

AGENDA

BEAUTIFICATION COMMITTEE MEETING

September 18, 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 August 21, 2024 minutes
- V. MUNDELEIN ARTS COMMISSION REPORT
- VI. ANNOUNCEMENTS
- VII. PROJECTS
 - A. Seed Exchange - Farmers' Market, September 28 - 8 AM to Noon
 - B. Beautification Newsletter
 - C. Property Beautification Award Nomination
- VIII. OLD BUSINESS
 - A. Open Meetings Act
- IX. NEW BUSINESS
 - A. Cancel November meeting and reschedule December meeting to December 4, 2024

B. Projects and Calendar for 2024-25

X. OTHER BUSINESS

XI. ADJOURNMENT

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

XII. NEXT MEETING - OCTOBER 16, 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

Chair Ross called the Beautification Committee meeting to order at 5:33 PM.

ATTENDANCE

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

Commission Attendance

PRESENT: Trustee Berman Ross, Committee Member Nunez, Committee Member Tancredi, Committee Member Tierney, Commissioner Woodard, Committee Member Mitchell, Committee Member Jankowski Jr.

ABSENT: Committee Member Almanzo

Other Attendance

PRESENT: Chris Woodard from the Mundelein Arts Commission, Pam Newton, Hawthorn Woods Village Administrator, Brian Sullivan, Director of Parks and Recreation Hawthorn Woods, and resident Veny Kakumanu

PUBLIC COMMENTARY

Pam Newton and Brian Sullivan presented to the committee their strategy and success in obtaining a volunteer base and a committee they call Hawthorn Woods in Bloom. The committee is organized around the goals and strategies of the National America in Bloom program. America in Bloom became their platform for their volunteer base. Pam shared several strategies for increasing volunteers, including Board recognition, meals, logo wearables, message blasts and competitions. Pam and Brian encouraged raising money through sponsorship and grants and suggested working subcommittee groups be created "Adopt" programs (plots of land, cul-de-sacs, gardens, etc.) to help drive interest. The Hawthorn Woods in Bloom committee meets quarterly, and the subcommittees meet more often to keep projects on task. Pam suggested the Mundelein committee have a Park district representative. Both highly recommend participation in America in Bloom memberships and symposium. Pam congratulated Mundelein on the 2023 America in Bloom awards and suggested making the most of the awards by showcasing them at all Village events. Mundelein committee members asked several questions around their success and both Pam and Brian welcomed future calls and emails.

MINUTES APPROVAL

Approval of the May 15, 2024, Meeting Minutes

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

Approval of the July 17, 2024 Meeting Minutes

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

The July Beautification Committee minutes were approved with two minor spelling edits. After an inquiry by Member Nunez, Lynne explained why the minutes can be approved with only minor edits.

MUNDELEIN ARTS COMMISSION REPORT

Chris Woodard reported on several items. She attended the Zinnia Festival in Zion and appreciated their Hispanic inclusivity and recommended Mundelein continues to make that a priority.

The call for artists for the Beautification Committee and Mundelein Arts Commission Star is underway.

The Mundelein Arts Commission is actively planning the Lure of the Local and their annual writing contest. The writing contest theme is 'Roots' and she suggests a collaboration with the Beautification Committee for photos in the book they publish.

Chris presented a concrete butterfly she suggested as a future idea for community involvement, activities or sales.

Chris commented on the post office plantings, and Chair Ross credited Mundelein resident, Dale Hamlin, with a job well done in keeping the area beautiful.

Based on the Hawthorn Woods presentation, Chris suggested there be a display of the America in Bloom awards at the Lure of the Local event.

ANNOUNCEMENTS

Courtland Commons New Path

Lynne announced that Public Works is actively looking into repaving the path at the Pollinator Garden at Courtland Commons. The path has washed away, and Public Works believes a permeable paver system will be a better solution. Chair Ross explained that this is a Village Board approved expense. Lynne also explained the plants that appear as grass will not be mowed, and Public Works and the landscape company planted perennials that should show blooms next year.

