

AGENDA

MUNDELEIN ARTS COMMISSION MEETING

Village Hall - Room 101
300 Plaza Circle, Mundelein, IL 60060
November 18, 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 October 21, 2024 Minutes
- V. COMMITTEE REPORTS
 - A. Public Art Plan (No Updates)
 - B. Lure of the Local
 - C. Scholarship Program
 - D. Acoustic Music and Guitar Jam

E. S'Murals

F. Stars on Parade

G. Earth Flight Sculpture (No updates)

H. Hand Sculpture

I. Beautification Committee

VI. OLD BUSINESS

A. Craft Table at Winter Tree Lighting Festival

B. Giant Holiday Ornaments (S. Esson)

C. Community Band (C. Bayoneto)

D. Percent for the Arts

E. Commissioner Email Policy and Mandatory Acknowledgement Form

F. Budget for Fiscal Year 2025-2026

VII. NEW BUSINESS AND PROJECT UPDATES

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 October 21, 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 Justman, Commissioner Matousek, Commissioner Yim, Commissioner Woodard

ABSENT: Commissioner Kalmanovsky, Commissioner Koehler, Commissioner Smith

Village Attendance

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

ABSENT:

PUBLIC COMMENTARY

There was no public commentary.

MINUTES APPROVAL

Approval of the September 16, 2024 Minutes

Motion by S. Esson, second by C. Bayoneto to approve the September 16, 2024 meeting minutes as amended.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Sue Esson
SECONDER:	Commissioner Colleen Bayoneto
AYES:	Aurelia Spicuzza, Sue Esson, Jeff Justman, Colleen Bayoneto, Jon Matousek, Rachel Yim, Chris Woodard
NAYS:	None
ABSTAIN:	None

COMMITTEE REPORTS

Public Art Plan (No Updates)

There were no updates.

A Christmas Carol

J. Matousek informed the Commission that he regrettably has to cancel this year's A Christmas Carol due to scheduling conflicts.

Lure of the Local

Textile Workshop at Lure of the Local

R. Yim updated the Commission on her past textile workshop, which she hosted at the Lure of the Local event space. After R. Yim taught the attendees how to crochet, each attendee created one section of a larger color wheel. She showed the Commission a few pictures of what the attendees created.

Acoustic Music and Guitar Jam

J. Justman informed the Commission that he would like to host the Acoustic Music and Guitar Jam on Sunday, August 17, 2025.

Indoor Art Collection (No Updates)

There were no updates.

S'Murals

C. Woodard updated the Commission on S'Murals and the next steps. She will create a call for artists for this program and, once she has collected a handful of artists, create a bank of artists. She will be a matchmaker between the artists and building/property owners. She is aiming for this project to start in the spring of 2025. Staff is currently working on proposing a text amendment to the Zoning Ordinance to change the regulations for murals.

Stars on Parade

C. Woodard will create a call for artists for the Marigolds, Monarchs, and Mexican Heritage star.

Earth Flight Sculpture (No updates)

There were no updates.

Hand Sculpture (No Updates)

There were no updates.

Writing Contest

After a lengthy discussion, the Commission has decided to table this project until February 2025.

Beautification Committee

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

OLD BUSINESS

D75 Brat Fest

There were no updates.

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.

NEW BUSINESS AND PROJECT UPDATES

Craft Table at Winter Tree Lighting Ceremony

J. Matousek and C. Bayoneto have a MAC craft table at the Winter Tree Lighting Festival.

Motion by C. Bayoneto, seconded by S. Esson to approve \$120 for the Winter Tree Lighting Festival craft.

RESULT: Passed [Yes 7, No 0, Abstained 0]

MOVER:	Commissioner Colleen Bayoneto
SECONDER:	Commissioner Sue Esson
AYES:	Aurelia Spicuzza, Sue Esson, Jeff Justman, Colleen Bayoneto, Jon Matousek, Rachel Yim, Chris Woodard
NAYS:	None
ABSTAIN:	None

Commissioner Email Acknowledgment Form

Staff informed the Commission of the new email policy that the Administration Department is implementing. Staff provided the Commission with an acknowledgment form to sign once they have reviewed and set up their new email address account. J. Marvin will have training in November on how to set up the new email accounts.

2025 Meeting Calendar

The Commission reviewed the 2025 meeting dates and had no issues with the schedule.

Budget 2025-2026

After a lengthy discussion, the Commission will submit a budget proposal to increase its budget by \$1,000. The MAC's proposed requested FY 2025-2026 budget is \$28,500.

QUESTIONS, COMMENTS, AND UPDATES

The Commission has decided to cancel the December 16, 2024 regularly scheduled MAC meeting.

