

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## WEST CHICAGO CULTURAL ARTS COMMISSION

Thursday, March 7, 2024

West Chicago City Hall – 475 Main Street

7:00 p.m.

### AGENDA

1. Call to Order, Roll Call, Establishment of a Quorum
2. Public Participation
3. Approval of Minutes
  - a. Cultural Arts Commission Meeting: February 1, 2024
4. Items for Discussion and Possible Action
  - a. 2024 Art Banner Exhibit
    1. Artwork
    2. Staff & Commission Roles
    3. Schedule
  - b. Master Plan
  - c. City Website Translations
5. Other Business
  - a. Artculture
  - b. West Chicago Park District's Taco & Art Festival
6. Adjournment

CC: Mayor Ruben Pineda, City Council, Michael Guttman, West Chicago Cultural Arts Commissioners, Media, Daniel Peck

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Nancy M. Smith  
CITY CLERK

Michael L. Guttman  
CITY ADMINISTRATOR

**DRAFT**  
**CULTURAL ARTS COMMISSION MINUTES**  
**Thursday, February 1, 2024**  
**West Chicago City Hall – 475 Main Street**  
**7:00 p.m.**

**1. Call to Order, Roll Call, Establishment of a Quorum**

Chairman Kuharich called the meeting to order at 7:02 p.m. Roll Call found Commissioners Garcia, Gsedl, Plumlee, and Walsh present. Commissioner Hernandez arrived at 7:10 p.m. Commissioner Treudt was absent.

Also in attendance was Marketing and Communications Manager Daniel Peck and Alderman Chassee.

**2. Public Participation**

Alderman Chassee introduced herself as the Commission's new Aldermanic Liaison.

**3. Cultural Arts Commission Meeting Minutes of January 11, 2024**

Commissioner Walsh made a motion, seconded by Commissioner Garcia, to approve the requested changes to the minutes of January 11, 2024, as discussed. Voting Aye: Chairman Kuharich, Commissioners Gsedl and Plumlee. Motion Carried.

**4. Items for Discussion and Possible Action**

A. *Art Banner Exhibit 2024*. Commissioners discussed the need to have content on the City's website translated in both English and Spanish, and desired making a motion to request the City Council to consider translating the City's website in both languages. Alderman Chassee suggested that the Commission take the appropriate action of proposing a motion for staff to explore the feasibility and associated costs of updating the City's website to include translations of content in both English and Spanish.

Commissioner Plumlee made a motion, seconded by Commissioner Walsh, to request the Council to direct City staff to investigate the feasibility and financial impact of making the City's website translation functions more user-friendly or translating content on the website into both English and Spanish. Voting Aye: Chairman Kuharich, Commissioner Garcia, Gsedl, Hernandez. Motion Carried.

Manager Peck reported that 33 artworks have been submitted by 20 artists as of February 1, 2024.

B. *Public Arts Master Plan*. Chairman Kuharich provided a progress update of the Plan.

Commissioners discussed online forms for public art. Manager Peck reported that developing a digital form for a public survey would not be possible. He stated that staff could create a webpage that could be created explaining different types of art, but the content would need to be provided by the Commission.

C. *Annual Report*. In response to Commissioners questions, Manager Peck stated that the Annual Report is provided to the City Administrator who then provides the document to the City Council.

Commissioner Hernandez made a motion, seconded by Chairman Kuharich, to accept the changes to the 2023 Annual Report as discussed. Voting Aye: Commissioners Garcia, Gsedl, Plumlee, and Walsh. Motion Carried.

**5. Other Business**

Chairman Kuharich reminded the Commission that the West Chicago Park District's Taco and Art Festival will be held on Saturday, July 20, 2024.

Commissioners raised concerns about the absence of a dedicated Cultural Arts Commission email account provided by the City. Manager Peck informed the Commission that the staff is actively working on the process and will report back once there are more details.

Manager Peck reported that no additional details could be added to the Fremont Street Water Tower at this time. Commissioners requested staff to have the contractor ensure that appropriate kerning be provided between letters.

**6. Adjournment**

At 7:58 p.m., Chairman Kuharich adjourned the meeting.

Respectfully submitted,

**Daniel Peck**

Marketing and Communications Manager

City of West Chicago

**WEST CHICAGO CULTURAL ARTS COMMISSION  
AGENDA ITEM SUMMARY**

**ITEM:** 4.a.1

**TITLE:** 2024 Art Banner Exhibit: Artwork

**DATE:** March 7, 2024







**ITEM SUMMARY:**







The 2024 Art Banner Exhibit has received 68 art entries from 39 artists. Following the submission period, the 2024 jurors provided their selection for the 26 artworks that will be included in this year's Exhibit. A Google Sheet document was added to the Commission's Drive, which contains the results of their selection.



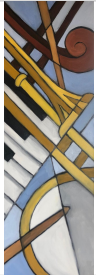



Accompanying this Summary is the PDF that includes each of the 26 artworks selected, that will need to be confirmed by the Commission for the Exhibit. After confirmation of the artworks, City staff will add the artists names and provide the volunteer Commissioner(s) with a link to the location of the file that will include all the necessary details to begin designing the banners.

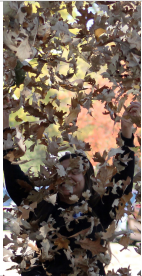





**MOTION PROPOSED:**

- Confirm the artwork for the 2024 Art Banner Exhibit.



38	Next Stop, Celebration Station	N/A	<a href="#">View Artwork</a>	
37	Spring Has Sprung	A Julia Heliconian orange butterfly feeding on spring flowers. A long lens and good light helped in capturing this butterfly enjoying a meal.	<a href="#">View Artwork</a>	
35	Celebrate!	Fireworks	<a href="#">View Artwork</a>	
32	Celebration Sunrise	This was made with paint and shows a beautiful sunrise. It makes me happy!	<a href="#">View Artwork</a>	
29	Breaking Through	Oil on canvas. Any kind of break-through is worth celebrating, and the best kind might just be new life!	<a href="#">View Artwork</a>	
27	Celebration of Joy	Photos of a large sculpture in Torremolinos Spain, located just off the banks of the Mediterranean Sea. These girls represent the celebration of life and joy that come with visiting the Promenade in the Costa Del Sol. Taken during our trip with the Chamber of Commerce. Taken with Canon EOS, 159mm telephoto f2.8	<a href="#">View Artwork</a>	

<p>26</p>	<p>Burst of color celebration</p>	<p>Two Colorful water bottles bursting to celebrate.                  1. Artwork 2160 x 3024 pixels at 72 DPI.                  2. Banner Lets Celebrate 36 x 72 Available.</p>	<p><a href="#">View Artwork</a></p>	
<p>24</p>	<p>Time to Celebrate</p>	<p>Celebrate for any reason on the planet                  The drawings are the same, but the Title inside of the Banner has the different color. You can chose which is more appropriate.</p>	<p><a href="#">View Artwork</a></p>	
<p>23</p>	<p>Celebration of History</p>	<p>Locomotive and fireworks, painted in acrylic on canvas. 18" x 36"                  As a 30+ year resident, trains and fireworks are the two things that have remained consistent in West Chicago, as long as I can remember. This original painting is loosely based on the "Big Boy" locomotives from the past.</p>	<p><a href="#">View Artwork</a></p>	
<p>22</p>	<p>Celebra la Vida</p>	<p>Watercolor &amp; Oil Pastel with digital color enhancement.</p>	<p><a href="#">View Artwork</a></p>	
<p>21</p>	<p>Celebrating a sweet treat of summer</p>	<p>Child with an ice cream cone</p>	<p><a href="#">View Artwork</a></p>	
<p>19</p>	<p>The Day of the Dead</p>	<p>This celebration, held on November 1 and 2, commemorates the lives of the dearly departed. The "calaveras," or sugar skulls and the marigold flowers are important symbols of these days, during which families welcome back the spirits of their loved ones. Widely celebrated in Mexico, it is also commemorated in the United States and other Latin American countries.</p>	<p><a href="#">View Artwork</a></p>	