PROJECTS

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

Chair Ross distributed a sign-up sheet for this event. The group discussed activities for this event and volunteer help was needed. Members should plan to discuss Beautification Committee objectives and provide education on pollinators and plants. There will be a butterfly feeder activity. Chris Woodard suggested bringing the America in Bloom awards.

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

Member Jankowski provided a detailed plan for this event. He proposed this event be the First Annual Plant Exchange to include more than seeds. He will create a flyer with pre-registration asking for one plant per person.

Assuming there will be plants left over, Member Jankowski wants to donate or plant in town. Chair Ross suggested Fire Station 1 as the best place to plant. Chief Lark is agreeable to the idea and said they will be able to maintain it after the planting. Chair Ross agreed to contact JULIE before the planning takes place. Member Jakowski will manage the donations to have control of the plantings. Member Tierney asked if they would plant the same day. Member Jankowski stated this is to be determined, and asked if there is space to store. Lynne confirmed there is space at Public Works for dry storage. Member Jankowski plans to give a gardening demo at the event and Chair Ross suggested he use the microphone. Member Tierney asked for help in creating seed packets (seeds need to be split). Chair Ross said she should prepare what is needed and members could pick them up at Village Hall.

Beautification Newsletter

Member Jankowski offered to write a newsletter article on vegetable harvesting. Lynne stated she would need to get it by Thursday, August 22, in order to get it in the newsletter that week. Lynne asked for any more ideas on the template blanks. Everyone felt the newsletter was done well. Lynne requested photos be taken at events and around town for future use. Member Nunez asked if the newsletter would be monthly or bi-monthly. Lynne said the intentions are monthly, but the content needs to be in by the Monday before the monthly meeting to get out on a regular schedule.

NEW BUSINESS

Vice Chair

Chair Ross explained the committee calls for a Chair and a Vice Chair per ordinance. Member Nunez asked if the Chairperson was approved. Lynne has since confirmed that Jenny Ross and Kara Lambert were co-chairs, so Jenny Ross became Chair when Kara resigned. Member Tancredi volunteered to be Vice Chair and there were no other

volunteers to take the role.

Motion by Member Nunez to nominate Member Tancredi as Vice Chair, seconded by Member Mitchell all in favor. Lynne explained this is now made official via a Mayoral appointment which will take place on September 9, 2024.

Meeting Structure

Lynne impressed upon the committee the importance of keeping the meetings on track, how new ideas should be shared in SharePoint and to be respectful of each other's time. New ideas can be brought up under New Business and then added to a future agenda. This committee has made great progress, but to keep action items moving forward, the meetings need to stay on track. Creative ideas can be discussed in groups of two outside the meetings, with solid action items coming to each meeting. Use SharePoint to get ideas tracked and to gather interest and momentum.

Chair Ross followed up with items for discussion for the remainder of the year-including projects that individuals should take ownership of. Projects to consider are Dark Skies, America in Bloom, Tree City designation, Arbor Day and more. Chair Ross also impressed upon the importance of tracking using Sharepoint to collaborate and track ideas. Large expensive projects can be considered, but Chair Ross asked everyone to be aware that those must go through Village approval.

Budget and expenditures

Lynne explained the process of the Beautification Committee budget and how the spending works. Village staff have the authority to approve expenditures up to \$20,000. The Beautification Committee has a budget of \$10,000 and staff operates within that budget to make sure initiatives move forward. A committee vote will be necessary only when there is not a consensus or for items that are not typical purchases. Sharepoint shows the expenditures. The Spring into Summer event, for example, had all items tracked. All other expenses are available now as well to review.

Many expenditures have been and will continue to be run by the committee before spending, although staff may have to move forward with some purchases in the interest of time, so events can move forward or to meet budget deadlines.

OTHER BUSINESS

Lynne distributed instructions and new Outlook e-mail addresses that the committee is required to use effective immediately. This allows organization of committee topics and gives you a business address rather than a personal one for Beautification Committee correspondence. Lynne reminded everyone of Open Meetings Act requirements and to not 'reply all' to e-mails. Please be sure to set it up and contact Jennifer Marshall at the Village if you have any trouble.

ADJOURNMENT

The Beautification Committee adjourned at 7:22 PM.

NEXT MEETING - September 18, 2024