

## AGENDA

### BEAUTIFICATION COMMITTEE MEETING

October 16, 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 September 18, 2024 Minutes
- V. MUNDELEIN ARTS COMMISSION REPORT
- VI. ANNOUNCEMENTS
- VII. PROJECTS
  - A. Decorating / Gardening Contests
  - B. Calendar and Projects for 2024/25
    - 1. Pollinator Kits
    - 2. Monarch Pledge
    - 3. Other Commitments
  - C. Beautification Newsletter

## VIII. OLD BUSINESS

- A. Village Committee / Commission Email
- B. Seed Exchange - Farmers Market
- C. Beautification Book Mark

## IX. NEW BUSINESS

- A. Santa's Cottage and Winterfest Table - December 7, 2024

## X. OTHER BUSINESS

## XI. ADJOURNMENT

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

## XII. NEXT MEETING - DECEMBER 4, 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 Almanzo, Committee Member Nunez, Committee Member Tancredi, Committee Member Tierney, Committee Member Mitchell and Lynne Monroe, Village Liaison

**ABSENT:** Committee Member Jankowski, Jr.

### Other Attendance

**PRESENT:** Chris Woodward, Mundelein Arts Commission Representative

## PUBLIC COMMENTARY

There was no public commentary.

## MINUTES APPROVAL

### Approval of the August 21, 2024 minutes

**Motion** to approve the Beautification meeting minutes of August 21, 2024.

|                  |                                                                                                          |
|------------------|----------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 7, No 0, Abstained 0]</b>                                                                 |
| <b>MOVER:</b>    | Committee Member Jill Mitchell                                                                           |
| <b>SECONDER:</b> | Committee Member Colleen Tancredi                                                                        |
| <b>AYES:</b>     | Jenny Berman Ross, Catherine Almanzo, Kim Nunez, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell |
| <b>NAYS:</b>     | None                                                                                                     |
| <b>ABSTAIN:</b>  | Chris Woodard                                                                                            |

## MUNDELEIN ARTS COMMISSION REPORT

Mundelein Arts Commission Representative Chris Woodard reported on the following:

Lure of the Local recap and future weekend events through November 10, 2024.

Mundelein Arts Commission is holding a garage sale for art supplies on September 21 and 22, 2024.

Chris encouraged Mundelein Arts Commission members to sign up for the Beautification

Committee Newsletter.

The America in Bloom display at Lure of the Local is impressive.

Mundelein Arts Commission is holding a soft call for artists for the anticipated STAR with the Beautification Committee.

Chris will take part in a focus group with Mundelein Parks and Recreation District regarding the Diamond Lake Recreation Center Master Plan. Chair Ross and Co-Chair Tancredi reported they are also attending.

## **ANNOUNCEMENTS**

Chair Ross announced Recycle-o-Rama will be held at Fremont Township on September 21, 2024.

## **PROJECTS**

### **Seed Exchange - Farmers' Market, September 28 - 8 AM to Noon**

There is no report at this time as Committee Member Jankowski was absent.

### **Beautification Newsletter**

Chair Ross requested input for the newsletter. Lynne Monroe explained it would be bi-monthly for now, and pending content. Lynne requested content by the Friday prior to the month's Beautification Committee meetings in order to give staff time to put together. In order to get enough content, Lynne suggests each member take a category. Sharepoint has the template and folders for articles that can be saved, so we always have a good amount of content to select from.

### **Property Beautification Award Nomination**

Co-Chair Tancredi presented an idea for the Excellence in Gardening and Yard Decorating awards. Co-Chair Tancredi will manage and welcomed anyone to partner with her. The group discussed ideas for this project. Chair Ross recommends a list of criteria and a scoring sheet for a Village official to judge once nominations are submitted. Co-Chair Tancredi will work with Liaison Monroe and Village Staff to get an online nomination form on the Beautification Committee web page. Co-Chair Tancredi will attend Coffee with the Mayor to get the word out.

## **OLD BUSINESS**

### **Open Meetings Act**

Liaison Monroe reminded everyone the importance of using your Outlook e-mail and avoiding using "Reply All" in order to stay compliant with the Open Meetings Act.

## NEW BUSINESS

### **Cancel November meeting and reschedule December meeting to December 4, 2024**

**Motion** to cancel the November 20, 2024, meeting and move the December 18, 2024, meeting to December 4, 2024. Liaison Monroe will have staff post the required change.

|                  |                                                                                                          |
|------------------|----------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 1]</b>                                                                 |
| <b>MOVER:</b>    | Committee Member Catherine Almanzo                                                                       |
| <b>SECONDER:</b> | Committee Member Jill Mitchell                                                                           |
| <b>AYES:</b>     | Jenny Berman Ross, Catherine Almanzo, Kim Nunez, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell |
| <b>NAYS:</b>     | None                                                                                                     |
| <b>ABSTAIN:</b>  | Chris Woodard                                                                                            |

### **Projects and Calendar for 2024-25**

Chair Ross distributed plan packet and asked members to review it. Discussion took place on projects to continue, such as America in Bloom or the Mayor's Monarch Pledge. Commission Member Mitchell was interested in the Audoubon project.

## OTHER BUSINESS

Co-Chair Tancredi suggested action items be sent after each meeting, separate from the minutes. She will manage this, so everyone stays on top of tasks and projects. She will blind copy everyone using the Outlook email addresses. Co-Chair Tancredi has also added an At a Glance document in SharePoint.

Co-Chair Tancredi shared a draft bookmark that she would like to use to get the word out about the Beautification Committee, at events like Coffee with the Mayor and Beautification Committee tables. Members were in favor of the idea. Co-Chair Tancredi will manage to get them printed in both English and Spanish.

Committee Member Tierney spoke to Country Bumpkin about selling Pollinator Kits; they suggested a 3 plant kit and needed to know how many to sell and the price point. Committee Member Mitchell suggested these be sold during National Pollinator Week. Ideas for this initiative were discussed, and Chair Ross suggested it be added to the October meeting agenda for decisions about container type, kit price and types of plants.

Chair Ross will reach out to Committee Member Jankowski about the packaged seeds for the upcoming Farmer's Market event.

## ADJOURNMENT

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

The meeting was adjourned at 6:48 PM.

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|------------------|----------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 7, No 0, Abstained 0]</b>                                                                 |
| <b>MOVER:</b>    | Committee Member Jill Mitchell                                                                           |
| <b>SECONDER:</b> | Committee Member Colleen Tancredi                                                                        |
| <b>AYES:</b>     | Jenny Berman Ross, Catherine Almanzo, Kim Nunez, Colleen Tancredi, Margaret (Peg) Tierney, Jill Mitchell |
| <b>NAYS:</b>     | None                                                                                                     |
| <b>ABSTAIN:</b>  | Chris Woodard                                                                                            |

**NEXT MEETING - October 16, 2024**

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Jenny Ross, Chairman