18	"Celebration" and "Triumph"	<p>"Celebration" is an approximately 18" plaster statuette, "Triumph" is about 15" tall. I had a solo exhibit at Gallery 200 in November of 2023 called "My 3D Journey". In this exhibit I showcased how my art has "jumped off the canvas" in the last 8 years by transitioning slowly but surely from 2D art into 3D. My collection of 8 plaster statuettes show different positive emotions. When I saw the theme for this year's Banner project I took it as a sign, that my "Celebration" and "Triumph" pieces should be entered :-)</p>	<a href="#">View Artwork</a>	
17	Celebrate Summer	<p>Acrylic Paintings os summer flowers. Especially Sunflowers.</p>	<a href="#">View Artwork</a>	
16	Improvisation	<p>In my work "Improvisation" I sought to visually represent the interplay of instruments that occurs when jazz musicians perform on stage. The double bass, trombone, piano and drum playfully come into and exit the picture frame at jaunty angles. The interlocking planes and angles of the instruments give the painting movement and energy- a celebratory tone to the finished painting.</p>	<a href="#">View Artwork</a>	
14	It's a big deal	<p>Food festival is a big deal!</p>	<a href="#">View Artwork</a>	
13	Amazing Moment	<p>Celebrating together with a mother and child bond.</p>	<a href="#">View Artwork</a>	
12	Horses Celebrating His Release	<p>I took this photo of a blue roan colt after he was turned out. He celebrated his return to his friends with a neigh, his head held up high in the air, galloping to them. His friend in the photo waits for him. I thought it fit the description of your artwork because at this moment in time in the photo, he was celebrating his freedom.</p>	<a href="#">View Artwork</a>	

11	Fall Leaves/Hojas de Otoño	<p>Most high school teachers don't have the opportunity to experience life's firsts with their students. However teaching our newest community members creates unique opportunities. Many of my students come from places without the extreme changes of seasons that we experience in West Chicago. I snapped this photo as one of my students scattered her first pile of leaves into the autumn air.</p>	<a href="#">View Artwork</a>	
9	Celebration of Spirits	<p>Acrylic paint on 100 pound vellum.</p> <p>This artwork is an homage to the belief that on Día de los Muertos, the barrier between the spiritual world and the physical world dissolves. During this time, souls of the departed return to visit their living relatives, bringing joy and celebration.</p> <p>In creating this work, I was inspired by the rich heritage and the heartfelt expressions of those who celebrate Día de los Muertos. This painting is a tribute to the enduring spirit of those we have lost and a celebration of the eternal connection that we share with them.</p>	<a href="#">View Artwork</a>	
8	I Love Fireworks!	<p>Digital Photo Collage assembled in Photoshop with hand drawn shapes and my own photos and scanned hand-altered papers.</p>	<a href="#">View Artwork</a>	
7	Celebration	<p>Mixed media on paper - acrylic paint, inks, pen-work and markers</p>	<a href="#">View Artwork</a>	
6	Unity in the Community 1	<p>The desire of unity in our community is the base abstract concept I use in all my work. I do this to demonstrate the way all of us can interact with each other as we traverse through the friction of life. The vibrant colors, undulating clouds, and other icons abstractly represent humans as individuals residing together harmoniously in their community. I also utilize a variety of simple icons and abstract shapes to create undulating surrealistic landscapes, which creates a vibrant space where the art resides.</p>	<a href="#">View Artwork</a>	
4	Elle's Delight	<p>Young Elle celebrates the beauty of a falling leaf.</p>	<a href="#">View Artwork</a>	



3	Party Time Pinata	Nothing says party like a Pinata! Traditional for birthday and other fun events, the bright colors of the Pinata and the promise of dulces [sweets] brings the kids running.	<a href="#">View Artwork</a>	
2	Sunlit Dancer	A photo of a young dancer in celebration of Hispanic culture.	<a href="#">View Artwork</a>	

**WEST CHICAGO CULTURAL ARTS COMMISSION  
AGENDA ITEM SUMMARY**

**ITEM:** 4.a.2  
**TITLE:** 2024 Art Banner Exhibit: Staff & Commission Roles  
**DATE:** March 7, 2024

**ITEM SUMMARY:**

To ensure that roles of City staff and Commission are clearly defined for the 2024 Art Banner Exhibit, the following duties have been identified. Commissioners are requested to provide input and feedback on this with the goal of finalizing a series of roles to present to the City Administrator for approval.

*Roles of City Staff*

City staff will assist with coordinating the production of banners, installing and removing banners, promoting the Exhibit, and providing administrative support. As part of these efforts, and with the approval of the City Administrator, staff members may fulfill the following duties:

1. Marketing and Communications Division staff will assist the Commission with the following:
  - a. Assistance with facilitating discussions with the City's printing contractor and the designated volunteer Commissioner(s) to ensure a timely production period.
  - b. Provide limited graphic design assistance, as necessary, in the absence of the volunteer Commissioner(s) responsible for producing files.
  - c. Promotion of the Exhibit via the City's digital communications platforms.
  - d. Administrative support with facilitating information from the Commission to other City Departmental staff and reviewing, approving, and processing of financial transactions associated with the Exhibit.
  - e. Perform an update of the Art Banner Exhibit webpage to include a new voting form for the 2024 People's Choice Award nomination and inclusion of new banner images.
  - f. Provide form results to Commission for confirmation of People's Choice Award winner.
  - g. Production of (2) bulk email notifications that include:
    - i. Notification to all submitting artists providing list of selected Exhibit artworks, voting period dates, and tentative date of announcement of the Award winner.
    - ii. Notification to Exhibit artists providing confirmation for date of announcement of the Award winner and details of how to pick up banners.
2. GIS Division staff will assist the Commission with the following:
  - a. Development of a digital map showcasing the individual locations of each banner.
3. Streets Division staff will assist the Commission with the following:
  - a. Installation of banners the second week of May and removal of banners by the last week of August in accordance with the City's Streetlight Banner Display Program. All banners will be positioned within the Pedestrian-Oriented Zone along Main Street from Washington Street to Wilson Avenue, and Galena Street from Main Street to High Street.

*Roles of Commission Members*

Commission members are tasked with designing the banners for the Exhibit, providing production-ready files to the City's contractor, confirming the People's Choice Award winner, and planning and organizing two volunteer Commissioner event(s). If desired, the Commission may opt to provide appropriate digital images of artwork to the City's contractor to facilitate the design of displays and creation of production-ready files. As part of these efforts, and with the approval of the City Administrator, Commissioners will fulfill the following duties:

1. Assignment of a volunteer Commission member(s) to manage the following:
  - a. Design template for banners and update template with submitted artworks and details.
  - b. Produce production-ready files of banners in coordination with the City's contractor.
  - c. Serve as a designated point of contact(s) for the City's printing contractor.
  - d. Proof artwork on behalf of the Commission.
2. Confirm the results of the People's Choice Award voting period during a regular public meeting.
3. If desired by the Commission, design and produce certificates for 2024 Exhibit artists from the City to accompany banners. If signatures are required, City staff will assist with acquiring signatures and then will provide the certificates back to Commissioners for organizing.
4. Plan, organize, and attend two Commissioner volunteer events that are intended to:
  - a. Organize and identify banners after their removal, and accompany certificates with banners if deemed necessary. Event should occur at least 10 days prior to the People's Choice Award announcement.
  - b. Organize a timeframe for Exhibit artists to pick up their artwork after their removal. Event should occur within 60 days of the conclusion of the Award announcement. If all banners are unable to be picked up, or an event is unable to be scheduled, City staff will provide a receptacle within City Hall for a designated time period in which submitting artists can pick up their artwork during regular business hours.

**MOTIONS PROPOSED:**

- Designate volunteer Commissioner(s) to manage the duties outlined within the agenda item.
- Seek the City Administrator's approval for the proposed roles for City Staff and Commissioners for the 2024 Art Banner Exhibit.

**WEST CHICAGO CULTURAL ARTS COMMISSION  
AGENDA ITEM SUMMARY**

**ITEM:** 4.a.3  
**TITLE:** 2024 Art Banner Exhibit: Schedule  
**DATE:** March 7, 2024

**ITEM SUMMARY:**

To support City staff in implementing the Art Banner Exhibit in collaboration with the Cultural Arts Commission, the provided tentative schedule has been presented for review and feedback. Commissioners are requested to provide input and feedback on this proposed schedule with the goal of finalizing a schedule for the 2024 Exhibit through a motion of approval.

*2024 Art Banner Exhibit Schedule*

- |   |                                      |
|---|--------------------------------------|
| • Exhibit Artists Confirmed by Commission                   | Thursday, March 7 (CAC Meeting)      |
| • Final Artwork Approval & 2025 Exhibit Theme Discussion    | Thursday, April 4 (CAC Meeting)      |
| • Artwork Sent to Contractor by Volunteer Commissioner(s)   | Friday, April 5                      |
| • Artwork Proofed/Approved by Volunteer Commissioner(s)     | Friday, April 12                     |
| • Notification Sent to All Submitting Artists by City Staff | Friday, April 19                     |
| • Banners Delivered to City Staff                           | Tuesday, April 30                    |
| • 2025 Exhibit Theme & Schedule Approval by Commission      | Thursday, May 2 (CAC Meeting)        |
| • Installation of Banners by City Staff                     | Friday, May 10                       |
| • Voting Portal & Map Added to Website by City Staff        | Friday, May 17                       |
| • Banner & Voting Portal Removal by City Staff              | Friday, August 30                    |
| • Confirmation of Voting Results by Commission              | Thursday, September 5 (CAC Meeting)  |
| • Notification Sent to All Exhibit Artists by City Staff    | Friday, September 13                 |
| • Banner Organization Event Scheduled by Commission         | Thursday, October 3 (CAC Meeting)    |
| • People’s Choice Award Announcement by Commission/Council  | Monday, October 21 (Council Meeting) |
| • Banner Pickup Event Scheduled by Commission               | December 20 (On or Before)           |

**MOTION PROPOSED:**

- Confirm the 2024 Art Banner Exhibit Schedule.

**WEST CHICAGO CULTURAL ARTS COMMISSION  
AGENDA ITEM SUMMARY**

**ITEM:** 4.c  
**TITLE:** City Website Translations  
**DATE:** March 7, 2024

**ITEM SUMMARY:**

At the Cultural Arts Commission meeting on February 1st, Commissioners deliberated on the prospect of translating the entire City's website into two languages, English and Spanish. Although there was a general consensus in favor of this proposal, and a motion was successfully carried, it was brought to the attention of the staff that, in accordance with the Open Meetings Act, an item must be formally added to the Commission's agenda before it can be considered and heard by the City Council.

This Agenda Item is to provide the Commission with an opportunity to make the formal motion for this request in alignment with the Open Meetings Act. Provided below is the verbatim verbiage from the February 1, 2024 public meeting:

“Commissioner Plumlee made a motion, seconded by Commissioner Walsh, to request the Council to direct City staff to investigate the feasibility and financial impact of making the City’s website translation functions more user-friendly or translating content on the website into both English and Spanish.”

**MOTION PROPOSED:**

- Request the City Council to direct City staff to investigate the feasibility and financial impact of making the City’s website translation functions more user-friendly or translating content on the website into both English and Spanish.