



**Lincolnwood Beautification Commission
Monday, April 30, 2018
Board Conference Room
6900 N. Lincoln Ave.
6:00 P.M.**

1. Call to Order
2. Roll Call
3. Approval of Minutes from the February 26, 2018 Beautification Task Force Meeting
4. Election of Chair
5. Old Business
 - a. Lincolnwood in Bloom – Garden Walk Date Change
 - b. Spring Planting Update
5. New Business
 - a. Schedule of Meetings
 - b. Review of Commission Scope
 - c. Discussion Regarding Goals for Boards and Commissions Dinner
6. Staff Report
 - a. Touhy/Crawford Garbage Cans
 - b. Nancy Haas Plaque
7. Comments from the Public
8. Adjournment

Date Posted: April 26, 2018

By: Nadim Badran, Assistant to the Public Works Director



**Beautification Task Force Meeting
February 26, 2018
Village Hall
Board Conference Room**

Members Present

Mira Mazur, Chair
Jaclyn Cassel
Susan Perdomo
Gabriella Kowalczyk
Eve Fink
Georjean Hlepas Nickell – Trustee Liaison

Members Absent

Pamela Stavinoga
Terry Froman

Staff Present

Staff Liaison, Andrew Letson, Public Works Director
Staff Liaison, Nadim Badran, Assistant to the Public Works Director

I. Call to Order

- a. The meeting was called to order at 6:00 p.m. by Chairperson Mazur.

II. Roll Call

- a. Chairperson Mazur called the Roll. A quorum was present.

III. Approval of Minutes

- a. Member Cassel made a motion to approve the minutes of the November 13, 2017 meeting. Member Perdomo seconded the motion. The motion was approved 6-0 via a voice vote.

IV. Old Business

- a. Garden Walkthrough – 2017 Lincolnwood in Bloom Contest Winner – Mr. Badran welcomed Ms. Sharon Mau to the meeting as the winner of the 2017 Lincolnwood in Bloom Contest. Mr. Badran reminded the Task Force that as part of the award, the group previously discussed hosting a walkthrough of Mrs. Mau's garden. Mr. Badran stated that the tentative date for the walkthrough is April 28, 2018 from 12:00 p.m. to 3:00 p.m. Mrs. Mau asked for April 29th to serve as the rain date as needed and informed the group that parking is available on Lincoln and Lawndale Avenue. Mr. Badran stated that staff will set up signage and refreshments prior to the event.
- b. FY2019 Budget Update – Mr. Badran stated that the Butterfly Garden previously discussed by the group is currently included in the proposed FY2019 Budget. The Budget will also include funds for the replacement of soil at the Proesel Park sign on Lincoln Avenue and the installation of irrigation at the sign as well as at Madeline's Garden.
- c. Touhy/Crawford Avenue Garbage Can Replacement – Mr. Badran stated that funds are available in the current budget for the replacement of the garbage cans located at the intersection of Touhy and Crawford Avenues. Mr. Badran presented four options

for the Task Force to vote on, with the group unanimously selecting option number four, which is a thermoplastic lined receptacle.

- d. Review of Proposed 2018 Plantings
 - i. Establishing a Planting Schedule – Mr. Badran asked the Task Force to walk through the planned 2018 plantings. The group did not object to the proposed planting schedules. Member Fink requested the Village use Osmocote in place of Miracle Grow during the planting. Mr. Badran stated that he would check with Members Stavinoga and Froman regarding their assigned planting schedules in an email.

V. Staff Report

- a. Mr. Badran congratulated Public Works Director, Andrew Letson on the birth of his daughter in December. The Task Force congratulated Mr. Letson.
- b. Chairperson Mazur asked Mr. Badran to update the Task Force on the following items
 - i. Village Gateway Signs – Mr. Badran stated that staff was investigating different types of materials; however, the installation or replacement of Village Signage was not included in the proposed FY2019 Budget.
 - ii. Missing Nancy Haas Plaque – Mr. Badran stated that he was looking for clarification on the location of the plaque and inquired if there was interest in switching the material of the sign to a composite material to help prevent theft. The Task Force supported the idea.
 - iii. Replacement of Touhy/Keystone Avenue Median Trees – Mr. Badran stated the trees were knocked over by a drunk driver. Mr. Badran stated that the trees would be replaced as part of the spring tree planting.
 - iv. Touhy/Crawford Avenue Light Baskets – Mr. Badran explained that when the street lights on Touhy Avenue were replaced, the Lantern heads did not come in the same style with LED fixtures, so a different model was used.

VI. New Business

- a. Proposed Code Amendment Reestablishing the Beautification Commission – Mr. Badran introduced the item by stating that this concept was discussed by the Task Force at their November meeting and subsequently discussed by the Village Board at the Committee of the Whole meeting on December 5, 2017. Chairperson Mazur stated that she would like for the Commission status to be reestablished so the group can provide input in a greater number of Capital Projects such as the Lincoln Avenue Median project. Mr. Letson stated that the group did provide input on the project and stated that there haven't been many projects that have occurred since then that required input from the group, as they have already gone through other commissions.

Member Perdomo stated she does not feel that the group has been treated any differently since becoming a Task Force and asked if the switch to a Commission is already done. Mr. Badran stated that at their December 5, 2017 meeting, the Village Board supported the idea of reestablishing the Commission and should the Task Force reach a consensus on the language for the Village Code, staff will bring it to the Board for consideration.

Member Perdomo asked what the meeting schedule would be. Mr. Badran stated there would be a monthly meeting schedule. Trustee Liaison Nickell stated that the group can meet less than monthly, based on the workload and whether there is a need for a meeting. Mr. Letson stated that he would like to see the Commission have scheduled monthly meetings in the event they were to review a time-sensitive project; however, meetings could be cancelled if there was a lack of agenda items.

DRAFT

Mr. Letson stated that the draft Code language provides guidelines for the group to review an item referred by the Village Board. There was a consensus among the Task Force that there was a desire to be reestablished as a Commission using the draft Code language presented by staff.

Mr. Letson stated that staff would bring the item to the Village Board at their March 20, 2018 meeting. Mr. Letson stated that at their first meeting the group would elect a chair and establish a meeting schedule. Staff will work with the Mayor to establish terms for specific members so that the terms are staggered, preventing all of the members from requiring renewal at the same time.

- b. Lincolnwood in Bloom Contest – Mr. Badran stated that it is time to begin preparing the Lincolnwood in Bloom contest materials for this year’s competition. Member Perdomo asked if staff could mail out letters to people identified as having a nice garden to encourage them to apply. Mr. Badran stated staff could mail out letters to properties identified by members of the Task Force and if members of the Task Force wanted to hand out application that would also help spread the program. Chairperson Mazur asked if staff could display pictures of the winning garden on the Village website and possibly display the pictures at Village Hall as well.
- c. Arbor Day 2018 – Mr. Badran stated that Arbor Day is Friday, April 27th. Mr. Badran stated that the current plan is to plant a tree in the public parkway adjacent to the school as was done last year. The Task Force had no objections to this plan.

VII. Adjournment

- a. Member Cassel made a motion to adjourn, seconded by Member Perdomo. The motion passed via voice vote with all in favor and none against. The meeting adjourned at 7:25 p.m.

Minutes Recorded by:

Nadim Badran
Assistant to the Public Works Director

Staff Liaison



Beautification Task Force Planting Implementation Form

Location: Madeleine's Garden

Plant(s) Needed and Quantity: Red Option:

- 6 baskets of Red Velvet Dragon Wing Begonias

White Option:

- 16 flats of White Begonias

Six Hanging Baskets

- Two with Red Dragon Wing Begonias
- Two with White Dragon Wing Begonias
- Two with Blue Lobelia

Perennials

- 24 Helleborus Niger Christmas Rose
- ~~24 Japanese Forest Grass Albostriata~~
- 24 Fubuki Japanese Forest Grass

Estimated Cost: \$1,500 - \$2,000

Timeframe for Ordering Plants: December

Timeframe for Installing Plants: May

Staff Needed for Installation: Two – Three Staff Members

Preparations Needed for Planting Area:

Add Mushroom Compost in Fall and Spring
Turning of the soil in the Spring
Cut Grasses around Bed in March

Ongoing Maintenance Needs: Spring / Fall Cleanup
Normal Watering
Weekly Visits from Village contractor
Miracle Grow after planting

Other Considerations: _____

Soil Type: Clay

Light Condition: Deep Shade

Responsible Beautification Task Force Member(s): Mira Mazur

Eve Fink

Jaclyn Cassel



Beautification Task Force Planting Implementation Form

Location: Lincoln Avenue Proesel Park Sign

Plant(s) Needed and Quantity: 8 Perennial Roseanne Geraniums
2 Trays Marigolds (inca)(Yellow)
2 Trays Red Zinnias

Estimated Cost: \$200

Timeframe for Ordering Plants: December

Timeframe for Installing Plants: Week Following Memorial Day

Staff Needed for Installation: One Staff Member

Preparations Needed for Planting Area: Turning of the soil in the Spring
Add mushroom compost in Fall and Spring

Ongoing Maintenance Needs: Spring / Fall Cleanup
Weekly visits from Village contractor

Other Considerations: _____

Soil Type: Clay

Light Condition: Sunny/No Shade

Responsible Beautification Task Force Member(s): Pamela Stavinoga
Terry Froman



Beautification Task Force Planting Implementation Form

Location: Morse / Kostner

Plant(s) Needed and Quantity: 47 Yellow/Rose Lantana
6 Flats Pink Yinca

Estimated Cost: \$150

Timeframe for Ordering Plants: December

Timeframe for Installing Plants: Plant After Memorial Day – First Week of June

Staff Needed for Installation: One – Two Staff Members

Preparations Needed for Planting Area: Add mushroom compost in Fall and Spring
Turning of the soil in the Spring
Weekly visits from Village contractor

Ongoing Maintenance Needs: Spring / Fall Cleanup
Check on weeds and remove lambs' ear

Other Considerations: _____

Soil Type: Loam, with a tendency towards clay

Light Condition: Sunny/No Shade

Responsible Beautification Task Force Member(s): Susan Perdomo
Jaclyn Cassel



Beautification Task Force Planting Implementation Form

Location: Village Hall Entrances

Plant(s) Needed and Quantity: 24 Pink Dragon Wing Begonias
24 White Dragon Wing Begonias

Estimated Cost: <\$200

Timeframe for Ordering Plants: December

Timeframe for Installing Plants: Summer

Staff Needed for Installation: One – Two Staff Members

Preparations Needed for Planting Area: Clear Area of Weeds
Add mushroom compost in Fall and Spring
Turning of the soil in the Spring

Ongoing Maintenance Needs: Spring / Fall Cleanup
Weekly visits from Village contractor

Other Considerations: _____

Soil Type: Clay

Light Condition: Partial Shade

Responsible Beautification Task Force Member(s): Pamela Stavinoga
Terry Froman



Lincolnwood Beautification Commission

2018 Meeting Schedule

April 30, 2018 – 6:00 p.m.

June 11, 2018 – 6:00 p.m.

July 9, 2018 – 6:00 p.m.

August 13, 2018 – 6:00 p.m.

September 10, 2018 – 6:00 p.m.

October 8, 2018 – 6:00 p.m.

November 12, 2018 – 6:00 p.m.

December 10, 2018 – 6:00 p.m.