. PROJECTS

A. District 75 Bratfest - Friday, September 6, 2024 from 5:00 PM until 7:30 PM (set-up starts at 4:00 PM)

B. Seed Exchange Farmers Market - Saturday, September 28, 2024 from 8:00 AM until Noon

C. Beautification Newsletter

VIII. NEW BUSINESS

- A. Vice Chair
- B. Meeting Structure
- C. Budget and expenditures

IX. OTHER BUSINESS

X. ADJOURNMENT

- A. **Motion** to adjourn the Beautification Committee Meeting.

XI. NEXT MEETING - SEPTEMBER 18, 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.

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

CALL TO ORDER

The regularly scheduled meeting of the Beautification Committee was held on July 17, 2024. Chairperson Ross called the meeting to order at 5:30 PM.

ATTENDANCE

Chair Ross took the roll call as indicated below:

Committee Attendance

PRESENT: Chair Ross, C. Jankowski Jr., K. Nunez, J. Mitchelle, M. Tierney, C. Tancredi, and C. Almanzo.

ABSENT: C. Woodard

Other Attendance

PRESENT: Assistant Village Administrator L. Monroe

PUBLIC COMMENTARY

There was no public commentary.

MINUTES APPROVAL

Approval of the May 15, 2024 Minutes

The May 15, 2024, minutes are still incorrect. Lynne will have to locate the correct file and send it for future approval.

Approval of June 19, 2024 Minutes

Kim Nunez noted her name was absent or the attendance for June. Minutes approved by all with the correction to add Kim to attendance.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Trustee Jenny Berman Ross
SECONDER:	Committee Member Chester Jankowski Jr.
AYES:	Jenny Berman Ross, Catherine Almanzo, Kim Nunez, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell, Chester Jankowski Jr.
NAYS:	None
ABSTAIN:	None

MUNDELEIN ARTS COMMISSION REPORT

No report at this time.

ANNOUNCEMENTS

Chair Ross reported that Pam Newton, Village Administrator from Hawthorn Woods, would be a guest speaker for the next meeting. Administrator Newton will discuss her successful volunteer work and other programs she has implemented.

PROJECTS

Review Previous Activities

Recent activities have been successful. Mundelein Days activity went well, but slower during the reptile show. Lynne said Kelsey would be cognizant of that for next year. Chester suggested a sign on the table or a sandwich board. Kim suggested a tall narrow banner/flag. Lynne will get a price. Chester also thought swag would be valuable, and perhaps a Beautification Committee sticker to add to crafts or any give-away.

Seed Exchange-September 28 Farmers' Market 8-Noon

Chair Ross will distribute a signup for this last Farmer's Market event at the next meeting. Chair Ross asked Chester if he could take the lead on this event. Chester agreed. Chair Ross will have Becca from Farmer's Market reach out.

Chester asked about the possibility of a full plant exchange (houseplants, perennials, etc.), not just seeds. Chair Ross said many would have milkweed, but other plants should be considered. Chester said jumping worm is not an issue, and a perennial exchange like hostas would be well received. Chair Ross said Chris Woodard would also have a craft activity for this event. Jill will bring divided plants to start an exchange. Colleen asked to review this again in August and finalize it in September.

The leftover plants not exchanged can be planted at the Fire Station. Chair Ross indicated there are empty areas on the beds, and Chief Lark had been told to perhaps expect members to plant. Jill suggested the committee plant immediately after the Farmers Market that Saturday. Chester felt additional volunteers would be helpful.

Beautification Newsletter

Lynne explained that newsletter content would be required to get a Beautification newsletter off the ground. Peg suggested the mayor's speech regarding Courtland Commons and flooding be a feature article. Chester recommended a template to be used for newsletter layout and recurring stories. Chair Ross hopes the newsletter will drive interest to more events and the committee's projects. Dawn Jenich is no longer

with the Village, so all content should be sent to Lynne. Chester offered to write an article each month.

Clean-Ups

Colleen reported on the first roadway clean-up on the bike path. She noted what a tremendous help Public Works was and gave a recap of the clean-up day. Colleen made a Sharepoint file with all the details for reference to when future events are planned. Jill thanked Colleen for water and gloves and coordinating such a great event. Colleen learned how to set up signage/cones for future events. Lynne will look into a sign that could specifically say Beautification Committee at work. Chair Ross suggested something similar to Spring into Summer table sign. Colleen believes social media would be a good idea for future events to get more volunteers. Chair Ross suggested that as events grow, sponsorship would be a great option. Jill noted parking is an important consideration.

Future Projects

Colleen noted that only she and Chair Ross signed up for weeding of Village pollinator garden. Chair Ross asked the group to consider events for the future, possibly based on organizational membership, such as DarSkies, Bird City USA Designation, and Monarch Pledge. Many have specific requirements to be met and costs to join, but can create a foundation for projects and initiatives.

Chair Ross asked everyone to explore their areas of interest and report back. Peg asked if America in Bloom would be considered, and Lynne explained how that program is beneficial with a full report and guidelines to follow. Kim asked how the Mayor promoted a pledge like the Monarch pledge. Chair Ross explained the Mayoral proclamation, but it is the Beautification Committee responsibility to complete the requirements. Jill commented on the need for the Beautification Committee to have a road map for the year, with specific events and goals, and suggested something each month.

Chair Ross will look at ideas that Grayslake has accomplished.

OLD BUSINESS

Open Meetings Act

Nothing to report.

NEW BUSINESS

Colleen is planning for another clean-up day in August. Chester suggested one a month in the summer and using other months for horticultural events (Spring and Fall planting events, for example).

Colleen will e-mail volunteers for the August clean-up, and asked the committee to consider an Adopt-a-Highway. Colleen will also send a thank you to those who helped at the first event. Everyone agreed Saturday was the best day for a clean-up event.

Peg shared a list of plants that were included in the original pollinator garden by Arlene. Arlene recommended the plants, but was not present when they were planted, so she did not provide a map. Peg had tried to match these to the plants in the garden. She asked about the butterfly houses and the sunflowers planted along the Village Hall building wall. Peg also expressed concern about the unprotected edges of the pollinator garden bed and the risk that someone could fall. She inquired about putting up a warning sign, so people would not step in the garden.

Peg shared that the Mundelein Farmer's Market was having a Garden Club Day on Saturday, July 27, and asked if the Beautification Committee had plans to participate. Chairperson Ross explained that Becca had not asked us to participate.

The committee discussed the Butterfly Garden at Courtland Commons. The areas that were seeded with "native" seed mix appear to be mostly grass and probably can be mowed at this point. Kim asked for an update on the sculpture and on the star. I told her I would find out about the sculpture and that the next step for the star is for the Arts Commission to put out a call for artists in late August or September after the planning for Lure of the Local is completed.

OTHER BUSINESS

Nothing to report.

ADJOURNMENT

Motion to adjourn the Beautification Committee Meeting.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Committee Member Colleen Tancredi
SECONDER:	Committee Member Catherine Almanzo
AYES:	Jenny Berman Ross, Catherine Almanzo, Kim Nunez, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell, Chester Jankowski Jr.
NAYS:	None
ABSTAIN:	None

The meeting was adjourned at 7:09 PM.

Jenny Ross, Chairman

NEXT MEETING - August 21, 2024