Motion by S. Esson, second by J. Matousek to cancel the December 16, 2024 regularly scheduled MAC meeting.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Sue Esson
SECONDER:	Commissioner Jon Matousek
AYES:	Aurelia Spicuzza, Sue Esson, Jeff Justman, Colleen Bayoneto, Jon Matousek, Rachel Yim, Chris Woodard
NAYS:	None
ABSTAIN:	None

ADJOURNMENT

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

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Jon Matousek
SECONDER:	Commissioner Sue Esson
AYES:	Aurelia Spicuzza, Sue Esson, Jeff Justman, 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 November 18, 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 November 18, 2024

Subject: Lure of the Local

Financial Impact:

Attachments:

None

Background:

Lure of the Local closed for the season on November 10th, and is now in the deinstallation and wrap up phase. Huge thanks to everyone who volunteered!

Wrap up items to be addressed:

- Meet with Public Works to give direction on deinstallation
- Set up committee meeting to discuss notes for next year
- Wrap up post on social media:
 - Did anyone take any photos at weekend events that they could share?
- Thank you notes – sponsors, volunteers, artists, Public Works
- Remove all signs
- Make sure all artwork is taken down and returned
- Transcribe guest book to create list for next year
- Coordinate takedown of Sam Parker exhibit (lift required)
- Furniture pickup

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 2024

Subject: Scholarship Program

Financial Impact:

Attachments:

1. MAC Scholarship Questions
2. Scholarship Application 2025
3. Scholarship Program Proposal 2025

Background:

The scholarship subcommittee provided a proposal for the MAC's review. See attachments, which include:

- Overview of budget request and program rules (\$3,000 for scholarships and \$25 for certificates)
- Proposed interview questions
- Proposed application form

Recommendation:

MAC Scholarship Interview Questions

1. Tell us about yourself.
2. How would earning this scholarship affect your situation?
3. Tell me about a mistake you've made and how you learned from it.
4. Who has been a role model for you, and what did they teach you?
5. What obstacles have you overcome in your pursuit of college/the arts?
6. Can you tell us about a personal achievement that makes you proud?
7. What is your dream job?
8. Are you involved in any activities outside of your major that you'd like to share with us?
9. What is a meaningful class or experience you had at MHS?
10. Is there anything else you'd like us to know about you before we make our decision?

Mundelein Arts Commission

SCHOLARSHIP CRITERIA

1. Must be a senior planning to attend either a 2 or 4 year institution and pursue a career in the arts.
2. Must have participated in arts classes or music classes in high school and/or outside of school.
3. Include a brief description of the artistic career you plan to pursue in college.
4. Visual arts applicants, please insert at least 4 - 6 images of your artwork.
5. Music applicants, Send Ms. Bogseth (abogseth@d120.org) a video of you performing your musical talent.

Please share all application components with Ms. Bogseth (abogseth@d120.org) or drop off application at the CCRC B105

Deadline: xxxxxxxxxxxxxxxxxxxxxxxx

Student Name: _____

Student Career Plans: _____

List art or music classes you have taken at school or outside of school.

Please write a brief description of the artistic career you plan to pursue in college as well as why it interests you.

[illegible]

Please share all application components with Ms. Bogseth (abogseth@d120.org) or drop off application at the CCRC B105.

Deadline: xxxxxxxxxxxxxxxxxxxxxxx

MAC Scholarship Information:

The MAC Scholarship sub-committee would like to provide the following information to the commission as a whole:

We are requesting \$3,000 for the MAC Scholarship, to be split equally among either two or three recipients, based on the discretion of the sub-committee. We request an additional \$25 to purchase quality certificates and certificate holders to present to the winners at the MHS Honors Night.

Interested MHS students will complete a MAC scholarship application that includes a written questionnaire and submissions of their art (images of visual art, recordings of a musical performance, etc.) From these applications, we will select the most impressive candidates for an interview. We will then choose the scholarship winners based on the interview.

Students will be asked on the written application to explain their education and training in the arts, share their successes, and describe what they plan to pursue in college and as a career. We will also give them space to include any special circumstances or considerations they would like us to know. The in-person interview will include similar topics, but will also allow for some fluid conversation with the candidates. The sub-committee is looking for talented, driven, passionate, community-minded young people who will use the scholarship money to major in the arts at a college or university.

The certificates and checks will be presented to the scholarship winners at the annual MHS Honors Night. We will have a designated person take pictures of the MAC presenters and students that can be used in our social media.

Once we have celebrated our winners at Honors Night, the sub-committee will make a presentation to the Commission introducing our winners and explaining why they were selected. It is important to the sub-committee that everyone on the Commission knows who the winners are and why they were chosen.

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 2024

Subject: Acoustic Music and Guitar Jam

Financial Impact:

Attachments:

None

Background:

J. Justman is working towards a 2025 Acoustic Music and Guitar Jam and will report on any updates.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 2024

Subject: S'Murals

Financial Impact:

Attachments:

None

Background:

Updates:

- The **mural database** will be a collection of artist names who are interested in installing murals. The idea is to have a “pool” of artists that we can reach out to for our own murals, but also a database we can share with private property owners that want to install their own murals (like a “matchmaking” service for public art). C. Woodard will collect interest in the **mural database** by first emailing all our artist contacts:
 - Lure of the Local artists
 - Lure guestbook entries (that identified as artists)
 - Interested artists that have contacted the MAC over the years (Staff has a list)
- **S'Murals** is a proposed MAC-funded series of small murals, which is anticipated to be a 2025 project. C. Woodard will start identifying sites and engaging artists. A subcommittee will need to be created for decision-making.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 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 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.

C. Woodard proposed the following language for the Call for Artists. Staff will work on a graphic and marketing posts to advertise it.

*"The latest addition to the Mundelein Arts Commission's Stars in Parade is titled '**Marigolds, Monarchs and Mexican Heritage**'. The star is jointly sponsored by the Mundelein Arts Commission, the Beautification Committee, and Flowerama.*

The Aztecs revered marigolds, using them in various rituals, festivities and artistic endeavors. Marigolds take center stage during the annual celebration of Dia de Los Muertos, the Day of the Dead and have become a symbol of Mexican pride and unity.

As winter approaches, monarch butterflies migrate to Mexico; their arrival coincides with Dia de Los Muertos. The indigenous people of Mexico believed that monarch butterflies were the souls of their ancestors returning for the annual celebration.

The MAC seeks an artist to interpret these themes in our newest star which will be on display at the pollinator garden, near Courtland Commons."

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 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 November 18, 2024

Subject: Hand Sculpture

Financial Impact:

Attachments:

None

Background:

The artist, Meg White, provided an update on the sculpture's progress. She also shared YouTube videos from her channel about its making, found at www.youtube.com/@possmom8. She is more than happy for us to share videos and pictures on social media, so the MAC should consider sharing an update with the public.

- Block moving from the truck: www.youtube.com/watch?v=Sjyvh9wNLbo



- The block is turned upright: www.youtube.com/watch?v=vGawxE5HfhM
- Finding the hand in the stone: www.youtube.com/watch?v=m72jd7--S_c
 - Splitting off a corner: www.youtube.com/watch?v=sgtMGhpKOaY

- Using wedges to split off a corner: www.youtube.com/watch?v=cEGVrP3_bz8
- Chainsaw for diagonal cut: www.youtube.com/watch?v=i6LhFqQF5kQ
- Chainsaw on other corner: www.youtube.com/watch?v=0MgfR5NrkhA

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 November 18, 2024

Subject: Beautification Committee

Financial Impact:

Attachments:

None

Background:

C. Woodard will report on any updates.

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 2024

Subject: Craft Table at Winter Tree Lighting Festival

Financial Impact:

Attachments:

None

Background:

The MAC is hosting a craft table at the Winter Tree Lighting Festival on Saturday, December 7th. **Colleen B., Jon, Rachel, and Sue** volunteered to man the table – please work with each other to coordinate timing.

We ordered 6 sets of this craft: Decorate Your Own Christmas Trees (45 count): [chiazlita 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](#)

Per Sarah Christ, the activities will take place in the Park District tent. **Craft tables should be set up by 3 PM and need to be out of the tent by 5 PM** so they can transition to cookies and hot chocolate. Tables will be provided. The event schedule is as follows:

- 2 PM – Santa’s Cottage
- 3 PM – Music and activities start
- 5:30 PM – Tree lighting begins
- 7 PM – Tree lighting ends
- 8 PM – Santa’s Cottage closes

Recommendation:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 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 November 18, 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 November 18, 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: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 2024

Subject: Commissioner Email Policy and Mandatory Acknowledgement Form

Financial Impact:

Attachments:

None

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. Signed forms are still needed from 3 members.

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:

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of November 18, 2024

Subject: Budget for Fiscal Year 2025-2026

Financial Impact:

Attachments:

None

Background:

At the prior meeting, the MAC decided on their budget request for FY2026, as well as an internal breakdown by category. The MAC is requesting \$28,500 (\$1,000 more than FY2025).

This budget by category is for internal purposes only, is not set in stone, and is purely a guideline for the MAC. The MAC still needs to authorize individual expenses.

Dollars	Item
\$300	Community Days Activities
\$6,000	Lure of the Local
\$750	Sumemr Shakespeare Shorts
\$1,800	Mundelein Grand Prix
\$500	A Christmas Carol Musical
\$1,000	Sponsorships and Marketing
\$15,000	Public Art • Site Prep, Signage, Concrete Base, and 2nd Artist Payment for Hand Sculpture (\$13,000 estimate)

	• \$2,000 for new "S'Murals (Small Murals) initiative
\$3,000	Scholarship Program
\$150	Other/Unanticipated
\$28,500	TOTAL

Recommendation: