

AGENDA

MUNDELEIN ARTS COMMISSION MEETING

Village Hall - Room 101
300 Plaza Circle, Mundelein, IL 60060
October 21, 2024 - 7:00 PM

Please note that this meeting will be held in-person at the Mundelein Village Hall. The meeting will not be streamed electronically. If you cannot attend the meeting and you wish to submit a question or comment to be read during the public commentary portion of the meeting, please email your full name and your question or comment to cmalec@mundelein.org. Please put "Public Commentary" in the subject line. Comments received during the meeting, but after the public commentary portion has ended, will be provided to the Commission Members after the meeting.

- I. CALL TO ORDER
- II. ATTENDANCE
- III. PUBLIC COMMENTARY
- IV. MINUTES APPROVAL
 - A. Approval of the September 16, 2024 Minutes
- V. COMMITTEE REPORTS
 - A. Public Art Plan (No Updates)
 - B. A Christmas Carol
 - C. Lure of the Local
 - 1. Textile Workshop at Lure of the Local

- D. Acoustic Music and Guitar Jam
- E. Indoor Art Collection (No Updates)
- F. S'Murals
- G. Stars on Parade
- H. Earth Flight Sculpture (No updates)
- I. Hand Sculpture (No Updates)
- J. Writing Contest
- K. Beautification Committee

VI. OLD BUSINESS

- A. D75 Brat Fest
- B. Mundelein Arts Festival Sponsorship
- C. Giant Holiday Ornaments (S. Esson)
- D. Community Band (C. Bayoneto)
- E. Percent for the Arts

VII. NEW BUSINESS AND PROJECT UPDATES

- A. Craft Table at Winter Tree Lighting Ceremony
- B. Commissioner Email Acknowledgment Form
- C. 2025 Meeting Calendar
- D. Budget 2025-2026

VIII. QUESTIONS, COMMENTS, AND UPDATES

IX. ADJOURNMENT

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 regularly scheduled meeting of the Mundelein Arts Commission was held on September 16, 2024. Staff called the meeting to order at 7:01 PM.

ATTENDANCE

Staff took attendance. It indicated as follows:

Commission Attendance:

PRESENT: Chairman Spicuzza, Commissioner Esson, Commissioner Bayoneto, Commissioner Matousek, Commissioner Yim, Commissioner Woodard

ABSENT: Commissioner Justman, Commissioner Kalmanovsky, Commissioner Koehler, Commissioner Smith

Village Attendance

PRESENT: Colleen Malec, Senior Planner; Jess Marvin, Associate Planner

ABSENT:

PUBLIC COMMENTARY

Peter Rastrelli, Mundelein High School Board President, Kevin Myers, Mundelein High School Superintendent, and Kevin Quinn, Mundelein High School Director of Maintenance and Facilities, presented a presentation to the Mundelein Arts Commission about the high school's upcoming referendum, which will be on the November 2024 election ballot.

MINUTES APPROVAL

Approval of the August 19, 2024 Minutes

Motion by S. Esson, seconded by C. Bayoneto to approve the August 19, 2024 meeting minutes.

RESULT:	[Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Sue Esson
SECONDER:	Commissioner Colleen Bayoneto
AYES:	Aurelia Spicuzza, Sue Esson, Colleen Bayoneto, Jon Matousek, Rachel Yim, Chris Woodard
NAYS:	None
ABSTAIN:	None

COMMITTEE REPORTS

Public Art Plan

There were no updates.

Summer Shakespeare Shorts

There were no updates.

Mundelein Grand Prix

A. Spicuzza would like to purchase additional spray and professional stick chalk for next year's Mundelein Grand Prix with any remaining budget.

Lure of the Local

C. Malec provided a brief update on the Lure of the Local Opening Reception which was held on September 13th, 2024. The subcommittee (S. Kalmanovsky, C. Woodard, and C. Bayoneto) raised over \$1,450 in cash and in-kind sponsorship and donations. All the proceeds raised at the Lure of the Local Opening Reception will go directly to the Kracklauer Fund for Future Public Art. Between 600-700 attended the opening reception and everyone had positive feedback regarding the new location.

Photo Contest

There were no updates.

Indoor Art Collection

There were no updates.

S'Murals

There were no updates.

Stars on Parade

C. Malec informed the commission that staff will promote the call for artists for the monarchs, marigolds, and Mexican heritage star.

Earth Flight Sculpture

There were no updates.

Hand Sculpture

There were no updates.

Writing Contest

J. Matousek informed the commission that the writing contest would move from a fall project to a winter project. The contest will be open from January 15th to March 15th, 2025, and the theme is "Roots."

Christmas Carol

J. Matousek informed the commission that he would host auditions for A Christmas Carol: A Stage Reading on October 6th, 2024, in the Mundelein Village Hall Board Room. The performances will be held on December 6th - 8th, 2024, and the venue is still to be determined.

Beautification Committee

C. Woodard gave the commission an update on the Beautification Committee and their upcoming projects.

OLD BUSINESS

D75 Brat Fest

C. Bayoneto updated the commission and said the event went great, but not many people took the pencils, and she would like to hand out something different in the future.

Mundelein Arts Festival Sponsorship

There were no updates.

Giant Holiday Ornaments (S. Esson)

There were no updates.

Community Band (C. Bayoneto)

There were no updates.

Percent for the Arts

There were no updates.

Textile Workshop

Motion by C. Bayoneto, seconded by A. Spicuzza to approve up to \$65 for the Textile Workshop.

RESULT:	[Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Colleen Bayoneto
SECONDER:	Chairman Aurelia Spicuzza
AYES:	Aurelia Spicuzza, Sue Esson, Colleen Bayoneto, Jon Matousek, Rachel Yim, Chris Woodard
NAYS:	None
ABSTAIN:	None

Metal Butterflies

There were no updates.

NEW BUSINESS AND PROJECT UPDATES

There were no new business or project updates.

QUESTIONS, COMMENTS, AND UPDATES

There were no questions, comments, or updates.

ADJOURNMENT

Motion by S. Esson, seconded J. Matousek to adjourn the meeting.

RESULT:	[Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Sue Esson
SECONDER:	Commissioner Jon Matousek
AYES:	Aurelia Spicuzza, Sue Esson, Colleen Bayoneto, Jon Matousek, Rachel Yim, Chris Woodard
NAYS:	None
ABSTAIN:	None

The meeting was adjourned at 9:14 PM.

Respectfully submitted,
Jessica Marvin, Associate Planner
Recording Secretary

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Public Art Plan (No Updates)

Financial Impact:

Attachments:

None

Background:

No updates at this time.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: A Christmas Carol

Financial Impact:

Attachments:

None

Background:

The Christmas Carol team is disappointed to report that they will need to cancel the 2024 edition of A Christmas Carol due to 1) low attendance at auditions; and 2) nonworkable schedule conflicts between cast members. J. Matousek will elaborate more at the meeting.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Lure of the Local

Financial Impact:

Attachments:

None

Background:

There are no major updates, as the show is still open through November 10th. Weekly workshops and live music have been going well. Including opening night, the show has raised approximately \$2,200 in donations to the Kracklauer Fund thus far.

Commissioner R. Yim hosted a crochet and fiber arts workshop at the Lure of the Local on October 5th, and can provide a report on how that went.

There is a **major need for volunteers** to gallery-sit in either the reception area or exhibition hall. Most shifts for future weekends are still open

Recommendation:

To: Mayor and Board of Trustees

From:

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Textile Workshop at Lure of the Local

Financial Impact:

Attachments:

None

Background:

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Acoustic Music and Guitar Jam

Financial Impact:

Attachments:

None

Background:

J. Justman will report on any updates about a 2025 Acoustic Music and Guitar Jam.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Indoor Art Collection (No Updates)

Financial Impact:

Attachments:

None

Background:

No updates at this time.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: S'Murals

Financial Impact:

Attachments:

None

Background:

At a previous meeting, C. Woodard presented the idea for "S'Murals", short for "Small Murals". The idea is to work with local artists and local property owners to install small scale, low-cost murals around town as a way to increase access to public art. This idea is in the process of being fleshed out in more detail and is likely to be a 2025 project.

At the same time, the idea is to also start soliciting to create a database of local artists that are interested in painting murals to start "matchmaking" with local property owners that want to install (and pay for) their own murals.

C. Woodard met with staff last week to work through more details. She will provide an update.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Stars on Parade

Financial Impact:

Attachments:

None

Background:

The MAC is collaborating on a star with the Beautification Committee, which is also sponsored by Flowerama (\$200). The star was recently completed by Chicago Fiberglass Works, and C. Woodard picked it up and dropped it off at Public Works. Next step is a Call for Artists, which needs to be designed and written up to be marketed on social media.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Earth Flight Sculpture (No updates)

Financial Impact:

Attachments:

None

Background:

No updates at this time.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Hand Sculpture (No Updates)

Financial Impact:

Attachments:

None

Background:

No updates at this time. Next steps:

- Work with MAC, Public Works, and artist on refining the final location within the Pollinator Garden.
- Secure additional concrete footer quotes (already received two for \$2,800 and \$5,400).
- Have concrete footer installed in advance of artwork delivery.
- Determine a name for the sculpture – a community naming contest was discussed previously. This may be premature if the sculpture delivery is still 12-16 months out.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Writing Contest

Financial Impact:

Attachments:

None

Background:

J. Matousek and C. Woodard will be assisting with the Writing Contest this year, and will report on any updates if applicable. Betty Slack has been identified as a judge and editor for this year's contest. The Commission also wants to make a separate call for artists this year for illustrations and photos for the Mundelein Writes booklet. The MAC should establish a timeline and theme – last year, the contest was launched in mid-July with a deadline of October 1st. The subcommittee will be responsible for choosing a theme this year.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: D75 Brat Fest

Financial Impact:

Attachments:

None

Background:

No updates at this time.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Mundelein Arts Festival Sponsorship

Financial Impact:

Attachments:

None

Background:

No updates at this time.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Giant Holiday Ornaments (S. Esson)

Financial Impact:

Attachments:

None

Background:

S. Esson will report on any updates.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Community Band (C. Bayoneto)

Financial Impact:

Attachments:

None

Background:

C. Bayoneto will report on any updates.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Percent for the Arts

Financial Impact:

Attachments:

None

Background:

S. Kalmanovsky will report on any updates.

Recommendation:

To: Mayor and Board of Trustees

From: Jessica Marvin, Associate Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Craft Table at Winter Tree Lighting Ceremony

Financial Impact:

Attachments:

None

Background:

C. Bayoneto will report on updates. Sarah Christ, who is coordinating entertainment and craft tables, reached out to her about the MAC hosting a craft table. The Winter Tree Lighting Festival is on Saturday, December 7, 2024 from 3-7 PM at Courtland Commons.

C. Bayoneto did some preliminary research on holiday crafts from Amazon:

- Decorate Your Own Christmas Trees (\$9.99 for 45): chiazllta 945Pcs DIY Christmas Tree Craft Kit Kids Holiday Art Making Craft with Stickers, Make Your Own Christmas Bookmark Xmas Party Favor Decoration Home Classroom Game Activities
- Make Your Own Jingle Bell Wreath (\$16.99 for 52): Winlyn 475 Set Christmas Jingle Bell Wreath Christmas Tree Ornaments Craft Kit Jingle Bell Metallic Chenille Stems Glitter Pom-Poms Ribbon Assortment for Kids Holiday Xmas Bracelets Necklaces Artwork
- Decorate Foam Shapes with Stickers (Snowman, Trees, Santa Hat, Gingerbread Man) (\$19.99 for 36): Max Fun 302PCS Christmas Crafts Tree Foam Shapes Stickers Set Craft Kits, Xmas Tree Hat Snowman Christmas Decorations for Kids Crafts Party Favors Supplies

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Commissioner Email Acknowledgment Form

Financial Impact:

Attachments:

1. AD-24-42 - Commission - Committee Email Policy - 10.01.24

Background:

Administration has sent all commissions a new email policy, and is asking commissioners to sign the attached acknowledgement form that they received and accept the policy.

Please note that the policy includes a major change to how the MAC communicates:

- **They are asking all commissioners to begin only using the newly provided emails for all commission business.** They no longer want commissioners to use personal email addresses for anything related to MAC business.
 - Main reason: FOIA Requests
- Instructions to set up an email have been previously provided. Please contact Jen Marshall at jmarshall@mundelein.org or (847) 949-3225 if you need help.
- The new MAC emails must not be used for personal activity.
- You may change the password, but not the recovery email (jmarshall@mundelein.org).

Recommendation:

MUNDELEIN ADMINISTRATIVE POLICY

SUBJECT: COMMISSION / COMMITTEE EMAILS

CATEGORY: ADMINISTRATION

POLICY NUMBER: AD 24-42

EFFECTIVE DATE: OCTOBER 1, 2024

REVISION DATE:

APPROVED BY: ERIC J. GUENTHER, VILLAGE ADMINISTRATOR



Introduction

The Village of Mundelein has many volunteers who serve on committees and commissions for the Village, dedicated to the goals of the Commission or Committee for which they serve. As appointees of the Mayor and the Board, the commission or committee members ('Members') work on many initiatives on behalf of and in the interests of the Village, communicating often via email.

Purpose

The administrative staff seeks to establish a uniform and effective way for appointed members of committees and commissions to communicate via email with each other, Village staff, and the community for which they serve.

Outlook Emails

Due to licensing and network security ramifications, *Mundelein.org* emails via Microsoft365 cannot be created or managed for Members. The Village will instead create Outlook emails for all appointed Members using the following format:

Beautification	Jdoe.beautification@outlook.com
Fire Pension	Jdoe.firepension@outlook.com
Fire and Police	Jdoe.fireandpolice@outlook.com
Historical	Jdoe.historical@outlook.com
Mundelein Community Days	Jdoe.mcddc@outlook.com
Old #1 Fire Truck	Jdoe.old1@outlook.com
Police Pension	Jdoe.policepension@outlook.com
Arts	Jdoe.arts@outlook.com
Economic Development	Jdoe.economic@outlook.com
Planning and Zoning	Jdoe.planandzone@outlook.com
Emergency Telephone System	Jdoe.emergency@outlook.com

These emails are separate email accounts for the Members.

The Village requires Members to use this separate email account for all Village correspondence that occurs via email. Using this email is required to provide for:

- Public Distribution
- Management of email correspondence separate from personal emails
- Accessibility of correspondence if required under Freedom of Information Act (FOIA)
- Continuity and effective operations across all Commissions
- Accessibility to email correspondence as deemed necessary and at end of term.

Village Access

The Assistant to the Village Administrator manages all Commission administrative functions with the Village, such as vacancy and appointments. The Assistant will also be the back up to all password and access to the Member Outlook accounts. Members must maintain this backup contact information within the assigned Outlook email account and contact.

Member Responsibility

Use of this email account exclusively for Village email correspondence is required. In the event the Village receives a FOIA request for communications associated with a committee or commission, the Member will be required to provide all requested email correspondence.

Personal use

Just as no commission or committee business is to be conducted using personal email accounts, the Outlook account shall not be used for personal activity. The Outlook account assigned and all correspondence within remains the property of the Village of Mundelein.

Open Meetings Act

Members must exercise caution in using e-mail communications. Under the Open Meetings Act (5 ILCS 120), deliberations of a public body are to be taken openly. In general, to conduct deliberations on matters of public concern through e-mail is contrary to the intention of the Open Meetings Act (OMA). An electronic version of a "letter", where there are no replies or discussion of public business has not occurred is not a violation of the Act. An email sent to a majority of a quorum (typically two or more members,) and a reply only to the sender also would not be a violation of the Act, being that each Member communicated individually with the sender. However, if an email is used to reach a consensus, a violation likely occurs. Extra caution with the use of 'Reply All' should be considered with email communications. Reply All creates instantaneous communication of public business. A way to avoid Reply All is to blind copy the members when corresponding with the whole commission or committee.

Members must stay current in their understanding of OMA requirements as part of their appointment.

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: 2025 Meeting Calendar

Financial Impact:

Attachments:

None

Background:

The 2025 MAC meeting calendar has been set:

- January 20th
- February 17th
- March 17th
- April 21st
- May 19th
- June 16th
- July 21st
- August 18th
- October 20th
- November 17th
- December 15th

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of October 21, 2024

Subject: Budget 2025-2026

Financial Impact:

Attachments:

None

Background:

Administration is asking all commissions to hold their budget discussions early this year. The MAC should discuss whether to keep or change the amount requested to the Village Board (\$27,500 for FY25), and also establish a high-level breakdown of the proposed budget by project.

Staff will bring handouts to the meeting on Monday with information on actual expenditures for discussion.

Recommendation: